

Approved minutes



Project Steering Committee (PSC)

Date: 27062019

Venue: University of Amsterdam

Subject: Project progress

PSC representatives in attendance:

Knut Inge Klepp (NIPH - chair), Christian Bröer (UvA), Nanna Lien (UoO), Tim Lobstein (WOF), Harry Rutter (LSHTM), Janetta Harbron (UCT), Ana Rito (CEIDSS), Sudhvir Singh (EAT), Deanna Hoelscher (UTHealth), Karoline Steen Nylander (Press), Oddrun Samdal (UoB), Steven Allender (Deakin), Kate Oldridge-Turner (WCRF)

Appointed PSC representatives for the meeting:

Anna Banik appointed in the absence of Aleksandra Luszczynska to represent SWPS for the meeting

Other attendees

Margot Neveaux, Hannah Brinsden, Elin Bergstrøm, Therese Bakke, Arnfinn Helleve

Editor minutes:

Therese Bakke

1. Approval of the agenda and calling of the meeting

The calling of the meeting was approved. There were no additions to the agenda.

2. Reported agenda items

The list of agenda items announced in the calling of the PSC meeting is summarised in table 1, and the full agenda is included as Annex 1. Summaries of the reported items and case documents were available for items PSC 2019 1-4 at the calling of the meeting. Each included agenda item was announced indicating the need for a decision (D), having financial implications (F) or for information/discussion (I).

Summaries of the discussion and, where relevant, decisions for each reported agenda item follows below table 1. Decisions are marked in yellow. Agenda items PSC 2019 5-7 were addressed and discussed in the session following the separate PSC meeting.

Item number	Title
PSC 2019 – 1	Publication procedures
PSC 2019 – 2	Youth involvement
PSC 2019 – 3	Reallocation of budget
PSC 2019 – 4	Financial status and updated reporting plan
PSC 2019 – 5	Periodic reporting
PSC 2019 – 6	IP-management and communication
PSC 2019 – 7	Youth representative for advisory board

Table 1: List of reported agenda items

PSC 2019 – 1

The publication procedure is part of D9.3 that was circulated for PSC review and comments in December 2018. As publication is a very important activity, the project procedure was put into the agenda for formal approval. All partners need to familiarise themselves with the procedures and communicate them to their team.

Suggested papers will be summarised in the template in D9.3, included as Annex 2, and submitted to CO-CREATE@fhi.no. The project support office at NIPH (PSO) will put proposals for papers on the agenda of the monthly Executive Board (EB) meetings, and give feedback to the authors without delay.

The EB will review proposals on the basis of the procedures set forth in D9.3. The expectation is that the WP-leaders make sure that there is an initial plan for prioritised papers originating from their WP. Partners responsible for data collections are expected to be included in the papers, and it was underlined that authorship should be committed but not restrictive.

The PSO will keep an overview of the accepted papers available, including also information on the expected timeline. Proposals that do not adhere to set timelines will be opened for other project members in cases where the proposing author(s) are unable to follow up. The PSO will make the paper proposal template available for download in the “Template”-folder on Sharepoint.

Data from the project will be made available from the secure storage server at the University of Bergen (UoB), and payment for open access (green or gold) will be made from the budget at Norwegian Institute of Public Health (NIPH):

- It was reinforced that there is an obligation to publish open access in all EU funded projects, and that this obligation remains after the finalisation of the project. Project funds can be used for this within the project period only. After the end of the project, partners need to secure open access funding themselves.
- Requests for data access will be communicated from the PSO to the UoB and follow up will be between the authors requesting access and UoB.

Decision: The publication procedure was approved.

Actions:

- Communicate the publication procedure to local teams (all partners)
- Start planning of publications (WP-leaders/all partners)
- Implement publication procedure and monitor (PSO)

PSC 2019 – 2

Collaborations with youth is the key success factor for CO-CREATE. Our ambitions in the project strategy are high, and aims to involve youth not only in activities that involve them directly (such as Systems mapping and Alliances), but rather as an integrated part of all work, deliverables and activities. The project youth involvement will move beyond the words of youth involvement and show HOW we involve youth – moving away from tokenism and using the Hart ladder of participation as guidance.

Collaborations with youth can vary from high intensity, such as for the co-facilitator work in the Alliances, to low intensity, such as youth being interested in keeping in touch with us on less committed basis. As these are our key stakeholders, we need a way to keep track of collaborations on all levels, keeping in mind that there may be ways to support such collaborations from other project partners and WPs than the original contact point.

