



Ancona, 06/06/2019

**Subject: Minutes of the Core Group Meeting of COST Action CA18110: “Underground Built Heritage as catalyser for Community Valorisation”**  
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## First Core Group meeting

The AC remembered that the priority is to finalise the SURVEY already prepared in MONKEY SURVEY. A draft version will be available on DROPBOX and the WP Leader will comment and give feedback. Then, the survey will be launched. Another issue is how to put later the survey information in a database on the website. The first database will have information about the members of the COST, a second about SITES, and eventually a third database about TOOLS. Carlos Smaniotto and Alfonso Bahillo made suggestions their previous experiences organising databases. Alfonso suggests as the easiest way: Google Forms & manage the information in an Excel file. Sorin Hermon rises a question about European Union and the allocation of those databases: he suggested looking at ARIADNE website, which sounds like collective repositories. He emphasized that this is more challenging (planning, authorizations, and of course Budget). Regarding publications, he also mention SOTERO. Finally, he emphasized how important is to plan and make strategies. The AC remembered how important it is to find economic and practical solutions.

Next point: the boards.

- Committee for the training school
- Editorial board
- ITC conference grants
- WIKI Project

However, these points have not been discussed only saying that the Leaders will select one member for each committee. The AC introduced the LOGO COMPETITION (a result is required) and the WIKI Project. Then, the AC asked for Muge Akkar about the call for the STSM, which will be send as soon as possible. There will be 1 STSM for each case study. Muge Akkar will be on charge of collecting the candidates and send the call. The suggestion is to have final selected candidate from other community/country. The candidate will have 3 weeks focuses on the case study, the UBH and the community, and will participate to a living lab initiative (decided by the host organization).

Carlos Smaniotto suggested to have shorted missions, but AC does not see it convenient, although interesting. Ernesto Marcheggiani asked for the eligibility criteria for the STSM. Ernesto thought it will be some new rules, recently. AC answered that it will consider COST regulation, even the recent changes. Zili Li, the responsible for ITC conference grant, promised to launch the call for the 2020 conference as soon as possible. Carlos has previous experience and the conversation is about funding the conference. The focus will be on early career researchers. Then, debate passed on the Scientific committee for the next Training School in Naples. The participants will be maximum 40 people. Brainstorm for the key points:

- Tutors of papers for the students.
- Technicians
- ICT
- Decide what is relevant for the school
- Schedule and number of lectures, and other workshops.

The following point was the communication, introduced by Dov Winer. We already have a guideline for the Newsletter. Dov insisted on the WIKI Project and to decide the outline which will be organised on categories.

The WGs have to care of INDICATORS and results infographs (gender balance, participants for each plenary, WP...) and the AC will share that info in the website. Florin Nemptanu, then, made a brief about the Newsletter. The Editor is Renata Salvarani and the Board is composed by Dov, Florin and Susana. Last remark from the AC: this is not a traditional COST Action, because of the living lab approach. For better clarifying the concept, he promised to prepare a little paper on the topic “living Labs” and to share it: he asks also for on-field experiences. There will be also a bibliography on the living labs in order to prepare the CA18110 LIVING LABS. The AC emphasizes this point, because this is the most conflicting point, and no doubt the most difficult to success. It will also find to invite some external experts (by free, for now).

The chair closes the meeting at 18.38.

