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## D1.1: Minutes from the project kick off meeting

Norwegian Institute of  
Public Health  
31.08.2018



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## Executive Summary

This deliverable reports on the CO-CREATE kick off meeting held in Oslo (Norway) on June 27<sup>th</sup> and 28<sup>th</sup> 2018.

The kick off meeting included an official opening, including participants from academia, policy makers, the health care services, the press and the public, outlining the challenge of the obesity epidemic and the approach taken by the project to curb this epidemic. The opening was subject to massive attention from the media, and is available on the project website [www.co-create.eu](http://www.co-create.eu).

The project meeting lasted 1,5 half full days and was attended by project personnel from all CO-CREATE partners. The programme was separated in sessions, including both information on more general management aspects, reporting requirements and visual material to be used for project dissemination and communication, and specific sessions for each work package to plan out the details of the work to be provided at each partner.

Included in this deliverable are summaries of each programme session outlining the discussions and immediate plans per work package, including also any clarifications of work or deliverables of the project where such clarification was needed. Material provided for the meeting is included in the Annex to this deliverable, including the meeting programme, attendance list and all presentations.

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## List of acronyms / abbreviations

CA – Consortium Agreement

CO – Coordinator

EB – Executive Board

EC – European Commission

GA – Grant Agreement

PO – Project Officer

PSC – Project Steering Committee

PSO – Project Support Office

REA – Research Executive Agency

WP – Work Package

## 1. Introduction

### Deliverable description

The project kick off meeting was held on June 27<sup>th</sup> and 28<sup>th</sup> in Oslo, including also an official opening session for academics, press, policy makers and the general public.

### Objective of deliverable

This deliverable reports on the CO-CREATE kick off meeting, presenting all items included in the programme. The aim of the deliverable is to summarise the presentations and discussions of the meeting, and provide clarifications of work to be performed in the first months of CO-CREATE.

## 2. Official opening

The official opening of the project included congratulatory statements from Director General of the Public Health Department of the Norwegian Ministry of Health and Care Services, Geir Stene Larsen, on behalf of the minister Åse Michaelsen, and Director General of the Norwegian Institute of Public Health, Camilla Stoltenberg.

Following the official opening statements were keynote speeches to provide the background information that underpins the CO-CREATE project:

- Professor Deanna Hoelscher of the University of Texas Health Science Centre at Houston addressed the challenges of childhood obesity
- Senior clinical research fellow Harry Rutter of the London School of Hygiene and Tropical Medicine addressed the system perspective of childhood obesity that will be applied in CO-CREATE
- Karoline Steen Nylander from Press addressed the importance of genuine youth involvement to generate change

Coordinator Knut Inge Klepp presented the CO-CREATE project, and the official opening was finalised with a sit down session with all speakers, including also questions from the audience.

The meeting was recorded and can be found at the project web page at the following address: <https://www.fhi.no/en/studies/co-create/kickoff-meeting-in-oslo-june-27-28/> along with the presentations given at the opening.

Attending the meeting were academics, clinicians, policy makers, the general public and members of the press. An estimated total of 90 people attended the opening.

Several Norwegian media channels, including television, radio and newspapers, covered the opening. At the evening of June 27<sup>th</sup> 2018 there had been 30 separate stories released, exemplified by the image below from the television news channel, TV2, daily news programme:



### 3. Summary of programme items

The CO-CREATE kick-off meeting programme included six sessions, ending with a summary session and the first PSC meeting (see programme in Annex). Reported below are brief summaries to complement the presentations given at the meeting that are included in the Annex, presenting the status of work and plans for the upcoming months per WP. The overarching issues presented at the meeting are summarized under section 3.1 below.

Attending the meeting were participants from all project partners, including key persons who will work on the tasks and deliverables of the project, and selected members of the project advisory board (see signed attendance sheet in Annex).

#### 3.1 Management items

Coordinator Knut Inge Klepp introduced the managerial bodies of the project (see presentation "Constitution of management bodies" in Annex) to the meeting, emphasising the roles and responsibilities of the different bodies and presenting a brief summary of the project CA. All partner institutions have appointed their representatives for the PSC. The members of the EB are named in the CA, and were introduced to the meeting participants.

Project manager, Therese Bakke, presented highlights from the GA and CA (see presentation "Management and financial issues" in Annex), underlining the importance that each partner familiarise with both documents. She pointed to the EU participant portal to download the GA, it is also available in the CO-CREATE Sharepoint along with the CA and a handy guide for financial issues

in EU projects. She emphasised the importance of implementing the project in strict accordance with the Annex 1 of the GA and pointed to Annex 2 for budget information, adhering strictly to the financial rules of the GA. There was a separate session arranged for the administrative project personnel to further look into the reporting requirements and the obligations at each partner institution.

### 3.2 The STOP project

Franco Sassi, project coordinator of the project Science & Technology in childhood Obesity Policy (STOP) and member of the CO-CREATE Advisory Board, presented an overview of the aims and structure of the STOP project (see presentation “STOP” in Annex), highlighting collaboration opportunities in agenda setting and methodological development and dissemination among the two projects. STOP is funded under the same topic as CO-CREATE (SFS-39: How to tackle the childhood obesity epidemic). The project started June 1<sup>st</sup> 2018 and has a project period of 48 months.

### 3.3 The PEN project

Wolfgang Ahrens, coordinator of the joint action “Public policies addressing health-related behaviours in Europe”(PEN) and member of the CO-CREATE Advisory Board, presented an overview of the aims and structure of the PEN project (see presentation in Annex). PEN aims to establish a multi disciplinary research network for the monitoring, benchmarking and evaluation of policies that affect dietary and physical activity as well as sedentary behaviour using a standardized approach across Europe. The potential for fruitful collaborations across the two projects was emphasized.

### 3.4 WP-1: Project management and coordination

The work package for project management and coordination (WP 1) is headed by the NIPH. The tasks and progress in WP 1 was presented at the kick off meeting as part of the presentation titled “Management and financial issues” (see Annex).

Work delivered this far in WP-1 since includes:

- providing a web page and Sharepoint as reported in D1.3,
- providing the project visual profile material in collaboration with a subcontracted design firm
- delivering the project kick off meeting reported here
- providing support to all partners in the project implementation at each institution
- Arranging regular meetings with the project executive board, and
- providing work to support quality of deliverables and reporting

A full time project manager started on May 1<sup>st</sup> 2018 to support the management of the project.

WP-1 has experienced some delays in the early deliverables as follows:

- D1.1: this report was due M2 in accordance with Annex 1. The report will be delivered in M4, due to the timing of the kick-off meeting relative to the deliverable deadline.

- D1.2: this report was due M1 in accordance with Annex 1. The report was delivered M3, the delay being caused by the project start up date ending up at May 1<sup>st</sup>, which is earlier than was assumed and planned for in the Grant Agreement Phase of the project.
- D1.5: this report was due M3 in accordance with Annex 1. The report will be delivered M4, the reason for the delay being the same as for D1.2.

All delays have been subject to separate communication with the REA. There are no further delays expected in any of the upcoming deliverables from WP-1, and the reported delays are not expected to impact the progress of the project as a whole.

Prioritised tasks from WP-1 during fall 2018 will be to further refine and expand the content of the project web pages, including facilitating a regular project newsletter to be led by World Obesity Federation, manage regular meetings with the project executive board according to the meeting schedule, and prepare for internal financial reporting due in the end of November. WP-1 also plans to hold face-to-face meetings with all WP-leaders and selected partners to ensure close monitoring of the important phase of project implementation.

### 3.5 WP-2: Policy assessment and monitoring

WCRF International is acting as leader for WP-2. One policy analyst has been hired to work on upcoming deliverables, with 3 other policy analysts to be hired to support WCRF International staff, as well as a third party digital agency for deliverable 2.5.

Regular teleconference calls with WP-3 has been set up to ensure that WP-2 and WP-3 work closely together, in particular around the development of policy briefs (D2.10 and D2.12). This is to ensure that the early deliverables from WP-2 will support and align with to the terms of reference for the policy briefs.

All deliverables are on track to be met within Annex 1's deadlines. The early deliverables are:

#### D2.1 (M6)

- A final draft/prototype will be delivered by M6, to tie in with other events, workshops and timelines – this prototype will go for external review with a group of physical activity experts and during the face to face expert meeting (M10), after which the final version will be delivered. This will allow for considerate independent expert review and consultation to ensure WP2's first deliverable is of the highest quality and adds value and retains its relevance and longevity to the physical activity policy space. Quality Assurance review will be weaved into the review process by M6, as opposed to a standard 8 week period due to the tight timeline for this deliverable.

#### D2.7 (M10)

- The deliverable states that two young people should participate in the expert face to face meeting. Further discussion with other WP leaders needed to decide on best protocol for involvement of young people in this meeting, in particular given the early timeline for this within the overall project, meaning that recruitment of young people due to take place later as part of other work package deliverables.



#### D2.4 (M18)

- There is a mistake inserted in the Annex 1 text for task 2.3, where D2.4 is said to be delivered in M36. The correct deliverable deadline is M18, as stated in the list of deliverables.

### 3.6 WP-3: Obesity rates and energy balance related behaviours

The WP-3 tasks are to provide an overview of systematic reviews (task 3.1), analyse time trends and differences in overweight and obesity rates by socio-economic status (tasks 3.2-3.4), investigate observed time-related changes in overweight and obesity rates and EBRB in relation to changes in national obesity, diet and physical activity related regional and national policies indices (tasks 3.5-3.6), and to provide two policy briefs on effective strategies for targeting adolescents, based on WP-3 findings.

The main activity at this stage is related to the overview of the systematic review (D3.1), which is led by Gerd Flodgren at NIPH. A draft protocol for the overview of systematic review has been provided for the project group for comments and review. The deliverable will be a scientific publication to be delivered in May 2019 (M12).

The remaining tasks (3.2-3.6) have deliverables from M24 and onwards. The Postdoctoral researcher employed in M12 will work with these tasks. As a preparation for this work, access to data (HBSC, COSI and South Africa) will be sorted out as well as assessments of the quality and content.

Furthermore WP-3 have established regular telephone conferences with WP-2 as mentioned above, with a particular focus regard to development of the policy index to be used.

### 3.7 WP-4: Obesity system mapping

The WP-4 on systems mapping is led by the London School of Hygiene & Tropical Medicine. One Assistant Professor has been hired for the duration of the project to particularly focus on delivering WP4, as well as contributing to LSHTM's involvement on other project components. A full time Research Assistant will be employed by October 2018 for the duration of the project.

All deliverables are on track to be delivered by agreed project deadlines. The deliverables (and update on delivery) are as follows:

#### By M15 (July 2019):

- D4.1 A set of conceptual system maps of the drivers of energy balance related behaviours from the perspective of European youth, policymakers, and academic experts.
  - We have organised the Group Based Modelling training with Professor Steve Allender and colleagues the week of 11 March 2019, in Oxford.
  - Drafts of the participant recruitment plan are underway, in discussion with colleagues across the project.

- D4.3 A report outlining a prioritised set of potentially important policy levers derived from the systems maps generated in Task 4.1 to be used as the basis for WP5
  - This report will be drafted as priority following the mapping workshops between March and June of 2019
- D4.4 A report describing the conceptual framework derived in 4.1 to support the WP 6 dialogue forum
  - We have started drafting this report in preparation for the mapping workshops, and it will be refined following the mapping workshops between March and June of 2019

The remaining tasks have deliverables from M21 onwards (D4.2, D4.5, D4.6). We are developing a publications strategy, in line with the overall project, to ensure that our methods and findings are reported in peer-reviewed publications.

Finally, there will be a need to slightly revise the balance of PMs between WP6 and WP4, to reflect the work at each project site. This reallocation is not expected to affect the total PMs for work packages and for partners does not deviate from the agreed totals.

### 3.8 WP-5: Youth Alliances for Overweight Prevention Policies

Between the start of the project May 1 and the Kick-Off meeting, WP5 has hired two Postdoctoral researchers, drafted a recruitment protocol and drafted a work plan. Most importantly, we have coordinated all activities in which youth is involved in weekly telephone conferences including WP leads across WP4 to WP7 plus WP 8 and 10. Thorough preparation of the Kick-Off meeting and discussions at the Kick-Off showed the following:

D5.1 is well under way. We will have all necessary protocols written ahead of the deadline to allow for delay during ethics approval and to have approval as soon as possible to start working in recruitment (D5.2).

D5.2 contains two aspects: recruitment and training. Discussions on recruitment strategy included the possibility of joint recruitment across WP4, 5, 6 and 7. If recruitment in WP5 was also meant to provide youth participants for WP4 we would need to coordinate closely. WP4 needs to deliver D4.1 on 31.7.2019, which means WP5 should have recruited youth at no later than 31.1.2019. This seems hard to achieve. In other words: WP5 can easily deliver D5.2 but this would put pressure on WP4. Follow up on this item was agreed to coordinate and decide upon the best solution to meet all deadlines in a timely manner.

Content wise, we have decided to **recruit** youth in three ways, roughly: through existing organization (which allows for continuity), through school or municipalities (which allows for diversity and by youth themselves in peer networks (which allows for repeated recruitment).

### 3.9 WP-6: Dialogue forums with representatives from policy and business

EAT is focusing on planning the execution of WP 6 deliverables and making sure internal resources are in place in due time. A Policy Officer with support from the Policy Director is currently engaged in CO-CREATE, but two additional staff will be hired to work on the project. The first might be employed during this fall to help coordinate the development of the dialogue forum prototype, while a project coordinator will be hired next year to lead the establishment of the dialogue forums across Europe.

EAT has been engaged in weekly telephone calls including WP leads from WP 4 – 7 to align efforts and make sure that there is a reasonable and efficient timeline for deliverables across work packages, as WP 4 – 7 are strongly building on each other.

To deliver D6.1 EAT is currently looking into necessary tendering procedures for engaging a design firm and plan to have a call out by August 2018. The engagement of the design firm is planned to start in February 2019, and youth will be involved as early as possible in the prototyping process.

Following discussions with WP 5, it has been discussed that D6.1 (develop and test prototype of a dialogue forum in Norway) may need to be delivered in M17 (September 2019) as opposed to M15 (July 2019). The reason for this deviation is that adolescents in Norway are on summer holiday from the end of June to the end of August, with many travelling during these months. It will therefore be difficult to engage youth to participate in a dialogue forum prototype during the summer.

Any potential delay for D6.1 will not impact any other work package's deliverables but may lead to less time to execute D6.2 (refine prototype and define principles for scaling the model across a broad range of European countries) and D6.3 (synthesis of reports, conceptual maps, policy briefs from WP-2, WP-3, WP-4, WP-5). EAT will pursue all necessary measures to address this issue, including collaborating with regional partners to get input on the dialogue forum model before the prototyping and start synthesizing deliverables from previous work packages earlier. EAT will also start developing governance principles to ensure there is no undue influence or conflicts of interest in time for the prototyping.

With regards to D6.4 (twenty dialogue forums established across Europe), EAT is working closely with WP-4 and 5 to ensure there is alignment between the mapping workshops, the establishment of the Youth Alliances for Overweight Prevention Policies and the implementation of the dialogue forums.

### 3.10 WP-7: Evaluation of Co-Created policy interventions and methodology

WP-7 on "Evaluation of Co-Created policy interventions and the methodology" officially starts on July 1<sup>st</sup> 2018, but a PhD-student has already been hired at University of Bergen as they have provided a fourth year of funding for teaching. The first task of the PhD-student is the review of existing system dynamic models on overweight/obesity in children (Deliverable D7.1, due M18) and this is on track.

A research assistant has been hired from July 1<sup>st</sup> at University of Oslo to work on the questionnaire for measuring attitudes/readiness for action towards policy measures to combat childhood obesity (Deliverable 7.7, due M6). The draft questionnaire in English will be ready on time, while the pretesting by each case country might depend on the hiring of local personnel. None the less, the questionnaire in all five languages will be finalized in good time before they are needed in WP-5.

The remaining deliverables have not been worked on in detail yet, but no delays are currently foreseen.