The EB has followed up on this two times and followed up with a document detailing this work as announced in an e-mail from Therese Bakke on May 9th 2019, included as Annex 2. The document builds from the project strategy (D1.3) and management procedures (D1.5) and aims to support work on youth involvement and outline in more detail how we will report on this. The document is suggested for inclusion as an annex to D1.5.

It was commented that the Annex states that feedback to youth should be included “if required”, rather than always (final bullet in the section “Youth involvement planning guidance”). It was clarified that this wording is included to reflect the former paragraphs. There may be work in the project that would not include youth involvement, and thus no youth to provide feedback to *for that specific stream of work*. Examples could include work that is scientifically required to be very rigid and where there would be little to no opportunity to include feedback from young people. Doing youth involvement in such a context must be very carefully considered out of respect for young people’s time. Decisions not to include youth involvement will need to be very explicitly documented and will be subject to scrutiny.

Decision: The amendment to D1.5 was approved.

Actions:

- Amend D1.5 (PSO)
- Implement the youth involvement annex procedures in project reporting (all partners)
- Monitor youth involvement adherence (WP-1)

Following up on youth involvement in and from the project there is also a question of which youth to include. Youth organisations have a different definition of „representativeness” than scientific methodology. Where representativeness in the youth organisation context means elected to represent the member base, in science there is a separate requirement to ensure inclusion of research subjects that are themselves parts of specific demographic sections of the population (minority, gender, socioeconomic status etc.), and also considering the self-selection bias embedded in any organisational structure.

From a practical and impact perspective, involving youth organisations is of key importance for the sustainability of project results and outcomes. Collaborating with youth organisations is key in this perspective, and needs to be a continuous effort from the project.

NIPH informed of an effort to report on youth involvement reporting as a set of papers for publication in a scientific journal. This will be an item for separate meetings to flesh out the angle and approach selected journals. NIPH will start planning a writing workshop in spring of 2020 to support this work.

PSC 2019 – 3

Following up from the protocol for implementation of activities (D5.1), University of Amsterdam (UvA) proposed to reallocate from their budget to the implementation partners. This reallocation will shift administrative follow up to support youth activities from UvA to implementation partners to support project activities with youth research participants organised in WP5-7 at each implementation partner. Details on the budget reallocation is included in Annex 4.

NIPH advised that when including the co-facilitators and documentary making, special caution must be taken in determining the type of cost reporting needed for these activities. Neither of the involved partners have foreseen third party involvement in the Grant Agreement, which means that the activities will need to be included in line with the cost eligibility criteria in article 6 and 10 for the budget categories “salaries” and “other goods and services”.

Decision: The budget reallocation was approved.

Actions:

- Adjust work and cost reporting plan in line with the reallocation (involved partners)
- Include the changes in the overall project cost reporting plan (PSO)
- Communicate with the Project Officer at the European Commission (NIPH)
- Follow up on implementation of activities (WP-5)

PSC 2019 – 4

WP-1 has been working with all partners to keep a strong focus on cost reporting and planning for expenditure over the whole project period. There has been two internal reporting periods, the result of which was an internal financial report for M1-M12 accessible for all partners from the project Sharepoint, and summarised in brief below:

1. Budget

- Budget and work is outlined in Annex 2 (costs) and Annex 1 (planned use of resources)
- Budget for project activities with youth is included at all implementation partners
- There are three partners with a bank function for the project:
 - o UvA is obligated to support implementation partners for the activities with youth (following the reallocation in PSC 2019 – 3 this obligation will no longer entail financial support)
 - o NIPH is obligated to cover open access publication costs
 - o EAT will suggest guidelines for their budget for activities with youth
- The consortium has agreed to share hosting and hosting costs for the larger project meetings, as they are held for several purposes to save travel costs overall for the project

2. Reporting M1-M12

- All partners have started reporting costs in line with the project activities and in line with the financial rules of the Grant Agreement
- Promotional activities will be included in the budget for incentives for youth participating in the project activities when installed as a motivating factor – implementation partners will be responsible for including motivations in line with national regulations and research ethics to best support activities
- Financial reporting training is provided in the internal reporting templates, which will be finalised with all costs that will be included in the first periodic report
- WP-leaders need to follow up with included partners to support activities and work to be reported as costs
- There has been a couple of instances of reporting to a WPs where partners are not included, and the meeting was advised to make sure reporting is only in the WPs they are participants to

