

2023



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Approved minutes – Final Project Steering Committee meeting, 31st October 2023

Norwegian Public Health Institute
31.10.2023



Deliverable administration and summary			
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Contributors:	Name	Organisation	Role / Title
Deliverable Leader	Knut-Inge Klepp	Norwegian Institute of Public Health (NIPH)	Executive Director, Mental and Physical Health
Contributing Author(s)	Kaja Lund-Iversen	NIPH	Senior adviser, Coordinator and Management team
Reviewer(s)	Harry Rutter PSC members	Bath University	
Final review and approval	Knut-Inge Klepp	NIPH	Executive Director, Mental and Physical Health

Document change history				
Version	Release date	Reason for Change	Status (Draft/In-review/Submitted)	Distribution

Dissemination level		
PU	Public	PU
CO	Confidential, only for members of the consortium (including the Commission Services)	

Group: **Project Steering Committee (PSC)**

Date: 31.10.2023 - Time: 13:00 – 15:00 (CET)

Venue: Teams

Subject: Finalisation of the project

Attendees and apologies

PSC partners represented at the meeting:

Knut Inge Klepp (NIPH), Harry Rutter (Bath), Nanna Lien (UoO), Janetta Harbron (UCT), Ana Rito (CEIDSS), Madelaine Bereza (EAT), Aleksandra Luszczynska (SWPS), Deanna Hoelscher (UTHealth), Madeleine Ulstein (Press), Oddrun Samdal (UoB), Ioana Vlad (WCRFI), Arnfinn Helleve (NIPH), Maggie Wetzel (WOF).

Apologies:

Tim Lobstein (WOF), Isabelle Ljøsne-Budin (NIPH), Cecile Knai (LSHTM), Steven Allender (Deakin), Christian Bröer (UvA).

Other attendees

Kaja Lund-Iversen and Eli Margrethe Walseth, NIPH

Agenda

Item number	Title	Responsible	Type of item*
PSC 2023 – 0	Opening and introduction, approval of the agenda	NIPH (Knut-Inge)	I
PSC 2023 – 1	Approval of minutes from meeting in Executive Board	NIPH (Knut-Inge)	D
PSC 2023 – 2	Final Reporting – RP4 - Information Reviewing procedure	NIPH (Eli/Kaja)	D/F
PSC 2023 – 3	Approval of D9.2 Scientific Outputs	WOF (Maggie)	I/D
PSC 2023 – 4	Approval of the revised Exploitation plan (D9.4 Final Business plan)	WOF (Maggie)	I/D
PSC 2023 – 5	Approval of updated CO-CREATE Publication policy – routines for quality control of future papers - See additional paragraph on page 4.	Harry/ Knut-Inge	I/D
PSC 2023 – 6	Data Management – incl. governance of and access to CC data and completion of forms for researchers	UiB (Oddrun)	I/D
PSC 2023 – 7	CO-CREATE Sharepoint site – access and “clean-up”	NIPH (Kaja)	I/D
PSC 2023 – 8	Remaining communication tasks	WOF (Maggie)	I/D
PSC 2023 – 9	AOB		

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

Minutes

Item number	Title	Responsible	Type of item*
PSC 2023 – 0	<p>Knut-Inge welcomed all members of the PSC to the meeting.</p> <p>The agenda was approved. No other business was proposed under item PSC 2023-9.</p> <p>Knut-Inge thanked everyone for their hard work on the finalisation of the remaining deliverables, and for the work up to the final conference in Brussels. He passed on his gratitude to all project partners for a very productive, innovative, and enjoyable 5-year project.</p> <p>Despite ambitious goals for deliverables and outputs, we have successfully delivered out outputs, especially in light of the major disruptions imposed by the Covid-19 pandemic.</p>	Knut-Inge	I
PSC 2023 – 1	The minutes of the Executive Board meeting on 28/9/23 were approved.	Knut-Inge	
PSC 2023 – 2	<p>Final Reporting – RP4</p> <p>We have November and December to finalise our reports on financial and technical issues. The EC has invited us to an online review meeting on the 12 January 2024.</p> <p>NIPH will have bilateral meetings with partners' financial officers to resolve any potential deviations that are identified.</p> <p>Reviewing procedure: It is very important for partners to review the relevant sections of the technical report. Diane Hoeltscher will support reviewing the final report.</p> <p>Nanna Lien raised the issue of aligning the technical reporting on deviations from each partner with the overall financial report. Eli will check this.</p>	Eli/Kaja	D/F

