

Approved minutes



Project Steering Committee (PSC)

Date: 02122021

Venue: Zoom

Subject: Project progress and changes

PSC representatives in attendance:

Knut Inge Klepp (NIPH - chair), Christian Bröer (UvA), Nanna Lien (UoO), Hannah Brinsden (WOF), Cecile Knai (LSHTM), Janetta Harbron (UCT), Ana Rito (CEIDSS), Samantha Nesrallah (EAT), Deanna Hoelscher (UTHealth), Margrete Bjørge Katanasho (Press), Kate Oldridge-Turner (WCRF), Aleksandra Luszczynska (SWPS)

Absences:

Steven Allender (Deakin), Oddrun Samdal (UoB)

Other attendees

Harry Rutter, Claudia Batz, Trond Helland, Therese Bakke

Editor minutes:

Therese Bakke

1. Approval of the agenda and calling of the meeting

The calling of the meeting was approved. There were no additions to the agenda.

2. Reported agenda items

The list of agenda items announced in the calling of the PSC meeting is summarised in table 1, and the full agenda is included as Annex 1. Summaries of the reported items and case documents were available for items PSC 2021 1-5 at the calling of the meeting with final updated documents circulated three days before the meeting. Each included agenda item was announced indicating the need for a decision (D), having financial implications (F) or for information/discussion (I).

Summaries of the discussion and, where relevant, decisions for each reported agenda item follows below table 1. Decisions and action points are marked in yellow.

Item number	Title	Responsible	Type of item*
PSC 2021-1	Changes in work, deliverables and budget	Knut-Inge	D/F
PSC 2021-2	Project extension – 6 months	Knut-Inge	D/F
PSC 2021-3	Meeting schedule 2022/2023	Knut-Inge	D/F
PSC 2021-4	Project impact and dissemination priorities	Hannah	D
PSC 2021-5	Joint conference with STOP, PEN and Best-RemaP	Knut-Inge	I/D

Table 1: List of reported agenda items

PSC 2021 – 1

CO-CREATE has experienced changes and delays because of the pandemic, with consequent need for mitigation efforts. The result of this work was reported, acknowledged, and encouraged by the European Commission in the second periodic project report.

The Covid-19 pandemic continues to disrupt ongoing activities, causing delays in deliverables and scientific publications and impacting staff and budgets. To support the consortium in this situation, NIPH and the Executive Board have done a thorough inventory of remaining work to identify possible additional deviations in the upcoming project period and realign budgets in support as much as possible:

Work

The foreseen deviations in work and deliverables constitute a general delay across WPs as a consequence of the pandemic. This was partly reported in the second periodic report (WP2, WP5 and WP6), and the inventory has revealed added delays for:

- Deliverable 3.5 and M4 beyond the current project period
- Deliverables in WP5 as the Youth Alliances with the European Youth Parliament need to be postponed until their congress in March 2022.
- Deliverables and milestone in WP7
- Deliverables and work in WP9 as a consequence of the general delay in finalizing results for communication and dissemination

Budget

As part of covid mitigation measures, all partners have needed to add flexibility in expenditure to support needed changes. During the pandemic there has been a general need for more effort to follow up activities across WPs and less travel and operating costs. As delays and changes are continuing into the third reporting period, the budget update has revealed some mismatches in expenditure prognoses and allocated budget pending on remaining responsibilities per partner. Details of the financial status have been presented in the project internal financial report, and are summarized in brief below:

	Partners (amounts)	Comment
Institutional financial support	NIPH (56 000 EUR), WCRF (15 000 EUR - estimated)	WCRF will cover own expenses beyond the budget but would benefit from reallocation from the project if possible. NIPH will cover own expenses to allow release of 20 000 EUR from current budget to support other project partners.
Budget available for reallocation	LSHTM (50 000 EUR), EAT (3 000 EUR), project (7 750 EUR)	As a combined consequence of the pandemic, budget reallocations towards subcontracting and updated actual costs for personnel and operating costs, a total of 80 750 EUR can be released to support the consortium.
Budget increased needs	UvA (6 500 EUR), NIPH (56 000 EUR), WCRF (37 000 EUR)	UvA needs added budget to allow for prolongation of staff in line with delays for deliverables in WP5. NIPH will not ask for any added budget as per the above. WCRF have experienced more work than anticipated in WP2, and would appreciate added budget from the project in line with what is possible.