3. Prognoses

- All partners have aligned their planned expenditure over the project period in line with the activities planned from the WPs
- The prognoses for the first reporting period is detailed per cost category
- Prognoses for remaining reporting periods are at overall level – remaining budget per cost category will be used as goal posts when doing detailed planning for the remaining reporting periods
- The prognoses for the first reporting period is still somewhat uncertain as eligible costs will depend in part on the activities with recruited youth which will continue in the second reporting period
- There is a foreseen need to report some more effort to WP 5, 6 and 7 at some partners as a result of staff changes and complexity of implementing the project in the national context – this is handled within each partners allocated budget and deviations at WP-level are all below 10% as compared to Annex 1
- There has been a reallocation of effort between partners as per directions from WP-4 and WP-6 leaders, shifting 5 PMs from LSHTM from WP-6 to WP-4, and shifting these 5 PMS from WP-4 to WP-6 at UvA (2 PM shift), UoO (1 PM shift), SWPS (2 PM shift) – this has been adopted into the prognoses
- The need to redistribute budget between cost categories has been identified at one partner and follow up has been initiated

Decision: The revised prognoses was approved as the revised cost-reporting plan for the project.

Actions:

- Collate the revised reporting plan and make it available for all partners in Sharepoint (PSO)
- Monitor expenditure based on the revised reporting plan (PSO)
- Continue to keep close track of expenditure in line with Grant Agreement financial rules (all partners)

PSC 2019 – 5

The plan for periodic reporting was presented (presentation included in Annex 5).

Main messages:

- All deliverables and input need to finalise continuous reporting for the first period must be ready for internal review by start of October and submitted at the latest on October 31st.
- All partners must have their responding team for reporting ready to reply at short notice
- All partners must have their roles ready in the Participant Portal by end of August
- **Deadline for draft technical report is October 25th**
- **Deadline for final financial report is November 20th**
- Directions will come during August

PSC 2019 – 6

In relation to item PSC 2019-1 the D9.3 also outlines the wider handling of results coming out of the project. Ownership has been agreed in the consortium agreement for the youth website (World Obesity Federation (WOF) and the MOVING framework (World Cancer Research Foundation (WCRF). Other results are based on the principles of shared ownership.

There is an obligation to facilitate exploitation of the results of the project, meaning “to make use of the results produced in an EU project in further activities (other than those covered by the project, e.g. *in other research activities; in developing, creating and marketing a product, process or service; in standardisation activities*)”¹. In this context, we have exploitation of process and results.

Process exploitation has already started, as funding based on the CO-CREATE methodology is sought to expand activities to other countries:

- Proposal for an Australian grant (final phase of evaluations, but not funded)

¹ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/glossary>

- Proposal submitted in June 2019 for the NIH for activities in the US
- Proposal for MRC UK to expand activities in South-Africa planned for July 2019

Exploitation of results coming out of the project, including also the dialogue forum model, is very much encouraged. EAT already have started looking for opportunities for this, and the discussion was how to decide on timing. The project will need to have some time to gain experience with the forum model, so it was decided to keep the topic open for spring of 2020 when the Alliances are finalising their work and summarising experiences.

PSC 2019 – 7

Sara Moura was suggested for inclusion to the Advisory Board to strengthen youth representation.

Decision: This was approved.

Actions:

- Follow up on formalities to include Sara Moura into the Advisory Board (PSO)

Annex 1 – PSC 27062019 Agenda

Annex 2 – Publication template

Annex 3 – Youth involvement e-mail dated May 9th 2019

Annex 4 – Budget reallocation

Annex 5 – [Presentation for periodic reporting](#)

Agenda



Project Steering Committee (PSC)

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Subject: Project progress

PSC representatives in attendance:

Knut Inge Klepp (NIPH - chair), Christian Brøer (UvA), Nanna Lien (UoO), Tim Lobstein (WOF), Harry Rutter (LSHTM), Janetta Harbron (UCT), Ana Rito (CEIDSS), Sudhvir Singh (EAT), Deanna Hoelscher (UTHealth), Karoline Steen Nylander (Press), Oddrun Samdal (UoB), Steven Allender (Deakin)

PSC representatives not attending:

Louise Meincke (WCRF), Aleksandra Luszczynska (SWPS)

Other attendees

PSC 2019 – 1: Margot Neveaux, Hannah Brinsden

PSC 2019 – 2: Therese Bakke

PSC 2019 – 3: Therese Bakke

PSC 2019 – 4: Therese Bakke

PSC 2019 – 5: Therese Bakke

PSC 2019 – 6: Margot Neveaux, Hannah Brinsden

Minutes:

Therese Bakke

Background documents:

