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| Operational Management Team Meeting - 10 March 2023 (13.30-15.30 CET) |
| Document File Name | Extendt2\_OMT Meeting\_20230310\_Minutes |
| Date - Place | 10 March 2023/ Videoconference |
| Minutes | Shamim Patel |
| Dial In Link | Zoom - To be advised |

**Attendance:**

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| 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)  | x |  |
| Lieva VAN LANGENHOVE (WP6 & UGent) |  | x |
| Carina GIRVAN (WP7 & TCD) | x |  |

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| Guests  | Present | Excused |
| Filothei CHALVATZA (SIMPLE) - Permanent Guest | x |  |
| Marianthi GRIZIOTI (NKUA) - Permanent Guest | x |  |
| Manolis MAVRIKIS (UCL) - Permanent Guest | x |  |
| Eileen SCANLON (OU) - Permanent Guest | x |  |
| Sagun SHRESTHA (OU) – Permanent Guest | x |  |
| Katrien STRUBBE (UGent) - Permanent Guest *(from point 5 on the agenda)* | x |  |
| Adam HEDGECOE – Independent Ethics Advisor *(point 7 on the agenda)* | x |  |
| Shamim PATEL (Project Manager – LNU) | x |  |

**Minutes**

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| **OMT: 2023-03-10-#01****13.30-13.35**  | **Welcome & Formalities** (MM)* Introductions were made and Eileen Scanlon and Sagun Shrestha were welcomed to the OMT.
* The [minutes of 10 February 2023 OMT meeting](https://drive.google.com/file/d/16Mcb_YKcTR_ZWHmOnBzEqIaaePh4KdF2/view?usp=share_link) were approved. The agenda was approved. The meeting was quorate.
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| **OMT: 2023-03-10-#02****13.35-13.50** | **Updates from Coordinator/OMT Members** *(Information)**See also* [*CO Updates PowerPoint here*](https://drive.google.com/file/d/1rFObZ85fiyjT9QAJxAKV_3UB3q9NA0lq/view?usp=sharing)**AWS/IT infrastructure update** (MM)* An offer is being negotiated with AWS and MaM. It is expected to be concluded in the next few days.

**Action:** MaM to keep MM, SP and Alisa Linke informed. LNU IT services will need to be contacted to provide support. **Joint Data Controller Agreement*** All partners except TCD provided their second round of feedback by 31 January 2023.
* CG has carried out a Data Protection Risk Assessment (DPRA). She is waiting to hear from TCD’s DPO on this. No other partners have been asked to do this by their DPOs or legal teams.

**Action:** CG to follow through asap**Sister Projects** * A joint contribution to the [Mis4tel](https://www.mis4tel-conference.net/tracks/workshops) Workshop has been accepted and will be published by Springer.
* Each Sister project will submit at least one proposal. For Extendt2 a meeting has already been held. Our content will be related to the work in the first 6 months including work on the deliverables.
* AI and Ethics is a common theme between all projects. MM has proposed a joint common paper on this between the 5 sister projects in the special issue. It was suggested that CG, if she has time, coordinate this.
* The [ECTEL Workshop](https://ea-tel.eu/ectel2023/workshops) 4-8 September may also be of interest. The deadline for the first call of papers is 5 May 2023.
* [The Joint FabLearn/Constructionalism Conference October 7-11, 2023](https://www.constructionismconf.org/constructionism-home/call-for-participation/), NYC is also relevant to our project. The first call for papers is 15 April.

**Action:** A meeting was requested from WP8 to discuss how/where the partners should concentrate their efforts on conferences etc. during 2023.* Ruben García Vidal: vidalr@uji.es (e-DIPLOMA) has set up a Microsoft one drive folder for all sister projects. All OMT members have been invited to this or can contact him for access.
* The folder includes lists of the dissemination and exploitation managers and ethics mains contacts from each sister project to help collaboration.

**Finalisation of** [**Glossary**](https://docs.google.com/document/d/18dlnshL2xmgOdFMdcE7G2hUm9gz1oyfLot2eaVs62cY/edit?usp=sharing) **/publication on website** (CH)* This has been uploaded to the [project website](https://extendt2.eu/a-glossary) as a pdf version.
* Further comments/feedback welcome.

**Summary of changes in DoA agreed with PO for first 6** months (SP)* See slide 3 in the ppt on changes in DoA in first 6 months agreed with our PO. This includes extension of Deliverables D1.2 and D9.1 from M6-M8.
* Slides 4-5 are the PO’s responses to general queries on deliverables.
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| **OMT: 2023-03-10-#03****13.50-14.10** | **Deliverables** (MM/SP)For info*:* [Quality Control Sheet for Upcoming Deliverables](https://docs.google.com/spreadsheets/d/1wCYFr8Fph4wFUJguQQU7oWT7QTTe8-HlbUToWhOdyBE/edit?usp=sharing) (sheet 1)* SoP (D2.1); MM/MG (D4.1), MG (D5.1) and CH (D8.1) provided a briefing on the work in these four deliverables submitted at M6.
* These can be found in the [Deliverables Folder](https://drive.google.com/drive/folders/1WuZZCBlEDVo21m5J6EyvO7WFSKgOU1kw?usp=sharing) and also on the EC Portal.
* Some feedback to make the template more user-friendly has been provided on the [Deliverables Template](https://docs.google.com/document/d/1qHaCD50BVVEUTgA2_Ly70EQI3_tTOwA6/edit?usp=share_link&ouid=106869227590395111863&rtpof=true&sd=true). Further feedback from all others welcome - either using the suggestions tool or directly to CH.
* There followed a review of the five deliverables due M8/M9 – see linked control sheet above.
* WP2 and WP3 Leaders asked to fill in lead authors/reviewers for the deliverables due at M9 (D2.2, D2.3 and D3.1) and to produce a contents page and share this with the internal project reviewers.
* After discussion agreed not to request members of the Scientific Advisory Board to review deliverables. Their role is to help steer the project and utilize their connections for networking, exploitation etc.

