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| Operational Management Team Meeting - 10 February 2023 (13.30-15.30 CET) |
| Document File Name | OMT\_Agenda\_20230210 |
| Date - Place | 10 February 2023/ Videoconference |
| Minutes | Shamim Patel |
| Dial In Link | Zoom - To be advised |

**Attendance:**

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| Operational Management Team Members | Present | Excused |
| Marcelo MILRAD (Coordinator WP1 / WP4 & LNU)  | x |  |
| Sofia PAPAVLASOPOULOU (WP2 & NTNU) | x |  |
| Christothea HERODOTOU (WP3 / WP8 & OU) | x |  |
| Chronis KYNIGOS (WP5 & NKUA)  | x |  |
| Lieva VAN LANGENHOVE (WP6 & UGent) |  | x |
| Carina GIRVAN (WP7 & TCD) | x |  |

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| Guests  | Present | Excused |
| Filothei CHALVATZA (SIMPLE) - Permanent Guest | x |  |
| Marianthi GRIZIOTI (NKUA) - Permanent Guest | x |  |
| Manolis MAVRIKIS (UCL) - Permanent Guest | x |  |
| Katrien STRUBBE (UGent) - Permanent Guest | x |  |
| Shamim PATEL (Project Manager – LNU) | x |  |

**Agenda**

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| **OMT: 2023-02-10-#01****13.30-13.35**  | **(i) Welcome, (ii) Approval of** [**Minutes from OMT Meeting 13 January 2022**](https://drive.google.com/file/d/1jX9z5FlrDm3tnv6vRFtFL5j_JukMn-Wq/view?usp=share_link) **(ii) Approval of Agenda (iii) Agree use of ChatGPT/Open AI App to record & transcript meeting** (MM)* The minutes of 13 January 2023 OMT meeting were approved. The agenda was approved. The meeting was quorate.
* There were no objections to the meeting being recorded and uploaded on YouTube.

*Addendum: Due to transcript problems with YouTube it was not possible to receive written minutes with the help of AI.*  |
| **OMT: 2023-02-10-#02****13.35-13.40** | **Updates from Coordinator & OMT Members** *(Information)***Joint Data Controller Agreement** (SP)* A second round of feedback has been received from all partners except TCD. TCD’s data controller has raised issues about new technologies e.g., AI. Re, GDPR, TCD asks that an assessment of risks for the project is carried out.
* CG has argued that we do not need to do this now as our project is a design-based research project with emerging technologies; but would expect this to be done by all partners that are using such technologies and interventions after the first year: the project needs to provide details on what data the technologies can collect, how the data is going to be used etc. Input will probably be required from WP4; and also, WP5 as it is planning to use an initial version of the learning management system.
* NKUA had provided feedback for the JDCA. For WP5 it was not AI but LA in Year 1.
* CG: The concern for TCD is around technologies, such as automated processing of data that then influence what people do afterwards.
* CK: The consortium is aware of the problem and there are three steps to explain: (i) Activities in the project before employing AI on the analytics collected, (ii) “If”, an algorithm is then employed on the analytics collected, the results remain within the project only for research purposes i.e., examination from inside the project to see if the whole system works well, and (iii) Whether we have this technology up “on”, for example, nQuire: this is where there could be concern. There is a lot of work to do before we come to this point, or where we jointly decide that this is desirable by us.
* Sister projects in our cluster who will be facing similar issues, re, AI and ethics, could also be consulted.

**Action/To Do:** CG to follow up with MM, MaM, CK, MG and Sokratis Karkalas (SK) asap. **AWS/IT infrastructure update** (MM)* There has been little progress with MaM’s contacts with AWS.
* Cloud space is needed for the initial experimentation, validating the initial architecture and proof of concept to allow scale-up later on. It would also be good that all the three learning tools can be accessed through the ExtenDT2 platform/infrastructure and not through individual URLs.
* Interventions are planned to take place in May.

**Action/To Do:** MG to discuss two scenarios with SK**:** the piloting phase (i) with, and (ii) without: Amazon Cloud Services. This to determine how much longer we can wait on UCL contacts with AWS. **Google Calendar for Meetings and Activities** (MG)* This has been set up by MG and access given to everyone who has provided an email address.
* Everyone should populate with project related meetings and activities.
* Noted: an issue for some, is not being able to sync the Google Calendar with their Outlook Calendar.
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| **OMT: 2023-02-10-#03****13.40-13.50** | **Meeting with** [**Sister Projects**](https://drive.google.com/drive/folders/1BW54mqUQrP1nhh18CQbpKCxAReMzI_cm?usp=sharing) **on 02/02/2023 and next steps forward** (MM)* There was a zoom meeting with all five sister projects and our PO.
* See slides 2&3 for a summary of agreed outputs/collaboration.
* Ruben García Vidal (e-DIPLOMA) has set up a [google folder](https://docs.google.com/presentation/d/1nGGKc6WCFwrNxWwoHLpbp_N_wLrg-jlte6PWpbOv6zw/edit#slide=id.g16ce88b48d8_0_1) for all sister projects. Those who would like access can click on the link and contact him further on: vidalr@uji.es.
* A meeting will be set up for all Dissemination and Exploitation Managers of each project. Urls of web pages and social media addresses would be good to share with each other then. This will help reach wider audiences and promote each other’s visibility and impact.
* The hybrid workshop in Portugal (see link/further info on slide 3) 12-14 July 2023 would be a good opportunity for 2-3 people from our project to meet physically with 2-3 people from each of the other projects. A joint workshop proposal will be submitted by all five projects for this.
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| **OMT: 2023-02-10-#04****13.50-14.00** | **Finalisation of** [**Glossary**](https://docs.google.com/document/d/18dlnshL2xmgOdFMdcE7G2hUm9gz1oyfLot2eaVs62cY/edit?usp=share_link) (CH & MG)* Some of the deliverables have Glossaries and their terms should be included here (in the link above).

