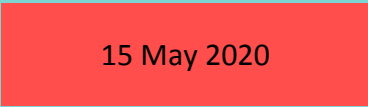


y  15 May 2020

Chair: Dr Tara Cusack
Location: ZOOM



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Table of Contents

1. CHAMELEONS Kick Off Meeting Attendees	1
2. CHAMELEONS Kick Off Meeting Agenda	2
3. Introductions	3
3.1 Consortium introductions	3
4. Project Overview	5
5. General Guidance on Project Implementation	6
6. Work Package 1: Determining the Gap	6
7. Work Package 2: Design	6
8. Work Package 3: Delivery	7
9. Work Package 4: Evaluate and Recommend	7
10. Work Package 5: Communication, Exploitation and Dissemination	7
11. Work Package 6: Management	8
12. Work Package 1: Task 1 Audit-Needs Analysis	8
13. Work Package 2: Task 2 Surveys	8
14. Work Package 7: Ethics	9



1. CHAMELEONS Kick Off Meeting Attendees

Associate Prof. Tara Cusack, University College Dublin (UCD)
Dr Nicola Mountford, Maynooth University (MU)
Dr Olga Ryazanova, Maynooth University (MU)
Prof. Minna Isomursu, University of Oulu (OULU)
Adjunct Prof. Dr Guido Giunti, University of Oulu (OULU)
Prof Ioanna Chouvarda, Aristotle University of Thessaloniki (AUTH)
Prof Ita Richardson, University of Limerick (UL)
Päivi Salminen, Salumedia Labs (SALU)
Dr Luis Fernandez Luque, Salumedia Labs (SALU)
Michelle Norris, University of Limerick (UL)
Ruth Whelan, Beacon Hospital Dublin (BEAC)
Adriano Fernandes, Santa Casa da Misericórdia da Amadora (SCMA)
Derick Mitchell, Irish Platform for Patients Organisations, Science and Industry (IPPOSI)
Helen Ryan, National Adult Literacy Agency (NALA)
Associate Prof. José Machado da Silva, University of Porto (UP)
Anne Marie Tennyson Barry, (Project Manager)
David Monteiro, European Union (EU)





2. CHAMELEONS Kick Off Meeting Agenda

10.00am – 10.30am Welcome and Introduction:	Tara Cusack/All
Each person one slide on, their organisation and their work in the project	
10:30am –11:00am Project Overview:	Tara Cusack
High level overview of CHAMELEONS	
Meeting structure for WP Leads, WPs, Tasks	
Discussion: working in the era of COVID 19	
11.00am – 11.15am General Guidance on Project Implementation:	David Monteiro
Questions in relation to PowerPoint presentation	
EU Project Officer	
11.15am – 11.25am: Work Package 1:	Nicola Mountford
Needs Analysis, Survey, Interviews, Ethics	
11.25am – 11.35am Work Package 2:	Minna Isomursu
Tool Kit, Co-Design:	
11.35am – 11.45am Work Package 3:	José Machado da Silva
Recruitment, Career Mentoring, Course Delivery:	
11.45am – 11.55am Work Package 4:	Tara Cusack
Module evaluation, Career Tracking, Impact Tracking	
11.55am – 12.05am Work Package 5:	Päivi Salminen
Communication, Exploitation, Dissemination	
12.05pm-12.15pm Work Package 6: Management	Tara Cusack, Anne Marie Tennyson Barry
12.15pm – 12.30pm Break	
12.30pm – 1.00pm WP1 Audit	Nicola Mountford
1.00pm – 1.25pm WP1 Survey	Ioanna Chouvarda
1.25pm – 1.50pm WP1 Ethics	Tara Cusack
1.50pm – 2.00pm Any other business. Date and time for next meeting.	



3. Introductions

This meeting was the first time all the CHAMELEONS project consortium members met together. It took place not in person, as originally planned, but online using ZOOM Video Communications, due to the Coronavirus (COVID19) outbreak.