### 3.11 WP-8: Open Science and fair data management

D8.1, the Research Data Management Plan is under development and will be delivered according to schedule. WP-8 liaises with WP-4-7 to follow their decisions on recruitment and data collection strategies and has provided an outline for the content information WP-4-7 need to share for inclusion in the Research Data Management Plan:

1. Data description (type of data, use of existing or collecting new)
2. Technical information (recruitment, data collection, format)
3. FAIR data
  - a. Findable (metadata, identifiers (f.ex.DOI), naming, keywords)
  - b. Accessible (what data, what format, software constraints, metadata, how to access, restrictions)
  - c. Interoperable (metadata vocabularies, standards and methodologies)
  - d. Reuse of data (licence, availablewhen, relevance for third parties, preservation time)
4. Ethical and legal issues (IP, person data, ethical clearance)
5. Data security and handling (who/where, documentation, access, backup, transfer of data)

Systems for preparing D8.2-D8.4 is also under development and relevant guidelines for the data collecting countries will be provided as part of the protocol.

### 3.12 WP-9: Dissemination, exploitation and communication

**WP-9 Objectives and Deliverables:** The objectives as stated in the Description of Action (DoA) in the Grant Agreement continue without changes. The Deliverables as stated in the DoA continue without changes.

**WP-9 Tasks:** The Tasks continue with the following clarifications:

- **Task 9.1** –Develop and continually maintain a CO-CREATE Dissemination, Exploitation and Communication (DEC) Plan. *This will be an early deliverable, but will be reviewed and updated periodically. In particular the Exploitation and IPR components may need revision as the project develops. A short form of the Dissemination section will be produced as a checklist for all project staff to ensure coherence and procedural adherence across partners.*
- **Task 9.2:** Establishment and management of external communication channels. *No change foreseen.*
- **Task 9.3** Enhancing policy delivery for improving health opportunities for European adolescents. *No change foreseen.*
- **Task 9.4.** IP management and business innovation for CO-CREATE products and services. *No change foreseen.*
- **Progress report:** At the time of this report (mid-August 2018) we have undertaken the following:
- produced a media statement timed to achieve publicity at the inception of the project, May 2018

- circulated the media statement to all partners and disseminated the statement through media subscription lists and through social media
- produced a second media statement timed to achieve publicity at the public launch of the project, June 2018
- circulated the second media statement to all partners and disseminated the statement through media subscription lists and through social media
- produced a poster describing the project, displayed at the European Congress on Obesity, Vienna, May 2018
- produced a leaflet describing the project, distributed at the European Congress on Obesity, Vienna, May 2018
- assisted in the development of project logos and the main project website
- developed a web page describing the project for the World Obesity Federation website
- disseminated draft guidance to project partners on creating their own institutions' websites
- provided a first draft Dissemination, Exploitation and Communication plan for internal discussion
- maintained a dossier of dissemination materials and examples of independent media stories relating to the project
- scoped the opportunities to include a project description on general information databases, including the EU Platform commitments list, the DG Health AGORA platform, the Cordis database, and Wikipedia.

### 3.13 WP-10: Ethics requirements

WP-10 works in collaboration with WP-4 through 7 to prepare the deliverables in WP-10. Special focus is put on developing ethically robust recruitment strategies that are culturally sensitive and adapted to local circumstances.

Several activities are currently ongoing:

- Mapping of national requirements for informed consent and assent in the participating countries
- Identification of potential ethical issues related to recruitment of adolescents and their participation in the project, and strategies to address these issues
- Alignment of tasks between WP to prepare a joint recruitment strategy
- Preparation of a joint research protocol describing all activities to be conducted with adolescents throughout the project duration, in partnership with WP-4 to 7. The protocol will be used as a template available to partners for ethics application.

### 3.14 Summary and closure

The CO-CREATE kick off meeting was concluded with a plenary session summing up the discussions and providing a plan for the work ahead, including immediate groundwork for timely progression of work in all work packages.

Meeting schedules was decided as follows:

- Work package leaders for WP4-7 to meet weekly
- EB to meet bi monthly through August and then monthly
- In person EB meeting in London on November 15 and 16

- In person PSC meeting in Amsterdam during the final week of June 2019, including also separate work package meetings as all partners will be present

## Conclusion

The kick off meeting has been delivered, and the meeting report has been submitted. The report was submitted with a delay in relation to the deadline in Annex 1. The reason for the delay was that the project start up date was set one month earlier than expected and planned for by all partners. This delay will not have any impact on the implementation of the action.





## Annex

1. CO-CREATE Kick-off meeting programme
2. CO-CREATE list of participants for kick off meeting
3. Presentations from all sessions as per programme listing



## CO-CREATE

Opening meeting Oslo  
June 27<sup>th</sup> and 28<sup>th</sup> 2018

Venue: Litteraturhuset and NIPH

CO-CREATE will work with adolescents to create, inform and disseminate policies to tackle obesity among their peers. The project will use a societal systems approach to understand how factors associated with obesity interact at various levels. The project focuses on adolescence as a crucial age-group with increasing autonomy and soon to be the next generation of adults, parents and policymakers, and thus important agents for change. CO-CREATE aims to involve and empower adolescents and youth organizations to foster a participatory process of identifying and formulating relevant policies, assessing the options with other private and public actors, promoting relevant policy actions and developing tools and strategies for implementation.

### Registration and breakfast: 0830 - 0930

08.30 – 09.30 Arrival, registration and breakfast

### Opening of CO-CREATE: 0930 - 1000

- 09.30 – 09.45 Official opening and congratulatory statements by State Secretary of the Norwegian Ministry for Health and Care Services – Line Miriam Sandberg
- 09.45 – 10.00 Greetings from the Director General of Norwegian Institute of Public Health - Camilla Stoltenberg

### Key note speeches: 1000 - 1100

10.00 – 10.20 **The challenges of childhood obesity - Deanna M. Hoelscher**

*Deanna M. Hoelscher is the John P. McGovern Professor in Health Promotion and Behavioral Sciences, founding Director of the Michael & Susan Dell Center for Healthy Living, and Associate Regional Dean for Research at The University of Texas Health Science Center at Houston (UTHealth) School of Public Health in Austin. Her research interests focus on teaching children and their families how to engage in healthier behaviors to avoid the development of chronic disease, with a special emphasis on low-income and diverse populations.*



#### 10.20 – 10.40 **System mapping in obesity - Harry Rutter**

*Harry Rutter is senior clinical research fellow at the London School of Hygiene and Tropical Medicine. He was the founder director of the National Obesity Observatory 2007-2011, and led the establishment of the Department of Health National Child Measurement Programme. He is a core contributor to the WHO Health Economic Assessment Tool for Walking and Cycling. His main research interests include public health responses to non-communicable diseases, with a special focus on obesity.*



#### 10.40 – 11.00 **Youth Involvement – Karoline Steen Nylander**

*Karoline Steen Nylanders main fields of interest include adolescents thoughts and perceptions on body image, body ideals and gender roles, children and young people’s mental health, democracy and meaningful participation, youth participation in elections on local and national level and integration policy. She was a key collaborator on the “Kids have rights” report to the United Nations, and she has a background as elected president of Save the children’s youth organization.*



### Presentation of CO-CREATE: 1100 - 1130

#### 11.0 – 11.30 **The CO-CREATE project – Knut-Inge Klepp**

*Knut-Inge Klepp is Executive Director of the Division of Mental and Physical Health at the Norwegian Institute of Public Health, and Adjunct Professor at the Department of Nutrition, Institute of Basic Medical Science, Faculty of Medicine, University of Oslo. Klepp's main research interests include child and adolescent health, development and change of health related behaviours during childhood and adolescent years, including eating behaviour, physical activity, smoking, drug use and hiv/aids risk-related behaviours. Furthermore, his particular research interest in health promotion, intervention and policy evaluation of measures targeting this young age group aligns well with the objectives of CO-CREATE.*



## June 27<sup>th</sup> CO-CREATE project meeting

### Lunch 11.30 – 12.15

11.30 – 12.15 Lunch served in the meeting room Kverneland

### First session 12.15 – 14.30

12.15 – 12.25 Welcome (Knut Inge Klepp)

12.25 – 12.45 Rounds of introductions (all partners)

*Brief presentation of your institution and project team (1-2 minutes each partner)*

12.45 – 13.10 STOP project (Franco Sassi)

13.10 – 13.30 Constitution of the Project Steering Committee (PSC) and Executive Committee (ExC), and introduction of the advisory board (SPEAB) (Knut Inge Klepp)

13.30 – 14.30 WP-1: Management of the consortium and financial issues, including Q and A (Therese Bakke)

### Coffee break 14.30 – 14.45

14.30 – 14.45 Refreshments and coffee

### Second session 14.45 – 15.45

14.45 – 15.00 Status and plans for WP-2 (Louise Meincke)

*Status on upcoming task and deliverables, identification of potential bottle necks, other critical issues, identification of need for PSC decisions*

15.00 – 15.15 Status and plans for WP-3 (Arnfinn Helleve)

*Status on upcoming task and deliverables, identification of potential bottle necks, other critical issues, identification of need for PSC decisions*

15.15 – 15.45 Requirements from partners and other WPs and discussion (Louise Meincke and Arnfinn Helleve)

*Specification of needs for WP-2 and WP-3 from partners and other WPs: what, from who, when and how*

14.45 – 15.45 *Parallel session on administrative issues for administrative support personnel*

### Third session 15.45 – 16.45

15.45 – 16.00 Status and plans for WP-8 (Oddrun Samdal)

*Status on upcoming task and deliverables, identification of potential bottle necks, other critical issues, identification of need for PSC decisions*

16.00 – 16.15 Status and plans for WP-10 (Isabelle Budin Ljøsne)

*Status on upcoming task and deliverables, identification of potential bottle necks, other critical issues, identification of need for PSC decisions*

16.15 – 16.45 Requirements from partners and other WPs and discussion (Oddrun Samdal and Isabelle Budin Ljøsne)

*Specification of needs for WP-8 and WP-10 from partners and other WPs: what, from who, when and how*

#### Fourth session 16.45 – 17.30

16.45 – 17.00 Website and visual profile (Therese Bakke)

17.00 – 17.15 Status and plans for WP-9 (Tim Lobstein)

*Status on upcoming task and deliverables, identification of potential bottle necks, other critical issues, identification of need for PSC decisions*

17.15 – 17.30 Project communication and dissemination (Tim Lobstein)

*Requirements from partners and other WPs: what, from who, when and how*

#### Working dinner

19.00 - Dinner and discussions at restaurant [Tjuvholmen Sjømatmagasin](#)

## June 28<sup>th</sup> CO-CREATE project meeting

### Fifth session 08.30 – 09.00

0830 – 0835 Summary day 1 and plan for day 2 (Knut-Inge)

0835 – 0900 The PEN project (Wolfgang Ahrens)

### Fifth session 09.00 – 11.45

09.00 – 11.00 Status and plans across WP 4 to 7:

1. Overview across WP4-7 (Christian Bröer)
2. Workpackage specific issues, with particular focus on WP 6 and 7 (Elin Bergström and Nanna Lien)
3. General issues, including youth engagement, phasing (order and timing, who and where, when to call for a different approach) and identifying risk and how to manage these (Moderator Christian Bröer)
4. Discussion and Q and A

11.00 – 11.45 Breakout sessions per WP (WP leaders)

### Lunch 11.45 – 12.30

11.45 – 12.30 Lunch

### Sixth session 12.30 – 14.30

12.30 – 14.30 Overall ambition for CO-CREATE (Moderator: Knut Inge Klepp)

1. Identification of concepts important to the project (Harry Rutter) – 15 min
2. Discussion – 45 min
3. Summary and input for follow up per WP – 60 min

### Coffee break 14.30 – 14.45

14.30 – 14.45 Coffee, tea and refreshments

### Summary and planning ahead 14.45 – 15.30

14.45 – 15.30 Summary of meeting and planning ahead, including identification of action tasks and plan for follow up (Moderator: Knut Inge Klepp)

### Project Steering Committee meeting 15.30 – 16.00

1. Communication routines
2. Quality assurance of deliverables
3. Deliverables inserted by the EC
4. Schedule of meetings
5. Input for the coordinator

### Executive Board meeting 16.15 – 16.45

1. Communication routines
2. Schedule of meetings

### 3. Other issues

#### Practical information

The venue [Litteraturhuset](#) for June 27<sup>th</sup> is located near the royal palace in the centre of the city.

Maplink: <https://goo.gl/maps/iCt8z2P3VQM2>

Public transportation to Litteraturhuset include underground to the stop “Nasjonalteatret” (followed by 5 minute walk past the royal palace) or tram line 11 to the stop “Homansbyen” (followed by 5 minute walk).

All hotel suggestions are within walking distance of Litteraturhuset.

The working dinner on June 27 will be at [Tjuvholmen Sjømagasin](#), which is located at the seashore in the area called Aker Brygge. It is within walking distance of the suggested hotels.

Maplink: <https://goo.gl/maps/frNE9RCmeq52>

The venue for the meeting on June 28<sup>th</sup> will be the offices of NIPH located in Marcus Thranesgate 6:

<https://goo.gl/maps/HHnMQt5tsik>

NIPH offices are within walking distance (approximately 20 min) from suggested hotel along the river Akerselva. Options for public transportation include the tram lines 11, 12 and 13 eastwards to the stop “Torshov”.

Tickets for public transportation are available at most kiosks and at the “Ruter” app which can be downloaded from appstore/google play. More information can be found here: <https://ruter.no/en/>

The fastest option to reach the airport from NIPH offices is by tram to Oslo central station “Jernbanetorget” and then by airport express train.

Registration for the meeting will be by signing of the meeting protocol.

The CO-CREATE project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No. 774210



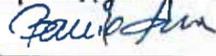
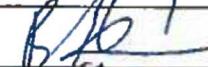
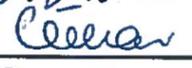
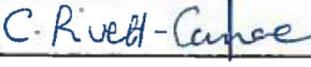
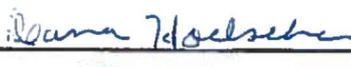
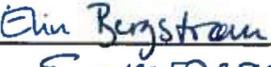


**CO-CREATE**

Registration for opening meeting Oslo  
Project members and speakers

June 27<sup>th</sup> and 28<sup>th</sup> 2018

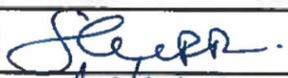
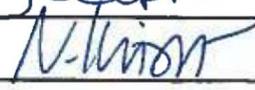
Venue: Litteraturhuset and NIPH

	Type	Name	Institution	Signature
18	CO-CREATE	Ana Rito	CEIDSS	
34	CO-CREATE	Anaely Aguiar Rodriguez	UIB	
35	CO-CREATE	Anna Banik	SWPS	
2	CO-CREATE	Arnfinn Helleve	NIPH	
31	CO-CREATE	Atle Jåstad	UiB	
33	CO-CREATE	Birgit Kopainsky	UIB	
23	CO-CREATE	Bryony Sinclair	WCRF	
41	NIPH	Camilla Stoltenberg	NIPH	
15	CO-CREATE	Cecile Knai	LSHTM	
8	CO-CREATE	Christian Brøer	UvA	
14	CO-CREATE	Christine Rivett-Carnac	LSHTM	
26	CO-CREATE	Deanna Hoelscher	UTHealth	
24	CO-CREATE	Elin Bergstrøm	EAT	
9	CO-CREATE	Evelyn Baillergeau	UvA	
22	CO-CREATE	Fiona Sing	WCRF	
38	Other	Franco Sassi	STOP	
28	CO-CREATE	Fredrik Vaaheim	Press	

1



42	Departement	Geir Stene-Larsen	Helse -og omsorgs-departementet	<i>Geir Stene-Larsen</i>
5	CO-CREATE	Gerd Monika Flodgren	NIPH	<i>[Signature]</i>
13	CO-CREATE	Harry Rutter	LSHTM	<i>HRutter</i>
20	CO-CREATE	Ines Portugal	CEIDSS	<i>Ines Portugal</i>
4	CO-CREATE	Isabelle Budin Ljøsne	NIPH	<i>[Signature]</i>
17	CO-CREATE	Janetta Harbron	UCT	<i>[Signature]</i>
39	SPEAB	Joao Breda	WHO	
7	CO-CREATE	Johannes Brug	UvA	<i>[Signature]</i>
27	CO-CREATE	Karoline Steen Nylander	Press	<i>[Signature]</i>
29	CO-CREATE	Kathrine Flaate	Press	<i>Kathrine Flaate</i>
1	CO-CREATE	Knut Inge Klepp	NIPH	<i>[Signature]</i>
21	CO-CREATE	Louise Meincke	WCRF	<i>[Signature]</i>
12	CO-CREATE	Matthew Pretty	WOF	<i>[Signature]</i>
36	CO-CREATE	Monika Boberska	SWPS	<i>Boberska</i>
10	CO-CREATE	Nanna Lien	UIO	<i>Nanna Lien</i>
16	CO-CREATE	Natalie Savona	LSHTM	<i>[Signature]</i>
30	CO-CREATE	Oddrun Samdal	UIB	<i>Oddrun Samdal</i>
6	CO-CREATE	Patrycja Sollund	NIPH	<i>Patrycja Sollund</i>
32	CO-CREATE	Pål Davidsen	UiB	<i>[Signature]</i>
19	CO-CREATE	Sofia Mendes	CEIDSS	<i>Sofia Mendes</i>
37	CO-CREATE	Steven Allender	Deakin	<i>[Signature]</i>
25	CO-CREATE	Sudhvir Singh	EAT	<i>[Signature]</i>
3	CO-CREATE	Therese Bakke	NIPH	<i>[Signature]</i>
11	CO-CREATE	Tim Lobstein	WOF	<i>[Signature]</i>

