

Thursday 30th Nov 2017
PERFORM 5th Steering Committee meeting
skype

MINUTES

1. External review recommendations – How will they be addressed?

The CT reminds the SC that in the final report for the EC section 4 will need to be completed providing inputs on how previous reviews' recommendations have been addressed.

Also, WP leaders are encouraged to read again the external review report.

Finally, the CT highlights that section 4. of the final technical report must be completed and that WP leaders will be asked to do so in the fourth internal report.

As for recommendation on *#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):

a. Webpage update - How is it going in relation to the different items to be uploaded?

As for D2.1 related videos support material, a graph will be designed to explain how to use the pdf to develop the workshops and use the instructions to make a PERSEIA (the graph is currently under development now with EUSEA graphic designer).

b. Videos for dissemination - Budget availability?

EUSEA has budget to produce the video explaining PERSEIAs in the three case studies (i.e. the three performance-based methods), as an AB recommendation.

EUSEA strongly advocates to produce good audio quality raw material (this was a recommendation of the AB too). This is more feasible for TBVT, as they have new recording equipment.

However, the video can also use animations (and graphs, and pictures), so videos are not the only element feeding it.

As for the recommendation on *# The final user for the project activities should be more involved (i.e. to address larger number of school teachers)* (WP2, WP3), we assume it refers to ALL activities in the project.

2. PERFORM 2018 Conference

a. Dissemination – planning updates:

Dissemination actions started with a launch (leaflet and banner) in November during the WSF in Jordan and continued the week after in Rome (Culture Action Europe). EUSEA and UNESCO have discussed steps and criteria for the invitations.

In terms of milestones for dissemination and communication (see technical report for the list) the closest step is going to happen in December: publication of external newsletter with general info on the conference and website update with the conference content.

EUSEA encourages all partners to use the digital banner in external communications! Under signature.

On December 13th EUSEA and UNESCO will meet in Paris.

EUSEA is finishing the process to hire a person to strengthen the team to work specifically in the Final Conference. The selection process will take place next week, and the selected person will attend the meeting in Paris on the 13th.

The plan is to combine leaflet and banner possibly with a video teaser.

- b. 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.*

Agreements

- EUSEA and UNESCO will deliver an estimated budget after their December 13th meeting.
- UOC will pay for the AB.

Also related to the budget, the translation issue in the context of the performances is approached. UNESCO is obliged to have simultaneous interpretation because delegations are invited. However, this does not seem appropriate for performances, as they would be difficult for interpreters. Several alternatives are discussed: students can share their scripts beforehand. Or we can have ppt slides with the text of the performance as subtitles. It is agreed that this second subtitles option is more convenient.

c. Invitation criteria

Agreements

- Participation will be under registration.
- UNESCO can centralize the invitation.

EUSEA proposes these criteria for invitees selection:

1. Representatives from EU and other institutions and associations that could be relevant, including i) European departments or agencies related to action in education (i.e. Marie Curie actions area, ERC) and ii) European departments or agencies related to art and creativity (not science) (i.e. Culture Action Europe)

2. Stakeholders in general: representatives of international networks of universities, museums, policy makers, professionals, etc.

Should all these be related with STEM education OR should we focus on education but including interdisciplinarity? Must we focus in order not to open the Final Conference too much, as we have limited resources? At the same time we want big figures, a large impact, a big participation. EUSEA suggests 2 kinds of invitation: to people who could be ambassadors of the project (without thinking of covering costs) + invitation for specific and very focused people for whom the project will cover the trip.

This issue is closely related to the agenda (who is invited to do what).

Agreement

- EUSEA and UNESCO will deliver a draft agenda after the 13th December meeting.

Participants from schools:

- Bristol - Inviting students of UK is difficult (permission aspects + the time of teachers leaving schools to accompany them): they need to see their role in the event in order to make the final decision; it would be potentially more straightforward to invite teachers and ECRs.
- Would it be useful to contact the British Council in order to see if they have funding? Potentially yes, but UoB has no contact with them. EUSEA will check.
- Barcelona - Castellbisbal probably could have 1 student attending - TBVT could pay the trip for this student. TBVT will also ask teachers about their availability / attending options.
- Paris - UNESCO will provide support to TRACES so that they encourage the participation of the participating schools
- Do we want to first try with schools that were involved in the project? Yes, because we want students to perform their PERSEAs.
- Consider the possibility of inviting other schools to watch the performances (so students will be more comfortable with the audience)? (as it was done during the WSDPD).
- EUSEA calls for partners to suggest national associations of teachers of national stakeholders that can be contacted to spread the word of the FC by December 13th
- We need to be stronger in the ECR -- to invite them and have a strong presence. In this regard, EUSEA will meet Manuel Laporta from Marie Curie Actions on Dec. 14th to discuss if toolkits and PERSEAs can be included in MC Actions training program for ECRs.

3. Planning of needs – associated budget and possibilities of coping with it

a. Final consortium meeting, October 2018 - where? set aside budget

We will have our 1 day final meeting in October 2018. The CT proposes to do it in Paris, as the 1st meeting took place in Barcelona, and the 2nd in Bristol.

Agreements

The final consortium meeting will take place at UNESCO Headquarters in Paris. The date will be decided collectively (Marina will send a doodle Jan/Feb to decide the date).

b. EC final review meeting - set aside budget

It might take place within the 2 months after the end of PERFORM or it could also happen in early 2019. The final decision will depend on the PO agenda.

In the first case, partners could claim the travel costs under the direct-travel costs of their budget, but not in the second case. Thus, the CT suggests to set aside money from the overheads.

4. Deliverables - Planning for the remain of the project (summer holidays period)

Reminder for WP2, WP3 and WP5:

D2.2 due on April, 30th, 2018

D3.1 due on July, 31st, 2018

D5.2 due on August, 31st, 2018

For deliverables D3.1 and D5.2 WP leaders need to plan ahead their delivery and review process, as some partners may be on holidays during July or August.

5. Other issues

No other issues are discussed.