Operational Management Team Meeting - 10 October 2022	
Document File Name	OMT_Agenda_20221010
Date – Place & Time	10 October 2022/ Videoconference: 10.30-12.30 (CEST)*
Minutes	Shamim Patel
Dial In Link	https://lnu-se.zoom.us/j/4902772616
Link to recording of meeting	https://vimeo.com/758763028

**The meeting was planned to run from 10.30-12.30 but continued until 13.00.*

Attendance:

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) - *from 12.00 CEST*	x	
Lieva VAN LANGENHOVE (WP6 & UGent)	x	
Carina GIRVAN (WP7 & TCD)	x	

Guests	Present	Excused
Filothei CHALVATZA (SIMPLE) - Permanent Guest	x	

Marianthi GRIZIOT (NKUA) - Permanent Guest	x	
Manolis MAVRIKIS (UCL) - Permanent Guest	x	
Katrien STRUBBE (UGent) – Permanent Guest	x	
Joan OLIVER (OU) – *until 12.00 CEST*	x	
Shamim PATEL (Project Manager – LNU)	x	

Minutes of Meeting (draft)

Folder for all meeting related documents:

https://drive.google.com/drive/folders/1UlcvSt3RtzVi2Xw1Q4hjkGLIf4xRqb16?usp=sharing

OMT: 2022-10-10-001	**Welcome & Approval of Minutes from Kick-off Meeting** (MM) The minutes of the Kick-off meeting were formally approved.
OMT: 2022-10-10-002	**Approval of Agenda** (MM) The agenda was approved. The meeting was quorum (see#006 below)
OMT: 2022-10-10-003	**Updates from EC** (MM/SP) ***Timing of first Periodic Review:*** Information: EC has proposed that the first review of the project is after 12 months instead of 18. This means that the reporting, including financial aspects will be needed by month 14 instead of month 20. Discussion: Agreed *to check with PO: reasoning behind the request; check whether this may mean an extra review (currently there is one interim and final review planned). Noted an advantage would be to receive feedback from reviewers earlier in the project rather than after M18.* *Decision: If an earlier review is required or preferred by the EC the f2f part would be better around M15/M16 i.e., Nov/Dec 2022 rather than between M12-M14. This would allow us to showcase something beyond the deliverables due.* ***Amendment see CO slide 3*** Information: The procedure proposed by the Coordinator CO) in slide 3, which is in line with proposal for changes to Grant Agreement (GA) in the consortium Agreement (CA), was presented. Current topics for inclusion, which will be checked with the PO, are (i) Changing the organisation status and split of budget categories for SIMPLE; (ii) Incorporating a description (purpose operation, members and budget) of the Ethics Advisory Board; and (iii) removing or replacing Milestone 2: "Final version of Implementation Plan is released" M6 with "Final version of Dissemination & Exploitation Plan". (This deliverable is due at M6 and would not involve any further work for any partner.) ***Hop-On Facility*** *Information:* A party from Turkey has expressed interest in joining our project via the Hop-On Facility. *Discussion:* Increasing numbers for interventions at school were considered as a possible benefit. Noted this partner was more focused on

