**PERFORM 4th Steering Committee meeting**

**April 12th,2017**

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

**MINUTES**

**Time**

11h30-13h

**Participants**

WP1 / Coordination team: Isabel Ruiz, Marina Di Masso (UOC)

WP2: Oriol Marimon, Helena González (TBVT)

WP3: Mireia Bes (UoB)

WP4: María Heras (UAB)

WP5: Casimiro Vizzini (UNESCO)

WP6: Andrea Troncoso (EUSEA)

**Agenda**

1. Preparation of the interim report **review meeting** with the P.O. and external reviewer (April 26th)
* Each WP leader will make a 10' presentation, including pictures and reducing text.
* EUSEA will send a template for the review meeting presentation.
* UOC Research Vicerector will be invited by the coordinator.
1. **Advisory Board evaluation process**: selection of deliverables to send to each member, timing, guidelines for the evaluation
* By the end of April each WP leader will send to the CT a proposal of deliverables to be sent to each AB member. The interim report will be sent to all AB members.
* Each WP will be assessed by 2 AB members.
* UOC will send a proposal of evaluation criteria, including RRI indicators, for the AB to follow.
* Other materials to be sent to the AB are suggested: the review meeting presentations.
1. WP2-WP3-WP4 coordination of **activities in each case study**
* A monthly update of activities developed in each case study is agreed amongst involved WP leaders. Each WP leader will thus compile related activities in each case study and share this information with the other WP leaders in order to strengthen synergies and avoid misunderstandings.
* The update will be sent the 3rd Wednesday of the month.
* The starting of the update conversation will rotate amongst institutions. WP2 (TBVT) is in charge of the first update.
1. WP5 -WP6 coordination for the **final conference**
* EUSEA and UNESCO will start periodic conversations to coordinate for the organization of the final conference (June 2018).
* EUSEA and UNESCO will ask other partners for feedback.
1. WP1-WP6 coordination for **dissemination actions**
* EUSEA will be more proactive leading dissemination and communication issues.
* Social media use guidelines will be adjusted to the reality and possibilities of each partner.
* EUSEA will check its budget in order to explore the possibility of assuming the cost of required support actions for partners (e.g. sending a professional photographer to an event).