- Approved [minutes from in person PSC meeting in Oslo 2018](#).
- [List of correspondence \(decision items and requests\) M1-M12](#)

Agenda items (description of all items and attachments are on the links – project background documents are linked to in the text):

1. Approval of the agenda and calling of the meeting
2. Reported agenda items

Item number	Title	Responsible	Type of item*
PSC 2019 – 1	Publication procedures	Knut-Inge/Tim	D
PSC 2019 – 2	Youth involvement	Knut-Inge	D
PSC 2019 – 3	Reallocation of budget	Christian	D, F
PSC 2019 – 4	Financial status and updated reporting plan	Knut-Inge	D, F
PSC 2019 – 5	Periodic reporting	Knut-Inge	I
PSC 2019 – 6	IP-management and communication	Tim	I
PSC 2019 - 7	Youth representative for advisory board	Karoline	D

3. Rounds (All partners)

*D = decision needed, F = financial implication, I = information/discussion

CO-CREATE Data Request and Publication Proposal Form

Purpose of data usage / or Paper's working title:	
Requesting investigator / or Paper's corresponding author:	
Other investigators / or Suggested co-authors:	
Research question(s):	
Variables to be used:	
Methods of analyses:	
Target journal (if known):	
Time schedule (start date, and expected completion date of planned investigation / submission to a journal):	

All co-authors should be informed about the strategy of the data analyses, and given the opportunity to comment and contribute suggestions.

The data used in the proposed paper cannot be used for other papers or presentations or given to any other party without the consent of the CO-CREATE Executive Board.

To be filled out by the CO-CREATE coordinating office:

Date received:

Date approved:

Comments:

Annex 3



tor. 09.05.2019 19:35

Bakke, Therese Wardenær

CO-CREATE - systematic work on youth involvement

Til ☐ Aleksandra Luszczynska; ☐ Ana Rito; ☐ Anaely Aguiar Rodriguez; ☐ Anna Banik; ☐ Atle Jåstad; ☒ Bakke, Therese Wardenær; ☐ Birgit Kopainsky; ☐ Cecile Knai; ☐ Christian Brøer; ☐ Deanna Hoelscher; ☐ Elin Bergstrøm; ☐ Evelyn Baillergeau; ☐ Fiona Sing; ☐ Flodgren, Gerd Monika; ☐ Gerlieke Veltkamp; ☐ Grewal, Navnit Kaur; ☐ Hannah Brinsden (hbrinsden@worldobesity.org); ☐ Harry Rutter; ☐ Harry Rutter at Bath; ☐ Helene Holbæk (helene.holbak@medisin.uio.no); ☒ Helleve, Arnfinn; ☐ Ines Portugal; ☐ Janetta Harbron; ☐ Karoline Steen Nylander (Press);

Kopi ☐ Karoline Steen Nylander (Press)

Dear CO-CREATors,

As you all know, collaborations with youth is the key success factor for CO-CREATE. Our ambitions in the project strategy are high, and aims to involve youth not only in activities that involve youth directly, but rather as an integrated part of all work, deliverables and activities!

Overall implementation of youth involvement throughout the project is an ambitious goal, and as our schedules fill up, we see that in order to have youth involved we need to keep it a strong focus. Even more so, as we need to make sure that our involvement is indeed high quality – aiming for the top portion of the [Hart ladder of participation](#).

Going forward we have created a [Youth Involvement folder on Sharepoint](#) accessible from the left hand menu where we can all work together on this. In this folder we have started:

1. [A project level overview of collaborations with youth organisations](#)

We will ask all partners to include some brief information on which organisations that are involved and the level of their involvement – the [overview](#) has been started, using Press as an example, and we invite everyone to start filling it at your earliest convenience. If you have some input to the outline, they are welcome. Having an overview like this will be a great resource as we move forward – both for continued youth involvement for specific work across all WPS and for reporting.

2. [Folders for storing and sharing notes and minutes on youth involvement per country](#)

This is a space to work together and share experiences and documents on the youth involvement in the different countries as we move along. This would be the space also to share some of the great outreach efforts that are ongoing, and that could be reused by other partners.

3. [Scope of reporting on youth involvement, and some guidance for how to include this in the planning of activities](#)

We [have prepared a note on this](#), the aim of which is to provide everyone with some tips on how to include youth involvement, and outline how we will report on this as a project. We suggest adding this as an annex to the management procedures (D1.5) so it is not a “stray document”. Before doing so, though, we would like to include any comments are suggestions you may have.

As the EB will follow up on this in the May meeting, **I need your comments/suggestions/edits by May 27th**.