Suggestion

Based on the complete situation, NIPH proposed the following reallocations of budget:

- UvA: 6 500 EUR (including indirect costs) to support complete delivery of remaining deliverables in WP5 in line with the expectations conveyed in our second project review
- WCRF: 20 000 EUR (including indirect costs) to support their finalization of remaining deliverables/publications in line with the expectations conveyed in our second project review
- EAT: 3000 EUR (including indirect costs) as indicated released be kept in the budget for contingency and ongoing youth activities
- Project extension: 51 250 EUR (including indirect costs) to support participation in the project extension (see PSC 2021-2) – to be reallocated to partners as needed

Discussion/comments

The PSC appreciated the overview provided by NIPH and found it useful to get an updated perspective on work and budget from the overall point of view.

SWPS raised the question of EC specific approval of budget reallocations.

The answer to this is that we are obligated and in our right to spend the project budget in line with the work and deliverables in the Grant Agreement. This is what we have been doing and reported to the EC in both the first and second periodic report. The way all partners have managed this has been supported and encouraged by the EC. We will not receive any pre-approval of partner level reallocations between budget categories from the EC, but will continue to report and explain the changes in budget based on the ongoing and upcoming work.

Decision

The suggested changes in budget were approved by all partners present, and by e-mail from UoB.

Action points:

- NIPH: update budget and make available on Sharepoint
- Concerned partners: include the budget changes in the work and reporting plans
- NIPH and concerned partners: Follow up in third periodic report to explain changes to the EC

PSC 2021 – 2

The deviations in work and deliverables as presented in PSC 2021-1 above highlight the situation that (knock on) delays caused by the covid pandemic are now extending beyond the current project end date. The impact is now expected directly in WP3 and WP9, along with the work in all WPs related to scientific publications, causing a need to extend the project period to provide all deliverables and fulfil the obligations of scientific publications in the Grant Agreement.

To move forward with this, we will need the formal approval of the EC. NIPH has had initial discussions with all partners and has approached the EC to signal the situation. We have received initial advice for how to move ahead as presented to the meeting and briefly summarized below:

- Only impact as a direct consequence of covid can be included in the request
- We need to initiate the process by sending a formal notification through the EC portal
- Information needs to be provided listing affected WPs/tasks, deliverables and milestones
- Requests for extended deadlines need to be specific
- We cannot update the full Annex 1 – only future impact
- We cannot make retroactive updates – incurred delays needs to explained and justified in reporting as usual practice
- The budget will not be increased, and no updated budget forecasts needs to be provided

Suggestion

Based on the work updates reported by the WPs as presented in the Gantt chart presented in the first agenda item and instruction from the EC, we suggest requesting an extension of 6 months – until end of October 2023 – with the following updated deadlines for selected deliverables:

WP No	Del Rel. No	Lead Beneficiary	Est. Del. Date (annex I)	Revised submission
WP1	D1.9	NIPH	30 Apr 2023	31.10.2023
WP3	D3.5	NIPH	30 Apr 2023	30.06.2023
WP5	D5.2	UvA	30 Apr 2020	Before Christmas 2021
WP5	D5.5	UvA	30 Apr 2021	30.04.2022
WP5	D5.6	UvA	31 Oct 2021	30.04.2022
WP5	D5.7	UvA	31 Oct 2021	30.04.2022
WP6	D6.4	EAT AS	29 Feb 2020	30.04.2022
WP6	D6.5	EAT AS	31 Aug 2021	30.04.2022
WP6	D6.6	EAT AS	31 Aug 2021	30.04.2022
WP7	D7.2	UNIVERSITY OSLO	31 Oct 2022	31.01.2023
WP7	D7.3	UNIVERSITY OSLO	31 Oct 2022	31.01.2023
WP7	D7.8	UNIVERSITY OSLO	31 Oct 2022	31.12.2022
WP9	D9.2	IASO-IOTF	30 Apr 2023	31.10.2023
WP9	D9.4	IASO-IOTF	30 Nov 2022	31.10.2023
WP2	D2.2	WCRF	31 Oct 2019	30.04.2022
WP2	D2.9	WCRF	31 Aug 2020	30.04.2022
WP2	D2.10	WCRF	30 Apr 2020	30.04.2022

WP1 and WP9 have collaborated on an updated timeline for key dissemination events and reporting in line with extension that was presented to the meeting.

