

MINUTES. S-TEAM Management support team Meeting, MST, May 25, at PLU.

Participants: Geir Karlsen, Hilde Røysland, Bård Li and Peter Gray (via phone). Absent: Per I. Andresen.

0. Status of these meetings.

The meetings are semi-formalistic. Minutes will be provided for each meeting, as far as adequate. Each item gets a unique number, with one person responsible where appropriate.

1 / 2009: Milestone 1 (MS1) and deliverables 1.1. and 10.1.

Reporting on deliverables (according to Guidance Notes on Project Reporting); should be sent according to the timetable specified in the Deliverables list.

Peter will make a suggestion for the report based on list of deliverables, to circulate within the MST before submitting to Monica Menapace.

2 / 2009: S-TEAM wiki.

a. Status and todo's:

- i. Apply layout scheme from Mads Nordtvedt on the Wiki.
- ii. Establish statistics over visitors and use of the wiki-site.
- iii. Open the wiki for the public user on the world wide web.
- iv. Open log-in users for Monica Menapace and Ioana Adamescu, in the EC.
- v. Define a protected area within the same domain which needs a login key – for S-TEAM participants only. The protected area should consist of (for now);
 - o Management issues (minutes from meetings etc)
 - o Financial issues (budgets and financial guidelines developed for the project)
 - o Extensive lists of partners' names and email-addresses; for different categories of people; authorized representatives, administrative people, LEARs, etc. The list should be accessible for Bård Li only, to edit.

Bård will carefully follow up all these issues (ii is the least critical one) versus the SVT IT department (Bård Tommy Nilsen) in order to being able to launch the site within M1. Bård will present the available version (via email) for the MST on Friday 29 May, at 9 am.

b. “Internal use” within the Management Support Team. What (lists etc) and how.

The vast majority of the pages should be openly accessed.

c. Templates for WPdocuments, or degree of common structure?

Templates for Work Package documents and deliverables will be developed along the road. Peter will suggest a tight template for the deliverables; and the template may evolve as Work Package Leaders respond. A start is already on the “Deliverability” page on the wiki.

Peter will circulate the suggested template to the work package leaders.

d. Launch – or presentation of Deliverable 1.1 for the EC

We need to review the situation on Friday 29; hopefully everything is place – see a) above.

Peter will email Monica Menapace and Ioana Adamescu the login procedure along with reporting on deliverables 1.1. and 10.1. (see item 1 / 2009 above).

3 / 2009: Gantt chart.

a. Status and todo's

- o Gantt Project will be feasible for our needs. If possible it will be put on the wiki in some shape.

b. Input from WP leaders, due to email from Peter Gray with deadline May 22.

The work Package leaders have been given a slight extension of the deadline; within Friday 29 more information should be in place.

Peter will send detailed information to Bård for editing into the Gantt.

c. Further editing in the Gantt chart; by WP leaders, or by MST based on WP input?

The Gantt should only be editable by Bård, who is responsible for keeping the Gantt updated at all times, based on input from Peter Gray and from other WP leaders.

4/ 2009: Reference group.

According to Annex 1 (STAN82), the reference group comprises

- a. One or more experts in science education, including experts from countries outside the consortium
 - i. Suggestion from Matthias Stadler?
 - ii. Jan van Driel; Netherland, from INQUEST?
 - iii. Japanese partner visiting NTNU in September 2009?
- b. One or more experts in teacher education, including experts from countries outside the consortium
 - i. French NLP?
 - ii. Italian partner from INQUEST?
- c. At least one media representative (e.g. science journalist)
 - i. Newton or Schrødingers katt journalist?
 - ii. English journalist; a column on science education.
- d. Representative(s) of teacher organisations or councils outside the consortium
 - i. HRTA
- e. Representative(s) of student teachers
 - i. The Baltics; Lithuanian NLP and TLU will be challenged to nominate one
- f. Representative(s) of parent groups
 - i. NLP Denmark will be challenged to nominate one
- g. A minimum of two policymakers or educational policy advisors, each from a different EU country
 - i. General teaching council of Scotland;
 - ii. Suggestion from Matthias Stadler?
 - iii. EC; Paul Holthsworth? DG education? Could be possible. Position is more important than field.
 - iv. Leader of the MST cluster?
- h. One or more industrial partners
 - i. Corporate responsibility in science education?
 - ii. Suggestion from Monica Menapace?

Peter will write the list of suggestions on all person categories mentioned above, except a-iii (Japanese partner) and c-i (Newton or Schrødingers katt) which will be contacted by Geir.