Thanks everyone – and best of luck with the ongoing outreach efforts!

All best,

Therese

Annex 4

Universiteit van Amsterdam (UvA-The Netherlands)						
ORIGINAL			SUGGESTED			
Travel	Travel for youth (WP4 + WP5)	5 000	Travel	Local travel for youths	Travel for youth (WP4 + WP5 + WP6)	5 000
Equipment	Voice recorders for youth	6 000		International travel for co-facilitators	Travel and acc. In Lisbon for co-facilitator (3 people)	5 000
Others	Vlogging	15 000	Others	Vlogging and Documentary	Vlogging	5 000
	Vlogging course (3 people)	5 000		Video documentary*	26 500	
	Accommodation	84 000		Remuneration	Co-facilitator remuneration (3 people)*	5 000
	Info material and translation (WP4 + WP5)	6 000		Alliance	Alliance budget (for 3 alliances)	9 000
	Catering (WP4 + WP5)	5 000			Dopper bottles	5 000
	Vouchers (WP5)	8 000		WP4 + WP5 + WP6	Venue (WP4 +WP5 + WP6)	5 000
				Catering (WP4 + WP5 + WP6)	5 000	
			Vouchers (WP4 + WP5 + WP6)	8 000		
			Info material and translation (WP4 + WP5 + WP6)	6 000		
			Hosting	Hosting facilitator training	5 000	
TOTAL		134 000	TOTAL		89 500	
Universitetet i Oslo (UiO-Norway)						
ORIGINAL			SUGGESTED			
Travel	Travel for youth (WP4 + WP5)	5 000	Travel	Local travel for youths	Travel for youth (WP4 + WP5 + WP6)	5 000
Equipment	Vlogging	15 000		International travel for co-facilitators	Travel and acc. In Lisbon for co-facilitator (3 people)	5 000
Others	Vlogging course (3 people)	5 000	Others	Vlogging	Vlogging	5 000
	Info material and translation (WP4 + WP5)	10 000		Remuneration	Co-facilitator remuneration (3 people)*	5 000
	Catering (WP4 + WP5)	6 800		Alliance	Alliance budget (for 3 alliances)	9 000
	Vouchers (WP4 + WP5)	8 000		WP4 + WP5 + WP6	Venue (WP4 +WP5 + WP6)	5 000
	Venue (WP4 +WP5)	5 000			Catering (WP4 + WP5 + WP6)	6 800
					Vouchers (WP4 + WP5 + WP6)	8 000
					Info material and translation (WP4 + WP5 + WP6)	10 000
TOTAL		54 800	TOTAL		58 800	
The London School of Hygiene and Tropical Medicine (LSHTM-The UK)						
ORIGINAL			SUGGESTED			
Travel	Travel for youth (WP4 + WP5)	5 000	Travel	Local travel for youths	Travel for youth (WP4 + WP5 + WP6)	5 000
Equipment	Vlogging	10 000		International travel for co-facilitators	Travel and acc. In Lisbon for co-facilitator (3 people)	5 000
Others	Vlogging course	1 000	Others	Vlogging	Vlogging	5 000
				Vouchers		8 000
	Catering (WP4 + WP5)	6 800		Remuneration	Co-facilitator remuneration (3 people)*	5 000
	Venue (WP4 + WP5)	5 000		Alliance	Alliance budget (for 3 alliances)	9 000
				WP4 + WP5 + WP6	Venue (WP4 + WP5 + WP6)	5 000
					Catering (WP4 + WP5 + WP6)	6 800
TOTAL		27 800	TOTAL		48 800	
Centro de estudos e Investigação em Dinâmicas Sociais e Saúde (CEIDSS-Portugal)						
ORIGINAL			SUGGESTED			
Travel	Travel for youth (WP4 + WP5)	4 000	Travel	Local travel for youths	Travel for youth (WP4 + WP5 + WP6)	4 000
Others	Production of dissemination materials	12 400		Local travel for co-facilitators	Travel and acc. In Lisbon for co-facilitator (3 people)	2 500
	Info material and translation (WP4 + WP5)	6 000	Others	Vlogging	Vlogging	4 000
	Vouchers (WP4 + WP5)	5 000		Remuneration	Co-facilitator remuneration (3 people)*	4 000
	Venue (WP4 + WP5)	5 000		Alliance	Alliance budget (for 3 alliances)	8 000
	Catering (WP4 + WP5)	5 000		WP4 + WP5 + WP6	Venue (WP4 + WP5 + WP6)	5 000
					Catering (WP4 + WP5 + WP6)	5 000
					Vouchers (WP4 + WP5 + WP6)	5 000
				Info material and translation (WP4 + WP5 + WP6)	5 000	
			Hosting co-facilitator training included in catering and venue above)	0		
			Dissemination	Production of dissemination materials	10 400	
TOTAL		37 400	TOTAL		52 900	
SWPS Uniwersytet Humanistycznospołeczny (SWPS-Poland)						
ORIGINAL			SUGGESTED			
Travel	Travel for youth (WP4 + WP5)	5 800	Travel	Local travel for youths	Travel for youth (WP4 + WP5 + WP6)	5 800
Equipment	Vlogging	15 000		International travel for co-facilitators	Travel and acc. In Lisbon for co-facilitator (3 people)	5 000
Others	Vlogging course (3 people)	5 000	Others	Vlogging	Vlogging	5 000
	Info material and translation (WP4 + WP5)	9 700		Remuneration	Co-facilitator remuneration (3 people)*	5 000
	Vouchers (WP4 + WP5)	8 000		Alliance	Alliance budget	9 000
	Venue (WP4 + WP5)	5 000		WP4 + WP5 + WP6	Venue (WP4 + WP5 + WP6)	5 000
	Catering (WP4 + WP5)	6 000			Catering (WP4 + WP5 + WP6)	6 000
					Vouchers (WP4 + WP5 + WP6)	8 000
					Info material and translation (WP4 + WP5 + WP6)	9 700
TOTAL		54 500	TOTAL		58 500	
TOTAL OVERALL		308 500	TOTAL OVERALL		308 500	



