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Minutes of the first in-person steering committee meeting

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PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission	X



Minutes of the Kick-Off Meeting of the TRIGGER Project

Participants: Marino Di Nardo, Elena Falcomatà, (Italian Department for Equal Opportunities/DPO), Giovanna Declich, Marina Cacace, Giovanna Murari, Luciano D'Andrea (ASDO), Sophie Lhenry, Rachida Lemmaghti, Anne Kupiec (Université Paris Diderot/UPD) (1st day), Hana Viznerova, Marcela Linkova (ISAS), Inés Sanchez de Madariaga (MINECO) (2nd day), Caroline Belan Menagier (MESR), Helen Lawton Smith, Viviana Meschitti (Birkbeck College/BBK), Maria Grazia Ricci, Silvia Cervia, Rita Biancheri (Università di Pisa/UNIFI), Anna Mittnerova, Kamila Zdenkova (VSCHT), Inés Novella Abril, Paloma Garcia Maroto (UPM), Constantin-Ovidiu Dumitrescu (2nd day).

The Kick-Off Meeting of the TRIGGER project was held on 24 and 26 March 2014 in the premises of the EU Liaison Office of the Tuscany Region in Brussels located in Rond Point Schuman.

The first day of work (24 March) was opened at 9.45 by Antonella Pollazzi, Policy Officer in charge of gender equality at the EU Liaison Office of the Tuscany Region, who briefly illustrated the activities of the Office and the main priorities of the Tuscany Region during the upcoming Italian Presidency of the Council of the European Union.

Marino Di Nardo, representative of the Department for Equal Opportunities of the Italian Presidency of the Council of Ministers, then introduced the main objective of the TRIGGER Project on behalf of Mr. Michele Palma, the project's coordinator, and recalled the importance of this action especially for the EC policy makers. Subsequently, the participants in the meeting introduced themselves and their staff.

After the first introduction to the TRIGGER project by Di Nardo, Giovanna Declich of ASDO reported about the ongoing activity of detailed planning shared by all partners. In this framework, before giving the floor to the partners responsible for the implementation of the five different Action plans (WP1-WP5), Declich presented the main features of the forthcoming Deliverable D9.1. (Detailed Plan + Quality plan), which will contain Gantt charts for each action of the project starting in 2014 and a shorter description of the other actions (totally 103 actions for WP 1-5), and highlighted some general features of each plan. Deadlines and a to-do list concerning the detailed planning activity were also reminded.

After Declich's presentation, the team of the University of Pisa (UNIPi) illustrated its Action Plan.

In particular, Rita Biancheri presented the situation and the numbers relating to the female representation at the University and in targeted faculties such as engineering and medicine, and reported the main action performed by UNIPi to promote equal opportunities. After having described in details the 7 tasks related to WP1, Biancheri, together with Silvia Cervia, concluded the presentation illustrating the management structure of the TRIGGER team at UNIPi and the new research on "Safety and Health at work on a gender perspective".

Afterwards, the representatives of the Institute of Chemical Technology –VSCHT - and the Institute of Sociology of the Academy of Sciences of the Czech Republic- ISAS CR presented the Action Plan n. 2.

During their presentation, Anna Mittnerova (VSCHT) and Hana Viznerova (ISAS CR) explained the history of the VSCHT Institute and the form of collaboration with ISAS CR within the framework of the TRIGGER project. In particular, the ISAS CR will assist VSCHT in the implementation of specific measures and will bring its expertise and knowledge of structural (cultural and institutional) change for gender equality in research in the Action Plan.

The two representatives also described in depth the main actions related to WP2, the state of the art of their Action Plan and illustrated their planned activities for 2014. They also mentioned the 3rd National Conference on Gender in Science which will take place on October 22nd in Prague.

A discussion followed, which concerned:

- possible specific problems which can be met in the initial stages of the APs and the importance of mutual learning to solve them;
- the awareness of gender-related inequalities in technical universities and the role of women's networks to enhance it;
- the peculiarities of post-socialist countries as for figures, status and legitimacy for women in scientific careers, with particular mention of work-life balance issues at the initial stages of careers;
- differences among hard and social-human sciences as concerns gender equality perception and practice at all levels;
- pros and cons of women-only activities and the intersection of different kinds of diversity factors (gender, age, race, etc.) as possible source of discrimination.

