



**MINUTES OF STEERING COMMITTEE MEETING
THURSDAY 23RD MARCH 2017
NICOYA, GUANACASTE, COSTA RICA**

<p>ATTENDANCE:</p> <p>Steering Committee Samuel Franco Arce, ICOM LAC Lauran Bonilla-Merchav, ICOM LAC Luís Raposo, ICOM EUROPE Gustavo San Román, USTAN</p> <p>Coordinator Dr Karen E. Brown, Project Coordinator, USTAN Jamie Allan Brown, Project Administrator, USTAN</p> <p>Invitees Ronald Martínez Villarreal, MNCR Teresa Morales, MUSEOS COMUNITARIOS</p> <p>APOLOGIES:</p> <p>N/A</p>	<p>ACTIONS:</p>
<p>1. WELCOME</p> <p>Karen opened the meeting, welcomed and thanked the steering committee for travelling to Nicoya. Karen explained the role of the steering committee, its role, purpose and the objectives of meeting as an opportunity to review the initial progress of the project. Karen formally welcomed Lauran Bonilla-Merchav who was not able to attend the Kick-Off.</p> <p>2. APOLOGIES/SKYPE CALLS</p> <p>Jamie confirmed no apologies were submitted and Skype calls to each consortium partner will proceed as planned.</p> <p>3. GENERAL PROJECT UPDATE</p> <p><i>Milestone/Deliverable Update</i> Jamie advised all deliverables/milestones (as of March 2017) has been submitted to the EU portal on time and as planned. Luís raised who has access to the EU Portal, it was confirmed that each consortium P.I. has access to the EU portal and it is used as a project management website not for the public.</p>	





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6-Month Reports

A 6-month report was requested from each consortium partner with the purpose to prepare each partner for the official EU report due at 12-months. Karen confirmed all but 1 reports were submitted on time.

6-Month Report - USTAN

USTAN's work has been split over 3 parts; project coordination, bi-regional youth exchange and 3D workshops. It was noted that a great effort has been achieved in this initial stage.

6-Month Report & Skype Call - UVEG

UVEG'S work is developing a strategic plan for cultural heritage. It was noted that their deliverables do not start till later on the project and recruiting staff was delayed until February 2017.

Formalising collaboration between UVEG and local entities, Jorge and Karen agreed not to alter the Grant Agreement but to create an partnership agreement between UVEG and local entities. UVEG plans to submit financial report in July earlier than planned.

6-Month Report – PUCP & Skype

It was agreed that at Kick-Off there was some confusion around PUCP's work package but this was alleviated by Karen's one-to-one with PUCP. It was noted PUCP did not submit a budget report but will self-appoint an auditor. Viviana and Luis advised due to a national flooding crisis, they cannot submit the MS9 milestone. It was agreed PUCP may suspend their work temporarily subject to agreement from EU.

Samuel discussed using PUCP's situation to create a model or pilot for community museum disaster management. It was agreed this can be supported between Samuel and Luis.

6-Month Report – ICOM & Skype

ICOM's work will focus mainly on upcoming events in June 2017. It was agreed that ICOM should be given a more active role. It was proposed to host a joint project information session regarding the overall EU-LAC collaboration and web portal at the ICOM meeting Wednesday 7 June. This was agreed by ICOM. Marie has advised they have been promoting the project's social media and press release on all ICOM channels.

Results of the definition survey will be disseminated after a reminder has been sent to all consortium partners. It was

Karen to contact
Trish/Ann, USTAN
regarding this.

Viviana to send
letter to USTAN
explaining
situation, signed
by Proctor. Karen
to contact EU
Project Officer.

Karen to contact
Trish/Ann, USTAN
regarding this.

Karen to contact
Marie, ICOM
regarding this.





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agreed the survey maybe extended if it is remodelled as a multiple choice.

6-Month Reports – UWI & Skype

It was noted at UWI did not submit a 6-month report. Alissandra apologise for not submitting report on time and will submit at a later date. UWI has advised that work packages are proceeding as planned, despite some minor delays including exhibitions and research. UWI has also introduced a course themed on the project and concepts. Karen confirmed despite not receiving 6-month report on time, she has not concerns regarding work packages.

Alissandra to send 6-month report to USTAN.

