

## Operational Management Team (OMT) Meeting

16 June 2023: 13.30-15.00 CEST (12.30-14.00 BST; 14.30-16.00 EEST)

Document File Name	Extendt2_SC and OMT_Agenda_20230616
Date - Place	16 June 2023 - Videoconference
Minutes	Shamim Patel
Dial In Link	Zoom - To be advised

### Attendance:

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

Guests	Present	Excused
Filothei CHALVATZA (SIMPLE) – Permanent OMT Guest	x	

Christina GKREKA (NKUA) – OMT Guest	x	
Katia SCHIZA (NKUA) – OMT Guest	x	
Marianthi GRIZIOTI* (NKUA) – Permanent OMT Guest	x	
Manolis MAVRIKIS (UCL) – Permanent OMT Guest	x	
Eileen SCANLON (OU) – Permanent OMT Guest	x	
Sagun SHRESTHA (OU) – Permanent OMT Guest	x	
Shamim Patel (LNU) – Project Manager (Minutes)	x	

## Agenda (Times below: CEST)

<p>OMT: 2023-06-16- 01 13.30-13.35</p>	<p><b>Welcome &amp; Formalities (MM)</b></p> <ul style="list-style-type: none"> <li>The minutes from the <a href="#">Minutes from OMT Meeting 12 May 2023</a> were approved.</li> <li>The agenda was approved. The meeting was quorate.</li> </ul>
<p>OMT: 2023-06-16- 02 13.35-13.45</p>	<p><b>Updates from Coordinator, et al</b></p> <p><b>AWS/IT infrastructure update (MM/MaM)</b></p> <ul style="list-style-type: none"> <li>This is settled now, and an account has been created.</li> <li>Sokratis and Alisa from WP4 will work to configure Amazon cloud and deploy the Extendt2 platform on Amazon.</li> </ul> <p><b>Joint Data Controller Agreement (SP)</b></p> <ul style="list-style-type: none"> <li>A new version taking account comments from all partners is ready.</li> <li>TCD has however, requested that “<a href="#">Appendix 1</a> is fully populated so it adequately details the personal data being processed and the nature and purpose of the processing”.</li> </ul> <p><b>Action: Shamim</b> will look at the DMP and discuss with LNU’s DPO and Legal Expert if this (or parts of it) can be used to address this.</p> <p><b><u>Mis4Tel Conference / Workshop Programme with Sister Projects (MM)</u></b></p> <ul style="list-style-type: none"> <li>See links above. 11 papers will be presented at the conference.</li> <li>Our PO will be there. Marcelo and Shamim will attend, and meet representatives from the other sister projects too.</li> <li>Sagun will join online, Sofia may also be able to join online.</li> </ul> <p><b>Action: All partners</b> will be asked to prepare 1-2 slides re, their contribution to the paper.</p> <p><b><u>Constructionism Conference 7-11 October 2023 (CG)</u></b></p> <ul style="list-style-type: none"> <li>See Link above. Chronis and Carina have submitted a theoretical paper. Waiting on review. Over 200 submissions.</li> <li>Conference is being run in tandem with FabLearn 2023, so there will be both teachers and academics in attendance.</li> </ul> <p><b>Digital Competence Day for Teachers at LNU (MM)</b></p> <ul style="list-style-type: none"> <li>This is organised by LNU every year in Week 44 of the calendar year for teachers. The theme is Computational thinking, AI in teaching etc.</li> <li>There is also a day aimed for researchers and practitioners.</li> <li>It will be around 30-31 October this year.</li> <li>All welcome to attend; good opportunity to present our project.</li> <li>Thea: this would be a good opportunity to recruit teachers and/or get expressions of interest for Year 2 too.</li> </ul> <p><b>Scientific Advisory Committee – current status (CK)</b></p> <ul style="list-style-type: none"> <li>To be taken at next meeting when Chronis is present.</li> </ul> <p><b>Acknowledgement of co-operating organisations (SP: info from PO)</b></p> <ul style="list-style-type: none"> <li>This concerns writing a blog and having a separate webpage with logos to acknowledge sponsors such as Camtasia.</li> </ul>