Getting ready periodic reporting

CO-CREATE Biannual project meeting

Therese Bakke

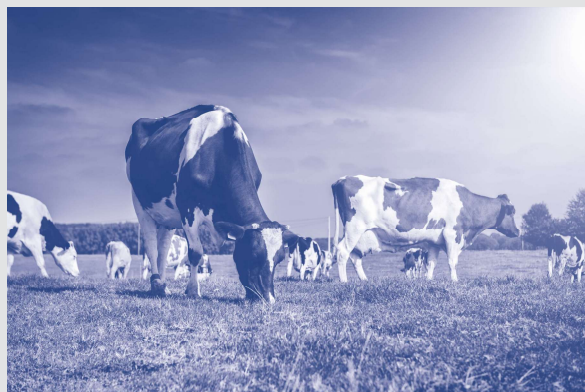
Amsterdam June 27, 2019



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774210

Outline

- ▶ WP-1 update in brief
- ▶ Reporting timeline and deadlines
- ▶ Periodic technical report
- ▶ Periodic financial report
- ▶ Take home messages



→ Confronting obesity: Co-creating policy with youth

WP-1 update

- ▶ Sharepoint: <https://folkehelse.sharepoint.com/sites/1025/>
- ▶ Meetings and other follow up with all partners and WP-leaders
- ▶ Monthly EB-meetings
- ▶ Deliverables
- ▶ Youth involvement
- ▶ Promotion and «exploitation» of CO-CREATE
- ▶ Internal financial reporting
- ▶ Data Protection Agreement
- ▶ Website
- ▶ Newsletters

→ Confronting obesity: Co-creating policy with youth

CO-CREATE
Privat gruppe

Søk i dette området

+ Ny Forkast endringer Sidedetaljer

Hjem
Grant and Consortium...
Deliverables
Financial
Documents and guida...
Youth Involvement
Templates
Visual identity
Presentations
Literature
✓ Meetings
WP 1
WP 2
WP 3
WP 4 - 7
WP 8
WP 9
WP 10
WP 11 (the unofficial ...
Calendar

CO-CREATE

Welcome to the shared working space of the Project "Confronting Obesity: Co-creating policy with youth" - CO-CREATE.

Our project Sharepoint serves to provide easy access to and safe storage for central project documents, including legal documents, guidances, templates and visual profile material. Check out the left hand menu for easy access.

Working together on documents and presentations is another feature of the space that members have access to. All work packages have their separate folders - accessed from the left hand menu. Internal storage within these folders - what to upload and keep there, subfolder structure and the like - is decided by each work package leader.

This site is only open to project members, and can only be accessed upon invitation. To check out our list of members and get contact information check out the "CO-CREATE Yellow pages". If you have any questions or problems with your access - contact project manager therese.bakke@fhi.no.

The main project webpage is at www.co-create.eu where it is possible to sign up to the bi annual newsletter. We are present on Twitter @EU_CO-CREATE and use #CC4EU for tagging. Spread the word!

