**UNESCOPERFORM meeting, Paris, 9thNov 2016**

UNESCO Headquarters, 7, place de Fontenoy, Paris.

**Minutes of the Consortium meeting**

Participants:

UOC: : Isabel Ruiz, Marina Di Masso, Karla Berrens

TBVT: Oriol Marimon, Helena González

UoB: Jon James, Ellie Cripps, Sarah Eagle, Viv Kuh, Mireia Bes

SMS: Leanne Gunn, David Price

UoW: Eric Jensen

AJA: Livio Riboli

TRACES: Céline Martinau, Paul Boniface

UNESCO: Alex Da Silva, Casimiro Vizzini

EUSEA: Leonardo Alfonsi

UAB: María Heras, Sandrine Gallois

**Morning session(11:00 – 13:30):**

* Marina informed about the SC agreements: 1) To maintain the current deadlines for internal review of deliverables, 2) To translate the webpage into French and Spanish (EUSEA) and Catalan (UOC), 3) To elaborate guidelines to enhance partners' communication actions (EUSEA), 4) To publish in the website in English and, if appropriate, in the national languages (each partner).
* Marina reminded on key management issues related to the technical and financial report, as well as highlighted issues related to the Data Management Plan. On management issuesViv commented that less iterations between partners and WP leaders and more between the coordination team and the WP leaders can be done in next reports. Oriol and María stated that the strategy set by the CT has been very useful.
* Livio asked what would happen if partners do not spend all the p-m. The CT is reluctant to ask for changes in p-m between partners to the PO at this early stage of the project. Alternatively, p-m can be reallocated between tasks within the same WP.
* Isabel presented the main activities conducted in WP1 and next steps, emphasizing that partners need to respect deadlines and use the intranet.
* Viv asked for revising the folder organization of the intranet to make it more user friendly. Marina will be responsible for it.
* Oriol and Helena presented the main achievements of WP2 and future activities, highlighting the challenges, which are mainly related to the low response rate in the online survey of Task 2.1, teachers’ participation in the participatory workshops and the use of social media in Task 2.2. Further discussions about these challenges in the afternoon.
* Viv presented the work that University of Bristol has done in WP3 and the ongoing activities. She asked for pictures and other media material from the activities in each case study to elaborate the toolkits.
* Maria and Eric presented activities conducted in WP4 and future steps. Eric reported the number of twits gathered that are related with PERFORM, which are mainly from Spain, and that Instagram was added to Twitter to collect more data.
* Alex and Casimiro presented the activities conducted in WP5 and the elaboration of the sustainability plan.
* Leonardo informed about the participation of PERFORM in the next ECSITE conference in Portugal (June 2017) and commented on future action to be conducted to maximize PERFORM communication actions.

**Afternoon session (14:30 – 17:30)**

* Main agreements from the work in groups:

WP2

A delay in the delivery of D2.2 (M30) was discussed within the WP but not agreed with the CT. Alternatives to avoid such delay were discussed with WP2 leaders and involved partners.

WP3

ECR goes on as planned.

In the UK one training will take place (the possibility is left open for a second more informal one).

WP4

Task 4.2: In France and UK moodle and other similar platforms that schools already use will be considered as social media and analysed as so; follow-up interviews will be assessed as students' responses. The task leader (UoW) will coordinate the arrangements to with CSCs.

WP5

UNESCO will ask partners for inputs for the sustainability plan. Questions on organizational capacities will be sent around next week, and quick answers are expected.

WP6

EUSEA will organize dissemination actions by target groups and communication channels.

* Next consortium meeting will be **10-12th April 2017 in Bristol**.