	the technological part which the consortium already has strong expertise in. Other partners for interventions may be more suitable. *Decision: Agreed that a response will be sent from LNU as CO (with input from CK) conveying that our project is underway, and after careful review we do not see any substantial further value or benefit which can be added to the consortium from the resources and expertise being offered by the interested party.*
OMT: 2022-10-10-004	**Updates from WP2-WP8: (**WP Leaders) *(ca. 3-4 mins each)* *Information:* Presentations from each WP can be found here and are also linked below. ***WP2:*** Apologies were received from SoP who shared this video prior to the meeting: Qs arising at this OMT Meeting: What approach will be taken from WP2? A light/rapid review or a full systematic review? *Action: SoP asked to set up a WP2 meeting and invite those interested in contributing to this topic including a justification on the selection of method.* ***WP3/WP8:*** See slides for full details. This covered logo, PowerPoint, website (including costs covered by OU budget), new researcher to be employed on project; and pool of interested teachers in UK which could flow through to Africa. *Action: A WP3 Meeting will be convened to define what is meant by codesign, co-production and co-creation, and role of teachers in project. A template will be worked on; and website will soon be "live". An exposure paper on the project having started is in progress. Feedback from the rest of the consortium will be requested before it is finalised (ca: 7-10 days will be allowed for feedback).* ***WP4:*** LNU, SIMPLE, NKUA and UCL met to discuss features of the architecture of the platform. LNU is looking for a person to manage this web cloud infrastructure. LNU IT dept will provide some support. An infrastructure such as Amazon Server Cloud, ca €4 200 over 36 months, was proposed as a solution (see further discussion below under point #005). A related Q is sustainable innovation after our project has ended. *Action: See discussion point 005 below* ***WP5:*** A draft version of the "Design Thinking Activity Plan Template" is ready for discussion at the DT workshop to help teachers design interventions. Teachers have been contacted for implementing 1st year pilot studies. So far there are 3 teachers (2 secondary, 1 primary). See slides for further suggestions on structure of "each intervention" from NKUA. *Action: See slide on next steps on critical issues and interdependencies to be discussed with WP3, WP5 and WP7.* ***WP6:*** Re Professional Development. Work is underway re, development of learning module for developing and organising (D.T.)² projects. The methodology already exists. This can be implemented in existing courses and tested with 75 students in April 2023 with feedback next autumn,

	Virtual reality is not something students are familiar with in Belgium and teachers who do have experience on this will be contacted for feedback, including obstacles they are facing. Re Design of educational resources and training material 10 teachers are interested in co-creating projects. Their students are aged 14-18 years. There have questions. It is not clear if the development of digital tools is the purpose of the project or if the teachers have to design projects in which digital tools are used to help make choices. Someone from UGent will attend a Professional development course on Virtual/Augmented Reality in October 2022. See link in slide. *Action: To discuss further with WP3 & WP5 (e.g., in the meeting to discuss co-design meeting): What types of projects we will develop; and do we need teachers with lot of digital skills or not? Also see #012 &013 below.* ***WP7:*** Feedback has been received from each partner on who is able to contribute to what in WP7. The DMP will have to be discussed further with LNU. This will need to include ethics related information received from the partners. Re, ethics, time for approvals varies vastly between countries. This means time has to be budgeted in for all relative supporting documents required for approvals including translations where applicable. Re, children: as well as parental consent, any children with "additional learning needs" need to be given additional consideration. Individual country regulations on data collection on children through automated systems (see recent cases involving google classroom) should also be considered. Three people at TCD will be involved in the systematic review of quantitative measures (see slide). This will start around Easter 2023 and typically takes a year. Rather than just reviewing separately, overlaps of 21C skills, digital competencies and DT was proposed. AI literacy which is a current hot topic was recommended to be included as part of the systematic review. *Actions: See detailed slide on "Timeline, Actions and Issues".* ***JO leaves the meeting. CK joins the meeting.***
OMT: 2022-10-10-005	**IT Infrastructure – Amazon Server Cloud (**MM) Information *(See information under WP 4 above*). Ethical issues around using the Amazon Server Cloud need to be considered. The Centre of Digital Innovation at UCL is funded by Amazon Web Services (AWS) which is keen to promote PhD students. UCL may be able to negotiate beneficial terms with AWS on behalf of the project once all required specifications have been finalised. *Action: CO to discuss need for the infrastructure, dividing the costs between the consortium, and sustainability post project end with the PO.*
OMT: 2022-10-10-006	**OMT Meetings: Frequency & Future Format** (MM) Information: See slides 3 & 4 on proposal, re OMT meetings, from LNU, on voting and quorum. NB: This was included in this first OMT meeting as there is