	<ul style="list-style-type: none"> <li>Our PO is away until 27 June. An update will be provided when LNU hears from him.</li> </ul>
<b>OMT:</b> <b>2023-06-16-</b> <b>03</b> <b>13.45-14.00</b>	<p><b>Internal 9-Month Reporting (SP)</b> <i>see email sent 14 June 2023</i></p> <ul style="list-style-type: none"> <li>Shamim went through the two emails sent on 14 June.</li> <li>The first concerned the level of detail expected for formal technical reporting and financial reporting at M18 and M36. It is important for all to familiarise themselves with the project objectives in the GA as the technical reporting relies heavily on reference to these.</li> <li>The second email contains two linked templates for simplified M9 technical and financial reporting. These were gone through, with example of WP4, for expectations of length and level of detail for technical reporting, and likewise the LNU template for financial reporting</li> </ul> <p>M9: Technical Reporting – <a href="#">WP4 Example</a>; Financial Reporting – <a href="#">Template</a></p> <p><b>Decision:</b> Agreed partners to submit internal M9 Technical Reporting and Financial Reporting by Thursday 29 June or alternatively Monday 17 July if more time is needed (<i>Note: Shamim will be away most of the first two weeks in July so any Qs should be before then</i>).</p>
<b>OMT:</b> <b>2023-06-16-</b> <b>04</b> <b>14.00-14.20</b>	<p><b>Deliverables &amp; Risks (SP/MM)</b></p> <p>For info - Link to: <a href="#">Quality Control Sheet for Upcoming Deliverables</a> (sheet 1)</p> <ul style="list-style-type: none"> <li><b>3 Deliverables: D2.2, D2.3 &amp; D3.1 and Milestone 3 submitted at M9</b> <ul style="list-style-type: none"> <li>Everyone is advised to read these. These provide a good update on what is happening in the project. Additionally, these are likely to influence own work and future deliverables.</li> <li>Ideally information/content for deliverables should be submitted ca. one month before the due date to Lead author, but not always possible.</li> </ul> </li> <li><b>Status of Deliverables and Milestones due M12 – see link above.</b> <ul style="list-style-type: none"> <li>Reviewers were agreed for each.</li> <li>Noted for D3.2 and D7.1 dates to be changed respectively to M24 and M13, and changes need to be followed through with PO and on portal.</li> </ul> </li> <li><b>Review of Risks (sheet 3 in link above).</b> <ul style="list-style-type: none"> <li>This is required to be done regularly per the GA; ca. every 3 months.</li> <li>Noted for Risk 1 there were varying experiences of engagement/disengagement with students/teachers between consortium partners.</li> <li>Limitations/issues in using of some of the games/tools (e.g., ChoiCo) were shared. It is important that all (up)graded games work.</li> </ul> </li> </ul> <p><b>Actions:</b></p> <p>(i) All invited (in particular, <b>Thea, Marianthi, and Katrien</b>,) to share their experiences and proposed mitigation action in column E of the spreadsheet, for Risk 1 (sheet 3).</p> <p>(ii) All invited to additionally attend a workshop on Training Materials and Reflections: <a href="#">doodle link here</a>, being organised by Thea before the end of June. This is a related to WP3 but covers these aspects. At least</p>

	<p>1 person involved in school pilots from each partner country is needed.</p> <p>(iii) <b>Carina</b> to update the spreadsheet with new risk associated with the political situation in education in various countries; and how this, for example affects recruitment of teachers.</p>
<p>OMT: 2023-06-16- 05 14.20-14.30</p>	<p><b>Individual WP2-WP9: Meetings and Interdependencies</b> (SP)</p> <p>Ref: Grant Agreement: WP work descriptions &amp; PM pp 76-86</p> <ul style="list-style-type: none"> <li>This addresses who can be contacted from each partner for each task input if required, (e.g., for technical reporting at task level); expected frequency of meetings at task level and WP level (as applicable), and estimated PM per partner per task.</li> <li><i>Note: For Horizon Europe it is expected for formal reporting at M18 and M36 that PMs for each partner will be reported at WP level and not task level.</i> <i>LNU will check with PO nearer M18 reporting what % +/- deviation will be the guideline that's expects explanations in reporting of deviations.</i></li> <li>This has been filled in by most partners, but some information is lacking.</li> </ul> <p><b>Action:</b> OU/SIMPLE/TCD to complete where applicable.</p>
<p>OMT: 2023-06-16- 06 14.30-14.35</p>	<p><b>Overview of Activities Across Partners</b> (TC)</p> <ul style="list-style-type: none"> <li>The link above is for Year 1, re, piloting activities in WP3 between April and August 2023. It has been filled in by most partners.</li> </ul> <p><b>Action:</b> LNU to fill in asap.</p>
<p>OMT: 2023-06-16- 07 14.35-14.50</p>	<p><b>Updates from WP2-WP9</b> (WP Leaders)</p> <p>See <a href="#">linked PowerPoint Presentation</a>: for Updates and Actions</p> <p>In addition to the information in the slides the following was noted for the minutes:</p> <p><b>Re: WP3:</b> Including Jordan/International Schools:</p> <ul style="list-style-type: none"> <li>We did not say that our numbers would be limited to Europe, so this is expected to be OK.</li> <li>Thea/OU (All :where applicable): to check ethical &amp; data guidelines further internally and/or with Carina.</li> <li>Carina: (For Info) From the proposal on OpenSchools: <i>Open Schools for Open Societies Network of Schools. The consortium will capitalise on the OSOS Coordination Action (www.openschools.eu) that created a large network of open schools in Europe. It brings together more than 1200 schools from different European countries. These schools are introduced to the open schooling culture and are already involved in numerous related activities promoting the use of open content and open pedagogies, while establishing open cooperation schemes with local stakeholders, industries and research organisations.</i></li> </ul> <p><b>Re WP9:</b> Marcelo recommended that the publication on the EU AI Act: first regulation on artificial intelligence be reviewed:</p>

	<a href="https://www.europarl.europa.eu/news/en/headlines/society/20230601_STO93804/eu-ai-act-first-regulation-on-artificial-intelligence">https://www.europarl.europa.eu/news/en/headlines/society/20230601_STO93804/eu-ai-act-first-regulation-on-artificial-intelligence</a>
<b>OMT:</b> <b>2023-06-16-17</b> <b>08</b> <b>14.50-15.00</b>	<p><b><u>Summer Vacation Spreadsheet</u></b> &lt;= All to fill in</p> <p><b>Next OMT Meeting:</b> Friday 25 August 2023: 13.30-15.00 CEST</p> <p><b>Next Physical meeting:</b></p> <ul style="list-style-type: none"> <li>This will be at UGent campus to coincide with possibly a half-day meeting (for some of the OMT team) with sister projects reps and with the PO in Brussels (1 hr away).</li> </ul> <p><b>Action:</b> Marcelo and Shamim will contact Lieva and Katrien after the Mis4tel conference to agree a planning meeting, and dates for a 2-day meeting (either two full days or two days over lunch to lunch) from 27-29 September 2023; and then get back to the rest of the OMT.</p> <p><b>Close of Meeting</b></p>