

**AIM-COST Working Group 3 Meeting**  
**” Dissemination, Customisation and Communication”**

12 February 2019, 14:00 – 18:00 (Athens, Greece)

- 1. Welcome to co-leader and participants by Willy WINT (WG3-Coordinator).** Participants: Marieta Bracks, Filiz Gunay, Frederic Jourdain, Angeliki Kelly Martinou, Jolyon Medlock, Youmna M'ghirbi, Neil Alexander, Frederic Simard, Silvia Venturini, Eva Veronesi.
- 2. Leadership adjustment for “T3.2a Surveillance and control guidelines”.** Eva Veronesi requested that she move to be Deputy Leader for this task, with Frederic Jourdain. Kelly Martinou offer to be leader in her place was accepted by the group. Her first actions were to lead the discussion on the analysis of the guidelines questionnaire to be presented to the meeting on Thursday 14<sup>th</sup>.
- 3. Scientific planning (update on WG-3 tasks and deliverables)**

**Task 3.1**

**ML1 - Website functional (Y1-I) Achieved**

**ML2 - Delphi and specialised Questionnaires designed, tested and distributed (Y1-IV) Achieved**

ML3 - Partner assessment of draft guidelines for customisation of surveillance outputs (Y3-I);

ML4 - Partner assessment of draft guidelines for customisation of control output (Y3-IV);

ML5 - Partner assessment of draft guidelines for map customisation of modelling (Y4- II).

**DL1 - Web platform and science blog platform (Y1-II) Achieved**

**DL2 - Report on results from Delphi and specialised questionnaires (Y2-I) In progress**

DL3 - Synthesised feedback with recommendation for customising surveillance, control and modelling guidelines (Y4-III);

DL4 - Guidelines for customisation of mapped outputs (Y4-IV).

- **Website.** Members are urged to send useful material to be posted – including training courses, jobs, conferences, etc.
- **Update on questionnaire implementation.** The questionnaire has been sent to 15 superusers as well as a meeting in IAEA, Vienna, and has been modified in the light of their comments. This fulfils the requirements of the Delphi approach. All meeting delegates will be asked to complete the questionnaire in plenary session at the end of this Annual Meeting. It will also be presented to the EMCA meeting in La Rochelle in March and may be sent to all ECDC focal points later in the year. The questionnaire asks respondents to suggest names to which it can be sent, and this information will also be used target additional respondents. It is anticipated that between 130 and 170 completed questionnaires will eventually be collected.
- **Questionnaire analysis.** A sub group (“QUEST”) was according set up consisting of Kelly Martinou, Eva Veronesi, Frederic Jourdain, William Wint, Miguel Miranda and Jordi Figuerola. It was agreed that a trial set of 5 completed questionnaire would be sent to each member of the group to perfume a preliminary assessment of what analyses should be implemented. These and other analysis options will be discussed at a dedicated workshop to be held in April in Brussels, subject to approval and funding availability.

- **Mapping and dissemination activities (Task 3.2.b).** It was agreed that these activities are somewhat downstream and should be considered later in the project, once the questionnaire related activities had been completed.

**4. Stake Holder Engagement meeting 2022.** It was agreed that topics should be prepared for this workshop well in advance in case that affected outputs from the other WGs. In particular, activities for “*Task 3.1 Dissemination within the COST-Action network & to scientific external audience*” were discussed. It was agreed that communications teams and behavioural scientists, should be contacted to find out how best to design materials various audiences, especially schools.

**5. Contributions for other Annual Meetings.** It was discussed and agreed that organisers of the other Annual Meetings should be asked to include some slots for stakeholder engagement topics

Willy Wint, , xxxxx 2019