

1.0 IN ATTENDANCE

Presence Attendance	
Steering Committee Members in Attendance	Institution
Professor Heather Hartwell	Professor, Bournemouth University, UK
Dr Laurence Depezay	Bounduelle
Advisory Committee Members in Attendance	Institution
Professor John S. A. Edwards	Professor of Foodservice, Bournemouth University, UK
Other Participants in Attendance	Institution
Dr David Morizet	Consumer Science, Bonduelle, France
Mr Paul Lynch	Senior Research & Enterprise Support Officer, Bournemouth University, UK
Dr Katherine Appleton	Bournemouth University, UK
Dr Ann Bevan	Bournemouth University, UK
Dr Ann Hemingway	Bournemouth University, UK
Ms Carmen Martins	Project Administrator, Bournemouth University, UK
Skype Attendance	
Professor F. J. Armando Perez-Cueto	Associate Professor of Public Health Nutrition, Department of Development and Planning, Aalborg University, Denmark
Professor Erminio Monteleone	Sensory Food Science Professor and Head of the Sensory Unit at GESAAF, University of Firenze, Italy
Dr Agnes Giboreau	Research Director, Centre De Recherche, Institute Paul Bocuse, France
Dr Laure Saulais	Research Scientist, Institute Paul Bocuse, France

2.0 WELCOME AND INTRODUCTION

Dr Heather Hartwell (HH) from Bournemouth University (BU) welcomed everyone to Bournemouth and said that she is pleased to have Bounduelle partners visiting and welcome to the partners on Skype. Further, HH presented all the participants of the meeting.

3.0 APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

An email with the meeting minutes had been sent by HH, six weeks ago. The partner's present at this meeting agreed with the minutes from last October. Laure Saulais first refer that she didn't see the document, but then she agreed with it. Further, HH ask the partners about comments they would like to add about those meeting minutes – nothing to add.

4.0 WORK PACKAGE 2 - REVIEW

The partners were advised about work package 2 (WP2) issues, regarding data collection. HH refer issues rising with data collection and sample size. The results piloting older people at BU, it was found some

challenges regarding the number of tasks and the size of the questionnaire. HH suggested reducing the sample size. Laurence added that this issue was already discussed and won't be an issue, saying that in France they already started, and suggested to reduce to 100 each, having in account each country difficulties in recruiting the participants. Also according to Professor Erminio, University of Firenze, the data collection won't be a problem. Aalborg University (AU) refer that they didn't start piloting. HH refers that from the academic point of view there won't be any problem, however regarding the piloting, it is very challenging as it takes very long time for each participant, having a long questionnaire and complex tasks. In Katherine's opinion, it's manageable as they don't need supervising, however we might have some problems recruiting them. HH suggest to the partners to maintain the 200 sample, however if any partner find difficulties with regard to recruitment, then the sample should be reduced to 100 older people and 100 young people. Agnes didn't agree, suggesting that the sample should be selected between peas or sweet corn per 100 people. The partners tried to find a new solution regarding the participants and the challenges that arise, Professor John S. A. Edwards suggested reducing the questionnaire and having a sample of 100 people. It was agreed to review this challenge in October, during the next meeting, where partners will have a more clear idea about the participants' recruitment. Further, HH discussed the challenges that BU is facing heating the samples of peas and recruiting older people over 65. Armando added that the data collection from AU will be held by two masters students, ideally with 50 people in each group (older and younger), having the support of a PhD. Student.

HH took the opportunity to share that BU is doing some extra PROP test to see if the participants/subjects are super tasters. Professor Erminio also shared some of his work regarding the papilla experiment with coffee. HH refer that together with Katherine, they will start a new paper with the results of the super tasters, also inviting the partners to join them.

It was decided that if partners are free to collect the PROP data, there is no concern regarding the project, since it is not a deliverable, it is an extra small test that partners can do it, if they so wish.

Professor Armando refers that he is not familiar with the topic and he prefer not to do it, as he cannot supervise that. Katherine will kindly send some instructions about the PTC paper to Armando and HH a paper about Irish Children where this has been written up.

ACTION: Review the sample size, questionnaire and recruitment process during the next meeting in Florence, speaking face to face.

Katherine to send the Prop Test information to Armando.

5.0 INFORMATION COLLECTION FOR WP2 REPORT

In terms of the reports, Professor Heather Hartwell and Professor Erminio will start working on WP2, producing an informative document, an end of year report and start writing the midsession report. HH referred that Dr David will start working on the analysis together with Professor Erminio, taking the BU children results from the Festival of Learning in Bournemouth University.

