

## WP8 Board Meeting – December 2025

### Minutes

**Date:** 16 December 2025

**Time:** 14:00 – 15:30 CET

**Meeting Venue:** <http://meet.google.com/yoh-fccg-vtr>

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#### List of attendees

Anna Marinova Ivanova (UVT), Anna-Maria Atanasova (UVT Student Council), Atanas Dimitrov Markov (UVT), Carolina Costa (UAb), Giota Zafeiropoulou, Manon Quint-Fens (OUNL), Olga Mickeviča (DU), Sara Stigge López (UOC), Silviya Hristova (UVT), Svetoslav Angelov Kosev (UVT), Sylvia Velikova (UVT), Tasos Anastasiou (OUC)

#### Agenda

1. Change in the leadership position of WP8
2. Y1 reporting
3. Y2 planning
4. Physical meeting of WP8 Board
5. KPI analyses
6. AOB

#### Change in leadership

Svetoslav Kosev, the leader of WP8 throughout Y1 of OpenEU, formally stepped down from the role of WP8 Leader, due to his engagement and leadership in another project at the University of Veliko Tarnovo. Sylvia Velikova was introduced and confirmed as the new WP8 Leader. Partners were asked to direct all WP8-related emails and coordination requests to Sylvia with immediate effect.

#### Year 1 Reporting: status and challenges

The status of Year 1 reporting was reviewed. Partners highlighted significant challenges resulting from the late receipt of reporting templates on 10 December, a lack of clarity in several template sections, overlap between columns related to different subtasks, and limited time for completion due to the holiday period, as well as due to the change of leadership of WP8. Concerns were expressed about the risk of incomplete or inaccurate representation of partner contributions if

reporting were rushed. There was consensus that additional coordination and flexibility in deadlines would be required to ensure high-quality and accurate reporting.

### **Coordination measures**

It was agreed that a coordination meeting of subtask leaders would be organised to review draft subtask reports, resolve ambiguities in the templates, and ensure that all activities and partner contributions were fully and accurately reflected. Partners agreed to circulate draft inputs in advance and to continue interim coordination via email.

### **Submission timeline**

The original deadline for submission of the Year 1 reports was 15 December. In view of the above and the Christmas break, the possibility of submission in January was discussed. The WP8 team will contact the Secretariat to apologize and request additional time or formal confirmation of deadline flexibility.

### **Year 2 planning**

Initial priorities for Year 2 were discussed, including the need to strengthen internal WP8 coordination, improve reporting workflows, and match WP8 activities more clearly with project KPIs. More detailed Year 2 planning will be addressed at the next WP8 Board meeting in January, including moving the WP8 common drive space to the one provided by UOC. In the meantime, the subtask leaders will upload the proposed Y2 Plans in a shared folder to be accessed and reviewed by everyone on the WP8 Board.

### **Physical WP8 board meeting (2026)**

The possibility of holding a physical meeting of the WP8 Board in 2026 was discussed. A proposal was made by Anna Ivanova (UVT) to hold the meeting in Veliko Tarnovo, Bulgaria, on a day within the period 27 - 29 April 2026, when the Erasmus+ International Week organised by UVT will be held. Partners expressed support for this proposal, subject to confirmation of dates and logistical arrangements.

### **Coordination roles and responsibilities**

Tasos Anastasiou (OUC) and Anna Ivanova (UVT) will coordinate the collection of subtask reports by the end of December and will explore possibilities for recovering the OpenEU Facebook presence.

Sylvia Velikova, as WP8 Leader, will oversee the consolidation of WP8 inputs, redistribute incoming WP8-related communications as needed, and provide WP8 minutes, links, and supporting documentation where required.

All sub-task leaders will send their plans for the next year to Sylvia Velikova for review and comments before the approval meeting.

Anna Ivanova will create a template for the KPI's and will send it to all partners.

Tasos Anastasiou will upload all the WP3 role model videos on the OpenEU Youtube account.

## **KPI analyses**

Anna Ivanova outlined the requirements for a KPI analysis to assess their communication effectiveness, highlighting the need for detailed social media analytics from colleagues' institutions. She mentioned that they are currently behind on social media metrics but are performing well in advocacy and traditional media appearances. Anna also requested documentation of communication activities from team members to support their KPI reporting.

## **OpenEU e-Newsletter (February – launch issue) Next Meeting**

Sylvia Velikova provided updates on the publication of the OpenEU e-Newsletter under Subtask 8.3.2, noting that the first meeting of the subtask team took place in December. The proposal to publish the first issue of the OpenEU e-Newsletter in February was approved by the WP8 Board.

## **Next meeting**

The next WP8 Board meeting is scheduled for 12 January. The provisional focus will be on the finalisation of Year 1 reporting, detailed Year 2 planning, KPI analysis, and confirmation of arrangements for the physical WP8 Board meeting.