3.1 Consortium introductions

Each member of the consortium was invited to introduce themselves. Prior to the meeting they were asked to submit an introductory slide which was put up during their introduction. These slides were later posted in the CHAMELEONS document repository.

Professor Ioanna Chouvarda: Aristotle University of Thessaloniki, Greece.

Professor Chouvarda is director of the Laboratory of Computing, Medical Informatics and Biomedical Imaging Technologies. Dr Dimitris Filos and Alexander Kosvyra will also work on CHAMELEONS on Task 1.2. State of the art toolkit, Course module delivery, and discussions with employers. A workshop will be hosted by AUTH.

Associate Professor José Machado da Silva: University of Porto, Portugal.

Associate Professor da Silva is situated in the Faculty of Engineering in UP. He has a background in electronics. His research is in the area of medical electronics for wearables and medically active implants. He will coordinate work Package 3: Delivery, which involves: recruitment, career mentor panel course/module delivery, co design module delivery.

Professor Ita Richardson: Limerick University, Ireland.

Professor Richardson is a Principal Investigator within LERO, the Irish software Research Centre Member. Professor Richardson is a member of the advisory board for CHAMELEONS. Dr Michele Norris is a Marie Curie Research Fellow and will work with Prof Richardson on this project.

Dr Nicola Mountford: Maynooth University, Ireland.

Dr Mountford is a lecturer in the School of Business in Maynooth University. Her research interests are around markets and health technology markets. Nicola will be leading Work Package 1.

Dr Olga Ryazanova: Maynooth University, Ireland.

Dr Ryazanova is a lecturer in the School of Business in Maynooth University. Her research is about academia and academic careers and doctoral education. Olga will be leading Task 4 in Work Package 4. Task four will track CHAMELEONS participants and examine different measures of impact in terms of employment for the graduates of the programme.





Dr Derick Mitchell: IPPOSI, Ireland.

Dr Mitchell is CEO of the Irish Platform for Patients Science and Industry, based in Dublin, a non-profit charity organization, with a public private funding model. IPPOSI's role in CHAMELEONS involves giving the patients perspective on the curriculum development and design.

Adriano Fernandes: Misericordia of Amadora, Portugal

Adriano Fernandes is director of innovation at Misericordia Of Amadora (SCMA) which is a charity. Adriano has a background in sociology. His role in CHAMELEONS will be in the Work Package (WP) 2; on the core design of the toolkit. In WP3; he will host the rollout of module two.

Päivi Salminen. Salumedia Labs, Spain.

Salumedia Labs is a digital health company with a focus on designing and using digital health technologies. They have worked with the OULU, UCD, the Beacon Hospital and others in previous project consortiums. They will coordinate WP5 Communication, Exploitation and Dissemination.

Ruth Whelan. Beacon Hospital, Ireland.

Ruth Whelan manages the Beacon Hospital Research Institute. The Beacon Hospital is a private hospital in Dublin. Dr Victoria McEneaney, will be doing the majority of Beacon Hospital related work within CHAMELEONS. The Beacon will host a module as part of the CHAMELEONS roll out.

Helen Ryan. National Adult Literacy Agency (NALA.), Ireland.

Helen Ryan is the policy officer with the National Adult Literacy Agency. Part of her role as policy officer is around health literacy. NALA's role in this project will be around the area of health literacy and the role this plays in Connected Health.

Professor Minna Isomursu. University of Oulu, Finland.

Professor Isomursu is Professor of Design and Information Systems in the University of Oulu, Finland. She will work in CHAMELEONS with Dr Guido Giunti, a Medical Doctor. Minna brings her expertise in the design of information systems and digital technologies to the CHAMELEONS project. Her role in CHAMELEONS is to lead WP2 Design and one task in WP1.

Associate Professor Tara Cusack. UCD, Ireland.