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| **OMT: 2023-03-10-#04** **14.10-14.25** | **Individual WP Meetings** (MM/SP/All)* There is a description in the Handbook on WPs (roles, expectations etc). See slide 6 in the linked ppt above.
* Current frequency of individual WP meetings and expectationsin relation to interdependencies were summarised:
* WP2: For this phase, i.e., after M6, a workshop is planned in Athens involving all partners. Frequency of meetings involving other partners can be discussed further then.
* WP3: Collaboration has mostly been with teachers so far and there has been little need to involve the partners.
* WP4: LNU will provide information in Athens on who is the main contact person for each of the tasks and review with the partners who have a budget in WP4 how often meetings should take place, e.g., bi-monthly or monthly. This has not been clear for the other partners in WP4.
* WP5: Meetings have been held for any partners who need informat-ion for interventions. One to One or meetings just for the (two-three) partners who need them is considered most effective for this WP.
* WP6: *KS/UGent not present for this point.*
* WP7: “As and when required” meetings have occurred for planning and development. These have been general meetings for all WPs and smaller meetings involving individual or a few partners as required.
* WP8: This has been on a “need to be” basis and has worked well so far, e.g., input for the D8.1 deliverable.
* WP9: The EAB has been having meetings. There are however many interdependencies e.g., ethical issues around the design of technologies where it would be good for WP9 to have an overview of what is happening in some of the WPs such as WP4 and WP7.

*Addendum: Post meeting MM and SP have discussed how to make the process around WP meetings and collaboration more transparent e.g., a spreadsheet listing all Task Leader contacts, WP meetings policy etc.***Actions:** * Before Athens it would be good for all partners to review their PM in each WP and what work/deliverables they are expecting to contribute to. This can be discussed with the WP Leaders too if appropriate.
* If WP members in a WP do not think their WP is holding enough regular meetings, they should contact their WP leader first and try to resolve this. LNU can be contacted if issues remain.
* This will be further discussed in Athens.
* Post Athens the aim is for better visibility and transparency of ongoing processes, contact person for each WP task etc.
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| **OMT: 2023-03-10-#05** **14.25-14.40** | **GANTT Chart/Updates from WP2-WP8** (WP Leaders)See PowerPoint Presentation: [Updates from WP2-WP9 for Updates and Actions](https://drive.google.com/file/d/1e7sx2NeZ2vhlImfPD4gzh5yKnTZT4e8A/view?usp=sharing). |
| **OMT: 2023-03-10-#06****14.40-14.55** | **Finalisation of** [**Agenda items**](https://docs.google.com/document/d/1a64_8InSBsQoNX-sJWfMCGJE06ODCaFbR5yljwLj_iU/edit#heading=h.l3aasj9ir7s7) **for Athens meeting 29-31 March, 2023**  *Agreed to take this off-line due to time constraints.*  |
| **OMT: 2023-03-10-#07****14.55-15.25** | *Adam Hedgecoe joins the meeting.***Ethics/WP9** (CG/AH)* AH introduced himself. He is based at Cardiff University and has a background in social sciences and ethics. He has been an ethics reviewer for the EC for about 10 years. He has also had a similar role of independent ethics advisor in other projects.
* AH has attended some WP7 and WP9 meetings. Points taken up include:
* Ensuring voluntary consent of school students. This will vary on individual country requirements, but typically children under the age of 16 need parental consent and then need to give their own consent over the age of 16. Ensuring it is voluntary is one of the things the EC underlined in its ethics review.
* Selecting focus groups and ensuring everyone in the focus group has consented throughout the process to participate, e.g., one student may agree/disagree to e.g., video recordings at one stage and then change his/her mind at a later stage.
* Provide as much information about the project as possible to ethics committees. For example, that the project is a “developing project” so it will change. When we have the dashboard and analytics, we may need to do a DPRA. If the ethics committee knows what is potentially coming up, then they are less likely to be concerned or raise flags.
* Re, ethics committees, AH recommended transparency. In some cases, it is better to split the application to the ethics committee: i) submit an application on the initial codesign elements, and ii) state a second application will be forthcoming which deals with other issues.
* Asking for advice from an ethics committee where we don't know the answer is always a good recommendation.
* A lot of what is happening in the classrooms is normal educational research. AH does not see anything controversial or risky to the approach being suggested by the project.
* There may be an issue with aggregated data if someone, whose individual data is included within this, decides later to opt out.
* An issue raised, to be explored further, with AH: Re, GDPR: AI in health v AI in education.

- AH: AI is relatively new for the EC. He expects the EC to provide further guidance on problematic AI areas. e.g., in ca 5 years. I.e., he sees part of his role assessing whether AI in this project is “problematic”.* Re, informed policy making: MM: this is an important issue to raise back with the EC/European Parliament and have AH’s input into this towards the project end. This is a grey zone in terms of being asked to deal with ethics from something that is not yet regulated.
* AH will join the Athens meeting on-line. Further ethical issues or questions can be raised with him there. Please email Carina with such beforehand.
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| **OMT: 2023-03-10-#08****15.25-15.30** | **Next OMT Meeting:** During the Athens Meeting.**AOB:** MM shared this link for a [topical seminar: Responsible AI - An Inclusive Road Ahead](https://lnu.se/en/meet-linnaeus-university/current/events/2023/20230420-research-seminar-responsible-artificiell-intelligence/) 20 April 14.00-15.15 CET (free, but registration is required).* There being no more time the meeting was closed.
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