Peter will make sure that the leader of the reference group, Pernilla Nilson, Högskolan i Halmstad, will be involved in putting together the reference group.

5/2009: External evaluators – are they confirmed?

Rick Duschl – not yet confirmed. Michela Mayer – confirmed. If both are confirmed this is sufficient.

Budget? Only travel costs is budgeted, but reallocating should be possible.

We need to work on the mandate for the external evaluators. Peter will make a draft for circulation.

6/2009: Financial issues – if any today. Time sheets – a template from Per Inge is expected.

Financial issue: We need to draw a set of financial guidelines; providing partners with details on what they can spend on the national workshops.

Peter Gray will discuss this with Per Inge.

Time sheets: Oslo has a template from Mind the Gap which may be appropriate.

Hilde will ask Per Inge to check if this is suitable for S-TEAM.

7/2009: MB2 meeting during ESERA September 2009.

Suggested date and time for Management Board Meeting no 2 is Tuesday, September 1 in the morning, during the ESERA 2009. The meeting should be arranged at a separate venue.

Peter will ask the Turkish NLP for advice on venue.

8/ 2009: Issues to discuss on MST meeting on June 22-23 (drafted agenda below).

Items 1 and 2 (wiki and layouts) should be solved by then.

Geir will invite the PLUers involved (incl. Berit Bungum) for a “workshop” during the 2 days.

9/2009: Other items.

- a. Mind the Gap; Peter reported from the meeting in Lyon.
- b. Critical point; national workshops to be conducted through the consortium. We need to survey the national workshops; also in Norway, which should be hosted by University of Oslo as NLP for Norway. Reports must be produced by M9.

HR / May 25, 2009.

Management Support Team meeting, June 22-23. Suggestions for agenda and participants.

Geir Karlsen, Peter Gray, Per Inge Andresen, Hilde Røysland, Bård Li, with the following persons attending at certain issues: Morten Øien, Mads Nordtvedt, Hans Bjørn Sæther / Bård Tommy Nilsen, Andreas Ellefsen and Jan Ove Rabben.

1. S-TEAM wiki. Hans Bjørn Sæther and Bård Tommy Nilsen will be invited here, probably Lars Meisingseth as well.

The website will contain as a minimum:

- Introduction to the S-TEAM project, liaison email and liaison details
- Direct access to full-text deliverables as appropriate (i.e. with the exception of confidential reports or research data).
- Access to current and archived project newsletters
- Password-protected access for authorised researchers to the digital repository
- Discussion forum and project blog(s)
- Video clips illustrating the main principles of inquiry based methods in science and acting as 'trailers' for their related deliverables
- The website will conform to FP7 requirements for a distinctive visual identity and with current legal requirements or recommendations for accessibility (e.g. font size, freedom from unnecessary animations etc.)

➔ DELETED. Should be solved by June 22.

2. Visual profile and templates. Mads Nordtvedt will be invited here.

➔ DELETED. Should be solved by June 22.

3. Project planning

- a. status of consortium plan and budgets, including Gantt chart.
- b. criteria which each package must fulfil to be accepted as a deliverable (STAN82 p. 8). Do we have this in place?
- c. Liaison with external projects and organisations in similar areas of expertise to avoid overlaps and to share information where appropriate (STAN 82 p 31).
- d. Other Management duties from STAN or "Guidance notes on project reporting".

4. CA- and GA-issues. Changes or amendments? Issues to be aware of during the project period. Morten Øien will be invited here.

5. Financial issues incl. time sheets and reporting requirements for participants. Andreas Ellefsen and Jon Ove Rabben will be invited here.

6. Initial preparation of MB2 – some issues listed below.

7. Other issues and other persons likely to be invited? PLUers involved, including Berit Bungum.

Management Board 2 meeting September 2009 – some issues. To be elaborated.

From STAN82: MB2 and completion of national workshops programme (M6). At this point the national workshop programme will be complete and the various detailed preparations initiated at the startup meeting and completed in the following months will be reviewed. The meeting will set the agenda for the international workshop which will take place before M9. The work on baseline indicators in WP9 will have produced significant results by this time and these will be considered for their implications with regard to the form and timing of deliverables.

Reporting requirements.

- technical report - Reports on deliverables and milestones
- preliminary feedback from MB on requirements as suggested in Gen assy
- Preliminary feedback from other partners on reporting requirements

Arising issues from CA / EC-GA or WPCs.