40	SPEAB	Wolfgang Ahrens	BIPS	
43		Eira Klepp		
44	CO-CREATE	SHERRI A AYUANDINI	VVA	
45	forskning.m	Nina Kristian		
46				
47				
48				
49				
50				
51				
52				

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9:33 : 38 PAX

10:58 : 39 PAX



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## Constitution of management bodies

### CO-CREATE Kick-off meeting

Knut Inge Klepp

June 27, 2018



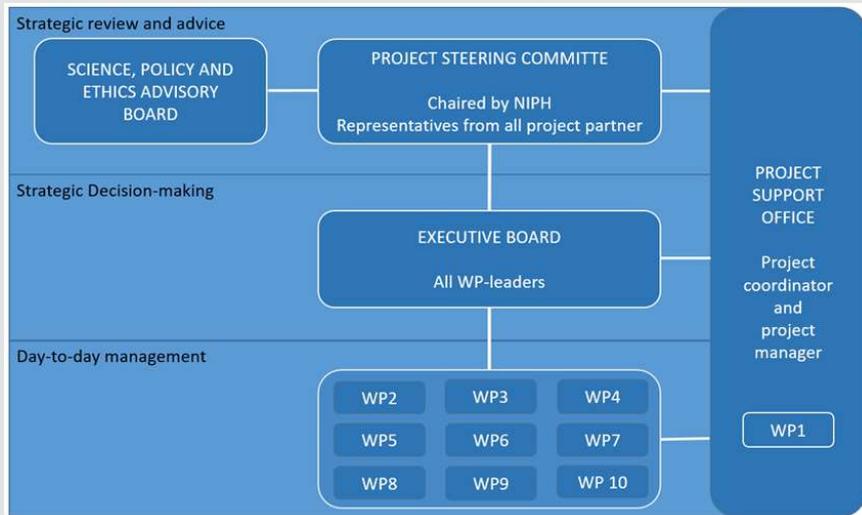
This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774210

## Consortium agreement (CA)

- ▶ Our CA refers to the internal organisation of the consortium.
- ▶ Governance structure of CO-CREATE
- ▶ Decision making
- ▶ Managerial provisions
- ▶ Financial provisions
- ▶ Other issues (ownership of results, dissemination, use and accessibility of the results, confidentiality provisions, as well as arrangements on the settlement of disputes and liability and confidentiality)

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## CO-CREATE governing bodies

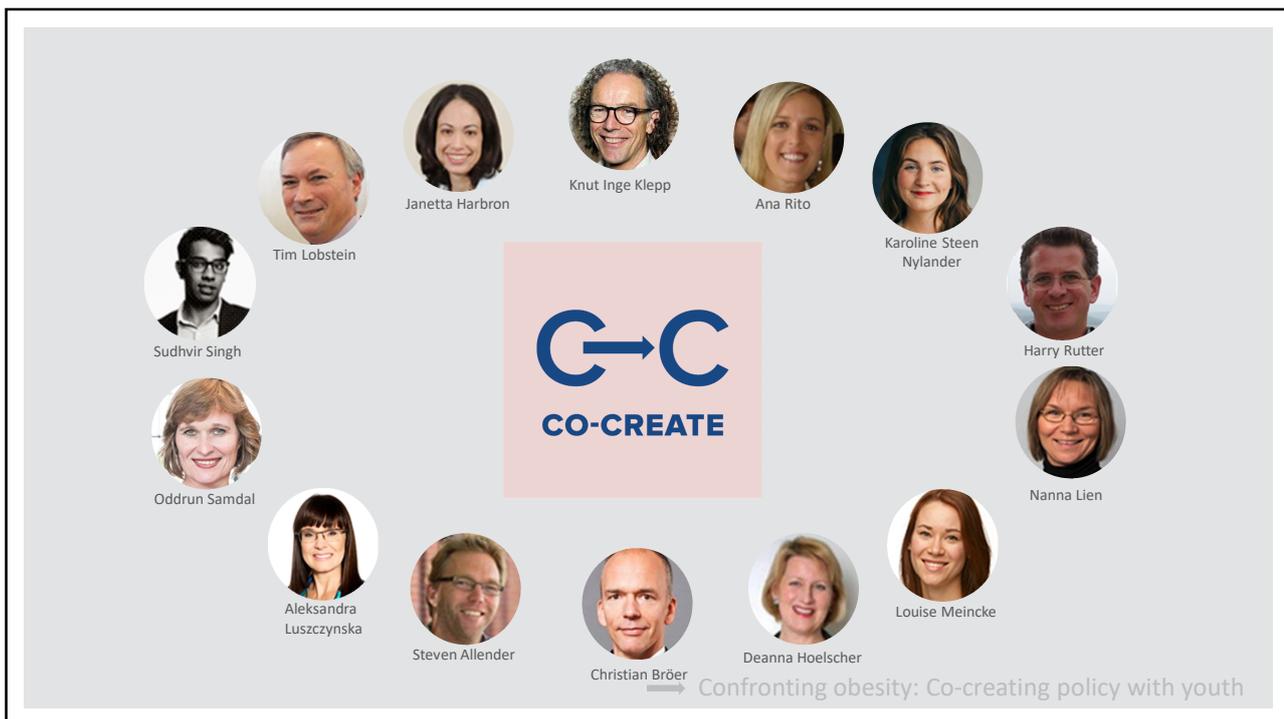


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## Project Steering Committee (PSC)

- ▶ Chaired by the coordinator
- ▶ One representative from each partner – named by the institution
- ▶ Meets annually in person – intermittent electronic correspondence as needed
- ▶ Ultimate decision making body of the project, including issues such as:
  - ▶ Changes to the work plan
  - ▶ Quality control of deliverables and milestones before submission to the EC
  - ▶ Evolution of the consortium
  - ▶ Appointments to the other management bodies (EB, SPEAB)

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## Executive Board (EB)

- ▶ Chaired by the coordinator
- ▶ WP-leaders, one representative from UvA, and project manager
- ▶ Meets monthly – or more frequent as needed
- ▶ Central management team of the project ensuring:
  - ▶ proper execution and implementation of the project in accordance with the GA
  - ▶ monitor the progress towards the objectives and outcomes of the project
  - ▶ draft the reports to the EC
  - ▶ support the CO with preparation of meetings with other management bodies and the EC
  - ▶ set the scientific agenda
  - ▶ advice the PSC on how to handle deviations from the work plan

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## Science, Policy and Ethics Advisory Board (SPEAB)

- ▶ Provide advice to the project
- ▶ Individual or collective consultation as needed
- ▶ Members:
  - ▶ **Joao Da Silva Breda**, Head WHO European Centre for Prevention and control of NCD & a.i. Programme Manager Nutrition, Physical Activity and Obesity Moscow
  - ▶ **Wolfgang Ahrens**, Prof.Dr Leibniz Institute for Prevention Research and Epidemiology – BIPS
  - ▶ **James F. Sallis**, Ph.D. Distinguished Professor Emeritus, University of California
  - ▶ **Corinna Hawkes**, Director, University of London
  - ▶ **Bruce Y. Lee**, Executive Director of the Global Obesity Prevention Center (GOPC)
  - ▶ **Diane Finegood**, Professor, Centre for Dialogue, Simon Fraser University
  - ▶ **Monique Goyens**, Director General, The European Consumer Organisation (BEUC)
  - ▶ **Youth representatives** to the board will be selected from the Youth Alliances (WP5)
  - ▶ +++

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## Management and financial issues

### CO-CREATE Kick-off meeting

Therese Bakke

June 27, 2018



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774210

## Outline

- ▶ Work and deliverables WP 1
- ▶ Important documents
- ▶ Governing bodies
- ▶ Management procedures
- ▶ Reporting
- ▶ Financial rules
- ▶ Keeping records
- ▶ Payments
- ▶ Questions



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## WP 1: Project management and coordination

- ▶ Lead NIPH, all partners
- ▶ Support to all partners and serve as point of contact for the project
- ▶ Establish good routines for project management and reporting
- ▶ Establish advisory board (SPEAB) and serve as point of contact for the board
- ▶ Ensure adherence to best practices of research, ethics, and continued focus on the gender dimension and youth involvement
- ▶ Quality assurance of project output

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## WP 1: Current deliverables and status

- ▶ M1: Report on the establishment of our board of advisors (SPEAB) – D1.2
  - ▶ Board established, follow up with members ongoing – report estimated July
- ▶ M2: Report on project website, external and internal pages – D1.3
  - ▶ Website and Sharepoint established – report drafted and estimated for end of June
- ▶ M2: Report minutes from the kick-off meeting – D1.1
  - ▶ Contributions requested from WP-leaders – report estimated August
- ▶ M3: Report project strategy for ethics, gender and youth involvement – D1.4
  - ▶ Drafting is ongoing – strategy estimated for July
- ▶ M3: Report project quality assurance plan – D1.5
  - ▶ Drafting is ongoing – report estimated July

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## Grant Agreement (GA) 774210 – at a glance

### Chapter 1: General

- Single article: subject of the agreement

### Chapter 2: Action

- Action, duration and total budget

### Chapter 3: Grant

- Amount, reimbursement rates, eligible costs

### Chapter 4: Rights and obligations

- To implement the action: resources, in-kind contributions, subcontracts
- Grant administration: information, reporting, payments, keeping records, reviews, audits
- Background and results: access rights, protection of results, exploitation, dissemination
- Others: gender equality, ethics, confidentiality

### Chapter 5: Division of roles

- Roles and responsibilities, internal arrangements

### Chapter 6: Rejection, reduction, penalties, termination, etc.

- Rejection, reduction, recovery and penalties
- Suspension and termination of the action

### Chapter 7: Final provisions

- Accession, entry into force, amendments, applicable law

+ ANNEXES

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## Grant Agreement 774210 - annexes

Annex 1: Description of the action

Annex 2: Estimated budget

Annex 3: Accession forms

Annex 4: Financial statements

Annex 5: Certificate of financial statements

Annex 6: Certificate of methodology

- ▶ CO-CREATE GA: [Sharepoint](#)
- ▶ Practical implications of the articles provided by the EC in the annotated GA – the [AGA](#)
- ▶ Handy summary on financial issues provided in CO-CREATE Financial Manual: [Sharepoint](#)

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## Roles and responsibility under the GA

Jointly responsible for the work – individual financial responsibility

### ▶ Each beneficiary:

- ▶ Keep the information on the portal updated
- ▶ Keep the coordinator informed
- ▶ Submit timely information and reports to the coordinator as requested

### ▶ Coordinator:

- ▶ Monitor implementation
- ▶ Contact point between EC and partners
- ▶ Submit deliverables and reports
- ▶ Ensure timely distribution of payment

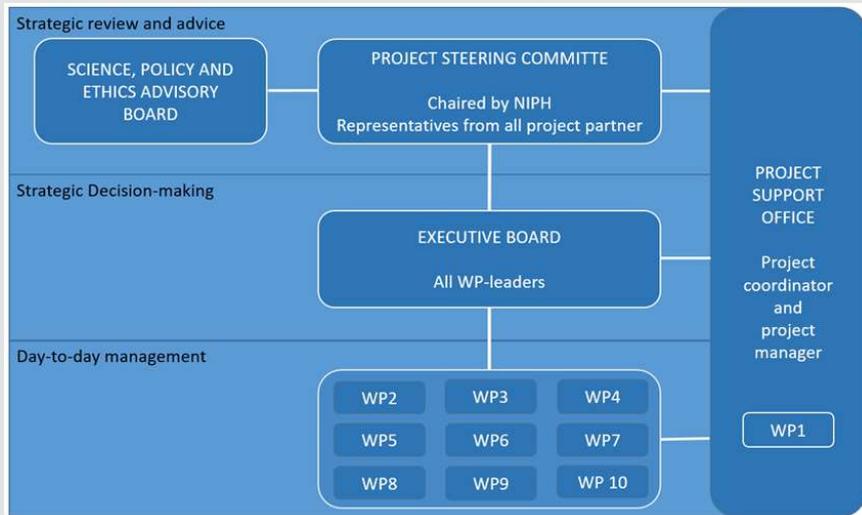
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## Consortium agreement (CA)

- ▶ The GA establishes the main rights and obligations of participants towards the EC - the CA refers to the internal organisation of the consortium.
- ▶ Governance structure of CO-CREATE
- ▶ Decision making
- ▶ Managerial provisions
- ▶ Financial provisions
- ▶ Other issues (ownership of results, dissemination, use and accessibility of the results, confidentiality provisions, as well as arrangements on the settlement of disputes and liability and confidentiality)

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## CO-CREATE governing bodies



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  - ▶ draft the reports to the EC
  - ▶ support the CO with preparation of meetings with other management bodies and the EC
  - ▶ set the scientific agenda
  - ▶ advice the PSC on how to handle deviations from the work plan

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The screenshot shows a SharePoint site for the CO-CREATE project. The page is titled "Risken" and has a search bar at the top right. The left navigation pane includes sections for "CO-CREATE", "SPFAB", "Templates", "Meetings", and "Site". The main content area is divided into several sections:

- Welcome to the shared workspace for the CO-CREATE project.** This section provides an overview of the workspace and mentions that folders per WP will be managed by each WP-leader.
- Announcements:** A recent announcement from "ny kunngjøring" regarding a kick-off meeting in Oslo.
- Project Calendar:** A calendar for January showing the official opening of CO-CREATE in Oslo on 15/01.
- Meetings:** A list of meetings, including the Executive Board and the Project Steering Committee.
- Project manager:** Information about the project manager, app@sharepoint.
- Project participants:** A list of project participants, including Aleksandra Luczyszcika, Arnfinn Helløve, Ayuandis, Shema, Bailegeus, Evelynne, Brigit Koppenhøy, Briser, Christian, Christine Rivett-Carnac, Elin Bergstrøm, Gemma Page, Hava Shug, Hans Rødter, and Lepp, Bjørn Bruker.
- My Tasks:** A section titled "ny oppgave" with a search bar and a checklist of tasks:
  - Deliverable site
  - Second semi-annual internal financial report
  - 1st project periodic report
  - Minutes from the project kick-off meeting
  - Establish the science, Policy and Ethics Advisory Board (SPEAB)

## Communication management

- ▶ External communication: [www.co-create.eu](http://www.co-create.eu) to include link to pages at each partner, website and a periodic subscriptionable newsletter
- ▶ Internal communication:
  - ▶ Avoid overload of e-mails, while keeping everyone informed
  - ▶ Mailing groups will be arranged, and information provided in Sharepoint
    - ▶ PSC, EB, Financial/administrative contacts
    - ▶ CO-CREATE «Yellow pages» to be provided in Sharepoint
  - ▶ Sharepoint will be the main information central (no attachments per e-mail)

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## Quality ensurance of deliverables

- ▶ Deliverable leader named in Annex 1: **institution**
- ▶ Sharepoint list of work: WP-leader named as deliverable leader (personalized overview under «My Tasks»):
  - ▶ Suggest editor
  - ▶ Suggest co-editors
  - ▶ Suggest reviewers for the deliverable
- ▶ Draft deliverable sent for review procedure by coordinator with timeline
- ▶ Redrafting – repeat review if required
- ▶ **Internal QA requires internal deadlines (!)**
- ▶ Final deliverable uploaded in Sharepoint by deliverable leader and information sent to coordinator
- ▶ Coordinator uploads deliverable in the Participant Portal, and informs the consortium

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## Outline

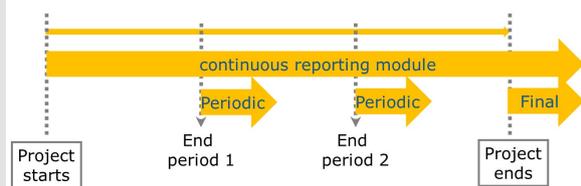
- ▶ Work and deliverables in WP 1
- ▶ Important documents
- ▶ Governing bodies
- ▶ Management procedures
- ▶ Reporting
- ▶ Financial rules
- ▶ Keeping records
- ▶ Payments
- ▶ Questions



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## Reporting to the EC - overview

- Continuous reporting module
- Periodic reporting module



▶ Online reporting through the **Participant Portal**

▶ Continuous reporting

▶ Periodic reporting:

- ▶ M1 – M18 (18 months)
- ▶ M19 – M36 (18 months)
- ▶ M37 – M48 (12 months)
- ▶ M49 – M60 (12 months)

▶ Final report

▶ Make sure you have assigned roles in the portal: PLSIGN, PFSIGN, PaCo

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## Continuous reporting module

- ▶ Publishable summary
- ▶ Submission of deliverables
- ▶ Report progress in achieving milestones
- ▶ Follow up of critical risks
- ▶ Questionnaire on horizontal issues
  - ▶ Publications
  - ▶ Communications activities
  - ▶ Other

Continuous Reporting is activated at the project start!

