

Exten 

OMT Meeting: 10 February 2023
Coordinator Updates

Agenda item #03: Meeting with Sister Projects 2/2/2022 (1/2):



Summary of agreed outputs/collaboration

Joint workshop, special issue or conference special sessions	<ul style="list-style-type: none">Joint organization of academic conference, special issues or sessionsi-MASTER circulates the initial draft for the workshop proposal under this call: https://www.mis4tel-conference.net/open-calls/call-workshops 25th February, 2023
Collaborative social media	<ul style="list-style-type: none">Collaborative information sharing on the social media networks and websites to reach different groups of audienceAdd sister project links on project websites
Joint policy recommendation	<ul style="list-style-type: none">AI and education: recommendations for policy-makersIdentification of benefits and side effects of AI application in educationEthical guidelines on the use of AI and data in education, vocational training and research

Agenda item #03: Meeting with Sister Projects 2/2/2022 (2/2):

Additionally:

1. Marcelo invited all the projects to submit a contribution to special issue of Elsevier's journal that he and two colleagues are producing:
Computers & education: Artificial Intelligence:
<https://www.sciencedirect.com/journal/computers-and-education-artificial-intelligence/about/call-for-papers#towards-responsible-ai-in-education-challenges-and-implications-for-research-and-practice>
2. Google Folder Set up by Ruben García Vidal (e-DIPLOMA)
 - Aim: to share collaborating activities amongst Sister Projects
 - Link to access folder will be shared with CH/OMT after this meeting
3. Meeting with all Sister Projects' Dissemination and Exploitation Managers
 - In the pipeline

Agenda item #05: GANTT Chart

WP	Year 1												Year 2												Year 3															
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36				
WP1																																								
T1.1			D1.1																																					
T1.2																																								
T1.3						D1.2											D1.3																					D1.4		
WP2																																								
T2.1																																								
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T2.3									D2.3v1																														D2.3	
WP3																																								
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T8.3																																							D8.3	

Agenda item #05: Milestones

Info from Project Handbook

10.3 Quality Control for Milestones

There are nine milestones linked to the achievement of important outputs during the project lifetime as can be seen in Table 9. Lead beneficiaries of each milestone will monitor the progress and report any potential issues to the CO. Any identified issues will then be discussed during the next OMT meetings and appropriate risk mitigation measures taken.

Agenda item #05: Risks

Info from Project Handbook

9.2 Risk Management

The consortium identified a number of initial potential risks and proposed risk mitigation measures during the proposal and Grant Agreement preparation phase (see Table 7 below).

Interdependencies and potential delays were discussed in detail at the start of the project during the Kick-Off Meeting. This was a measure to help ensure that work which is dependent on others started in adequate time to avoid delays. Impact, Key Performance Indicators (KPI) and quality markers were also reviewed.

During the project lifetime risks and mitigation measures are planned to be further reviewed quarterly at the OMT meetings or more frequently if required. The risk reporting area of the System for Grant Management (SyGMa) will additionally be used to monitor the expected risks during the project life (See Section 12.2 related to Continuous Reporting).

New risks if identified will be included in the list and in the process of risk management as soon as they are recognised.

Agenda Item #06: Deliverables (Queries)

Q1: There is likely to be a case when a deliverable (dissemination level = public) and a publication (open source, with EC acknowledgement) may contain much of the same information, and one or the other would show up as plagiarism if anyone was to use IT tools/programmes to check such.

Advice from the PO:

1. According to the : [ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017.pdf](#)

*In addition to direct violations of the good research practices set out in this Code of Conduct, **examples of other unacceptable practices include**, but are not confined to:*

- *Re-publishing substantive parts of one's own earlier publications, including translations, **without duly acknowledging or citing the original ('self-plagiarism')**.*

In their most serious forms, unacceptable practices are sanction able, but at the very least every effort must be made to prevent, discourage and stop them through training, supervision and mentoring and through the development of a positive and supportive research environment

2. Alternatively, you can always change the status of the relevant Deliverables to Confidential.
3. If you have a publication, this can become part of the deliverable. The deliverable itself can then be a short text summarizing the most important findings with reference to what you have promised in the deliverable. The publication is then attached to this deliverable.

Agenda Item #06: Deliverables (Queries)

Q2: The main work for one deliverable that a partner is responsible for, has been done by someone who is on a scholarship.
 This person does not charge time or receive any funding from the project.
 Is it possible to name this person as the lead author?
 Or should they just be acknowledged for their contribution?

Guidelines/Advice

- The authorship of a deliverable is flexible
- The work spent by the person with a scholarship can be seen as an 'in-kind contribution' by the partner organisation, even if the related costs are not eligible or reported.

Agenda Item #06: Deliverables (Queries)

Q3: Procedure re, Possible delay in deliverables?

Guidelines/Advice

- Some POs check deliverables when submitted , other POs may check deliverables all at once at the end of a reporting period. They will nevertheless get alerts by the system if a deliverable is not properly submitted (e.g. if a draft is uploaded but not submitted).
 - (1) Identify any deliverables for which more time is needed.
 - (2) write to the PO asking whether it is acceptable to postpone (max. 1-2 months) stating the justifications (e.g. amount of work in the first project phase, aim to maximise their quality by having some more time for reviewing, etc.) and confirm that there will be no implications for the ongoing and following tasks.
- POs usually accommodate and accept minor delays by approving it via a message (without the need of an amendment).
- They also appreciate transparency which helps to build up trust.