Announcements

Se alle

ng policy with youth

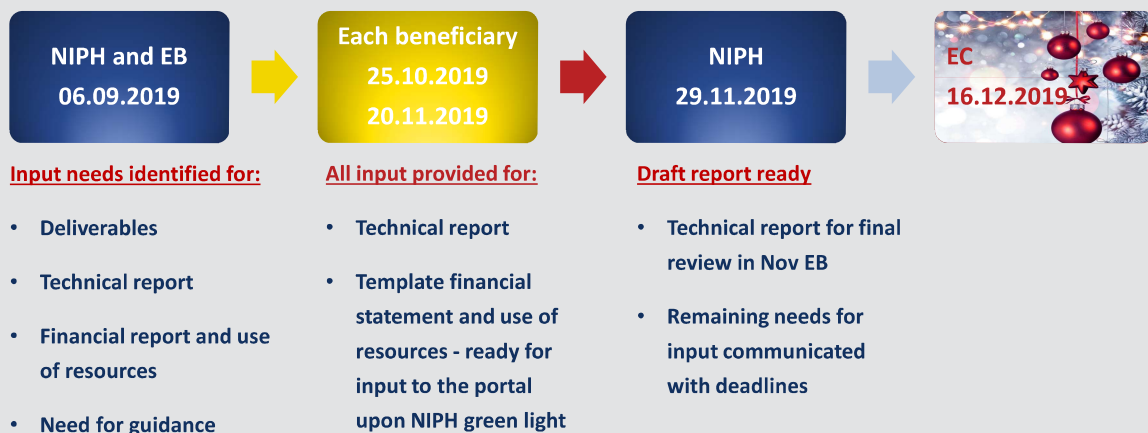
Gearing up for periodic reporting

Homework for August

- ▶ Make sure you have your **PaCo**, **PLSIGN** and **PFSIGN** ready – and alert them to be ready to sign off reports in November/December
- ▶ Log on to the EC Participant Portal: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- ▶ Go to the continuous reporting interface and visit the tabs «Publications» and «Gender»

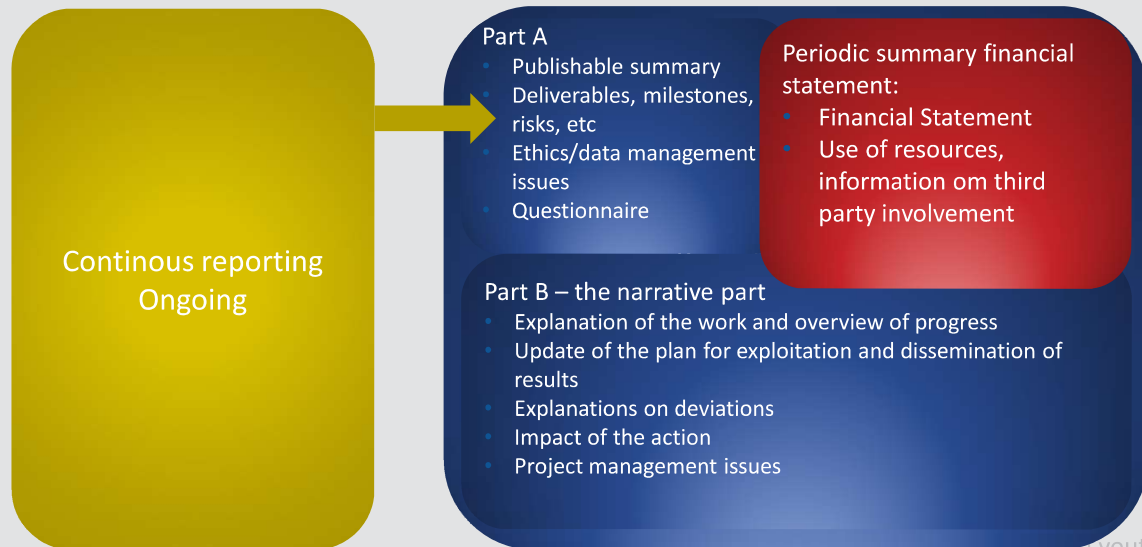
→ Confronting obesity: Co-creating policy with youth

Timeline and deadlines



→ Confronting obesity: Co-creating policy with youth

Periodic technical reporting - what



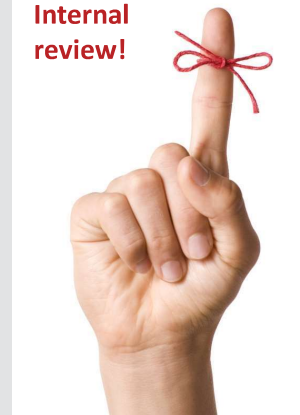
Periodic technical reporting – who and how