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Source: European Commission

## Periodic reporting

- ▶ Periodic report
  - ▶ Periodic technical report
  - ▶ Periodic financial report
  - ▶ Submitted within 60 days following the end of each reporting period
- ▶ Final report
  - ▶ **In addition to the periodic report for the last reporting period**
  - ▶ Final technical report – summary for publication
  - ▶ Final financial report – including Certificates of Financial Statements (CFS) per Annex 5

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## Technical Reports

### Part A

- ▶ Publishable summary (max 2-4 pages) – use layman’s terms
- ▶ Deliverables, milestones, risks, etc.
- ▶ Answers to the questionnaire

### Part B – narrative part

- ▶ Explanation of the work carried out by the beneficiaries and overview of progress
- ▶ Update of the plan for exploitation and dissemination of results
- ▶ Explanations on deviations from DoA
- ▶ Impact of the action
- ▶ Project management issues

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## Financial rules summarized

### General cost eligibility criteria

- ▶ costs must be actually incurred
- ▶ costs must be incurred in the project period for CO-CREATE (May 1 2018 – April 30 2023)
- ▶ costs must be indicated in the estimated budget in the GA
- ▶ costs must be incurred in connection with the CO-CREATE project, and necessary for project implementation
- ▶ costs must be identifiable and verifiable (in your accounts as per usual accounting practice)
- ▶ costs must comply with the applicable national law on taxes, labour and social security
- ▶ costs must be reasonable, justified and must comply with the principle of sound financial management

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## Financial rules summarized

### Specific cost eligibility criteria

**Costs are eligible if they comply with the general conditions, and the specific conditions set out for each of the following budget categories:**

A. Direct personnel costs
B. Direct subcontracting costs
C. Direct cost of providing financial support to third parties (N.A CO-CREATE)
D. Other direct costs
E. Indirect costs
F. Unit cost/lump sum (N.A CO-CREATE)

Direct costs	Costs directly linked to the performance of the action
Indirect costs	Costs not directly linked to the performance of the action

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## Financial rules summarized

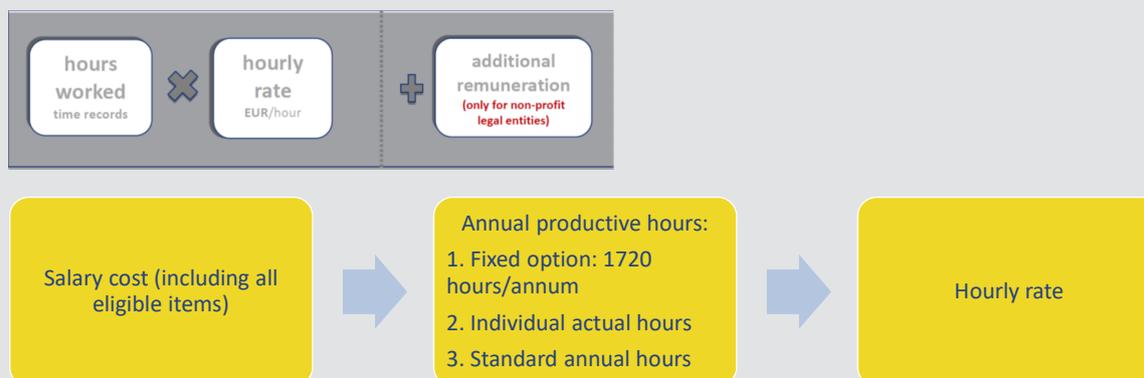
### Specific cost eligibility criteria – personnel costs

- ▶ ACTUAL Personnel costs
  - ▶ Employees or equivalent employment contracts
  - ▶ Seconded employees
  - ▶ In-house consultants (natural persons)
- ▶ UNIT-based Personnel costs
  - ▶ Average personnel costs
- ▶ Project personnel working at the Beneficiary and **ASSIGNED to the project**
- ▶ Basic salary plus all mandatory charges and taxes required by national legislation

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## Financial rules summarized

### Specific cost eligibility criteria personnel costs – calculating the hourly rate



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# Financial rules summarized

## Specific cost eligibility criteria personnel - hours worked

- ▶ Time sheets documents the hours spent on the project (exception for full time personnell)
- ▶ Reportable salary cost per staff member is calculated by applying his/her hourly rate multiplied with number of recorded hours on the project per timesheets
- ▶ No mandatory template – your institutions usual practice
- ▶ Suggested template provided in Sharepoint

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# Financial rules summarized

## Third parties: summary

Types of third parties	CHARACTERISTICS						
	Does work of the action	Provides resources or services	What is eligible?	Must be indicated in Annex 1	Indirect costs	Selecting the third party	Articles
Linked third party	YES	NO	Costs	YES	YES	Must be affiliated or have a legal link	Article 14
Subcontractors	YES	NO	Price	YES	NO	Best value for money, avoid conflict of interest	Article 13
Third party providing in-kind contributions	NO	YES	Costs	YES	YES	Not used to circumvent the rules	Articles 11 and 12
Contractors	NO	YES	Price	NO	YES	Best value for money, avoid conflict of interest	Article 10
Financial support to third parties	Only if allowed in the call The beneficiaries' activity consists in providing financial support to the target population			YES	NO	According to the conditions in Annex 1	Article 15

Third party involvement not foreseen in Annex 1 – contact NIPH BEFORE implementing!

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## Financial rules summarized

### Specific cost eligibility criteria – other costs

- ▶ Travel costs
- ▶ Equipment (depreciation only!)
- ▶ Other goods and services, examples:
  - ▶ Consumables
  - ▶ Dissemination
  - ▶ Cost for CFS (only if you need one)
  - ▶ Translation costs
- ▶ Any purchase of goods or services – must be purchased specifically for the action and according to **best value for money or lowest price**

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## Financial rules summarized

### Receipts

- ▶ income generated by the action (but not by project results)
- ▶ financial contributions given by third parties to the beneficiary specifically to be used for the action.
- ▶ in-kind contributions provided by third parties free of charge and specifically to be used for the action, if they have been declared as eligible costs
- ▶ If grant amount + receipts > total eligible costs = reduction of grant amount
- ▶ Receipts and eligible costs are **assessed on consortium level**

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## Financial rules summarized

### Specific cost eligibility criteria – ineligible costs

- ▶ Costs that do not meet the general and specific eligibility conditions as explained above are not eligible. And:
- ▶ costs related to return on capital;
- ▶ debt and debt service charges;
- ▶ provisions for future losses or debts;
- ▶ interest owed;
- ▶ doubtful debts;
- ▶ **currency exchange losses;**
- ▶ **bank costs charged by the beneficiary's bank for transfers;**
- ▶ excessive or reckless expenditure;
- ▶ **deductible VAT;**
- ▶ costs incurred during suspension of the implementation of the action (see Article 49);
- ▶ costs declared under another EU grant

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## Record keeping - documentation of costs and work

- ▶ Beneficiaries must keep appropriate and sufficient evidence to prove the **proper implementation of the action and eligibility of the costs declared**
- ▶ All evidence must be verifiable, auditable and available
- ▶ Must be archived for at least 5 years after the balance is paid
- ▶ Original documents or authenticated copies of digitally signed documents if accepted by national law

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## Record keeping - documentation of eligible costs

▶ **For actual costs and work** - Required documents, including but not limited to:

- ▶ Employment contracts
- ▶ Proof of payment of the salary and deductions for social security, etc.
- ▶ Financial records
- ▶ Invoices and travel claims
- ▶ Description of systems and routines for accounting and administration
- ▶ Evidence of work performed on the project (researchers and management)
- ▶ Scientific reports, results, articles, reports from travels, minutes of meetings, etc. with activity related to the project
- ▶ In addition the auditor may interview the researchers, ask to see their work, etc. funds, raw data, lab logs, ++++

Start a good record  
keeping system  
from the get go!

▶ **For unit costs:** records and other supporting documents to prove the number of unites declared

▶ **For flat rate:** no records or supporting documents required

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## Payment procedures

### Prefinancing payment

- ▶ Provides the beneficiaries with a float, **but remains the property of the EU until the payment of balance**
- ▶ Amount corresponding to 5% of the maximum grant amount is retained by the Commission/Agency from the pre-financing and transferred into the Guarantee Fund
- ▶ 40 % prefinancing granted for CO-CREATE
- ▶ Made within 30 days, either from the entry into force of the GA, or from 10 days before the starting date of the action, whichever is the latest
- ▶ Prefinancing processed by NIPH – likely distributed during July

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## Payment procedures

### Interim and final payment

- ▶ Interim payments reimburse the reported eligible costs incurred for the implementation of the project in each reporting period
- ▶ Payment of the balance reimburses the remaining eligible costs as calculated over the entire project period
- ▶ Payments will be made within 90 days from receiving of the report, provided no additional information is required

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## Useful links

- ▶ H2020 Model Grant Agreement:  
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)
- ▶ Horizon 2020 reference documents:  
[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)
- ▶ Horizon 2020 Online Manual:  
<http://ec.europa.eu/research/participants/portal/desktop/en/funding/guide.html>
- ▶ IPR Helpdesk: <http://www.iprhelpdesk.eu/>
- ▶ And check out the brief guidance documents in Sharepoint for the short version
- ▶ Photocreds: Shutterstock

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[www.co-create.eu](http://www.co-create.eu)

The CO-CREATE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774210. The products of the research are the responsibility of the authors; the European Commission is not responsible for any use that may be made of them.

## Science & Technology in childhood Obesity Policy (STOP)

Franco Sassi, Coordinator



SC2 Coordinators Day  
15/06/18

### Main Gaps in Knowledge on Childhood Obesity

1. Measuring childhood obesity
  - Mix of measures based on different approaches
  - Incomplete coverage, knowledge of variations
  - Measuring diet and physical activity
2. Understanding determinants and causal pathways
3. Assessing policy impacts
  - Growing evidence base, but limited outcome measures
  - Sustainability of behaviour change and health improvement
  - Understanding of long-term impacts
4. Working in a multi-actor framework

## STOP in a Nutshell

Title: Science and Technology in childhood Obesity Policy

Topic: SFS-39-2017 - How to tackle the childhood obesity epidemic?

Consortium composed by 24 organisations

Duration: 48 months as of 1<sup>st</sup> June 2018 (month 1)

Budget:

- Estimated eligible costs: 10,533,845.16€
- Maximum grant amount: 9,600,862.88€

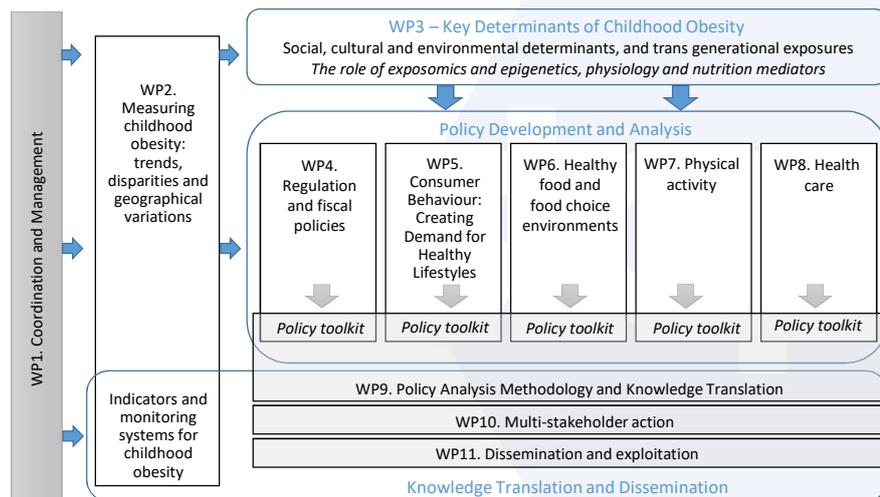
## Key Outputs of the Project

1. A comprehensive set of indicators and a measurement framework for epidemiological surveillance
2. New evidence on:
  - a. the determinants of childhood obesity
  - b. the impacts of policies and interventions
3. Policy briefs and toolkits for the design and the implementation of key policies
4. A viable multi-stakeholder framework

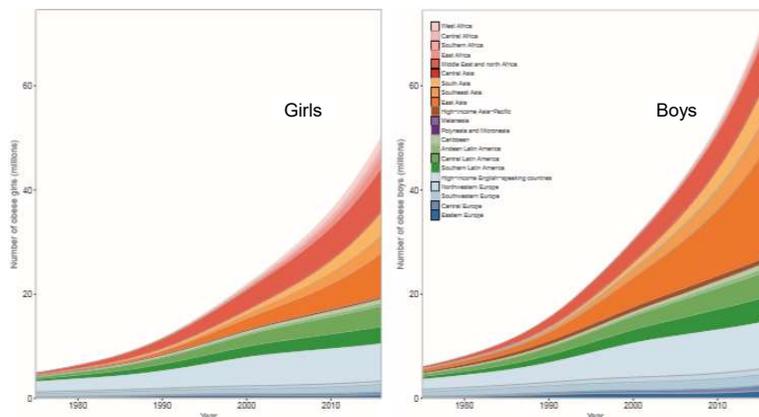
## The STOP Consortium (Beneficiaries and Third Parties)



## STOP Project Structure



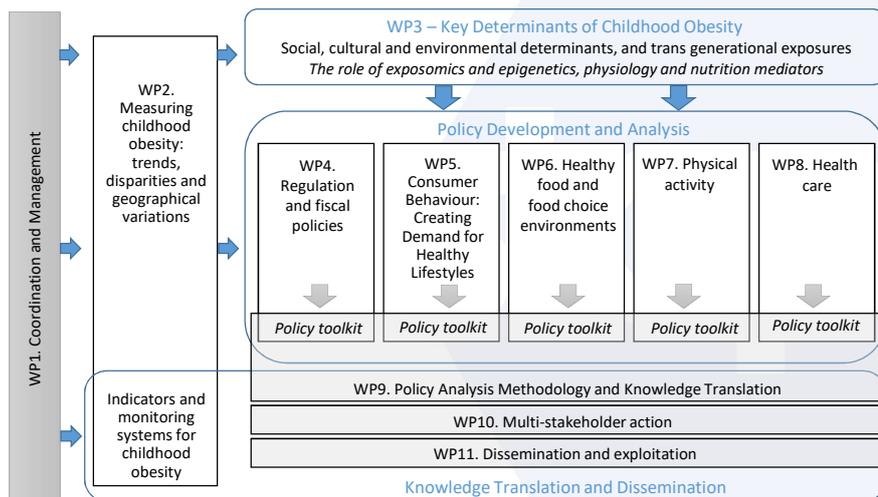
## Obese Children Worldwide, age 5-19



Source: NCDRisC Collaboration, The Lancet, 2017.