After the coffee break, Helen Lawton Smith, TRIGGER team leader of the Birkbeck College of London, together with her research assistant Viviana Meschitti, presented the activities related to WP3.

Lawton Smith talked about the college structure, the general context and the problem of under-representation of women among higher-level professors (but also among readers and senior lecturers), especially in SET-related disciplines and introduced the Birkbeck team which will be involved in the implementation of the Action Plan. Lawton Smith also illustrated, with the help of Meschitti, the preliminary actions implemented during the first months of the project and the nine self-tailored actions envisaged in WP3. She also mentioned the challenge represented by the need to integrate the different activities already started for gender equality (e.g., the Athena SWAN programme), involving the whole College in the on-going change.

The activities of WP4 were subsequently presented by Anne Kupiec, team leader of the Paris Diderot University, who provided a brief overview of the University's history and its well-recognized expertise on gender equality issues, as well as information on the figures of women in different positions and careers at UPD. Kupiec also presented the main activities of WP4. A large part of the actions will target the physics and biology departments, while other will address the whole University. Moreover, seven higher education and research universities based in Paris will be involved in some project activities.

Paloma Garcia Maroto and Inés Novella Abril, representatives of the University Politécnica of Madrid then briefly provided information on the university and a general overview of past participations of UPM in EU-funded projects. Furthermore, they described the situation of women at UPM, which is in line with the EU trend. Novella Abril also gave information on all actions related to WP5 in all the 3 strategic areas of the project and described very briefly the main deliverables to be produced and milestones to be accomplished. She concluded her presentation by showing the participants the next steps of the project and the future important meetings.

Then a discussion followed, in which questions and comments were raised, such as:

- the main features of next public initiatives of the Action Plans (e.g., the launch workshops planned in Madrid for April 1st);
- the issue of techno-scientific language, specifically relevant in engineering, which has a strongly male matrix deeply linked with the professional identity and to whom different actions in the plans are dedicated;
- the need to address the youngest generation (female and male undergraduate students) to fight the resurgence of stereotypes about women and men roles at work and in private relationship;
- the role of external actors and possible supporters like Ministries of science and economy and universities based in the towns and countries in which the Action Plans are taking place.

In the afternoon session, which was dedicated to the common activities, Declich and d'Andrea of the ASDO team illustrated aims, tasks and activities of WP6 (Technical assistance and evaluation of the action plans). In particular, Declich described Tasks 6.1. (Common technical assistance), which focuses on the internal process of mutual learning among Action plans which will be coordinated by ASDO, and 6.2. (Bilateral technical assistance), which will encompass a monthly at-a-distance monitoring session, an annual on-site visit, an Intranet, the provision of consultancy and training on demand, and the availability of a virtual desk to solve problems which might arise during the implementation. D'Andrea, on his side, illustrated the collaborative approach to the evaluation activities which characterizes the project. These entail some specific tasks in WP6 devoted to the evaluation of the action plans (WP 1-5) and one quality plan, forming part of the Project Management (WP9), whose focus will be the common actions (WP 6-9). After presenting the general criteria and dimensions taken into account in the evaluation, d'Andrea showed the operations planned in the framework of tasks 6.4. (Evaluation Plan), 6.5. (On-going evaluation) and 6.6. (Final evaluation). Task 6.3., which aims to foster the sustainability of the actions started by the Plans after the TRIGGER lifespan, was only quickly mentioned, since it will mainly be performed in 2015. The next steps of these activities were finally listed.

Afterwards, the Integrated Model of Structural Change, representing an innovative and challenging aspect of the TRIGGER project was presented again by Declich. The creation of this model will stem from an accompanying research to the Action Plans and an interaction among the 9 different

structural change projects funded under FP7 implemented by many consortia all over Europe. This exchange will take place both at distance and in 4 devoted workshops to be held all along the TRIGGER lifespan. The main information base of the accompanying research will be the activity of technical assistance performed by ASDO in cooperation with all the implementing partners, according to an economy principle which is geared to avoid overburden for the latter, which will be very busy with concurrent implementation of their action plans.