PSC 2023 – 3	<p>The deliverable D9.2 Scientific Outputs was approved. Tim and the WOF team have done a great job compiling this deliverable, which summarises well the scientific outputs in the project over the 5-year period. We will conduct final editing and proofreading prior to submission.</p>	Maggie	I/D
PSC 2023 – 4	<p>The deliverable D9.4 Exploitation plan (Final Business plan) was approved. The data and figures on visits to the project websites will be reported in the Technical report. We will conduct final editing and proofreading prior to submission.</p>	Maggie	I/D
PSC 2023 – 5	<p>The PSC approved the updated CO-CREATE Publication policy, which has been amended to include an additional paragraph on page 4 addressing publications following the end of the CO-CREATE project. The Coordinator emphasised that it is expected that we will continue to exploit and publish papers on CO-CREATE data.</p> <p>The text of the additional paragraph is included below:</p> <p>Publications following the end of the CO-CREATE project on 31 October 2023</p> <p>Authors wishing to use CO-CREATE material for papers written after the closing of the project should continue to follow the same overall procedures required during the project, with the following amendments: (i) The publication proposal form should be submitted to the CO-CREATE shared email inbox (CO-CREATE@fhi.no). Following this it will be reviewed by the Principal Investigator or Deputy Co-Ordinator within one month, and (ii) funding for Open Access publication will be the responsibility of the authors and when such funding is not available then ‘green’ open access must be used.</p>	Harry/Knut-Inge	I/D
PSC 2023 – 6	<p>Data Management – incl. governance of and access to CC data and completion of forms for researchers</p> <p>UiB has been in contact with all partners to verify that they have procedures in place addressing deletion of data files from personal computers when employees leave the CO-CREATE project, and all have confirmed that they have such procedures. Throughout the project UiB has set up</p>	Oddrun	I/D

	<p>procedures and a safe place to store person identifiable information (SAFE) and a Teams Channel to store anonymized data, so that all data from the project is stored for common use within the project. Each partner has been responsible for uploading their data files for the purposes of storage and emphasis has been given to inform about the importance of not storing data with person identifiable information outside of the safe channels provided.</p> <p>Information on how the data will be stored securely following the end of the project will be included in the Technical report.</p>		
PSC 2023 – 7	<p>CO-CREATE Sharepoint site – access and “clean-up”</p> <p>Each project partner lead will need to nominate who else, if anyone, in addition to the main partner should have access to the Sharepoint site, with a deadline of 18 December. If we have not received information on any additional persons only the lead partner will have access to the site, and others from that institution will be removed.</p> <p>The same deadline applies for completing the clean-up on each WP folder, such as deleting drafts and working documents. Please notify Kaja when it is done.</p>	Kaja	I/D
PSC 2023 – 8	<p>Remaining communication tasks</p> <ul style="list-style-type: none"> - CC Newsletter – will be circulated by mid-November. - Scientific papers in progress: A set of papers were initiated at the writing workshop in September. These will be finalized and submitted in the coming months. - Complete the editing of the videos from the final conference in Brussels. - Ensure that www.co-create.eu contains all CO-CREATE outputs and gathered where the public can easily access them. - Final press-releases from partners: The six-page summary presented in Brussels can serve as a point 	Maggie	I/D



	<p>of departure for partners who would like to have national/local press-releases.</p> <p>Facebook and Instagrams accounts that were created by project partners should be closed if and when they are no longer actively used. The local partners will decide the right time for this. The Portuguese team will keep their Instagram account for future youth contact.</p> <p>National CO-CREATE youth involvement conference: The partners in Oslo are planning an event/seminar in the spring 2024 as this has been requested by national NGOs. Partners in other countries are encouraged to explore the interest and opportunities for similar events.</p>		
<p>PSC 2023 – 9</p>	<p>AOB</p> <ul style="list-style-type: none"> • We will hold meetings on 30 November and 14 December to finalize the final report, and to plan for the upcoming review meeting with the EC on January 12, 2024. • The meeting concluded with final reflections on the project from all partners. 		



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