**PERFORM General Assembly**

**April 12th,2017**

**St Paul's Learning & Family Centre, St Paul's, Bristol**

**MINUTES**

**Time**

9h-11h15

**Participants**

SMS: Raquel Mason, David Price

UoB: Mireia Bes

TRACES: Céline Martineau, Paul Boniface

UoW: Eric Jensen

TBVT: Oriol Marimon, Helena González

UNESCO: Casimiro Vizzini

UAB: María Heras

UOC: Isabel Ruiz, Marina Di Masso

AJA: Livio Riboli (via Skype)

EUSEA: Andrea Troncoso

**Agenda**

1. **Informed consents** from participants

Agreements

* Case study coordinators are in charge of coordinating the collection of teachers’ and ECRs’ informed consents and students’ parental consent, and uploading scanned versions at the intranet
* UoW is responsible for supervising\* informed consents for Task 4.2 before data analysis
* UAB is responsible for supervising\* informed consents for Task 4.3 and 4.4 before data analysis
* UOC will triple check periodically in the intranet if consents are correctly collected
* UoW will propose a template for performers’ and science communicators in the consortium informed consent
* ECR informed consents will be sent by TRACES and SMS to the CT for supervision
* UOC will check with the PO if informed consents for surveys in the UK can be substituted by a generic consent signed by parents at the beginning of the year + a specific letter PERFORM-related

\* supervising: periodically checking with CSC informed consents meet the requirements

1. **Participatory workshops** in each case study

Agreements

* TBVT agrees with CSC to change the development process (re-design of PW protocols) to include TRACES/AJA and SMS/UoB in a more collaborative and pro-active way for the second round of PW in Spain, France and UK. Therefore there will be a reallocation of responsibility between TBVT, TRACES and SMS.
* TBVT will provide an estimation of the budget associated to planned activities in Task 2.2 including all partners involved in WP2 by May 15th. With this information, if needed, reallocation of budget between and beyond WP2 will be discussed byWP2 leader, SMS, UoB, TRACES and UOC. If an agreement is not achieved, it will be discussed by the SC. If an agreement is not achieved, by the General Assembly.
* Agreed PW protocol deadlines: 15th Sept First draft (by CSC)

15th-31th Oct Final protocol (by CSC)

* In order to address TRACES underestimated budget and the reallocation of responsibility in Task 2.2 and Task 3.3 there will be a budget reallocation:
  + TBVT will transfer 2pm to TRACES
  + UOC will transfer 1 pm to TRACES
  + AJA will transfer 1 pm to TRACES
  + UoB will check if it is possible to transfer 0.7pm to TRACES

1. **PERFORM final conference**

Agreements

* Date: two possible dates must be checked with participant schools by CSC (previous inputs by UNESCO and EUSEA): June 14th-15th, 2018 and June 21th-22th, 2018
* Ideally the presence of teachers, students, and ECR from UK and Spain at the final conference is required. UNESCO and EUSEA will check their budget availability and requirements by end of April 2017. In the case UNESCO and EUSEA don't have enough budget, all partners will explore their own budget availability to cover these expenses.
* Preliminary results of the toolkits for teachers and researchers will be presented.

1. **Reporting structure, edition and timing strategy**

The CT reminds partners to follow the report template, to always keep track of changes when editing the document, and to check the English spelling and expression.

The logic and timing of the process is discussed.

Agreements

- WP leaders will provide a first version of their WP section, and circulate it amongst contributing partners (instead of partners sending first their contributions to WP leaders).

- CT will modify the current dissemination follow-up sheet to include EC periodic reporting categories.

1. **Next payment**

2 scenarios to distribute the payment once the interim report is approved by the EC were presented by the CT during the consortium meeting on Monday 10th, according to #1 each partner percentage grant, or to #2 what each partner has justified in the report (i.e. according to PR1 request).

However, scenario #2 is not possible, because some partners would be exceeding their maximum grant amount.

Agreement

The payment will be distributed according to the distribution per partner as stated in the Grant Agreement (i.e. % Grant per partner).