

Minutes MB2, Istanbul, September 1, 2009.

Attendees: Geir Karlsen (WP1 - NTNU), Doris Jorde (WP2 - UIO), Matthias Stadler (WP3 - IPN), Andree Tiberghien (WP4 – CNRS), Ghislaine Gueudet (UHB), Constantinos Constantinou (WP6 - CYCO), Gultekin Cakmakci (HUT), Maria Pilar Jimenez-Aleixandre (WP7 - USC), Sibel Erduran (UNIVBRIS), Jens Dolin (WP8 – UCPH), Bob Evans (UCPH), Maïke Seidel (WP9 – FSU) , Peter Gray (WP10 - NTNU), Pernilla Nilsson (Reference Group), Richard Duschl (external evaluator), Kirsti Klette (UIO), Majken Korsager (UIO), Per Inge Andresen (financial adviser - NTNU), Hilde Røysland (adm. Coordinator - NTNU).

Absent: James Mc Nally (WP5 - UNIVSTRATH).

1) National workshops.

- Status from Work Package Leaders WP2 and WP3.

Dates for national workshops are settled, or will shortly be announced.

- Dealing with costs.

The Management Board accepts the suggested principle for reallocation of workshops costs within the budget of Work Packages 2 and 3. This is described in the document circulated on Aug 17 to all National Liaison Partners by Per Inge Andresen.

2) Work Packages 4-9.

- Status from Work Package Leaders. Detailed planning.

Overview over products and deliverables per partner per work package, with some updates, will be circulated to WP leaders and other partners.

- How to deal with delays.

It is important to keep up activities. Any foreseen delay must be dealt with within the work package, and the Work Package committee should consider if it is possible to make another deliverable to replace the delayed one, within the initial date. If not possible, the work package leader should involve WP1 and WP10, and Management Board as soon as possible.

3) Work Package 10.

- Example of product? Video product from NTNU will be put on the wiki.
- Printed materials.

Templates (with S-TEAM logo) for letters, presentations and reports will be available on the wiki.

- The S-TEAM Wiki. The visual profile of the wiki will be improved.
- The Mid-term conference (ie international policy conference)

is planned as a stand-alone event within M18, not awaiting the launch of the European Central Information Provider, as the timing of ECIP is not defined. The mid-term conference (expecting 120 participants) will be combined with a Management Board meeting and the 2nd ordinary General

Assembly. Duration; 2 days for conference, and 1 day for meetings. USC is a possible host of the conference, maybe located to Madrid. The international policy conference is a WP2 deliverable, and the budget (60.000 EUR) is found in WP2. Deadline for deciding where, and when: End of September 2009.

4) Reference Group.

- Status from leader of the Reference Group, Pernilla Nilsson.

Considerations on the reference group: Balanced representation (geography and competences / purposes / stakeholders). Issues for the reference group to look into will be suggested by the Management Board, or work package leaders. On the 3rd Management Board meeting all names will be ready and mandate concluded.

5) Reporting requirements and reporting templates.

- Technical/narrative report.

Reports on deliverables and milestones will be produced every 6 months.

- Financial report – a template was introduced by Per Inge Andresen.

Person months should be aggregated from time sheets within each partner. As far as costs are concerned, estimates will suffice at this stage. The template will be circulated within the consortium.

6) Financial issues.

- Financial installments - no questions.
- Fees and travel costs for external evaluators and reference group, and contingency fund.

Reallocation for these purposes is under discussion with the Commission. As soon as discussions are concluded, the suggestion will be circulated within the consortium for approval.

7) Open call, Science in Society

Interest in relevant topics can be discussed with Peter Gray.

8) Other Management Board issues.

No issues.

September 7, 2009 / HR