6-Month Reports – DGPC & Skype

DGPC's work has been focused on developing the website/social media and bi-regional youth exchange. It was confirmed that DGPC have subcontracted the website and database. Karen confirmed the app deliverable is due by month 12, Mario proposed a meeting regarding app content (in-person or Skype). Luis and Karen confirmed that 12 month report must be submitted by August 2017. DGPC advised work packages are on schedule. Mario confirmed his attendance at the St Andrews general assembly.

Mario/Jamie to make contact regarding future app/social media.

6-Month Reports – UACH & Skype

UACH has fulfilled all milestones expected and is on schedule and taking an active role on Facebook. It has been noted that Chile has requested assistance with completing their financial report.

Karen to contact Trish/Ann, USTAN regarding this.

6-Month Reports - MNCR

MNCR's work has been focused on delivering "Our Vision for Change" workshops and supporting the bi-regional youth exchange. Ronald has submitted deliverables in partnership with USTAN. It was confirmed 90 young people are taking part with the selection of 12 taking place after hosting the European youths.

Jamie to send Scottish bi-regional youth exchange application criteria and application process to Ronald.

Teresa and Ronald commented on the good collaboration with USTAN through 3D workshops, bi-regional youth exchange and future collaboration potential.

4. DATA MANAGEMENT AND ETHICS UPDATE





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USTAN produced Data Management Plan to be adhered to by the project. Karen confirmed this will be implemented by both USTAN, DGPC and the website/database subcontractor. The plan will be continuously updated.

Karen to contact Marie, ICOM to regarding this.

It was agreed that a copyright, license, privacy and legal disclaimer will appear on the website for posting media. Users must agree to meet all requirements and provided proof if requested (e.g. signed consent form).

5. COMMUNITY MUSEUMS UPDATE

Karen confirmed Marie from ICOM has been coordinating the consortium's survey on defining a community museum. These results will be disseminated to consortium partners via email.

Luís discussed DGPC's community museum database would invite each consortium partner to identify 5-10 museums to be shared. Each museum would share 5 objects with information kept on the database. It was agreed details and procedures will be sent out to consortium partners first with an agreed timetable, ensuring teething problems are addressed before inviting external organisations to join.

Luis and Samuel proposed to host a joint project information session regarding the overall EU-LAC collaboration and web portal at the ICOM meeting Wednesday 7 June.

6. BI-REGIONAL YOUTH EXCHANGE UPDATE

The programme of Costa Rica hosting the European group, involves activities across San Vicente, Rey Curre and Boruca. Jamie confirmed a full risk assessment and comprehensive itinerary will carried out before the exchange takes place.

Ronald confirmed 94 young people are taking part with 12 being selected in 2018 for travel to Europe.

Both Scotland and Portugal are interpreting the "Our Vision for Change" workshops in their own contexts. It was agreed that the young people should update their blogs regularly and be prepared for sharing in their experience in local communities.

7. SECOND GENERAL ASSEMBLY UPDATE





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USTAN will host an international symposium “Defining a museum in the 21st Century” in collaboration with ICOFOM.

Jamie and Gustavo outlined the proposed itinerary, including symposiums, award ceremony and celebration, consortium meetings over 2 days. It was agreed compulsory attendance is necessary for Principle Investigators to attend EU Project Officer meeting on 29th. The steering committee will be departing Tuesday 28th.

8. STRENGTHENING ICOM EUROPE AND ICOM LAC

It was agreed to host a joint project information session regarding the overall EU-LAC collaboration and web portal at the ICOM meeting Wednesday 7 June. As discussed in community museums update.

Luís and Samuel proposed working together to support PUCP developing a model for disaster management.

9. NEXT MEETING

The next meeting will be held March 2018, Guatemala subject to budget spend. Dates and travel arrangements to be confirmed.

10. ANY OTHER BUSINES

Lauran will review the project's social media posts and produce an effective example for DGPC to follow. Lauran to email USTAN with example. Jamie to make Lauran an Admin on Facebook.

Jamie confirmed travel arrangements to be booked in August with full itineraries sent out by October.

Luís and Samuel to discuss options via their respective ICOM networks.

Karen/Jamie to make arrangements before end of 2017.

Jamie to make Lauran an Admin on Facebook.

Lauran to email USTAN with example post.

