

FreeConferenceCall, 13 February 2018

## Meeting- WG4: Management, Governance and Quality Assurance

Lead: Edna Grünblatt (EG)

Co-Lead: Jose Menchon (JM)

Observer: Eric Hollander (EH)

Present: EG, JM, EH, Naomi Fineberg (NF)

Apologies: Natalie Hall (NH)

### Agenda points and discussion:

- 1) Updates by NF:
  - The website is almost ready to be launched (end of February). It will consist a member area as well as a public area, including links to COST, OCRN, ICOCS etc websites related to COST-PUI. To increase visibility a Wikipedia page will be set about Problematic Use of Internet, which will be linked to the COST-PUI website (Julius is working on this). A drop-box will be set for the website, where anonymized data can be disposed.
- 2) External advisory board has been set from the current non-EU observers members in the COST-PUI – Head of the committee Christine Lochner (South Africa), and members: Daniel King (Australia), Hisato Mastunaga (Japan), Humberto Nicolini (Mexico). Their task will be to obtain a continuous unbiased quality assurance, and selection of candidates for travel grants and workshops.
- 3) NF reported on the dissemination plan by WG3 (Julius Burkauskas) that will soon be set in its final version.
- 4) NF mentioned that any person can become a MC member if their own National contact point assign them to the COST-PUI without any specific qualifications assessment. This leads to members without any qualifications in the COST-PUI. Therefore, the possible assessment requirements has been raised as a measurement to be taken, and to be sent to all National contact points of the COST. The assessment requirements can be set, similarly to the assessment requirements we prepared and approved for the ITC and STSM- so that a certain point needs to be summed in order to be considered.

### Comments / tasks

**WG4** to evaluate the functionality (quality assurance) of the website by April 2018

**NH** should see that the application rules are clearly stated both on the COST-PUI and our own website, in which candidates **MUST** first apply via our requirements, and **only after** that via the eCOST!!!

**EG** should assess the plan and send feedback ASAP

**NF** have sent the latest draft

**NF/NH** to contact the eCOST and ask if we can send them such a sheet, so that they will distribute it to all National contact points to be aware of these requirements?

5) Status of WG1 to WG3

- WG1 (lead- Sam Chamberlain; knowledge creation and exchange) – several review papers are on their way to be submitted as first stage. The next step would be preparation for grant applications for various projects.
- WG2 (lead- Ornella Corazza; Training and mentorship)- 2 STSM has been approved to be traveling to Chicago, and 3 candidates (ITC grant) will present their abstracts at the ICBA Köln conference. The abstracts are planned to be published on the website online.
- WG2 has prepared a webinar that will take place in UK on March with various presentations, all to be live streamed, as well as later be put online (e.g. YouTube) to be purchased by interested viewers.
- WG3 (lead Zsolt Demetrovicz; Dissemination, Impact and Exploitation: see above- website and dissemination plan.
- WG3 the feedback questionnaire (point 7) should be managed to be set on the website (Julius)

**Julius-** The example sent by EG for the feedback questionnaire should be managed on the website (has already been approved by NF)

6) Financial report- Current financial status

From the total 60'000€ for 6 months, already costs for website, STSM and ITC can be booked by end of March. Critical, is the MC and WG meeting in Cologne which is nearly at the end of the time period of the budget. This means, all costs claims **MUST** be managed in 3 weeks' time after the meeting and the report 6 weeks after. Therefore, it would be important to manage most of the template of the report beforehand.

A **final financial report** should be prepared **for the 6 months reporting**.

**NH and EG** – Set a deadline accordingly

7) Risk management plan- Not yet set, since COST does not provide examples (templates). The general draft from NF application seems to be too general to be able to create a plan. **Does anyone knows who can help in this?**

- One example is currently the meeting in Cologne that we did not have time to manage due to the 6 months short period of this round! In this case, in order to manage to have enough participants the MC will be involved and made aware of the critical issue.

**NF** will send a detailed example from previous applications.

**NF/NH** will inform/alert the MC members

8) Quality assurance measures

- A questionnaire was constructed by EG to assess quality of workshops, conferences and training- Filling such feedback questionnaire will be a requirement and be linked to receiving attendance certificate.
- In order to have the questionnaire in all participating countries languages the translation will be requested from the Management Committee (MC) members of each of the country / Language. Moreover, in case of evaluation of the "open text" the MC members will also be requested to translate it back into English to be able to evaluate all questionnaires.
- The Observers Committee (Headed by Christine Lochner) has created 2 forms to assess the quality of STSM and ITC candidates, assuring that

WG2 and WG3 needs to set this as a requirement for participation.- **Julius** put this on the website

**NF/NH** will send this request to all MC members

**NH-** see point 2 (above)

selection and approval of candidates is conducted in an unbiased and with high quality.

- To assess dissemination quality- (a) compile a list of all existing scientific publication. (b) compile a list of all dissemination activities including media activities (reports, newspapers, Tweets, etc.) that take place under COST

9) Setting next meeting for WG4 and deliveries of the above tasks.

**EG-** see point 3 (above)

**Next meeting** will be on the **22<sup>nd</sup> April 2018** Time has to be set by **NH**; so that EH will be able to join- best midday (as US 6 h behind). **NH** should also see if a web/TC can be conducted so EH can join the meeting.