



05 June 2018

Communications meeting - WG3:

Present: Julius Burkauskas (JB), Naomi Fineberg (NF), Natalie Hall (NH); Davis Mpavaenda (DM), Li Liu (LL-Web designer)

Apologies: Zsolt Demetrovics (ZD)

Agenda points and discussion:

- 1) Updating and running of the website, Inclusion of a Grants Page with links to the Applications forms for the STSM and ITC grants
 - A list of all available institutes within and without the EU that are eligible will be available online to provide all applicants to know where they can apply for an STSM.
 - Completed ITC reports should also be available on the web site.

- 2) The website is now up and running, but due to the large number of members the updating of the website is not as quick as would be desired. NH suggested collaborating with other members to create a team to keep the website monitored and updated.

- 3) National representatives (NR). As the Action is growing it is proposed that each country will nominate a national representative who will co-ordinate the dissemination of the action with in their own country and to work along side the communications officer.

- 4) Introduction of the New GDPR Rules

Comments / tasks

LL will design and launch a Grants page by the end of July

NH will put a list of recommended meetings for ITCs online

NH will email all members asking for people to put themselves forward to assist with the running of the website

JB will contact all Action members to ask them to nominate a **NR**. **JB** will also put together guidance for each **NR**

NH Has undertaken GDPR training and will make sure that the Action complies



4) **DM** Suggested that it would be advantageous to explore options for working in a more collaborative manner with other members of the Action

4) **NH** will explore options for working collaboratively outside of the host university.

5) Date of the next meeting

11th Oct 2018 Barcelona, Spain