

Steering Committee (SC) and Operational Management Team (OMT) Meeting  
30 March 2023 (16.00-17.00 CEST / 17.00-18.00 EEST)

Document File Name	Extendt2_SC and OMT_Agenda_20230330
Date - Place	30 March 2023 – NKUA, Athens, Greece
Minutes	Tony Scully
Dial In Link	Teams - To be advised

**Attendance:**

SC Representatives / Operational Management Team Members	Present	Excused
Marcelo MILRAD (Coordinator LNU & WP1 / WP4)		
Sofia PAPAVALASOPOULOU (NTNU & WP2)		
Christothea HERODOTOU (OU & WP3 / WP8)		
Chronis KYNIGOS (NKUA & WP5)		
Lieva VAN LANGENHOVE (UGENT & WP6)		X
Katrien Strubbe (UGENT & WP6) (via Teams)	X	
Filothei CHALVATZA (SIMPLE)		
Carina GIRVAN (WP7 & TCD)		
Manolis MAVRIKIS (UCL)		

Guests	Present	Excused
Marianthi GRIZIOTI (NKUA) - Permanent OMT Guest		
Eileen SCANLON (OU) - Permanent OMT Guest (tbc)		
Sagun SHRESTHA (OU) – Permanent OMT Guest		
Shamim Patel (LNU) – Project Manager		x
Tony Scully (LNU) Coordination Team		

## Agenda

(Times below: EEST - Greece time)

SC/OMT: 2023-03-30-# 01 17.00-17.05	<b>Welcome &amp; Formalities (MM)</b> <ul style="list-style-type: none"> <li>Approval of <a href="#">Minutes from OMT Meeting 10 March 2023</a></li> <li>Approval of Agenda</li> </ul>
SC/OMT: 2023-03-30-# 02 17.05-17.15	<b>Updates from Coordinator/OMT Members (Information)</b> <ul style="list-style-type: none"> <li>AWS/IT infrastructure update (MM/MaM)</li> <li>Joint Data Controller Agreement – update on TCD position (CG)</li> <li>Sister Projects (MM) <ul style="list-style-type: none"> <li>Workshops/Publications</li> <li>RRI Collaboration – main contact person from Extentd2</li> </ul> </li> </ul>
SC/OMT: 2023-03-30-# 03 17.15-17.20	<b>Scientific Advisory Committee</b> <ul style="list-style-type: none"> <li>Feedback from meetings with SC and way forward</li> </ul>
OMT: 2023-03-30-# 04 17.20-17.40	<b>Deliverables (MM)</b> For info: <a href="#">Quality Control Sheet for Upcoming Deliverables (sheet 1)</a> <ul style="list-style-type: none"> <li>Status of 5 deliverables due M8/M9 – see linked control sheet above</li> </ul>
SC/OMT: 2023-03-30-# 05 17.40-17.50	<b>Individual WP2-WP9 Meetings and interdependencies (MM)</b> Ref: Grant Agreement WP work descriptions & PM pp 76-86 <ul style="list-style-type: none"> <li>WP leader to prepare a one-page covering the following: <ol style="list-style-type: none"> <li>Planned frequency of individual WP meetings (Month 7 onwards)</li> <li>Names of Task Leaders within each WP</li> <li>WP &amp; Task Leaders: (with reference to PM budgeted as a starting point) for each partner in their WP: <ul style="list-style-type: none"> <li>to check (i) who is representing each partner at each Task level; (ii) and approximately how much time (PM) each partner is expecting to spend on each Task.</li> </ul> </li> </ol> </li> </ul>
SC/OMT: 2023-03-30-# 06 17.50-17.55	<b>Internal 9 Month Reporting: Preliminary Information for minutes</b> <ul style="list-style-type: none"> <li><i>This will be light S&amp;T and financial reporting based on the EC template.</i></li> <li><i>Submission from each WP Leader (S&amp;T reporting) and Partner (financial) is proposed for mid-June to ensure enough time for review/follow up before summer break.</i></li> <li><i>Further instructions from S Patel prior to May OMT meeting</i></li> </ul>
SC/OMT: 2023-03-30-# 07 17.55-18.00	<b>Next OMT Meeting: Friday 12 May 2023: 13.30-15.30 CEST</b> <b>AOB &amp; Close of Meeting</b>