Associate Professor Cusack is a physiotherapist and her research interests are in the area of interdisciplinarity. She is CHAMELEONS coordinator and leads work package 4: Evaluation and recommendation, Work Package 6: Management, and Work Package 7: Ethics.





Anne Marie Tennyson Barry. Project Manager

Anne Marie's role is as project management within CHAMELEONS. Her background is in aviation maintenance. Her role is to work with Tara as part of the project management team.

David Montero. European Commission Project Officer.

David Montero is the EU project officer for CHAMELEONS and is working in the research executive agency. He will be following the project throughout its implementation.

4. Project Overview

Tara gave a brief overview of the CHAMELEONS project.

CHAMELEONS is composed of 7 Work Packages

Title	WP Lead
WP1 Determining the gap:	Nicola MU
WP2 Design:	Minna OULU
WP3 Deliver:	José UP
WP4 Evaluation and Recommendations	Tara UCD
WP5 Communication, Exploitation and Dissemination	Päivi SALU
WP6 Management	Tara UCD
WP7 Ethics	Tara UCD

Owing to the change in circumstances as a result of COVID19, and the embargo on travel, Tara proposed a structure for the organisation of CHAMELEONS meetings which would take place on-line. Some discussion took place regarding the levels and frequency of such meetings.

The following meeting levels and frequencies were agreed:

- Consortium meetings – three times a year/every four months
- Work Package Leaders Meetings – every six to eight weeks.
- Work package meetings – monthly.
- Task meetings – as required.

It was agreed that Project Advisor Professor Ita Richardson will attend the Work Package Leaders Meetings.



The consortium discussed the design of modules which are not dependent on free mobility across borders; online training may need to be considered; this was not originally planned. Close attention and consideration will be given to the health advice from across Europe in the coming months. The consortium agreed to use Zoom for communication going forward. A Documentation Repository has been established and all the documentation associated with CHAMELEONS will be placed in the drive and will be shared with all members of the consortium. All documents relating to CHAMELEONS will be placed in this repository.

5. General Guidance on Project Implementation

David Montero. European Commission Project Officer

David gave a brief overview of how he will interact with the Consortium. He will work with an administrative and financial officer. His main interaction with CHAMELEONS will be around amendments that may occur, any modifications within the project as compared to what was originally planned, continuous reporting, deliverables and their approval, deadlines, financial reports, funds and periodic reporting.

David clarified that reports should be submitted directly to the system for review. Changes in regard to COVID19 are to be discussed and once they have a clear situation and the consortium comes up with a new arrangement, it is something he will approve.

6. Work Package 1: Determining the Gap

The key goals for Work Package 1 are, to commence the needs analysis, develop the questionnaire and decisions to be made on potential industry interviewees across Europe.

7. Work Package 2: Design

Prof Minna Isomursu will take the input from the “needs assessment” in WP1 and will lead a consortium team and key stakeholder in the co-design of the new modules and the development of the tool kit for PhD education.

8. Work Package 3: Delivery

WP3 will be led by Prof José Machado da Silva. He together with task leaders will be responsible for recruiting PhD/Postdoctoral fellows, establishing career mentoring panels, and making the courses/modules designed in WP2 available to participants. WP3 will deliver the 3 co-design modules in the non-academic sites (this will be dependent on the health situation). José suggested that the consortium will need to discuss whether CHAMELEONS will look like for early stage PhDs versus students closer to the end of their degrees.



9. Work Package 4: Evaluate and Recommend

Associate Prof. Tara Cusack will lead WP4. Work Package 4 is around evaluation of the modules and the recommendations that will be made based on that. All the participants in the modules will be asked to complete a feedback questionnaire. All the people who participated in the modules around the CHAMELEONS State of the art tool kit will complete a questionnaire. There will be both quantitative and qualitative questions. Bespoke questionnaires will be designed to send out participants in the different modules. The format of the questionnaires, yet to be decided upon. e.g. Survey Monkey.

