

NEOLAiA Executive Committee meeting

February 7, 2024 at 13.00-14.30

Brussels

Chair: Beatriz Valverde, University of Jaén

Secretary: Guillermo Domínguez, University of Jaén

Item	Person	Time	Type	Topics	Decisions and proposals	Material / Links
Introduction	Beatriz Valverde, UJA	5 min.	Information			
Round of introductions	All	5 min.	Information			
WPs kick-off meetings (3-4 minutes per WP Leader)	WPLs	35 min.	Information	Kick-off meeting for WPs • Insights if already took place • Agenda for meetings on Feb. 8 ◦ work timeline for the tasks and first deliverables		

Discussion in small groups	All	20 min.	Discussion: Add your comments in this Padlet: [link]	• Role of the EC • Roles within the SC (Co-chair, members, and substitutes) • EC in relation to SC • Meeting frequency and mode (digital/physical) - o Physical meetings - o Recording (and sharing) of meetings? • Collaboration between WPs and with EC • Collaboration between WPLs and delegations	Proposal for EC in the Consortium Agreement: “The EC is composed by the WPLs and by the NEOLAiA local coordinators, with 2 voting members per Institution. The EC will perform monthly meetings and it will be in charge of the operational management of the Project and of the WP coordination among members. It will coordinate the discussion and approval of the Project Work Plan (tasks, deliverables and milestones). It will carry out the daily quality management and control and will submit a yearly report on project progress to the SC. The SC will have other competences such as writing the Impact Evaluation Report, approving WPs budget modifications higher than 3% and the resource allocation principles approval. The EC will be supported by the OPM and can invite other non-voting advisory/supporting staff to its meetings. EC and SC may hold joint sessions.”	
----------------------------	-----	---------	--	---	--	--

Joint discussion in plenary	Led by Beatriz Valverde	15 min.	Discussion and conclusions			
Other questions	All	5 min.		Can be brought up by any member at the start of the meeting		
Upcoming meetings and closing remarks	Beatriz Valverde Jiménez, UJA	5 min.	Information		February 14, 9-12 March 11, 9-12 April 10, 13-16 May 8, 9-12 June 13, 9-12	