**Action/To Do:** All to check and add any final terms by **COB Friday 17 February**. CH will then upload a first version on the web. This will be reviewed and updated ca. every 3 months. Next update: May 2023. |
| **OMT: 2023-02-10-#05****14.00-14.10** | **Overview of Current Work & Risks** (MM/SP) *(Information/Discussion)***GANTT Chart;** [**Milestones**](https://docs.google.com/spreadsheets/d/1wCYFr8Fph4wFUJguQQU7oWT7QTTe8-HlbUToWhOdyBE/edit#gid=920748960) **due M6** *(sheet 2);* **Review of** [**Risks**](https://docs.google.com/spreadsheets/d/1wCYFr8Fph4wFUJguQQU7oWT7QTTe8-HlbUToWhOdyBE/edit#gid=1090967139)*(sheet 3)** Re, Gantt Chart (slide 4): No deviations. Work has started for all tasks according to current M5 schedule.
* Re, Milestones (slide 5): One milestone is due in M6 which is on course: (Dissemination and Exploitation Plan is released).
* Re, Risks (slide 6): Two further mitigation measures have been added by UGent under the first risk. Risks will be reviewed again in ca. 3 months.
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| **OMT: 2023-02-10-#06****14.10-14.45** | **Deliverables** For info*:* [Quality Control Sheet for Upcoming Deliverables](https://docs.google.com/spreadsheets/d/1wCYFr8Fph4wFUJguQQU7oWT7QTTe8-HlbUToWhOdyBE/edit?usp=sharing) *(sheet 1)** For responses to Qs raised around deliverables re, (i) main authors; (ii) self-plagiarism - deliverables/journals\*; and (iii) delays in submission see slides 7-9.
* \*Noted: re, Q on possible self-plagiarism: Often text from a deliverable to a journal (or v.v.) would be re-written depending on the context required, so this issue is unlikely to occur.

*To further clarify with PO:* 1. *When do deliverables become “public”? On submission, or approval which may not be until the time of the first periodic review? Are there different points for uploading onto project website and onto official EU website for public deliverables?*
2. *What is the procedure if a deliverable is only likely to be delayed for ca. one or two weeks? Is it also possible to reupload a deliverable if small changes that improve the quality of a deliverable are required, or will the portal be locked once a deliverable is submitted or after a certain time period?*
* The six deliverables originally due M6 were discussed and reviewed.

NB: See also slides 10 & 11 on Quality Control procedures around Deliverables as agreed by the OMT in the November 2022 meeting.* D2.1, D4.1, D5.1 and D8.1 are all on schedule (see slide 12).
* Agreed given the short deadlines for the internal reviewers this time, the Lead Author could indicate what they would particularly like feedback on or further input on.
* D9.1 (Initial Ethics Report) has been approved by the PO to be submitted at M8 instead of M6.

**DECISIONS:** Re: D1.2 Initial Data Management Plan due M6: *NB: A Final Data Management Plan is also due as a deliverable in M36.** Agreed to request a 2-month extension on this. Reasonable justifications include that this is a relatively complex deliverable for our project, it requires input from the EAB, and it is intertwined with the Initial Ethics Report which will be submitted in M8.
* Agreed that asking every WP leader to input at this stage would lead to duplication of work. It would be more beneficial for WP1, WP4 and WP7 to have an initial meeting and put together a draft which others can add to and comment on.

*Addendum:* *A meeting has been set up with LNU and our PO, Angel Mateos- Fuentes, on 24/02/2022 to discuss deliverables and the status of SIMPLE.* |
| **OMT: 2023-02-10-#07****14.45-14.55** | **Ethics:** (CG) (*See final slide PowerPoint Presentation: Updates from WP2-WP9*) * The planned 1st meeting of the Ethics Board is on Tuesday 14/2/2023.
* Input has been received from all WP Leaders.
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| **OMT: 2023-02-10-#08** **14.55-15.05** | **Planning &** [**Agenda items**](https://docs.google.com/document/d/1sFYtzQyAGN36_GcWwy7zgBS9ViMi5XTt/edit?usp=sharing&ouid=106869227590395111863&rtpof=true&sd=true) **for Athens meeting 29-31 March, 2023**(MG)* A preparation folder is available under WP1 Google drive with all relevant planning information from MG and colleagues at NKUA.
* There will be a half-yearly Steering Committee meeting, as required by the CA. All partners should ensure someone at the right level is representing their organisation at the Athens meeting.
* NKUA went through the agenda items they have proposed (see main ppt slides 13 and14).
* Ca 2-2½ hours will be scheduled in for the Scientific Advisory Board on either the second or third day.
* Members of the Ethics Advisory Board will also be invited and may attend sessions virtually where applicable.

**Action/To Do:** Everyone asked to populate points for the agenda by COB Wednesday 15/02/2023 together with approx. time needed for each requested point. A meeting will be set up with the PCO and NKUA to finalise the agenda.  |
| **OMT: 2023-02-10-#09** **15.05-15.25** | **Updates from WP2-WP8** (WP Leaders)See PowerPoint Presentation: Updates from WP2-WP9 for Updates and Actions. |
| **OMT: 2023-02-10-#10****15.25-15.30** | **Next OMT Meeting:** 10 March 2023: 13.30-15.30 CET* There being no further time the meeting was closed.
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