- ▶ Executive board (EB) will be responsible for drafting the periodic technical report
- ▶ WP-1 will be responsible for coordinating the report with support from WP-9
- ▶ Each beneficiary must contribute per instructions from the WP-leaders
- ▶ Each beneficiary must make sure that their contributions reflect their reported costs
- ▶ NIPH will provide timely instructions and guidance
- ▶ NIPH will review and approve the report before submission – and submit the report to the EC
- ▶ NIPH will manage the communication with the EC

Finalising continuous reporting

- ▶ ALL deliverables with deadlines by M18 must be uploaded before opening of periodic reporting
 - ▶ WP-1: D1.6 (M18)
 - ▶ **WP-2: D2.8 (M16), D2.2, D2.4 and D2.5 (M18)**
 - ▶ WP-7: D7.1 (M18)
 - ▶ **WP-10: D10.2, D10.3, D10.5 (M18)**
- ▶ Update the Data Management Plan? WP-8
- ▶ Update the Dissemination and Communication plan? WP-9

**Internal
review!**



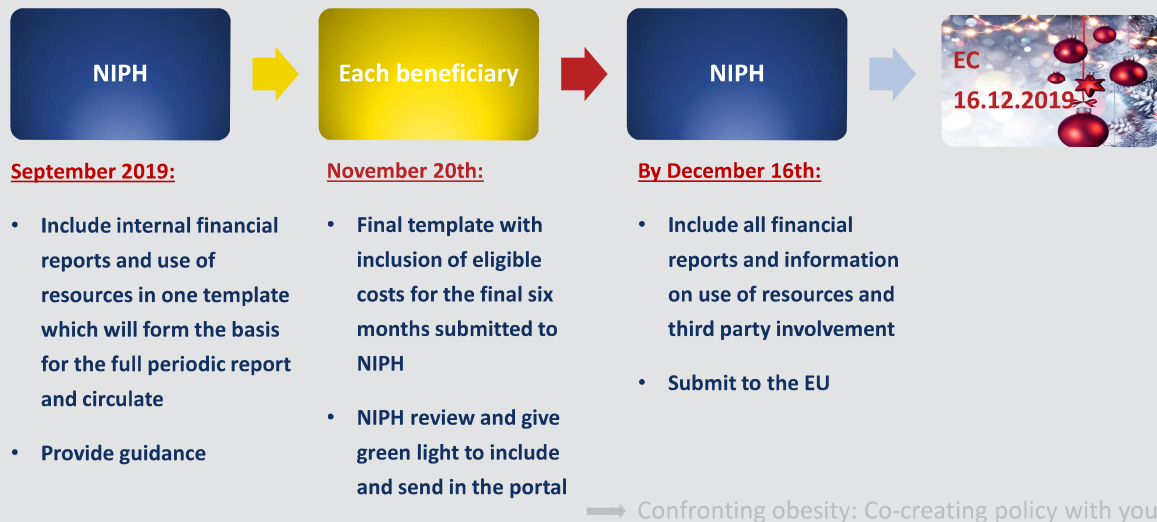
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Periodic financial reporting – what

- ▶ Individual financial statements
- ▶ Explanations on the use of resources and the information on subcontracting and in-kind contributions provided by third parties
- ▶ A periodic summary financial statement including the request for payment
- ▶ **Report ALL costs**
- ▶ **Report only to the WPs in which you are included**

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Periodic financial reporting – who and how



Timeline and deadlines

Take home messages

- ▶ Get ready for an autumn with much correspondence regarding reporting
- ▶ Reporting comes on top of other work! Have your reporting/responding team ready!
- ▶ WP-leads: plan deliverables with NIPH and partners
- ▶ ALL: Keep your calendar open for eventualities
- ▶ ALL: Follow up for D10.2 and D10.3

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Timeline and deadlines

Take home messages

Please respect deadlines –
one partners delay will delay
the entire report!

There is guidance!
Meeting in Oslo November 5-7 2019



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Useful links

- ▶ H2020 Model Grant Agreement:
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf
- ▶ Horizon 2020 reference documents:
http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html
- ▶ Horizon 2020 Online Manual:
<http://ec.europa.eu/research/participants/portal/desktop/en/funding/guide.html>
- ▶ And check out the brief guidance documents in Sharepoint for the short version
- ▶ Photocreds: Shutterstock

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