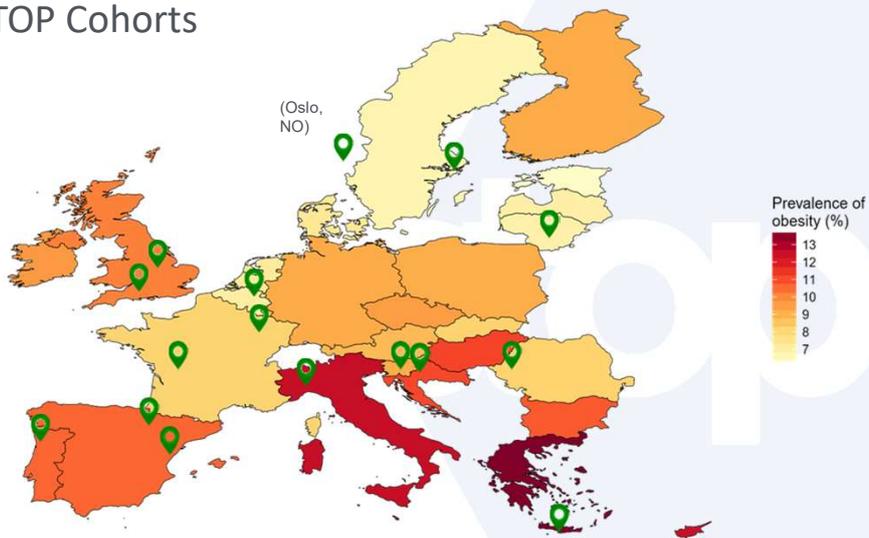
**Imperial College Business School** | Centre for Health Economics & Policy Innovation

## STOP Project Structure



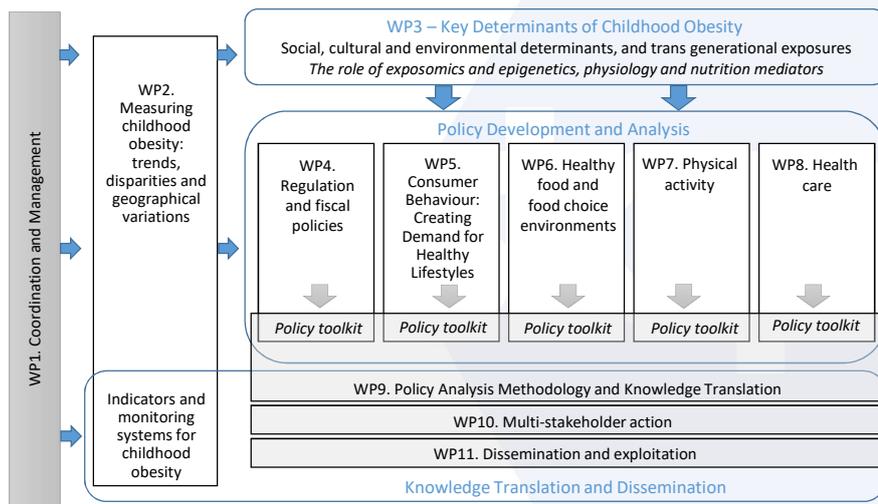
**Imperial College Business School** | Centre for Health Economics & Policy Innovation

## STOP Cohorts



**Imperial College Business School** | Centre for Health Economics & Policy Innovation

## STOP Project Structure



**Imperial College Business School** | Centre for Health Economics & Policy Innovation



# Status and plans: WP 2

## *'Policy assessment and monitoring'*

**World Cancer Research Fund International**

Louise Meincke, Head of Policy and Public Affairs

Bryony Sinclair, Senior Policy and Public Affairs Manager

Fiona Sing, Policy and Public Affairs Officer

## Deliverables

- **Physical activity framework (M6)**
- **Methods document (M9)**
- **Criteria for benchmarking policies and policy indexes (M16)**
  - Expert F2F meeting (M10)
- **Physical activity policy database (M18)**
- Journal article on physical activity framework (M18)
- 1<sup>st</sup> policy scan (M22)
- 1<sup>st</sup> policy brief (M24)
- Web-platform (M28)
- Journal article on criteria (M28)
- Journal article on global scan (M36)
- 2<sup>nd</sup> global scan (M48)
- 2<sup>nd</sup> policy brief (M60)
- Youth friendly webpages (M60)

## WCRF staff involved:

- **Louise Meincke**, Head of Policy and Public Affairs – WP lead
- **Bryony Sinclair**, Senior Policy and Public Affairs Manager
  - Methods document
  - Journal articles
  - Policy briefs
  - Policy scans
- **Fiona Sing**, Policy and Public Affairs Officer
  - Physical activity framework
  - Criteria for benchmarking and policy indexes
  - Policy scans
- Other staff
  - **Vickie Gregory**, Director of Operations
  - **Lorraine Hawkins**, Head of Digital
  - **Davina Serle**, Creative Design Manager

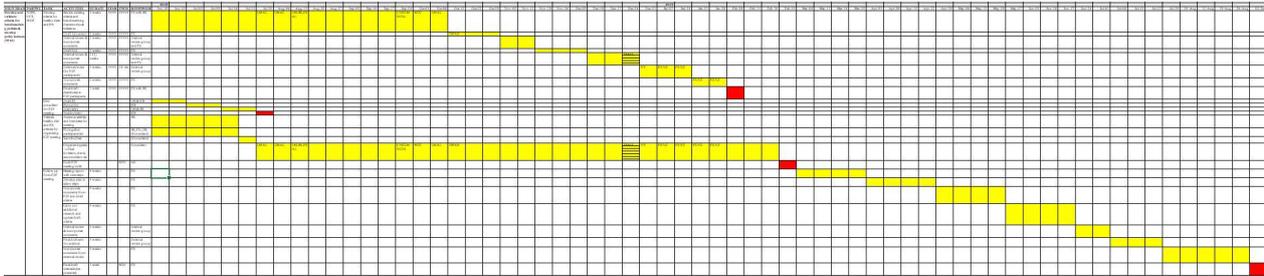
## Staff to be hired:

- **Policy analyst 1**
  - Methods document
  - Global/EU scan
  - Hired early September
- **Digital agency**
  - Policy database and web platform
  - Hired TBC
- **Events Management consultant**
  - F2F meeting
  - Hired end July
- **Policy analyst 2**
  - Global/EU scan
  - Hired TBC





### Deliverable 3: Criteria for benchmarking and policy indexes (a)



### Deliverable 3: Criteria for benchmarking and policy indexes (b)

- Fiona Sing hired to review and develop criteria
- Events management consultant to be hired to organise F2F
- Preliminary work started
- NIPH, UCT & WOF
  - Support 'Review existing criteria and benchmarking frameworks and initiatives' (18 Jun – 12 Oct 2018)
  - Part of '*internal* review group' (5 -16 Nov, 10-21 Dec 2018, and 24 June- 5 July 2019)
  - Participate in F2F meeting (Week of 25 Feb 2019)

## Deliverable 4: Physical activity policy database (a)

DELIVERABLE	PARTNERS	TASK	ACTIVITIES	DURATION	START	FINISH	RESPONSIBLE	
Develop a PA policy database and web platform (M18 & 28)	WOF, UCT, NIPH	Sub-contract digital agency	Fill out web team request form				LM	
			Develop brief for digital agency				LM & web	
			Brief digital agency				Web	
			Receive work plan and contract from digital agency				Digital agency	
	Agency conducts work on PA database			1st prototype developed				Digital agency
				Internal testing				Web
				2nd prototype developed				Digital agency
				Internal testing				Web
				External user testing				External review group (with youth)
				Final prototype of database				Digital agency
	Agency conducts work on web platform			Database prototype finalised			M18	Digital agency and web
				1st prototype developed				Digital agency
				Internal testing				Web
				2nd prototype developed				Digital agency
				Internal testing				Web
				External testing				External review group (with youth)
			Final prototype of web platform				Digital agency	
			Web platform finalised and goes live with databases			M28	Digital agency and web	

## Deliverable 4: Physical activity policy database (b)

- WCRF Head of Digital in process of outlining tasks, deliverables and timings
- Digital agency to be briefed
- WOF, UCT, NIPH
  - Support 'external user testing'
  - Role of youth?

## Further discussion points:

- Ability to delivery PA framework with 4 weeks less
- Moving F2F meeting (e.g. later than M10)?
- Policy briefs – role of WCRF/policy indexes?
- Other questions/inconsistencies:
  - Involvement of WHO Europe
  - Journal article on challenges with global scan – some places M18, one place M28
  - Youth involvement – protocol not finished until M12, recruiting and training youth M24, but F2F meeting M10
  - WCRF mentioned in WP8, but no PMs allocated
  - 1<sup>st</sup> Policy brief – WP3 says due M30, but WP2 says due M24



## WP3 - Obesity rates and energy balance related behaviours

### Status and plans

Arnfinn Helleve, NIPH 26.06.2018

## WP3 overview

### Obesity rates and energy balance related behaviours

- ▶ Overview of systematic reviews: Task T3.1, deliverable D3.1 (M12)
- ▶ Analyse time trends and differences in overweight and obesity rates by socio-economic status - WHO COSI, WHO HBSC, NYRBS (South Africa): Tasks T3.2-T3.4, deliverables D3.2-D3.5 (M24, M30, M58, M60)
- ▶ Investigate observed time-related changes in overweight and obesity rates and EBRB in relation to changes in national obesity, diet and physical activity related regional and national policies indexes: Tasks T3.5-T3.6, deliverables D3.6-D3.7 (M30, M60)
- ▶ Two policy briefs on effective strategies for targeting adolescents, based on WP3 findings, D3.8-D3.9 (M24, M48)

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## Status tasks and deliverables

### Deliverable D3.1 Overview of systematic reviews

- ▶ Lead by Gerd M. Flodgren, NIPH
- ▶ Draft protocol (next slides)
- ▶ Deliverable as publication, May 2019 (M12)
- ▶ Evidence summaries of each review: key messages, background, GRADE summary of findings, relevance, impacts on equity, economic considerations, need for monitoring/evaluation

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## Status tasks and deliverables

### Deliverable D3.1 Overview of systematic reviews - Protocol content 1/2

- ▶ Systematic reviews from 2008 and later
- ▶ Target group 10 – 19 years
- ▶ Interventions: structural/environmental, organisational/community, interpersonal/individual
- ▶ Study designs: Randomised controlled trials (RCTs), cluster randomised trials (cRCT), non-randomised controlled trials (NRCTs), interrupted time series studies (ITS), controlled before-after studies (CBAs) and controlled cohort studies

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## Status tasks and deliverables

### Deliverable D3.1 Overview of systematic reviews - Protocol content 2/2

- ▶ Primary outcomes: BMI z-score, other weight-related outcomes, physical activity, eating behaviour/energy balance
- ▶ Secondary outcomes: physical inactivity, screen time, transport, health outcomes, quality of life, satisfaction, equity outcomes, attitudes, and intention to change, change in consumer behaviour, cost data
- ▶ AMSTAR tool – include systematic reviews of moderate and high quality

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## Status tasks and deliverables

### Deliverables D3.2 – D3.9

- ▶ Post doc to be employed in M12
- ▶ Responsible for analysis
- ▶ First deliverable in M24
- ▶ Meanwhile ...
  - ▶ Sorting out data access, content and quality
  - ▶ Collaboration with WP2 on policy index

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## Critical issues

- ▶ Overview of systematic review – expectations and requirements from WP4-WP7
- ▶ Application of policy index – from WP2
  - ▶ Period of policy, degree of implementation, weighting
  - ▶ Some overlap with Task 2.6: Analysis of impact of implemented policies
- ▶ Access to data, WHO COSI and NYRBS (South Africa)
- ▶ South Africa: included in tasks (T3.4), but not mentioned in the objectives, nor specific deliverable
- ▶ Dialogue with the STOP project (review)

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www.co-create.eu



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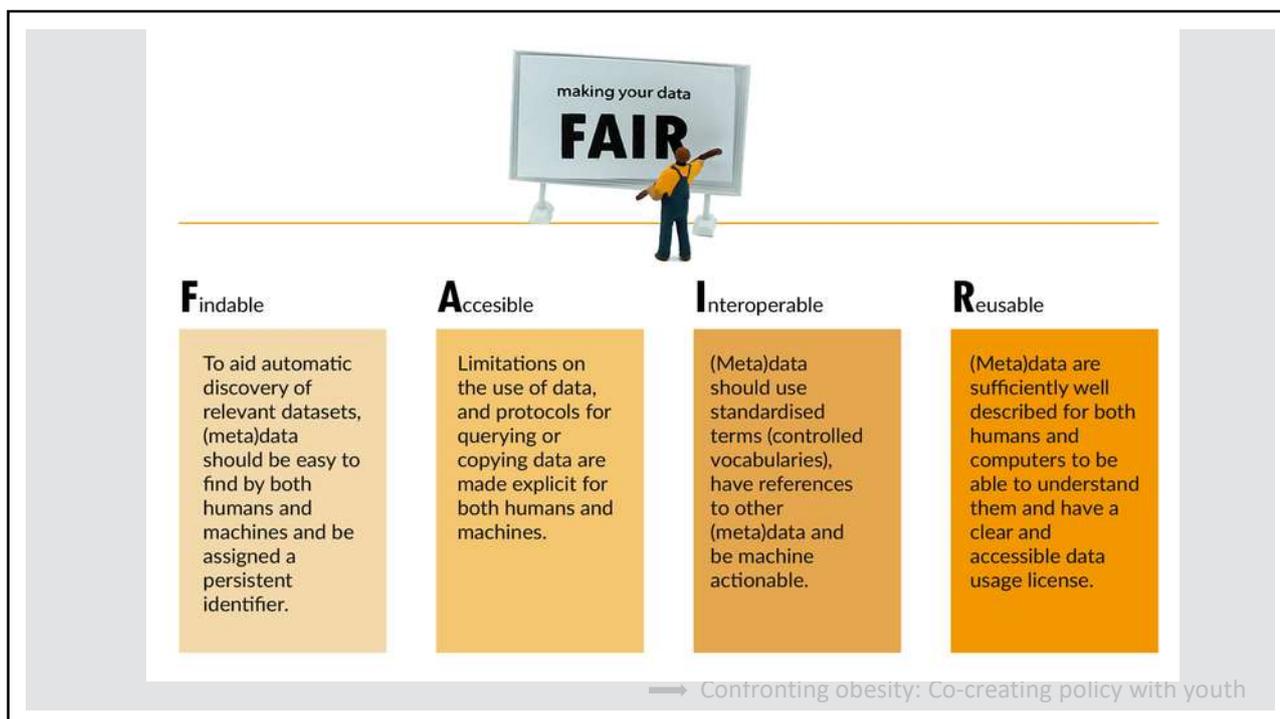



# Task 8.1: Data management plan

## WP8: Open science and fair data management

28.06.2018

Oddrun Samdal and Atle Jåstad



## A note on GDPR

### General Data Protection regulation

The GDPR applies only to the data of living persons. Personal data is defined as any information relating to an identified or identifiable natural person. Within the GDPR the following categories are defined as 'special categories of personal data':

- ▶ Racial or ethnic origin;
- ▶ Political opinions;
- ▶ Religious or philosophical beliefs;
- ▶ Trade union membership;
- ▶ Genetic data;
- ▶ Biometric data;
- ▶ Data concerning health;
- ▶ Data concerning a natural person's sex life or sexual orientation.

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## DMP – Horizon 2020

Data management plan: «within 6 months» = 31.10.2018

- ▶ The DMP should include information on:
  - ▶ the handling of research data during and after the end of the project
  - ▶ what data will be collected, processed and/or generated
  - ▶ which methodology and standards will be applied
  - ▶ whether data will be shared/made open access and
  - ▶ how data will be curated and preserved (including after the end of the project).
- ▶ The plan must be updated whenever significant changes arise: Delivery M30

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## Data used in Co-create

- ▶ Existing survey data: HBSC – COSI – South-Africa(?) – Texas, USA (?)
- ▶ Physical activity policy database (Put together existing or generate data?)
- ▶ Obesity system maps: Working with groups of adolescent stakeholders in Netherlands, Norway, Poland, Portugal and the United Kingdom
- ▶ Multi-actor dialogue forum: Interview, Observation, Reflection

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## Existing survey data:

HBSC, COSI, Sout-Africa?, Texas-USA, ?.

- ▶ The DMP needs to explain where to find these data and which version we have used as input.
- ▶ If we have prepared and/or analysed these data, we need to document this, either with a syntax or a detailed description. This is our contribution, and we have the IPR to this work. We should probably assign a DOI to the document and possibly also share it.
- ▶ To be clarified: Will we include data from South-Africa and Texas?

