

# Minutes

## Project Steering Committee

Meeting: PSC\_28062018

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Date and place: 28062018/Oslo

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PSC member presence:

Knut Inge Klepp (NIPH), Christian Bröer (UvA), Steven Allender (Deakin), Deanna Hoelscher (UTHealth), Janetta Harbron (UCT), Louise Meincke (WCRF), Cecile Knai (Deputy to Harry Rutter LSHTM), Tim Lobstein (WOF), Oddrun Samdal (UoB), Nanna Lien (UoO), Monika Boberska and Anna Banik (Deputies to Aleksandra Luszczynska SWPS), Ines Portugal and Sofia Mendes (Deputies to Ana Rito CEIDSS), Karoline Nylander (Press), Sudhvir Singh (EAT)

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Other presence:

Therese Bakke (NIPH - minutes), Isabelle Budin Ljøsne (NIPH – observer WP10), Arnfinn Helleve (NIPH – observer WP3)

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### 1. Calling of meeting

The announcement and calling of the meeting was approved.

### 2. Approval of minutes

Not applicable as first meeting of the PSC. Approval of minutes will be electronic as per instructions following PSC meetings.

### 3. Additions to the agenda

Approved additions to the agenda:

- Timeline of the project (item PSC\_2018-6)
- Deliverable 1.1 – the report from the kick off meeting (item PSC\_2018-7)
- Addition of representatives to the project advisory board (item PSC\_2018-8)
- Collaborations (item PSC\_2018-9)

### 4. Summary of discussions

#### PSC 2018-1

Internal communication routines will be important in a project the size of CO-CREATE. Communication routines will need to maintain a good flow of information, while avoiding overload of e-mails. Part of communication besides e-mail will be having access to well functioning virtual meeting space.

To maintain these issues the following actions were discussed in the meeting:

- I. Establishment of e-mail groups to be distributed and set some guidelines for their use
- II. Use Sharepoint as a main source of sharing information by using the „Announcements“-section displayed from the front page.
- III. Investigate the possibility to provide GoToMeeting for the project management team, as the current option for teleconference is not optimal
- IV. Create an address book for the project (The CO-CREATE „Yellow pages“)
- V. There was a discussion on whether to implement Slack to the project. Slack offers the opportunity to create and follow discussions related day to day issues. The benefits of communication through Slack would be less e-mail correspondence, and also creating a discussion trail that could be useful for those entering discussions late and newcomers to the project.

**Decision:**

The PSC decided that the project will implement suggestion I-IV, but to not move forward on V at this time of the project as the available electronic tools was deemed sufficient to meet the project needs at this point.

**Responsible for follow up: Therese Bakke**

**Deadlines: August 2018**

External communication will rely much on the project webpage [www.co-create.eu](http://www.co-create.eu). To keep information coming out to external stakeholders we wish to implement a newsletter that external interested parties can subscribe to. The newsletter will be provided through the webpages. It was discussed intervals for this and briefly which content will be presented.

**Decision:**

The PSC decided that WP-9 will follow up the newsletter, with a suggested interval of twice a year.

**Responsible for follow up: Tim Lobstein**

**Deadlines: TBD with the aim of providing one newsletter in 2018**

**PSC 2018-2**

To ensure high quality of deliverables it has been implemented in the project a responsibility to provide quality assurance of output from the project. The suggested procedure for this was outlined in the presentation made by Therese Bakke in the kick-off meeting on managerial and financial issues.

Including an internal procedure for review of deliverables will entail that the deadline for deliverables will be sooner than the Annex 1, suggestion is 21 days sooner, leaving 10 days for review and 10 days for revisions before uploading the final deliverable for the EC. It was noted that D2.1 will implement quality assurance into the review process due to the tight timeline for this particular deliverable.

**Decision:**

The PSC decided that the review procedure is acceptable, and that WP-1 will follow up.

**Responsible for follow up: Therese Bakke**

**Deadlines: August 2018**

### **PSC 2018-3**

During the GAP phase the EC included two additional deliverables for the consortium (no extra funding). These are practice abstracts featured by DG Agri on their webpages and offers an added opportunity to communicate from the project. The practice abstracts are meant to be brief abstracts, presented in laymans terms, to communicate key results to the relevant end users. More information on the DG Agri web pages: <https://ec.europa.eu/eip/agriculture/en/eip-agri-common-format>. It was discussed how the consortium partners would need to be involved for this deliverable with the consensus being that these will need to be provided through all WPs, and will likely involve all partners as part of their WP involvement.

**Responsible for follow up: Tim Lobstein**

**Deadlines: TBD**

### **PSC 2018-4**

The schedule of meetings will be proposed by WP-1. For this year the meetings will be held on November 15 and 16 2018 in London, and next year end of June 2019 in Amsterdam. It was suggested that everyone keep added time available in their calendars for the June 2019 to allow for WP-meetings in alignment with the PSC and EB meetings. The schedule will be finalised for the full project period and provided in Sharepoint.

**Responsible for follow up: Therese Bakke**

**Deadlines: ASAP**

### **PSC 2018-5**

There were no specific requests for the coordinator at this point.

### **PSC 2018-6**

The timeline of the project is dependent upon the recruitment of participants. Delays in recruitment will cause delays for several of the deliverables. The key issue for the next months will therefore be to finalise the recruitment strategy, and deliver all documents needed for the ethics approvals at each country site. At this point D4.1 is at risk of delay due to these issues. Approvals and recruitment will be the key issue in the time to come to mitigate delays.

**Responsible for follow up: WP-4-7 leaders**

**Deadline: ASAP**

### **PSC 2018-7**

There is a deliverable in WP-1, D1.1, that is a report from the kick off meeting. Deadline was June 30th, but a revised deadline has been accepted by the EC. We will include a report from each WP, including points for clarification for the Annex 1 descriptions where needed. The aim of the report is to manage expectations for the future deliverables from the project. Annex 1 should be read very carefully for this reporting. All need to keep in mind that as long as all deliverables are achieved and work delivered, revisions in the methodology may not be a significant issue.

**Responsible for follow up: All WP-leaders**

**Deadline: As per instructions from the PSO**

### **PSC 2018-8**

The advisory board to the project will function as a pool of advisors that may be adapted throughout the course of the project. Suggestions for added representatives were proposed by Knut Inge Klepp (Franco Sassi) and Karoline Nylander (Youth representative). It was discussed which kind of expertise may be needed for the youth representative. Suggestions included highly successful young entrepreneurs to advise on youth participation and those with expertise on the „hard to reach” group. Discussions also included the need to know the procedures for including the advisors, and it was agreed that a procedure for this will be included in D1.5 „Project Quality Assurance Plan”.

Decision:

The PSC approved Franco Sassi as member of the advisory board, and asked Press to investigate and suggest to the PSO potential youth representatives for the board

**Responsible for follow up: Karoline Nylander**

**Deadline: Not included**

### **Item PSC 2018-9**

Collaborations with other institutions on the results provided by CO-CREATE will arise during the project. Some partners are already in dialogue regarding using the methodology in CO-CREATE to collect similar data and information from other countries, including the US and Australia. Such collaborations will need to be handled on a case by case basis, including the relevant partners in the consortium into the new projects.