**Thursday 30th Nov 2017**

**PERFORM 5th Steering Committee meeting**

*skype*

**AGENDA**

We haveorganized the issues to be discussed on the basis of (i) the midterm **external review recommendations** and (ii) the **planning of needs** for the remaining of the project.

1. **External review recommendations –** How will they be addressed? Please prepare your thoughts on how to implement them (we are listing below the recommendations and pointing to the responsible WP)

#*The project website should be more developed and it should be more attractive for final users. Videos on the website should give more time for the students’ feedbacks on the events they have participated and impacts they have received* (WP6)

* 1. **Webpage update - How is it going in relation to the different items to be uploaded?**
  2. **Videos for dissemination -** Budget availability?

EUSEA has budget to produce the video (PERSEIA related to AB recommendations). It is possible to allocate money to have good quality raw material (UoB and UOC)?

A graph will be designed to explain how to use the pdf to develop the workshops and use the instructions to make a PERSEIA (under development now with the graphic designer).

The videos from TBVT with the feedback from students have low audio quality. Future videos should be better quality (this was a recommendation of the AB too).

# *The project should enhance application of social networks to reach the pupils and promote STEM education among youngster*(WP6)

#*The final user for the project activities should be more involved (i.e. to address larger number of school teachers)*(WP2, WP3)

#*The consortium should develop the contacts with new stakeholders and new final user of the project*(WP5)

#*The logo of the EU should appear in every publication*(WP1, WP6)

#*The consortium should think about the sustainability of the project after the EU funding (i.e. to plan the set of smaller-scale project with financial support on the local or national level, in peculiar educational environments)*(WP5)

1. **PERFORM 2018 Conference** 
   1. **Dissemination –** planning?
   2. **Budget**- according to the 4th SC minutes: *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.*
   3. **Invitation criteria**
2. **Planning of needs –** associated budget and possibilities of coping with it
   1. **Final consortium meeting, October 2018 -** where? set aside budget
   2. **EC final review meeting –** set aside budget
   3. **…**
3. **Deliverables** - Planning for the remain of the project(summer holidays period)
4. **Other issues**