



WORK PLAN OF THE TRANS-SECTORIAL BOARD (TB)

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SUMMARY

This document provides a specification of the role that the Trans-Sectorial Board will make in the EULAC-Focus Project, along with the process proposed to create and implement the Board.

1 OBJECTIVES AND ROLE

The Trans-Sectorial Board (TB) is a key constituency of the organisational structure of the Consortium of partners of the EULAC Focus Project. In addition to the TB, the organisation structure of the project comprises the following bodies: Partner General Assembly, the Coordinator, the Coordination Support Team and the Project Management Team.

The TB shall offer support and guidance for the duration of the EULAC Focus Project.

In particular it shall:

- focus on analysis of cross-cutting trans-sectorial issues, ensuring that cross-cutting issues are adequately addressed;
- offer guidance on research outputs, overseeing the research progress and reviewing outcomes and direction as the research progresses;
- assist in defining the interlinkages between the three thematic pillars (culture, science, social), the desired impacts of Work Package 2 and indicators for their achievement;
- support the vision building process;
- assist in linking with other projects and initiatives and in promoting and disseminating the EULAC FOCUS project and its outputs;
- assess the consistency of the thematic priorities and methodological strategies developed within the project;
- contribute to the structuring of project events so as to align them with other EU-LAC events, networks and initiatives;
- assist in the wider validation of the research outcomes from Work Packages 3, 4 and 5 and advise on the contents of the targeted polls organized in Work Package 6.

It is recognised that the different sectors of social, cultural and scientific relations tend to work in different ways and “speak a different language”. Therefore from the outset, attention will be paid to finding ways in which we can encourage cross-linking and integration of common cross-cutting issues. The TB will provide a key role here.

The present Work Plan focuses mainly on the analysis of the cross-cutting issues. It is based on the Grant Agreement and takes into account the outcomes of discussions and decisions made at the Work-Package Leaders Coordination Meeting in Barcelona (March 10 and 11, 2016) and the Kick-Off Workshop in Madrid (April 4 and 5, 2016).

The cross-cutting trans-sectorial issues to be taken into account are:

- Mobility
- Inequality
- Diversity
- Sustainability

For each of these four cross-cutting topics 3-5 key questions will be formulated. Work Package 2 will take the lead in formulating these questions. The TB will discuss how to operationalize them. In order to have a basis for comparison, there will be an agreement on the temporal and spatial scope of the analysis of the four cross-cutting topics.

Based on (a) the focused input regarding the cross-cutting issues of Work Packages 3, 4, 5, (b) own research of Work Package 2 and (c) the joint discussions, the results of the analysis of the cross-cutting topics will be summarized in a synthesis report. Through the lens of the cross-cutting topics significant similarities and differences between EU-LAC in the cultural, scientific, and social dimensions will be identified. It will be highlighted where and in which sense both regions could learn from one another. In this way, an input to the vision the building process of Work Package 6 can be provided. In addition, lessons learned on trans-sectorial exchange and analysis will be tracked.

The end-product of the analysis of the cross-cutting issues and main deliverable of Work Package 2 will be a synthesis report.

The process of support and guidance of the TB and its members for the thematic pillars of the project, means that Work Packages 3, 4, and 5 and the vision building process of Work Package 6 will be defined in the frame of the strategy and work-plan of each respective Work Package strategies.

2 COMPOSITION

The TB consists of up to 12 members. These are:

- the Coordinator,
- the Leader and Co Leader of Work Package 2,
- the Leader of Work Package 3,
- the Leader of Work Package 4,
- the Leader of Work Package 5,
- the Leader of Work Package 6,
- one representative from the EU LAC Foundation as an external expert,
- up to four further external experts.

Interlinkages and complementarity with the CELAC JIRI Working Groups will be assured through Leaders of Work Package 4 and Work Package 6 who are actively involved in the CELAC JIRI Working Groups.

3 NOMINATION

The TB will be appointed by the Coordinator for the duration of the project. Work Package Leaders can put forward names of external experts, taking into account the profile, foci and challenges of their respective Work Package.

4 METHODOLOGY

Meetings of the TB are organized in the context of the main workshops of the project.