After the coffee break, Elena Falcomatà presented the institutional profile, the main activities and structure of the Department for Equal Opportunities of the Italian Presidency of the Council of Ministers (DPO). As the body in charge of the project's coordination, the DPO will be also responsible for WP8 (Networking, dissemination and public communication) and the 7 main tasks envisaged by it. Within this framework, the website of the TRIGGER project will be created and a specific e-newsletter will be drafted and disseminated under the coordination of the DPO and with the contribution of all partner institutions. Furthermore, Falcomatà reminded the partners that the DPO will support them, *inter alia*, in submitting scientific papers for publication and in the search of events where to present the TRIGGER project. Finally, she announced the organization of an international workshop in December 2015, the project's Final Conference, due to take place in December 2017, as well as the future launch of a Plan for the exploitation of the project's results. Falcomatà concluded her presentation by inviting all the participants in the TRIGGER Kick-Off Meeting to take part in the Mid-Term Workshop of the STAGES Project, taking place on 25 March 2014 in Brussels.

A discussion on WP8 followed during which Falcomatà asked all partners to inform the DPO on upcoming national events on issues related to the TRIGGER project, so as for them to be properly advertised on the project's website, and informed the partners that they will receive an official e-mail by her requesting information on and contact details of their institutions for the creation of the project's website. The request has been also made to provide e-mail addresses to integrate the already existing mailing list of the coordinator, which will receive the project newsletter and information about the common project's events.

The **second day of work (26 March)** was opened at 9.45 by Di Nardo as the person responsible for the activities related to WP9 on management, administrative and financial issues.

First of all, Di Nardo illustrated to the partners the amendment to the Consortium Agreement requested by Marcela Linkova, representative of the ISAS.

A discussion with all partners followed in order to clarify all aspects and possible consequences related to the entry into force of the abovementioned amendment.

At the end of the discussion, Di Nardo asked the representatives of the consortium to discuss the amendment with their entitled internal offices and come back with an official answer on their acceptance after max one week.

Di Nardo then presented the main tasks related to WP9 such as the project administration, the internal communication through an Intranet system, which will be ready by the end of April, and monitoring. He also presented the role and the curricula vitae of the five experts of the International Board of Scientific Advisors, which will have the task of controlling the scientific quality of the main outputs (Deliverables) of the project.

Di Nardo continued his presentation providing some information on the following issues: financing rates; eligible and non-eligible costs; subcontracts; audits; periodic report; final report; reporting obligations; direct costs; indirect costs; tips, advice (time-sheets, salary costs, invoices, etc.).

The EC project officer, Constantin-Ovidiu Dumitrescu, actively participated in the discussion also providing several suggestions together with all the partners of the consortium. In particular, Dumitrescu suggested:

- to prepare a template for a standard presentation of the TRIGGER project, to be approved by the coordinator and to be used in public occasions in which the consortium members are invited (to be updated during the project lifespan with the project's results);
- to use the open access for the public common deliverables;
- to be concise in drafting the deliverables and deliver them timely;

Cacace of ASDO then introduced the actions devoted to the genderisation of scientific contents and methods, which also represent an important asset, as well as an element of novelty of TRIGGER, by presenting the typology of initiatives designed and reminding the pivotal role they will play in the process of structural change. To this end, the TRIGGER consortium will benefit from the contribution of Londa Schiebinger and Ineke Klinge, two world-class experts in the field, who were contracted as members of the Advisory Unit for Gendering Research. The two experts will participate in the activities planned by the TRIGGER action plans on two different occasions: on 22 October 2014 in Prague and in November 2014 in London (day to be defined). Also the other partners were invited to take part in events. Cacace also introduced the next presentation by Lut Mergaert from "Yellow Window", a consulting agency specialised in training on gender contents in science, which could collaborate with the interested partners of the consortium.

Mergaert presented the toolkit and training "Gender in EU funded research". The toolkit and training packages main aim is to give the research community practical tools to integrate gender aspects into FP7 research, including equal opportunities for women and men and the gender dimension of research, thereby contributing to excellence in research.

At the end of the meeting, Declich reminded the consortium the next deadlines of the common activities and the main events of the project planned for 2014.

The meeting ended at 13.00.