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## Put together (and/or generated?):

Physical activity policy database

- ▶ We need to describe our sources and document how the work is done.
- ▶ The data will be available from a WCRF International-website (with documentation included).

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## Obesity system maps

Working in genuine co-creation with adolescent stakeholders

System maps in Norway, Netherlands, Poland, Portugal and the UK.

Synthesise these maps to generate an overarching map

- ▶ What is intervention and what is data collection?
- ▶ General guidelines, but national variations, for example ethical clearance
- ▶ Describe when and how data are going to be anonymised (are they?)
- ▶ Where and how should data be stored and shared within the project during the project?
- ▶ Where should data be stored and shared after the project has ended?

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## Dialogue forum

Interview, Observation, Reflection

Multi-actor, youth from WP5 and the European Youth Parliament, policymakers, and businesses

Prototype Norway (city and national level), then UK, Poland, Netherlands, Portugal (city, national and regional)

- ▶ What is intervention and what is data collection?
- ▶ General guidelines, but national variations, for example ethical clearance
- ▶ Describe when and how data are going to be anonymised (are they?)
- ▶ Where and how should data be stored and shared within the project during the project?
- ▶ Where should data be stored and shared after the project has ended?

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## In short

There are numerous details under each heading, but we need to

- ▶ Describe the data
- ▶ Provide technical information
- ▶ Document ethical and legal issues
- ▶ Give an outline of data security, handling and storage
- ▶ Adhere to the FAIR-principles

WP8 will develop a template in sharepoint, which will be a common effort to complete

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## Template for input to DMP

Template for input to DMP:

[https://vkmintra.sharepoint.com/:w:/r/CO-CREATE/\\_layouts/15/Doc.aspx?sourcedoc=%7B12767624-0584-416F-9CDC-6091680D4ED5%7D&file=Template%20for%20input%20to%20Research%20Data%20Management%20Plan.docx&action=default&mobileredirect=true](https://vkmintra.sharepoint.com/:w:/r/CO-CREATE/_layouts/15/Doc.aspx?sourcedoc=%7B12767624-0584-416F-9CDC-6091680D4ED5%7D&file=Template%20for%20input%20to%20Research%20Data%20Management%20Plan.docx&action=default&mobileredirect=true)

Draft Co-Create DMP H2020:

[https://vkmintra.sharepoint.com/:w:/r/CO-CREATE/\\_layouts/15/Doc.aspx?sourcedoc=%7BFDCDC3603-8182-4AE0-9BE5-5062EFCC7E17%7D&file=DMP%20CoCreate%20June%202018%20h2020-template.docx&action=default&mobileredirect=true](https://vkmintra.sharepoint.com/:w:/r/CO-CREATE/_layouts/15/Doc.aspx?sourcedoc=%7BFDCDC3603-8182-4AE0-9BE5-5062EFCC7E17%7D&file=DMP%20CoCreate%20June%202018%20h2020-template.docx&action=default&mobileredirect=true)

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## Bottlenecks and needs for clarification

Who will be recruited and how?

Which data will be collected and how?

Which data will be shared and where?

We need to know this by the 15<sup>th</sup> of October at the latest!

PSC needs to develop a plan and system for monitoring progress.

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**G-C**  
CO-CREATE



## WP 10. Ethics

Isabelle Budin-Ljøsne

June 2018

## WP10

- ▶ Add-on from the Commission
  - ▶ Research involving minors
  - ▶ Data sharing
  - ▶ Transfer of data from third countries
  
- ▶ Conditional ethics clearance
  
- ▶ No funding through WP10

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## WP10 deliverables

### ▶ D10.1 (M 5):

- ▶ Procedures and criteria for recruitment of participants/handling of incidental findings

### ▶ D10.2 (M18):

- ▶ Templates for informed consent/assent/information sheet from each consortium partner
- ▶ Copies of all obtained approvals/opinions for research involving human participants

### ▶ D10.3 (M18):

- ▶ Authorisations for processing of personal data from each partner
- ▶ Justification for collecting and processing personal data
- ▶ Other documents relating to data collection, processing, transfer and storage as relevant

### ▶ D10.4 (M 3):

- ▶ Confirmation that research conducted outside the EU can be legally carried out in at least one member state
- ▶ Copies of import/export authorisations as required

### ▶ D10.5 (M18):

- ▶ Report listing all approvals obtained to date, including [summary of unanticipated ethics issues](#)

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## Research protocol WP4-7

### Focus on activities conducted with adolescents (13 to 18):

- Mapping workshops (WP4)
  - Individual «life history» interviews (WP5)
  - Observations (WP5)
  - Youth Alliances for Overweight Prevention Policies (WP5)
  - Dialogue forums with representatives from policy and business (WP6)
  - Survey (WP7)
- Each activity to be described (how many participants, when, where, how) and risks assessed
  - What is [research /intervention / activism](#)?
  - What about other activities (e.g. workshops among policymakers)?

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## Research protocol WP4-7

- ▶ Background
- ▶ Study objectives and expected study outcomes
- ▶ Study population (selection / no of participants / inclusion and exclusion criteria)
- ▶ Study procedures, timeline, and activities (mapping workshops, individual “life history” interviews, observations, Youth Alliances, dialogue forums, survey)
- ▶ Data management plan
- ▶ Ethical issues
- ▶ Management of informed consent and assent
- ▶ Local ethics approvals
- ▶ Participants’ rights
- ▶ Dissemination, budget, and study management
- ▶ Annex

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## Research protocol WP4-7

### **OBS!**

- ▶ Recruitment procedures harmonized across countries
- ▶ Procedures to follow-up participants over time and for feedback of general research results to be described
- ▶ Procedures for handling of incidental findings (e.g. health concerns) and unexpected findings (e.g. abuse, self-harm) to be described (due M5)

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## Informed consent / assent

- ▶ Legal requirements in each country? (>16: NL, NO, UK, PL and >18: PT)
- ▶ Informed consent of parents for adolescents 13-15 (13 to 17 in PT)
- ▶ Assent of adolescents
- ▶ Informed consent /assent to be harmonized across countries, template in English
- ▶ Must be compliant with GDPR (data shared for which purposes, how, with whom, for how long, stored where?)
- ▶ One or several consent steps, opt in/opt out to multiple activities?
- ▶ Consent of both parents «best practice»
- ▶ Consent paper based / electronic?

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## Other documentation

- ▶ Standardized protocol for recruitment
- ▶ Information material to schools (WP4) – Invitation letter to schools
- ▶ Online recruitment for mapping workshops (to adolescents)
- ▶ Mapping workshop protocol including research questions
- ▶ Interview guide for the “life history” interviews
- ▶ Observation guide
- ▶ Survey questions
- ▶ ?

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## WP9

Dissemination, exploitation and  
communication

*Lead partner: World Obesity Federation  
(IASO-IOTF)*



## WP9

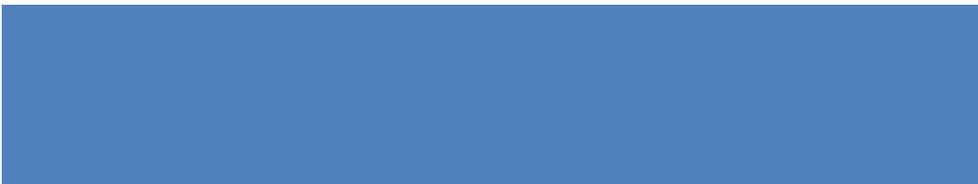
Dissemination, exploitation and  
communication

*Lead partner: World Obesity Federation  
Additional partners: NIPH, Press, and  
all partners (2pm)*





*The CO-CREATE project has received funding from the European Union's Horizon 2020 research and innovation programme for Sustainable Food Security under grant agreement No 774210.*





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Additional option?



## Twitter

EU asks to include:

**@EU\_H2020**

and

**#ResearchImpactEU**



## All rules in the *CO-CREATE Guide*

- Deliverable: *CO-CREATE Dissemination, Exploitation and Communication Plan*
- Due in M8



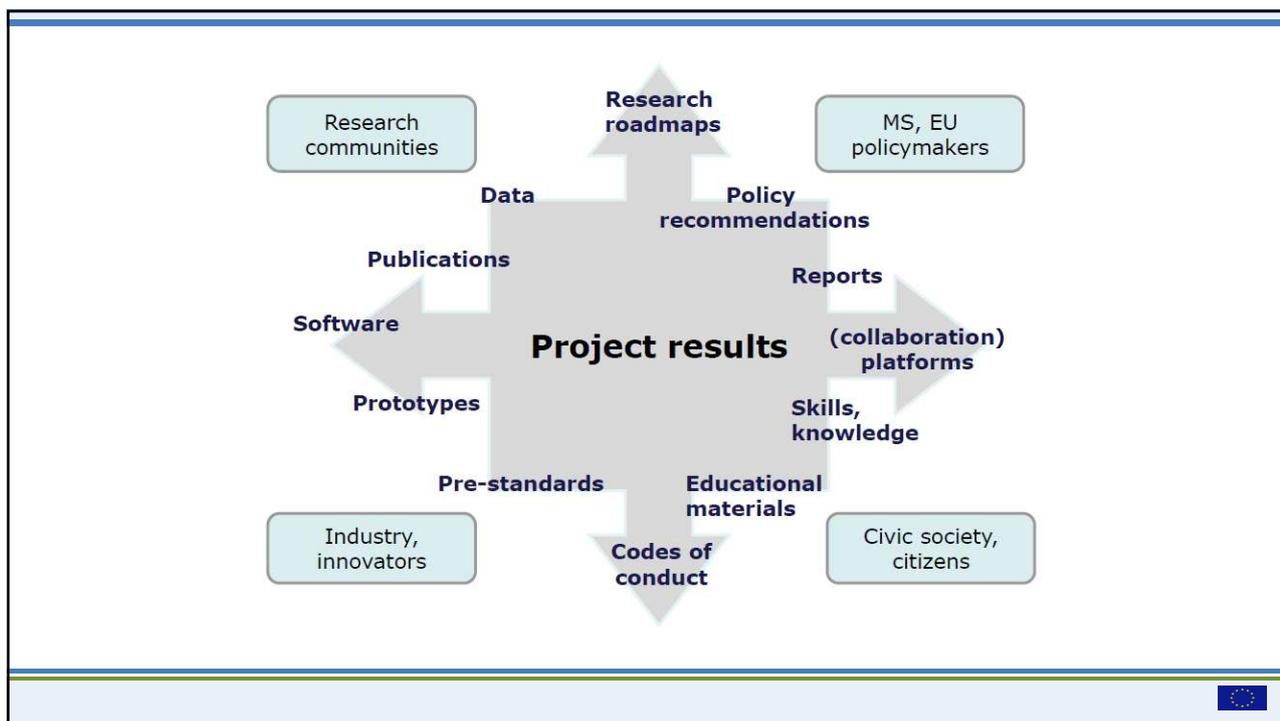
## All rules in the *CO-CREATE Guide*

- Deliverable: *CO-CREATE Dissemination, Exploitation and Communication Plan*
- **Due in M8**
  - Initial *Dissemination and Communication Guide*
    - **Outline draft being circulated**
  - Later *Exploitation Plan*
  - ‘Living document’ updated through the project



## Resources to help us





## WP 9 Objectives

- To promote CO-CREATE widely, and identify exploitation opportunities for project outputs;
- To disseminate with websites, social media, international conferences, publications;
- To transfer CO-CREATE findings to stakeholders, including guidance for professionals;
- To coordinate with other research groups, policy-makers, civil society and others.

## WP 9 Tasks

9.1: Develop and maintain a dissemination, communication and exploitation plan.

9.2: Establish and maintain external communication channels – including logo, newsletters, social media and web site.

9.3: Transfer policy-relevant knowledge: briefings, blogs, symposia, project workshops and webinars.

9.4: IP management and exploitation.



## WP 9 Tasks – web sites

- Main web site: hosted by Norwegian Institute of Public Health
- CO-CREATE project pages on all partners' sites
- Also: WCRFI web site for database on PA policies
- Also: WOF *youth-facing* web site for information / interaction (jointly with other projects including STOP)



## WP 9 Deliverables

- Dissemination Exploitation and Communication Strategy and Operational Plan and standard practices for the CO-CREATE project. **M8**
- CO-CREATE intellectual property strategy for managing IP ownership and exploitation of in-project and post-project outputs. **M8**
- Evidence of scientific output (at least 30 presentations and papers) **M60**
- Final business plan and report on in-project and post-project exploitation actions. **M55**
- Practice Abstracts summaries of findings (EIP-AGRI) **M36, M60**



## WP 9 Deliverables

- Periodic reports: All partners' dissemination activities **M6, M12, M18...**





## WP 9

Thank you

Tim Lobstein

WOF

[tlobstein@worldobesity.org](mailto:tlobstein@worldobesity.org)



## Website and visual profile

**CO-CREATE Kick-off meeting**

Therese Bakke

June 27, 2018



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774210

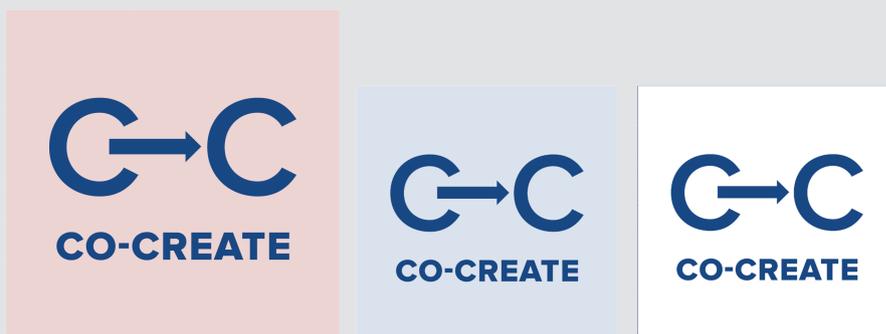
## CO-CREATE visual profile

- ▶ CO-CREATE Profile Manual:
- ▶ LOGOS
- ▶ Graphic elements
- ▶ Images
- ▶ Fonts
- ▶ Colour palette
- ▶ Templates



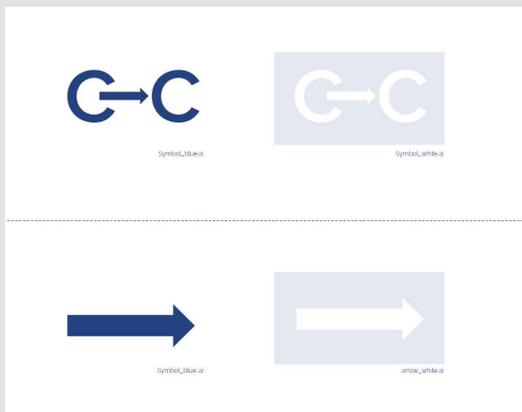
→ Confronting obesity: Co-creating policy with youth

## CO-CREATE Logos



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## CO-CREATE Graphic elements and images

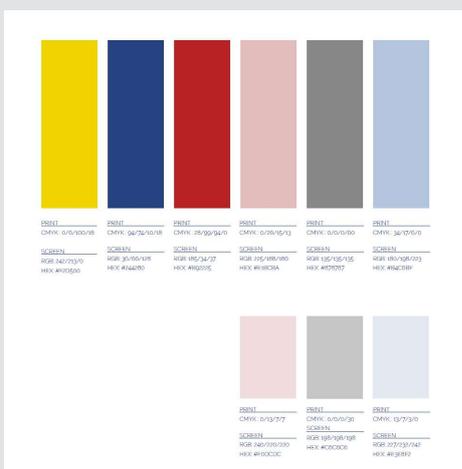


«Photo: Shutterstock»

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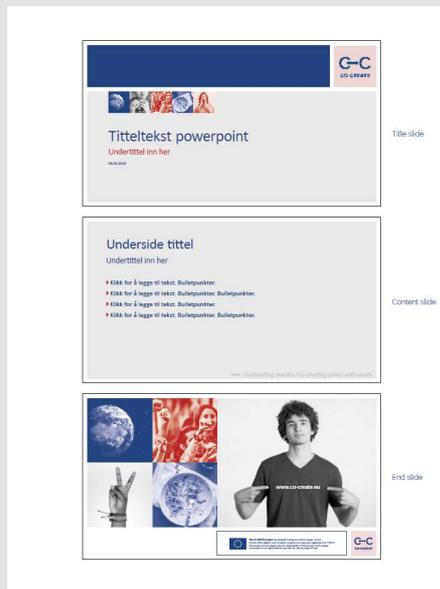
## CO-CREATE Fonts and colours

- ▶ Fonts for web: Raleway and Crimson Text
- ▶ Fonts for office: Calibri and Cambria



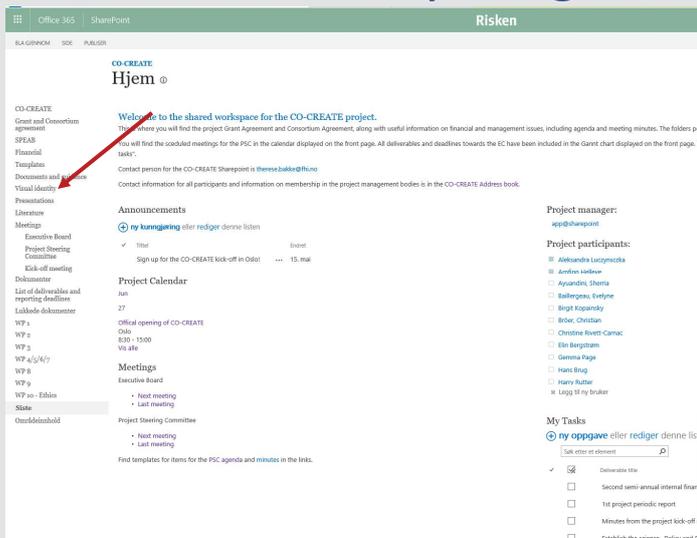
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# CO-CREATE templates



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# Where to find everything?