Dr Olga Ryazanova, MU will lead Task 4: Career Tracking. This will involve, tracking, the careers of the graduates of the CHAMELEONS program and comparing them to traditional PhD graduates or graduates from similar programmes. This will enable the team to see whether CHAMELEONS will have an impact on the careers of their participants. Interviews will be conducted with the new employers to gain an insight as to their thoughts regarding the benefit or otherwise of interdisciplinary, intersectoral and international education for their employees. Being able to undertake these interviews will be dependent on whether CHAMELEONS graduates have gained employment or not.

10. Work Package 5: Communication, Exploitation and Dissemination

WP5 will be led by Päivi Salminen and Luis Luque, Salumedia. The objectives are, the design, implementation, dissemination and communication of the CHAMELEONS project. They will raise awareness about the importance of CHAMELEONS. They will advertise and market CHAMELEONS to relevant target groups and disseminate the project results to employers, educators, policy makers and the general public. Päivi asked each of the partners to provide her with their institutional logo in the PNG format, their institution URL, their Instagram and Twitter details, a short partner profile to add to the website and the contact person name and contact details of separate marketing departments if any, for the technology transfer. Päivi will create templates for documents, deliverables, register the domain of the website and Investigate regulations around open access; green/gold etc.

11. Work Package 6: Management

WP6 will be led by Associate Professor Tara Cusack, assisted by Anne Marie Tennyson Barry. Project Manager of CHAMELEONS. Their work will include; preparation of reports, final reports and statements. All partners will be expected to submit reports on spending to the project manager for Tara to review and these reports will facilitate progress tracking. The project management team will also be tasked with ensuring that all deliverables are on time, everybody is within budget and all reports are submitted on time. Consortium meetings will be called periodically, and a risk review will be on the agenda for every meeting.

Standing items of discussions at meetings will include discussion of any new emerging risk at meetings. All the deliverables will be reviewed by somebody within the consortium that isn't directly involved in



authoring it before submission. All participants are to review at least one deliverable that isn't their own, before submission. Tara is responsible for ensuring that everything is finally approved and submitted on time. Tara will clarify with David, some of the issues around the deliverables that can not be submitted on time, due to COVID19.

Everyone needs to identify what their own organizational requirements around ethics. There may be a requirement to have a discussion around the use of Personal Protective Equipment (PPE) as people may need to wear PPE when conducting interviews, if doing so in person.

12. Work Package 1: Task 1 Audit-Needs Analysis

Some discussion took place in relation to the search criteria for the “Needs Analysis”. It was noted that many publications refer to PhD students as doctoral researchers or doctoral graduates. This will be taken into account as it may significantly increase the number of publications identified. There may be a need to go beyond journal publications and look at publicly available government reports. CHAMELEONS will also examine published PhD program curricula.

13. Work Package 2: Task 2 Surveys

The goal of Task 1.2 is to identify intersectorally designed and/or delivered courses/modules which are available to PhD / postdoctoral students. This task will involve designing an on-line questionnaire for consortium members to identify courses developed with stakeholders outside academia and/or delivered outside the academic sector. Respondents will be asked to particularly focus on courses/modules which address the results identified in the needs analysis.

In terms of different ways of identifying potential participants. If targeting the connected health community, CHAMELEONS should look at the conferences around connected health and identify PhD students who submitted and presented at these conferences.

14. Work Package 7: Ethics

Associate Professor Tara Cusack will lead WP7 Ethics. Ethical Approval will be required to recruit students to CHAMELEONS, it will be required to gain student feedback and evaluation of the modules. Ethical approval will also be required to permit career tracking, during and post education. This will include surveys/interviews with students. Ethical approval to undertake interviews with employers will also be required.

Ethical approval will be required in each of the five educational institutions within the consortium. The deliverables around Ethics are as follows: consent procedures including how data is collected and processed, GDPR, templates, forms and information sheets for CHAMELEONS participants and Data Protection Officer information for each beneficiary.

Next meeting: Time and place: To be determined.

