**Thursday 19th April 2018**

**PERFORM 6th Steering Committee meeting**

*skype*

**MINUTES**

**Participants:**

1. **External review recommendations –** *How are they being addressed in each WP?*

The CT reminds the SC that there are 6 main POrecommendations. Every WP leader is expected to report on these recommendations in the final report. Moreover, WP leaders are encouraged to read again the external review 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).

EUSEA mentioned some points in which they are focusing on:

* Trying to reach young students, for instance they contacted XXX in France to use their set of followers including teachers and students.
* Trying to gather feedback from young audiences at conferences and combine them with those the TBVT already has.
* Trying to increase social media for pupils.

Moreover, EUSEA will include some testimonies that TBVT made with students and videos that will be made in the final conference.

Finally, EUSEA encourages to make videos of what students think about Perform project.

EUSEA reminds that Perform is a research project and the aim is another than dissemination and communication.

UAB will send quotations to EUSEA by Wednesday 25th April.

As for recommendation on # *The project should enhance application of social networks to reach the pupils and promote STEM education among youngster* (WP6, WP2)

CT suggests EUSEA to think on how to promote STEM education among younger students (besides youtuber)

TBVT approached this by increasing the interaction with students and ERC by WhatsApp by sending pictures of themselves in the lab, etc.

TBVT comment they are generating their material (pictures) and that they will send it to EUSEA to publish them.

Also, EUSEA asks about the possibility of having screen shots of conversations among students and ERC s which might be interesting to publish.

CT suggests EUSEA and TBVT to write down all they are doing in order to respond the reviewer recommendations.

As for recommendation on #*The final user for the project activities should be more involved* (WP2, WP3)

TBVT are facing this issue by designing 2 main activities to include ECR.

UOB comment that they have some inputs for the toolkits regarding ECR training and involvement.

To fit the recommendations of the PO, the CT suggests emphasizing in the involvement of the teachers and in the increase of the number of school teachers as it is one of the target audiences.

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

To address this issue, the CT suggest including a list of the meeting events UNESCO attended and remarks to avoid repeating information already included in WP6 report (list of dissemination activities, events).

EUSEA comments that it would be good to include the meetings and institutions/people each one contact in those meetings, this would be the kind of stakeholders each one meets.

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

From the CT we sent reminders about using the logo and the sentence thanking the EU funding’s in every printed or electronic publication/presentation.

As for recommendation on #*The consortium should think about the sustainability of the project after the EU funding* (WP5)

UNESCO already did and will include this information on the Report. Moreover, UNESCO will ask to all partners for recommendations and suggestions by email.

1. **RRI self-reflection exercise –** sharing and explanation of 5 questions suggested by the AB and to be answered by WP leaders by May 5th. (included at the end of this document)

CT briefly explained how to answer the questions and reminds to send to CT by 5th May.

1. **Preparation of the 2018 Final Conference –** ONLY issues involving all WP leaders: dissemination, budget, etc. + preparation of the Wednesday 13th June meeting with the AB.

EUSEA suggest sharing the information about the Final Conference with colleagues and also thought networks once the programme is updated.

UNESCO comments they are working together with EUSEA on the organization, and in the translation of the brochures into Spanish, Arab, English and French.

The CT comments that 4 of the 5 AB members will attend the meeting in Paris the 13th June. Also tells WP leaders to prepare a 5 minutes presentation including the outcomes of their work in these months, and also issues in which the AB could make comments or improvements. CT will send a template for this presentation.

UOB has a doubt about the involvement of teachers and students the 13th, and UNESCO explains that this day is for Consortium purposes.

1. **Other issues**
* **D5.2 for peer-review:** UoB asks for receiving the draft version of the deliverable from UNESCO by August 1st instead of August 10th for the peer-review.

All agreed to change the deadline of D5.2 from August 10th to August 1st.

There is a discussion about a strike in France, but UNESCO says it does not see any problem with it.

**RRI self-reflection exercise to be shared in the 6th Steering Committee**

This exercise contributes to the consortium previous reflection on the opportunities and limitations of addressing RRI core aspects within the project.

The following 5 questions were suggested by the AB (see D1.3) and some of them also come from previous unaddressed issues in internal discussions.

Each **WP leader** is kindly asked to provide responses by **May 5th**. Thanks in advance!

1. What is the exact purpose of the activities of your WP?
2. Which RRI values are promoted by the content and/or implementation of these activities?
3. How are or have been moments for reflection and collection of participants’ feedback envisioned in the design of your tasks? (including mechanisms/actions to integrate such feedback; indicate which group/s of actors are/were the participants)
4. How are or have been gender issues critically approached in the design and implementation of your activities beyond sex? What challenges have you faced in this regard? (to be answered only by WP2 & WP3)
5. Please explain any other challenge faced when designing and/or implementing your WP activities within the RRI approach (e.g., ethics, engagement, etc; to be answered only by WP2 & WP3).
6. **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):

* 1. **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).

* 1. **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.

1. **PERFORM 2018 Conference**
	1. **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.

* 1. **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.

* 1. **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 PERSEAIs.
* 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 PERSEIAs can be included in MC Actions training program for ECRs.
1. **Planning of needs** – associated budget and possibilities of coping with it
	1. **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).

* 1. **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.

1. **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, 3018

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.

1. **Other issues**

No other issues are discussed.