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## When and how to use everything?

- ▶ PPT-template: when presenting the project
- ▶ Report-template: for deliverables
- ▶ Logos, images, graphic elements:
  - ▶ Presenting the project on you website
  - ▶ Folder, flyers
  - ▶ Invitations
  - ▶ Etc.

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## CO-CREATE Website

- ▶ Under construction contentwise
- ▶ Static information (about, workpackages, institutions, contact persons at each partner)
- ▶ Newsletter
- ▶ «In the media» section (?)
- ▶ Calendar of events (?)

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**PEN**  
Policy Evaluation Network

**Public policies addressing health-related behaviours in Europe**  
ERA-HDHL\*  
Joint Funding Action

Wolfgang Ahrens<sup>§</sup>, Catherine Woods, Jeroen Lakerveld  
on behalf of the PEN Consortium

<sup>§</sup> Leibniz Institute for Prevention Research and Epidemiology – BIPS, Bremen, Germany



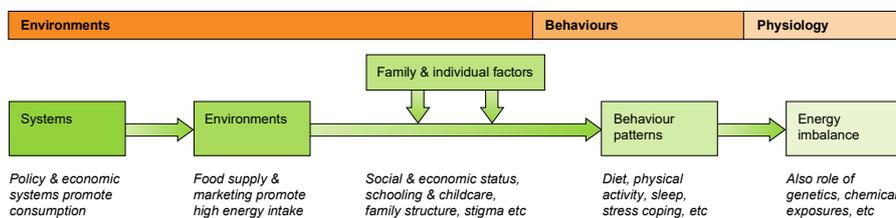
BMBF-Fachgespräch zur Forschungsagenda der JPI HDHL, Berlin, 27. Juni 2018

\* ERA-NET Biomarkers for Nutrition and Health implementing the JPI HDHL objectives – ERA-HDHL



## Swimming upstream

The causes of obesity – and the causes of the causes



Adapted from: Swinburn et al. The global obesity pandemic: shaped by global drivers and local environments. Lancet. 2011; 378: 804-14

## Background

- Systematic evaluation of impact of policies aiming at significant and sustainable changes in dietary, physical activity and/or sedentary behaviors in Europe is lacking
  - Only incomplete knowledge about the effect of different policy intervention types and strategies on consumers' health and lifestyles
  - Their effectiveness in different cultural, demographic, socio-economic or ethnic groups or their transferability to other social contexts have not been taken into account yet.

- Establish a **multi-disciplinary research network** for the **monitoring, benchmarking and evaluation of policies** that affect dietary and physical activity as well as sedentary behavior **with a standardized approach across Europe**

Country (N=8)	Number of partners (N=28)
France	2
Germany	9
Ireland	3
Italy	2
Netherlands	5
Norway	2
Poland	4
New Zealand	1

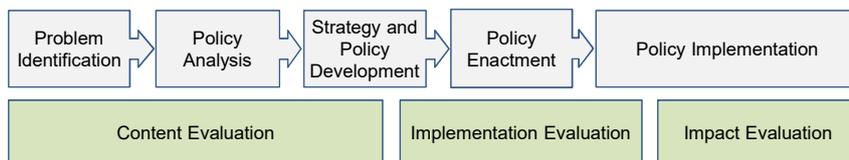
### Definition of policies to be evaluated:

- Policies that **directly** affect dietary and physical activity as well as sedentary behavior.
- Policies that **indirectly** affect the aforementioned health behaviors, for example from the field of transportation, agriculture or environment/sustainability.



### CDC logical model

used by PEN as a "point-of-departure" framework\*

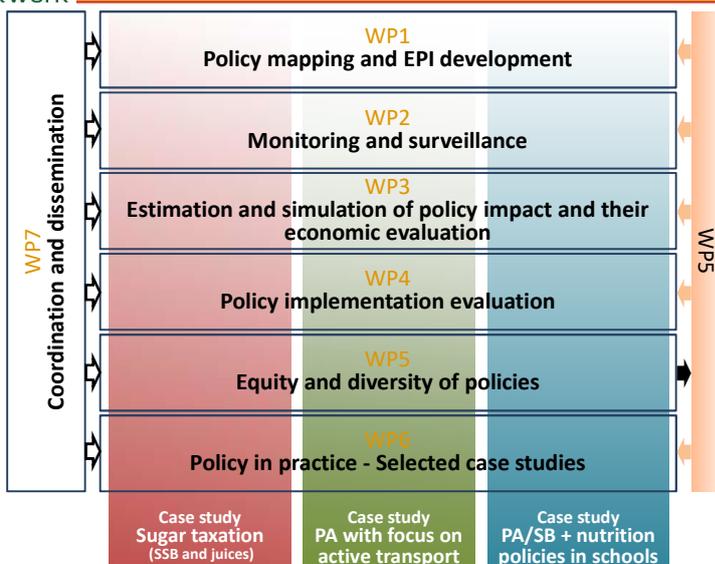


\* Reproduced according to CDC

Centers for Disease Control and Prevention. CDC's Policy Analytical Framework. Atlanta, GA: Centers for Disease Control and Prevention, US Department of Health and Human Services; 2013.



### Work packages



- Assess evidence from **existing policy interventions** (e.g. sugar tax) & **learn from other public health domains** (e.g. smoking ban, seat belts)
- Monitor & assess **accountability of governments & the private sector** to create healthy food environments
  - Assess implementation of good practice nutrition/ physical activity policies by governments to reduce obesity and other NCDs.
  - Assess comprehensiveness, strength & performance of commitments to reduce unhealthy behaviours.
- Assess **choice architecture** & behavioural public policy
  - Nudges promoting PA and healthy diets
- Harmonised **monitoring system of obesity/ NCDs** & related behaviours across Europe (**methods platform**)

1. Assessment of implementation of policies on food environments against best practice in PEN countries
  - Prioritisation of governmental actions to be implemented based on implementation gaps identified
2. Policy audit of existing national public policies that impact on PA directly or indirectly within partner countries
3. First prototype of the PA-EPI
  - Assessment of PA-EPI prototype implementability in selected PEN countries (engage with policy makers re. endorsement)

1. Sharing of existing intersectoral health and consumer data
2. Protocol for a harmonised pan-European surveillance and monitoring system that provides comparable data
  - Across Europe
  - Over time periods
3. Establishment of a methodological platform
  - To guide the harmonisation process
  - To support development and validation of novel measurement tools

A table like this, with transparent criteria and a set of methodological recommendations

Policy	Adoption levels / trends	Ex post evidence on national policies			
		Availab.	Studies identified	Direction	Strength
<b>Supporting more informed choice</b>					
Advertising restrictions	Low (higher for voluntary codes)	Limited	12	Comprehensive regulation effective, other ineffective	Suggestive, short-term
Information campaigns	High and rising	High	10	Effective	Strong
Nutrition education	Medium (rising)	Very scarce	0	NA	NA
Labelling regulations	High and rising	Medium	13	Effective in inducing reformulation, less on intakes	Suggestive
<b>Changing the market environment</b>					
Fiscal measures	High and rising	High	16	Effective in changing prices and consumption	Suggestive / strong
School environment	High and rising	High	18	Effective in changing school behaviours, but not overall diet	Suggestive / strong
Mandatory nutrition standards	Medium (rising)	Scarce	3	Good compliance, effective in reducing unhealthy nutrients	Suggestive
Voluntary nutrition standards	High and rising	High	5	Effective	Suggestive
Accessibility measures	Low (mainly local)	Scarce	3	Mixed	Suggestive

Mazzocchi (2017), *FAO Technical Note*

1. Review of
  - Key aspects of implementation processes
  - Key barriers
  - Key facilitators
2. Checklist for assessing policy implementation
3. Guidelines for good practices in evaluation of policy implementation

- Framework of relevant criteria why policies aimed at changing diet, PA and/or sedentary behaviours across Europe may produce an equity impact
- Conceptual framework of mechanisms underlying inequalities in health behaviours from a systems perspective
- Recommendations for an equity and diversity perspective in policies aimed at changing diet, PA and SB across Europe

- Factsheet with evidence-based recommendations regarding the impact and implementation evaluation of PA and nutrition policies in Europe
- International publications on the implementation and impact evaluations of the three case studies :
  1. Sugar-sweetened beverage tax scheme
  2. Policies related to urban mobility and active transport
  3. Physical activity and nutrition policies in kindergarten/ school settings



**João Breda**, Head WHO European Office for Prevention and Control of NCD, World Health Organisation, DK



**Mark Conner**, Professor of Applied Social Psychology, University of Leeds, UK



**Artur Furtado**, Health Determinants DG SANTE, European Commission, LU



**Tim Lobstein**, Director of Policy, World Obesity Federation, UK



**Garrath Williams**, Senior Lecturer in Philosophy, Lancaster University, UK



# PEN Policy Evaluation Network

## Thank you!

- Determinants of diet and physical activity
- Diet and food production
- Diet-related chronic diseases



## INFORMAS

Benchmarking food environments

[Sign up to our quarterly e-newsletter](#)  
[View our archived e-newsletters](#)



### OPPORTUNITY TO GET INVOLVED!

If you are interested in **measuring local food environments in your country** and if you would like to **join the INFORMAS network**, please **contact us**.

Being part of the INFORMAS network will give you **access to our protocols**, data collection methods, data and results as well as **support from our core group and module leaders**. If you are interested in joining, we'd love to hear from you!

**INFORMAS** (International Network for Food and Obesity / non-communicable Diseases Research, Monitoring and Action Support) is a global network of public-interest organisations and researchers that aims to monitor, benchmark and support public and private sector actions to **create healthy food environments and reduce obesity and non-communicable diseases (NCDs) and their related inequalities**.

**INFORMAS** is supported by the WHO's Global Action Plan for the Prevention and Control of Non-Communicable Diseases (2013-2020) and the World Cancer Research Fund International NOURISHING framework.

The **INFORMAS framework** consists of 10 modules - click on a module below to learn more...

- Public sector policies and actions
- Private sector policies and actions
- Food composition
- Food labelling
- Food promotion
- Food provision
- Food retail
- Food prices
- Food trade & investment
- Population diet

**MAS**

- School of Pharmacy
- School of Population Health
- Departments, Institutes and sections
- Research centres and groups

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## WP 4. Obesity system mapping

### Status and plans

Cécile Knai

June 2018

Priorities M1-M15	Timeline
Recruit staff	Interview dates: M4 (Aug 2018)
Organise training workshop for facilitators on Group Model-Building	M8 (Dec 2018)
Ethics application for LSHTM team, for entire project – collaborate w/ other WPs	Submit asap, latest M4/M5 (Aug/Sept 2018)
Work with WP5 to recruit young people	M7-M12 (Nov 2018-April 2019)
Identify and recruit policy maker and academics	M7-M12 (Nov 2018-April 2019)
Organize mapping workshops in each country	M10-M15 (Feb-July 2019)

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## Priority need for clarification

- ▶ Recruitment and retention of young people

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## WP4 staff

- ▶ Currently involved in WP4:
  - ▶ Prof Harry Rutter, Professor of Global Public Health, University of Bath – Co-PI and WP4
  - ▶ Dr Cécile Knai, Associate Professor of Public Health Policy, LSHTM – WP lead
- ▶ Need to recruit
  - ▶ Assistant Professor, 0.8 FTE over 5 years (total of 48 PMs)
  - ▶ Research Assistant 1 FTE over 5 years (60 PMs)

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## Objective 4.1

Co-create conceptual maps: (M1-M15 i.e. May 2018- July 2019)

### ▶ Task 4.1: Facilitate the co-creation of conceptual maps on obesity drivers

- ▶ Training for facilitators (led by Prof Steve Allender and team) from five countries (the Netherlands, Norway, Poland , Portugal and the UK) on how to facilitate participatory group model-building workshops → December 2018
- ▶ Work with WP5 to recruit adolescents to the project
- ▶ Design and conduct GMB workshops with adolescents in 5 countries
- ▶ Design and conduct GMB workshops with academics and policy makers in 5 countries
  - ▶ => set of co-created causal loop diagrams
- ▶ Social Network Analysis
  - ▶ => overview of similarities and differences in stakeholders' perspectives.
- ▶ Creation of combined conceptual obesity system model

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### ▶ Deliverables due M15 ie. July 2019

- ▶ D4.1 A set of conceptual system maps of the drivers of energy balance related behaviours from the perspective of European youth, policymakers, and academic experts.
- ▶ D4.3 A report outlining a prioritised set of potentially important policy levers derived from the systems maps generated in Task 4.1 to be used as the basis for WP5
- ▶ D4.4 A report describing the conceptual framework derived in 4.1 to support the WP 6 dialogue forum

### ▶ Deliverables due M21 i.e. Jan 2020

- ▶ D4.6 Country specific system maps of the drivers of energy balance related behaviours to be used as inputs in the WP5-7 activities, and a master map that synthesises the key elements of the other maps.

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## Objective 4.2

Synthesis of evidence, policy environment and master map: (M15-M21 i.e July 2019- Jan 2020)

▶ **Task 4.2: Synthesizing evidence, policy environment, and a combined conceptual obesity system model**

- ▶ Combine 4.1 outputs with WP2/3 evidence
- ▶ => report synthesising existing evidence, the current policy environment, and master system map

▶ **Deliverable - due M21 i.e. Jan 2020:**

- ▶ D4.2. A report that synthesises the findings of WP2, WP3 and WP4 in an overall conceptual model of the factors driving obesity among adolescents in Europe, with a particular focus on modifiable policy options.

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## Objective 4.3

Dissemination and publication (M1-M60)

▶ **Task 4.3: Dissemination and publication**

- ▶ Collaborate across WPs to produce
  - ▶ academic publications in peer-reviewed journals
  - ▶ conference presentations
  - ▶ summaries for policymakers and other stakeholders
  - ▶ Outputs produced by adolescent participants?

▶ **Deliverables D4.7 - M12-M60 (from April 2019)**

- ▶ Academic publications, presentations, summaries for policymakers and general public

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## Objective 4.4

Work with WP7 to refine model for evaluation of policies (M21-M60 i.e. from Jan 2020)

- ▶ **Task 4.4:** collaborate with partners in WP7 to develop and refine the systems dynamics model for evaluation of co-created obesity policies
  - ▶ Contribute the learning from the mapping workshops, and the process of synthesising the outputs, to bear on the development of the systems dynamics model.
  