	nothing on OMT procedures in the CA. LNU proposed that OMT meetings follow similar quorum and voting rules as defined for the Steering Committee in the CA. *Decisions:* ***OMT meetings:*** *These will follow quorum and voting rules as defined for the Steering Committee in the CA. If a WP Leader cannot attend, they should send a proxy/representative, preferably from their organisation.* ***Format:*** *Updates from WPs and/or discussion of 5-6 current topics.* ***Frequency & When:*** *ca. every 4 weeks on Fridays 13.30-15.30 CET until February when times can be reviewed for the next teaching semester* *Note:* *The OMT, per the GA description, comprises WP leaders and the CO. SIMPLE and UCL are not WP leaders. Therefore, their PIs are invited as permanent guests to ensure inclusion of all partners at the operational level.* *Guests do not normally have voting rights. WP leaders in the WPs that SIMPLE and UCL collaborate in will take into consideration and represent SIMPLE and UCL views as appropriate.*
OMT: 2022-10-10-007	**WP Meetings, Progress Reports and Consortium Collaboration Tools:** Information • WP Meetings WP Progress Reports – see decision below. • Google Drive Folder incl. WP folders - see slide 5 and decision below. • Mailing Lists: Email has been sent on three mailing lists that LNU as CO will administer: (i) All researchers, (ii) financial and admin contacts, and (iii) OMT. WP leaders to compile own WP lists. • Timeliness of responses – everyone asked to follow good etiquette and respond in a timely manner. If away, please inform of when a response is likely to be received. • Logo / Deliverable Template / Webpage (covered in WP3/8 updates above). • Shared Bibliography e.g., Zotero (See Action below)) *Decision:* • *WP Leaders – to decide meeting day/time and approx. frequency for own WP meetings. WP leaders are responsible for content within their own WP Google drive folder.* *Actions:* • *WP Leaders to send information to SP on meeting slots and frequency of their meetings (see above). SP will compile an overview calendar. This will help coordinate work with interdependencies etc. (Who/When: SP: before November OMT meeting.)* • *Short WP Progress Reports – to discuss at next OMT meeting.* • *Shared Bibliography: Agreed this would be useful. CT will look into how Zotero currently works practically, e.g., functionality, number of users, etc. When: ASAP.*

OMT: 2022-10-10-008	**Overview of Current Work** (MM) • GANTT Chart • Deliverables due in next 6 months • Quality Control Information: Due to time constraints this was not covered in detail at this meeting, but information is available in slides 6 & 7. Process of quality control on deliverables etc, can be discussed at the next OMT meeting.
OMT: 2022-10-10-009	**Ethics / Ethics Advisory Board (**CG) Information: (See slides and, also information presented under WP7) An Ethics Board is required for the whole project. It needs to report at M6, M18 (or first periodic review, if earlier) and M36. Issues related to children, data and AI have been flagged. Re, composition of the Ethics Board: there should be at least three members. If two members are internal it would help keep costs down. The norm for an external expert is €450 per day - in line with EC usual remuneration rates for experts. Adam Hedgecoe was proposed to be one external independent expert. CG has expertise on ethics relating to children. MMa has expertise on AI Analytics. Johanna Velander from LNU was proposed as an alternative or complementary expert on AI /technological aspects. *Action/Decision:* *CO to check with PO on consortium's proposal for the composition of the Ethics Board, and compensation for independent external expert.*
OMT: 2022-10-10-010	**Scientific Board** (MM) *Decision/Action:* *CK to contact Barbara Wasson and Tilde Bekker and go through their remit with them as in the Grant Agreement.*
OMT: 2022-10-10-011	**Data Processing, Data Sharing Agreement and or Joint Controller Agreement** (MM/SP) Information See slides 8 & 9 for information received from LNUs DPO. A data Agreement is recommended as in accordance with the CA. *Action:* *This will be followed through by email by SP with all partners, as soon as possible.*
OMT: 2022-10-10-012	**Review of Design Thinking** (CK, CG, All) Information: (See comments by KS under WP6 for some of the issues that need to be further discussed re, Teachers). - Due to time constraints this will need be discussed at a separate meeting (see Action under#013).

OMT: 2022-10-10-013	**Discussion on Teacher Involvement and the Concept of Co-design/Co-production in the Project** (MG, CG, CH, All) *Decision/Action:* *Due to time constraints a separate meeting will be set up to discuss this further. (Proposed NKUA, NTNU, TCD, OU participate; and also UGent to cover point #012 above). MG to coordinate, otherwise to delegate if appropriate. NB: This may be covered under the Action for WP3.*
OMT: 2022-10-10-014	**Next OMT Meeting, F2F Meeting (Greece?) and AOB** (All) ***Next OMT Meeting****: covered in #006 above.* ***Next F2F Meeting:*** *Decision/Action:* *Agreed to have the next f2f meeting on, or some-time during the dates of, 29-30-31 March 2023, in Athens, Greece. NKUA to follow through.* ***AOB:*** There being no further time, the meeting was closed.