Discussion/comments

Extending the project period will impact **all WPs/partners** in terms of:

- Need to save budget to support participation in the final project dissemination events
- Final technical report and the final report will be delayed from spring/summer 2023 until end of 2023
- Partners reporting direct costs above 325 000 EUR will need to provide a Certificate of Financial Statement, a process that will be delayed in line with the reporting
- Extend opportunity of finalizing articles and have the general obligation of open access costs covered by the project
- Extend opportunity of having some added costs covered for work that is included through the extension from the budget reallocation towards the extension

WP1 and WP9 will be impacted in particular by the extension, as activities need to be maintained in line with the work and deliverable delays. This impacts NIPH and WOF in particular, which is acknowledged and reflected in the updated budget prognoses.

The ability to commit effort towards an extension will vary across partners, pending on their inclusion in the different WPs. UvA flagged that they will not be able to commit any dedicated work time beyond the current project period.

It was highlighted that the extension is not a general one. WP 5 is due to close during spring 2021 in accordance with current plans, along with activities in WP6. Remaining scientific publications from closed WPs will move to WP9 for finalization.

Decision

The suggestion was approved by all partners present, and by e-mail from UoB.

Action points

- NIPH: prepare and submit the formal request to EC
- All partners: convey the extension and implications internally to the institutions
- Affected WPs/partners: update workplans and timelines in accordance with the extension

PSC 2021 – 3

In person project meetings have been cancelled since spring 2020 due to the pandemic and have been held on Zoom. The project staff met last in Oslo 2019, and many new staff members have yet to meet their international colleagues in person. The situation has challenged the ability to include international partners, and the advisory board, due to time zone considerations.

This backdrop combined set the scene for the decision to make the project meeting autumn 2021 in person, with investment of both time and budget from NIPH to accommodate this.

NIPH suggested to discuss the project meetings that have been provisionally planned for 2022 and 2023 to decide on:

- Where the meetings will be arranged and set final dates_
- Decide whether the meetings will be in person _

Discussion/comments

UoB has agreed to host the spring 2022 meeting currently scheduled for June. The remaining meetings are “up for grabs” for partners who would like to host. Budget for the arrangement will be covered from NIPH.

The urgent decision to cancel the Lisbon meeting December 2021, spurred the need for NIPH to transfer the contracts or loose the investment. This is the backdrop for the scheduling of the next project meeting for April 27-29 as circulated to all project members. There is full understanding if not all can accommodate the new timing, and it does spur the need to consider if the June meeting is needed as originally scheduled.

There are many project events on the schedule for 2022, both internally for the project (writing seminar March, April meeting, June meeting and November meeting), remaining project activities (EYP conference, Dialogue forums) and dissemination of project results (Youth Conference and joint conference with other EU-projects).

Although not all staff will be included in all the events, there is a need to consolidate events as much as possible.

Meeting participation and participation in events is unevenly distributed across project staff, with senior staff experiencing strained schedules and junior staff members being less involved. We need to acknowledge that meeting in person fosters collaborations differently than the online format allows. It is beneficial and motivating for junior staff to travel and meet international colleagues (including the senior level), to inform their work and build networks to foster their careers. Meeting in person also important for the cross-WP-collaborations that continue to be of importance as the project moves into a phase of providing new knowledge in the format of deliverables and scientific articles.

On the other hand, it is beneficial to reduce the number of meetings and travels to reduce pressure on senior staff and to decrease the environmental impact from travels in international research projects.

The question of whether meeting in person is at all possible with the uncertainties posed by the pandemic, is difficult to answer. Based on experiences thus far it is suggested to schedule in person events in the period March to September and allow for remote participation as default.

Action points

- NIPH: consolidate schedule with the aim to have as few in person meetings as strictly necessary
- NIPH: accommodate a transfer of the June meeting to September
- NIPH: accommodate combining the April meeting and (parts of) the March writing seminar

PSC 2021 – 4

As we enter the second half of the project it is a good time to regroup and discuss the project impact, the key outputs we want to prioritize for communications and what activities we can undertake that gives some CO-CREATE outputs a life beyond the end of the project. It would be useful to get the views of the PSC on what our priorities should be for communication and dissemination, and what impact we should be focusing on. This discussion will not only inform priorities for communications and dissemination, but for event content and focus.