- ▶ **Deliverable - due M21 i.e. Jan 2020:**
  - ▶ D4.5. A report describing obesity system structures to provide a framework for the agent-based modelling in WP7

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 CO-CREATE



## WP4 to 7

### Outline of activities and issues

Christian Bröer, department of sociology

June 2018

## This morning

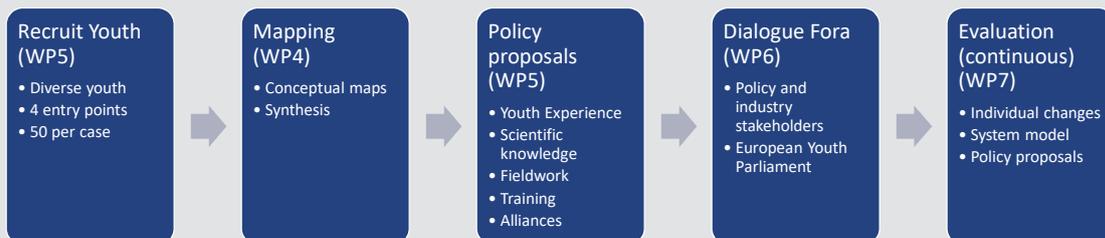
AIM: INFORM AND ASK INPUT: DOES THIS WORK?

1. Overview WP4-7
2. Recruitment
3. Fieldwork WP5
4. WP4, WP6 and WP7?
5. Risks and Priorities
6. Issues:
  - Recruitment
  - Ethics
  - Research – Intervention
  - System
  - Outputs needed

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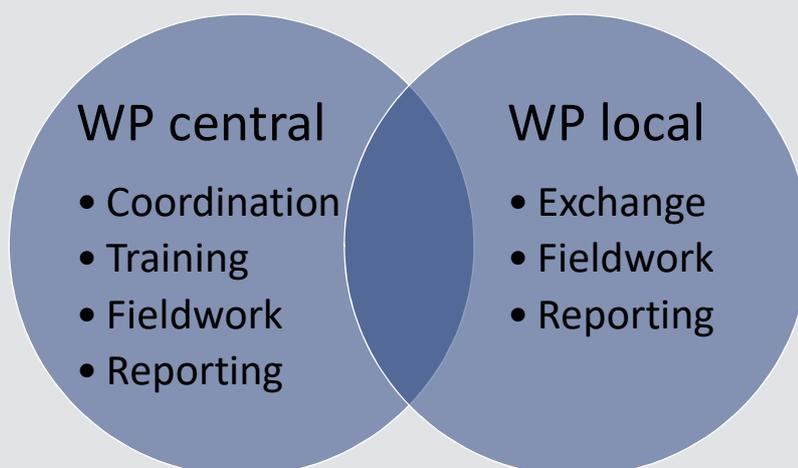
## Overview WP4-7

### Youth related activities



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## Workload



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## 6. Issue to be discussed

- Recruitment
- Ethics
- Research – Intervention
- System
- Outputs needed

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## Recruiting adolescents

WP5 – University of Amsterdam (Evelyne Baillergeau)

28th June 2018

## General requirements

- ▶ Recruit 40 adolescents in each country (5), to be grouped and divided into three Alliances
- ▶ In addition, recruit 40 adolescents (based in the Netherlands) to specifically address the EU strategy
- ▶ In total 240 adolescents from 5 countries to actively participate in CO-CREATE activities (WP4-7)
- ▶ Ensure a continuous influx of adolescents
- ▶ Ensure diversity in terms of vulnerability and political efficacy
- ▶ Recruitment needs to be harmonised across countries

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## Challenges in recruitment of 16 year olds

- ▶ Low participation in formalised arenas, especially among adolescents engaged in the lower segments of secondary education
- ▶ Rather informal social networks than seeking help from official resources
- ▶ Impact of school-related activities on time schedule
- ▶ Obesity and overweight: a topic lending itself to stigma processes
- ▶ 'Underprivileged youth' and 'youth most at risk' are to be understood relatively

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## Recruitment strategy

- ▶ Recruit adolescents and account for diversity by addressing two types of vulnerability:
  - ▶ Youth at increased risk of obesity and overweight
  - ▶ Youth most at risk of not being engaged or represented in political action
- ▶ Reach out to adolescent participants through a variety of channels: schools; municipalities; youth organisations; community-based organisations; street/outreach work
- ▶ Hold consultations with stakeholders in the five countries

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## Consultations with stakeholders in 5 countries

- ▶ **Liaise with local actors likely to help further specify what actually is :**
  - ▶ ‘youth at increased risk of obesity and overweight’ in the local context
  - ▶ youth most at risk of not being represented in political action in the local context
- ▶ **Local stakeholders:**
  - ▶ Academic experts
  - ▶ Municipal actors and leaders of local projects
  - ▶ Local politicians
  - ▶ Holders of ‘practical knowledge’ about marginalised adolescents
- ▶ **Expected outcomes of consultations:**
  - ▶ A specific understanding of the key vulnerabilities
  - ▶ A specific understanding of challenges and obstacles in recruitment
  - ▶ A refined understanding of how stigma may play in the local context

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## Recap and timeline Recruitment

- ▶ **Step 1:** Central WP5 team provides **guidelines for local consultations** [M4 – August 2018]
- ▶ **Step 2:** Local WP5 teams **liaise with local stakeholders for the consultations** [M4 till M8 – August 2018 till December 2018]
- ▶ **Step 3:** Central WP5 team **visits the local WP5 teams and stakeholders** [M9 and M10 – January and February 2019]
- ▶ **Step 4:** Central WP5 issues **draft recruitment protocol** [M10 – February 2019]
- ▶ **Step 5:** Local WP5 teams **liaise with identified gatekeepers and start recruiting youth** [from M10, preferably within two months]
- ▶ **Step 6:** **Recruitment protocol is submitted** [Del. 5.1. due M12 – April 2019]
- ▶ **Step 7:** **Central WP5 team monitors and assists recruitment in the 5 countries** [M10 till M18 max.]
- ▶ **Step 8:** **Recruitment and training of adolescents is completed** [Del. 5.2. due M24 – April 2020]

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# Fieldwork activities

WP5 - UvA (Sherria Ayuandini)

26 June 2018

## Presentation Outline

1. Main points of revision
  - Engaging youth
  - Flexibility for personnel
2. Revised plan
3. Lessons learned from literature and past examples
4. WP5 deliverables
5. Connection with other work packages

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## Main points of revision

### Engaging youth

- Competition
- FGD and group belonging
- 40 youth from start but also revolving recruitment
- Bi-weekly engagement
- Summer period and school time

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## Main points of revision

### Flexibility for personnel

- FGD for preliminary data
- Streamlined interview and participant observation
- Interview and participant observation dispersed throughout the year
- Interview serves as a reflection tool

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## Revised plan

- ▶ Block of activities 1: training youth to do research and introduction of competition (M11/M12)
- ▶ Block of activities 2: first period of bi-weekly meeting of youth (M11/M12-M14)
- ▶ Block of activities 3: purposeful participant observation of youth environment and interview as a means of reflection(M11-M24)

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## Revised plan

- ▶ Block of activities 4: second period of bi-weekly meeting of youth (M17-M20)
- ▶ Block of activities 5: influencing policy training for youth (incl. vlog, etc.) (M21-22)
- ▶ Block of activities 6: youth content creation for policy making (M21-M26)
- ▶ Block of activities 7: alliance building and its continuation (M29-M30)

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## Block of activities 1: Training on research



- System mapping
- FGD
- Training on research
- Competition announcement

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## Block of activities 2: Bi-weekly meeting



- Citizen journalism
- Revolving recruitment

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## Block of activities 3: Interview and participant observation

- Purposeful participant observation
- Interview as reflection
- Half a day with one youth



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## Block of activities 4: Preparation for content making



- Bi-weekly
- Policy making focus
- Will inform policy brief
- Ideas on content for competition0

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## Block of activities 5: Training on influencing policy

- Vlog, photography, etc.
- Invite content maker
- Clarifying our own policy points



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## Block of activities 6: Content creation



**ACTION!**

- Innovative ways to influence policy
- Encouraging bi-weekly update of project

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## Block of activities 7: Alliance building and continuation



- Competition winner
- Establishing alliance
- What's next?

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## Lessons learned

- Not tokenism; youth-initiated and youth-directed
- Youth representing youth, not just themselves
- Clear purpose with reasonable timescale
- Fun, self expression, and horizontal
- Innovative way to influence policy making
- Provision of support and regular motivation

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## WP5 deliverables

- ▶ D5.1 Protocol for recruitment and training (Month 9)
  - ▶ Recruitment protocol will be uniform across country and training modules will be developed before delivery
- ▶ D5.2 Recruited youth (Month 11)
  - ▶ We identify 20 youth, they identify the other 20. Youth need to be all recruited before the start of system mapping and training for research
- ▶ D5.2 Trained youth (Month 12)
  - ▶ Deliverable fulfilled after research training is completed

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## WP5 deliverables

- ▶ D5.3 Policy briefs (Month 30)
  - ▶ By distilling insights from our own research, findings from bi-weekly meeting by youth, and discussion with youth during training to do vlogging
- ▶ D5.4 Video documentary and vlogs (Month 26)
  - ▶ Youth themselves make this as part of the competition
- ▶ D5.5 Evaluation of alliance (Month 36)
  - ▶ Insights will also be gathered from how youth decide to continue their alliance

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## Connection with other work packages

- WP5 will recruit for WP4 and WP4 system mapping will be done at the same day of WP5 FGD.
- Youths that have been trained by WP5 will participate in dialog fora by WP6. We estimate between 1-2 alliance per country will participate (15-25 youths).
- Outputs from WP2 and WP3 will be included as topics of discussions or questions during bi-weekly meeting.
- Survey WP7 will be done before WP4 system mapping and follow up survey can also be done along the process of engagement with youth.

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# WP 6

## Status and plans

Elin Bergström, Policy Officer, EAT  
June 2018

## Overview of WP6

### Main responsibilities and deliverables

- ▶ Develop and test a dialogue forum prototype
- ▶ Establish 20 dialogue forums across Europe, involving youth, policy-makers and businesses
- ▶ Produce reports from each forum capturing actions and commitments from policy-makers and business, and reflections from youth
- ▶ A set of recommendations for how to establish multi-actor dialogue forums

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## EAT staff

### Currently involved with CO-CREATE:

- ▶ Dr. Sudhvir Singh, Policy Director
- ▶ Ove Kenneth Nodland, Program Manager
- ▶ Elin Bergstrøm, Policy Officer



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## EAT staff



### To be hired:

- ▶ **Dialogue Coordinator:** will oversee the prototype development, ensure meaningful youth engagement, help refine the prototype and develop content for the dialogue forums. September 2018 – February 2020 (M5 – 22)
- ▶ **Policy Officer:** will help synthesize findings from other WPs and develop content for the prototype and dialogue forums, assist in scaling the forums to a regional level and write reports from each forum. September 2018 – April 2023 (M6 – 60)
- ▶ **Project Coordinator:** will coordinate WP6 and the roll out of the dialogue forums across Europe. Skills in project management and facilitating multi-sectoral engagements, as well as previous engagement with youth will be required. August 2019 – August 2021 (M16 – 40).

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## Upcoming tasks, deliverables and milestones

### D6.1 Develop and test a prototype of a dialogue forum in Norway

- ▶ The prototype will be tested in September 2019 (M17) as opposed to July 2019 (M15) due to the summer holidays
- ▶ EAT will engage a system design firm to help develop the dialogue forum prototype, planned to start in February 2019
  - ▶ Looking into sub-contracting and tendering procedures
- ▶ Informal workshop with youth (potentially with Press) in Oslo during summer and fall 2018 to engage youth at an early stage of the project. Objectives include:
  - ▶ Initial thoughts and reflections from youth on CO-CREATE
  - ▶ Input on framing of concepts and challenges
  - ▶ Gauge interest and motivation among youth
  - ▶ Possible sensitivities to be aware of
  - ▶ Input on the dialogue forum concept and process

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### D6.1 Develop and test a prototype of a dialogue forum in Norway

- ▶ Over the summer of 2019, we will develop content for the dialogue forum prototype, drawing on reflections from the youth workshops and early results from other WPs
- ▶ Prepare a process for how to handle conflicts of interests and power imbalances (including exploring best practices, drawing on EAT experience and input from partners)
- ▶ Expected contribution from partners:
  - ▶ Support to develop the content for the prototype
  - ▶ Support from Norwegian partners e.g. identifying appropriate stakeholders and specific issues to be addressed.



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### D6.2 Refine prototype and define principles for scaling

- ▶ Evaluation forms to be distributed to all youth participating in the prototype
- ▶ From September 2019 – February 2020, the Dialogue Coordinator and Policy Officer will work with the design firm to incorporate lessons learned and feedback from youth in the refinement of the prototype
- ▶ Potential workshop in Oslo (summer or fall 2019) with local staff from Norway, the Netherlands, the UK, Portugal and Poland to receive input and guidance on the prototyping, refinement and principles of scaling.

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### D6.3 Synthesis of reports, conceptual maps and policy briefs from WP2 -5

- ▶ Building on the content development for the prototype, the Policy Officer will work closely with partners to synthesize findings of other WPs to develop content for the dialogue forums across Europe (July 2019 – February 2020, M15 – 22)



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### D6.4 Twenty dialogue forums established across Europe

- ▶ Building on the Alliances established in WP 5, dialogue forums will be held in **Norway, the Netherlands, the UK, Portugal and Poland**, at least two in each country – at city and national level
- ▶ At least two on a **regional level** – one in Brussels at the margins of the European Youth Parliament General Assembly and one focused on the Nordic region at the margins of EAT Stockholm Food Forum
- ▶ Remaining dialogue forums to be discussed, but exploring countries such as Sweden and Denmark
  - ▶ Recruitment requirements?
- ▶ The first dialogue forum following the prototype will be in the Netherlands, March/April 2020 and the rest will follow naturally from the establishment of the Alliances (will work closely with WP5)
- ▶ Expected contribution from partners:
  - ▶ Support from partners in Norway, the Netherlands, the UK, Portugal and Poland to establish the dialogue forums, including with adaptation of the forum to the local context, logistical support, translation, identifying appropriate policy-makers and businesses to participate etc.

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### D6.5 Reports from each dialogue forum on the actions and commitments from policy-makers and businesses

- ▶ The Policy Officer will be responsible for producing reports from each dialogue forum
- ▶ D6.6 A set of recommendations for how to establish multi-actor dialogue forums and a brief report putting the findings of the project in a greater policy and co-creation context
- ▶ Will include a section on conflicts of interest and strategies for counteracting possible power disparities in the public-private adolescent nexus
- ▶ Together with material produced for the dialogue forums (facilitator's guide, templates, canvas, videos etc.) the recommendations will enable youth and others to scale the dialogue forums to countries outside of CO-CREATE

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## WP7: Evaluation of Co-Created policy interventions and the methodology (M3-60)

Status report at Kick-off meeting June 28<sup>th</sup> 2018



WP-Leader  
Professor Nanna Lien  
Department of Nutrition  
Faculty of Medicine  
University of Oslo

### Objective 7.1.

- To develop an adaptable **system dynamics core model** (knowledge repository) for quantitative modelling of the system structure governing the development of obesity and the model-based assessment of selected policies, - both based upon state-of-the-art evidence ([WP3](#)) and the system maps ([WP4](#)).
  - *PhD-candidate Anaely Aguiar (UiB, 4 yrs) will start on reviewing the literature on system dynamics models on obesity of youth and building the model based on that (to draw up a plan + review protocol with Pål/Birgit)*
    - *Need dialog with WP3 to suggest analyses which can fill gaps in the literature based model*
    - *Need to take part in WP4 discussions about how to synthesize the systems maps to one/ a few*
    - *Involvement of UCT (2M) ?*
  - *A 3 yr post doc (UiO) will be hired to start in M25 to do the actual modelling of some selected policies.*

## Objective 7.2. (M24-M40)

- **O7.2:** To develop **implementation and evaluation plans** for 1-3 selected co-created obesity-related policy interventions (tools, strategies, programmes) in each of the five countries
  - *I will start talking to Deanna about this next week*
  - *Might want to move the start of the work on this earlier (need to be ready before the first forum in WP6)*
  - *I propose that any ethical clearance on this will be a new project or ammendment to the first protocol that we are working on now.*
  - *Each of the case countries have 6 PM that will be used to implement these systems*

## Objective 7.3

- **O7.3:** To **evaluate the experiences/changes of the youth** involved in the project (WP4 and 5) and to evaluate the experience of the participants in the forums (WP6)
  - *MSc Helene Holbæk is hired as research assistent 80 %, July 1st-December 31st.*
    - *Work on this part of the overall protocol and draft measurement tools – before October 1st*
    - *Assess cross-cultural validation and finalize tools - before December 31st*
  - *Data collection will be done as part of WP4-6 in the 5 case countries*