Agenda Item #06: Deliverables (Info from Handbook) Exten



Info from Project Handbook (1/2)

10.3 | Quality Control for Deliverables and Milestones

The following procedure has been proposed by the OMT for deliverables as listed in Table 8:

- A spreadsheet will be set up in the Project Google Drive listing all deliverables, the responsible lead author, and reviewers.
- The lead author will propose reviewers in the first instance, including members of the Scientific Board where applicable. There will also be capacity for volunteers to propose themselves as reviewers. WP Leaders may for example wish to review deliverables which are in line with their expertise areas and useful for them to read especially in relation to their work.
- The lead author is responsible for the deliverable and managing specific contributions from relevant partners.
- The lead author will share a contents page (in good time, ideally well before the review process) to all relevant members involved in the work package and reviewers for feedback and to help ensure nothing essential is omitted.
- Respective WP Folders on Google Drive are recommended to collaborate on draft live versions of the deliverables (See Section 7.3). A deliverable template is available on the drive and should be used for homogeneity .

Agenda Item #06: Deliverables

Info from Project Handbook (2/2)

10.3 Quality Control for Deliverables and Milestones (Cont.)

Time will need to be factored in for reviewers to have sufficient time to provide review comments and for the authors to implement comments before the final version is submitted to the EC. The following timetable is therefore proposed for each deliverable:

- Six weeks before the due date of the deliverable: The CO contacts the lead author.
- One month before due date: The lead author sends the first draft version of the deliverable to the WP Leader and the designated reviewers.
- 15 days before due date: The WP Leader and reviewers separately provide their comments to the lead author.
- 7-10 days before due date: The lead author should finalise changes to the deliverable as necessary and submit this version to the CO.
- The CO will do a final check. The deliverable will be uploaded on the participant portal before the final working day of the month, and at the same time share with the rest of the consortium.
- All deliverables are public and will be further disseminated in accordance with the Dissemination and Exploitation Plan.

Agenda item #06: Deliverables (Due M6)



Status/Review of Six Deliverables due M6 (5 mins each)

Link to Quality Control sheet:

<https://docs.google.com/spreadsheets/d/1wCYFr8Fph4wFUJguQQU7oWT7QTTe8-HIbUToWhOdyBE/edit#gid=391918334>
 (snapshot below)

5 mins update on Status etc, per deliverable due at M6 (from each WP Lead)

Due Date	Deliverable	Title	WP	WP Lead	Lead Author	Designated Reviewer 1	Designated Reviewer 2
Nov 2022 (M3)	D1.1	Project Handbook	WP1	LNU (MM)	Shamim	Marcelo	OMT Team
Feb 2023 (M6)	D1.2	Initial Data Management Plan	WP1	LNU (MM)	Ahmed Taiye	Carina (TCD)	Benny Malengier (tbc)
Feb 2023 (M6)	D2.1	Report on the Theoretical Review	WP2	NTNU (SP)	Feiran Zhang (and Sofia Papavlasopoulou) - ask if it is fine that Feiran who is not getting paid from the project	Katrien (she has time first week of February - agreed during OMT meeting) - sent 31st of January	Manolis or Sokratis and Filothei (agreed via email) - sent 31st January
Feb 2023 (M6)	D4.1	Technical Specifications for DT Platform, LA, AR and 3D Printing Technologies	WP4	LNU (MM)	Alisa Lincke	Boban V	Jake (TCD)
Feb 2023 (M6)	D5.1	Report on the Activities Plans for School Interventions	WP5	NKUA (CK)	Marianthi Grizioti, Christina Gkreka, Chronis	Thea (OU)	Carina (TCD)
Feb 2023 (M6)	D8.1	Dissemination and Exploitation Plan	WP8	OU (CH)	Thea	Shamim	Katrien
Feb 2023 (M6)(M8)	D9.1	Initial Ethics Board Report	WP9	TCD (CG)	Carina	Marcelo	

Agenda Item #08: Planning and Agenda Items for Athens Meeting 29-31 March, 2023



Link to Folder with all preparation/ planning information

https://drive.google.com/drive/folders/1Q2dFEBcJDNb_3W-xm-LOn9nOJh4YBsyf?usp=share_link

Suggestions for agenda items

https://docs.google.com/document/d/1sFYtzQyAGN36_GcWwy7zgBS9ViMi5XTt/edit?usp=share_link&oid=106869227590395111863&rtpof=true&sd=true

1. All partners should be represented, including at least one participant per partner for the OMT/Steering Committee meeting (which needs to take place every 6 months according to the CA)
2. Timing and length of OMT/Steering Committee meeting (e.g., at start/close of project; ½ day, full day?)
3. Involvement of Scientific Advisory Board?
4. Agenda items – please populate link above which is also in the Planning/Preparation folder

Agenda Item #08:

Athens Project Meeting: NKUA Suggested Agenda Items

- **Technology development: When to expect each technology to be ready and available for teacher/student usage and in what level?** Timetable of technology availability (NKUA, Simple, LNU, OU) (WP4) ~ 30 minutes?
- **Y1 Activities and Resources Design: What DT activities & resources have each partners developed/plans to develop for Y1.** Presentation of Activity plans/games etc. Brainstorming (WP3 & 5) ~45 minutes?
- **Y1 Schools & teacher interventions.** What is the plan by each partner? **How** are they going to integrate DT and Technologies in the classroom (WP5) (NKUA lead; All presenting) ~45 minutes?
- **Hands-on sessions with the project technologies** in which all participants will actually use the technologies to create things (ChoiCo, MaLT2, SorBET) ~2 hours?