Discussion/comments

There are several results across the work packages, and salient angle to present results from. Some of the comments were:

- WP2: The policy databases themselves, and what they convey to support potential for use
- WP3: Knowledge generated in the intersection of policies, behaviours and incidence of overweight and obesity across countries
- WP4: The GMB process, systems maps and upcoming GAP-map
- WP5: Protocols and experiences from the Youth Alliances
- WP6: The dialogue forums package and experiences from hosting dialogues in the online and in person formats
- WP7: The upcoming model and the process evaluation
- Cross-cutting: youth engagement: how, who and why

Action points

- WOF to follow up with WPs and partners

PSC 2021 – 5

STOP, CO-CREATE, JA Best-ReMaP, and PEN are four European projects that address the global childhood obesity epidemic. Through innovative and rigorous research methods, the projects aim to generate new evidence and develop robust and sustainable findings, recognising that current interventions to curb the rise in child and adolescent obesity have failed.

The projects have collaborated to take advantage of the similar interests and complimentary approaches to support and strengthen exchanges between the projects and communication efforts across projects. To date this collaboration has resulted in [one joint symposium](#) in June 2020 for the projects and [one joint symposium](#) at ECO/ICO in September 2020 and a series of webinar in the World Cafe series „Let’s talk about childhood obesity” during spring and fall 2021. There will be [a second joint symposium](#) held on November 11th 2021.

Initial agreement has been secured between the projects to arrange a joint conference spring 2022. This effort is lead by the PEN project, who have made an initial outline of the arrangement as presented to discuss:

- the opportunity of the conference: what would we like to feature from CO-CREATE?
- Thoughts on the proposal from PEN and crude session draft

Discussion/comments

The collaborative conference is an excellent opportunity for the project to increase the reach to stakeholders in the policy realm, providing the opportunity to further the use of the tools and knowledge generated by the project. This is very much in line with the expectations of the EC as presented in the last project review.

The conference is led by PEN, but expectations for CO-CREATE and the other EU-projects is that we will be responsible for hosting parallel sessions, supporting the arrangement of the conference as a whole and contribute to pay for the event.

The crude draft parallel sessions proposed for the conference was supported.

Timing of the conference is under discussion, and one of the possibilities was June 8-10. This timeslot was previously reserved for the spring 2022 project meeting, and it was suggested that all partners keep the time reserved until the timing for the conference has been confirmed.

To support the arrangement planning we have been asked to estimate numbers of participants from the project, including speakers for the main and parallel sessions. We are also encouraged to propose guests to be invited to the conference, for example national (youth) policy makers.

Action points

- All partners: provide an estimated number of participants from their institution
- All partners: contribute proposals to the list of invitees to the conference

Agenda



Project Steering Committee (PSC)

Date: 02.12.2021
Time: 12:00 – 13:30 (CET)

Venue: Lisbon

Digital participation:

<https://us02web.zoom.us/j/84839024201?pwd=SVV4cldlWnhtMTk1ZWg4Slp0UktGUT09>

Subject: Project progress and changes

PSC representatives in attendance:

Knut Inge Klepp (NIPH), Christian Bröer (UvA), Nanna Lien (UoO), Hannah Brinsden (WOF), Cecile Knai (LSHTM), Janetta Harbron (UCT), Ana Rito (CEIDSS), Samantha Nesrallah (EAT), Deanna Hoelscher (UTHealth), Margrete Bjørge Katanasho (Press), Oddrun Samdal (UoB), Steven Allender (Deakin), Kate Oldridge-Turner (WCRF), Aleksandra Luszczynska (SWPS)

PSC representatives not attending:

Other attendees

Deputy coordinator – chair: Harry Rutter
Observers – TBD

Minutes:

Therese Bakke

Background documents:

- [Approved minutes from in person PSC meeting in June 2020.](#)

Agenda items (description of all items and attachments are on the links):

1. Approval of the agenda and calling of the meeting
2. Reported agenda items with hyperlinks to background documents

Item number		Title	Responsible	Type of item*
PSC 2021-1	20 min	Changes in work, deliverables and budget	Knut-Inge	D/F
PSC 2021-2	20 min	Project extension – 6 months	Knut-Inge	D/F
PSC 2021-3	15 min	Meeting schedule 2022/2023	Knut-Inge	D/F
PSC 2021-4	20 min	Project impact and dissemination priorities	Hannah	D
PSC 2021-5	10 min	Joint conference with STOP, PEN and Best-RemaP	Knut-Inge	I/D

*D = decision needed, F = financial implication, I = information/discussion