

Thursday 4th October 2018  
PERFORM Final Consortium Meeting  
UNESCO Headquarters, Paris, France

## MINUTES

### Attendees

Isabel Ruiz Mallen (UOC), Paula Fernández Calotti (UOC), Anna Enciso (UOC), María Heras López (UAB), Louis Lemkow (UAB), Oriol Marimon (TBVT), Helena González (TBVT), Martha Crean (UoB), Wendy Sadler (SMS), Rachel Mason (SMS), Eric Jensen (UoW), Livio Riboli-Sasco (AJA), Matteo Mergazora (TRACES), Céline Martineau (TRACES), Casimiro Vizzini (UNESCO), Alex Da Silva (UNESCO), Andrea Troncoso (EUSEA), Jake Lewis (UNESCO) and Giulia Bussoletti (UNESCO).

### 1. Technical Report:

#### a. General explanation of Part A (participant portal) and Part B (technical report)

UoW noticed that information on the dissemination activities was sent to EUSEA instead of UOC. UOC agreed to collect this information so as it can be included in the report.

#### b. EC recommendations from the 1st report

CT will send partners mentioned below the EC recommendations text of the technical report so as they can include the updates agreed during the discussion. Specifically:

**EC recommendation #1.** EUSEA agreed to explain which efforts have been conducted to reach target audiences through the website. EUSEA also agreed to update the website section with pictures during October.

**EC recommendation #2.** TBVT agreed to explain HOW efforts have been conducted to increase teachers as multipliers.

EUSEA agreed to include the link of the video made during the Final Conference in the text.

**EC recommendation #3.** TRACES agreed to include specific information regarding the trainings in France, for instance adding the number of French teachers that participated in the final conference.

UoB agreed to add a brief explanation related to the 5 teachers who reviewed the toolkit in Portugal and Greece in a Scientix Event.

TBVT agreed to include the link of the D2.2 video.

**EC recommendation #4.** UNESCO agreed to update the explanation on how they will disseminate the 2 Policy Briefs. (e.g., by creating a position paper, as an easy way to disseminate the information of the 2 PBs).

**EC recommendation #6.** UNESCO agreed to include more details on **how and when** the two myPerform projects will be announced.

**c. Part B Report:**

It has been agreed with EUSEA that they will update section **1.3 Impact** and section **2.Update of the plan for exploitation and dissemination of result** of the Report asap and **before 19<sup>th</sup> October**.

**2. Financial Report:**

CT reminded that each partner is responsible of uploading their financial report to the Participant Portal. It is not necessary to Submit it, because it will remain as a Draft.

CT explained that the P.O. asked for uploading the financial report on Nov 2<sup>nd</sup> and TRACES, AJA and UoB showed inability to upload the financial reports on this date given that the administrative offices of their institutions do not work on this date.

CT agreed to ask the PO the possibility of uploading the financial Report during the morning of Nov 5<sup>th</sup> given that the 1<sup>st</sup> November is a bank holiday, and the 2<sup>nd</sup> many of the Institutions will be inoperable.

**3. Web page and Social Networks beyond the life of the Project**

EUSEA explained further actions for the Perform website and social media till the end of the project and beyond the live of the project

- a. UoB** will send EUSEA Marcus and Livio's scripts/transcripts of the videos on the toolkits.
- b. EUSEA** will update PERFORM homepage by uploading the final outcomes till December 2018. Afterwards, the website will remain as a HTML version.
- c. EUSEA** will make a "call" asking partners if some of their institutions could host the website after October 2019.
- d. EUSEA** asked all partners to add a link to the Perform website on our Institution websites. UoW and UNESCO raised interest and will check for availability.
- e.** EUSEA commented that YouTube videos are very interesting but have no views. TBVT proposed to upload them to Instagram instead.
- f.** EUSEA raised concerns regarding the appropriateness of the answer provided to EC recommendation #1 due to the lack of engagement of students through social media. TRACES commented that it can be explained why Perform has not so many student's followers: e.g., it was not the aim since it is a research project.
- g.** Review of the agreement made in Brussels in the event organized by EUSEA:

**EUSEA** will produce an infographic design by the end of October as a guideline or "route map" of all the resources Perform can provide, for any kind of reader.

#### 4. Sustainability of the project

UNESCO briefly introduced their ideas for maximizing the dissemination of the policy briefs and the sustainability plan related to myPERFORM. Partners in general asked for more details on how this myPERFORM concept will be implemented.

- a. **UNESCO** will produce a position paper to disseminate the PB.
- b. UNESCO will write an implementation protocol of MyPerform by the end of October that will be shared among partners.

#### 5. General Assembly: Ratification of agreements:

- 1- **Financial report:** UOC will ask the PO for the possibility of uploading the Financial Report on Monday November 5<sup>th</sup> along the morning. The CT will send to the P.O. an Excel of the Financial Report by email on Nov 2<sup>nd</sup>.
- 2- Website: Perform partners will embed the Perform website link on their institutional websites. Options for hosting the Perform web beyond October 2019 will be studied and discussed between interested partners by email.
- 3- **EUSEA** will summarize toolkits in an infographic taking into account research results highlighting opportunities and challenges of the project. UOC and UAB will provide guidance on this last issue.
- 4- **UNESCO** will produce the implementation protocol of MyPerform by the end of October.