The project will organize six workshops in Europe and Latin America. In addition to the Workshop 1: Madrid, April 4-5, 2016, the planned project workshops comprise: Workshop 2: Berlin, August 29-31, 2016; Workshop 3: Quito, Month 13 (March 2017); Workshop 4: Buenos Aires, Month 21 (November 2017 tbc); Workshop 5: Vienna, Month 30 (August 2018 tbc); Workshop 6: Santiago de Chile, Month 39 (May 2019 tbc).

The workshops are the main focal points for the presentation and discussion of results of the project, within each Work Package as well as between Work Packages. They allow face-to-face interactions, interlinkages and stock-taking processes. This is why the workshop structure should always combine components with in-depth discussions within each thematic Work Package (WP 3, 4, 5) and components of cross-cutting interlinkages of WP2 in order to summarize, discuss and synthesize the cross-cutting issues.

The Coordinator will organize the meetings of the TB and define the agenda on the basis of suggestions of work-package leaders. He shall write the minutes of the TB meetings and prepare implementation of the TB's suggestions.

If the leaders of Work Packages 3, 4, 5 or 6 are unable to participate in a TB meeting, they can ask their Work Package co-leader to represent the respective work package at the meeting.

The external experts of the TB shall be allowed to participate in the Project Workshops and General Assembly meetings, upon invitation, but do not have any voting rights.

In between workshops regular teleconferences of the TB will be organized. They will be arranged by the Coordinator.

The TB will receive the preliminary versions of the synthesis report on cross-cutting issues (see deliverables of Work Package 2), in order to be able to review and comment on the text. The final version of the synthesis report will be approved by the TB.

TB members drawn from within the project team (Coordinator, Leader and Co-Leader of Work-Package 2, Leader of Work-Packages 3, 4, 5, 6) will undertake this role as part of their project work.

TB members external to the project will be offered travel and subsistence costs to support attendance at project workshops and events, but they will not be paid for their time.

5 TIMELINE, DELIVERABLES AND RESPONSIBILITIES

The leader and co-leader of Work Package 2 are responsible for developing and producing the synthesis report on the cross-cutting issues. The final synthesis report has to be delivered by February 2018, in Month 36 of the project. The development of the final synthesis report has the following components, instruments and steps:

- a. Workshop 1 (Madrid, 4-5 April 2016): Discussion of rationale, main goals and priorities of the analysis of cross-cutting issues. Agreement on next steps and methodology.
- b. Development of the work plan of the TB, including impact assessment, Deliverable 2.2, (Month 2: April 2016).
- c. Preliminary Synthesis Report, Deliverable 2.1 (Month 3: May 2016): First description of cross-cutting issues and formulation of key questions.
- d. Nomination of TB external experts by Coordinator (Month 3: May 2016).
- e. Workshop 2: Berlin (Month 6: 29-31 August 2016): Presentation of first results of the analysis of cross-cutting issues. Input from Work-Packages 3, 4, 5. Discussion of interlinkages with Work-Package 6. Meeting of TB.
- f. Updated version of synthesis report, Deliverable 2.5 (Month 10: December 2016): Development of a structure of the final synthesis report; first draft of state of the art of cross-cutting issues.
- g. Workshop 3: Quito (Month 13: March 2017): Presentation of preliminary results of the analysis of cross-cutting issues. Input from Work-Packages 3, 4, 5. Discussion of interlinkages with Work-Package 6. Meeting of TB.
- h. Workshop 4: Buenos Aires (Month 21: November 2017): Presentation of preliminary results of the analysis of cross-cutting issues. Input from Work-Packages 3, 4, 5. Discussion of interlinkages with Work-Package 6. Meeting of TB.
- i. Preliminary Version of Synthesis Report, Deliverable 2.4 (Month 28, June 2018).
- j. Workshop 5: Vienna (Month 30: August 2018): Presentation of results of the analysis of cross-cutting issues. Input from Work-Packages 3, 4, 5. Discussion of interlinkages with Work-Package 6. Meeting of TB.
- k. Final Version of Synthesis Report, Deliverable 2. 4 (Month 36: February 2019).
- l. Workshop 6: Santiago de Chile (Month 39: May 2019): Presentation of main findings of synthesis report by Work-Package 2 Leader.

6 IMPACT ASSESSMENT OF THE TRANS-SECTORIAL PROCESS

The impact assessment process constitutes a systematic approach to the evaluation of the project and its associated activities throughout the project lifecycle. It will include the monitoring of the analysis of the cross-cutting process. The TB will agree on the priorities, methods and indicators of the impact assessment at its first meeting.