ACTION: Start working on WP2 reports and data analysis, when HH on secondment met in Bonduelle.

6.0 PLAN FOR WP3

Dr Agnes and Dr Laure start to present the WP3 with the planned tasks that Institute Paul Bocuse will develop, sharing the presentation with the partners, by email and screen.

→ D3.1 – “will develop recipe/dishes incorporating the target vegetables as its component part”;

HH observes that the settings where the recipes will be presented should be considered. Each partner will share where they will collect information in the field and the settings should be essentially the same. For the UK the settings will be school children over 12, in canteens and for older people, lunch clubs. Dr Laure point of view is that they don't know how the UK canteens work, the criteria has to be shared with every partner before they start testing.

HH suggest taking a study into a food service perspective. The uniqueness of this project is to take this into real life, engaging food service staff and stakeholders, speaking in their language, promotion, product, place and price, where food service people can understand instead of 4P's – this is an intervention to consider. It is necessary to take into a food and health perspective. Dr Laure suggested that the efforts can be discussed in October. Professor Armando suggested that within the market we can invest efforts in something that will have results.

HH suggested, once again to not waste efforts, instead target the activity into where will get the project more return. However does need to be writing the characteristics saying that we are doing the same thing in each country.

Dr David kindly suggests Institute Paul Bocuse contacting the Bounduelle food service marketing director for more information and questions.

→ D3.2 – “selection of acceptable recipes”;

Professor Heather Hartwell gave an example about her experience about photographs and suggested that the actual recipes should be tasted based on criteria of hot/cold/sweet or savory.

HH suggested selecting 10 people in each country; however Institute Paul Bocuse thought that they can't discuss it right now and this should be postponed to the meeting in October.

→ D3.3 – “selection of intervention study factors”;

HH make the point between the balances with the project, raising the issue of it should also see the food service perspective and journals, where they deal with real people with real life situation. The point is that the project needs to have cooperation from the food service staff/stakeholders. Professor Armando kindly offered to send the report from his master student.

Professor John S. A. Edwards arises some challenges of actually going to a live food testing, although it can be done.

ACTION: Institute Paul Bocuse should cooperate with Bounduelle marketing team and they will deliver more results during the meeting in October, face to face.
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7.0 MID TERM REVIEW WITH EU PROJECT OFFICER

During this review all secondees and the advisory board need to be present. Institute Paul Bocuse offered to host the meeting. It was agreed between all the partners that the date should be April, arriving on Monday (20) and the meeting should be on Tuesday (21st).

The partners need to give the secondees a questionnaire to send feedback to the project officer, explaining how they are finding the project. At the meeting each secondees should do a little presentation explaining their experience being on secondments. All the information was sent by HH and should be read by October.

ACTION: Read the information until the meeting in October

8.0 DATE OF THE NEXT MEETING

It has been agreed with the partners that the management meeting in October 16th and 17th will take place in Florence, hosted by University of Firenze. Professor Erminio will send the accommodation details for partner's information.

ACTION: Professor Erminio to send the accommodation information.

9.0 CONFERENCES

10.1 EUROSENSE

First sensory paper accepted, it will be presented by Dr David Morizet.

10.2 EUROCHRIE

HH will present a poster about VeggiEat at EUROCHRIE 2014.

10.3 ICCAS

It will take place in June 3rd to the 5th. Dr Laure suggested VeggiEat to do a workshop.

Professor Armando will be part of the organization of the 3rd World Congress of Public Nutrition, having the opportunity to present VeggiEat, promoting the project within this community with more than 1.000 researchers coming from Europe, America and Africa.

Dr Laurence also proposes the opportunity to disseminate VeggiEat in the French speaking Conference in Nutrition that take place every December in Brussels, applying for a poster about VeggiEat.

ACTION: Add the dissemination to the report. HH to email the partners about the activities.

10.0 AOB

As part of the meeting the partners were given the opportunity talk about any other business (AOB).

Regarding the timesheets - each person should have a timesheet of what they are doing when going on secondments and it should be held by the two organizations, the original to the institution and the copy to the host. The sending institute should process the timesheet. Paul Lynch will kindly email the partners.

During the meeting some questions arise to Paul Lynch:

- Professor Erminio will send the secondments agreement to Paul Lynch.
- Regarding the collaboration agreement, Bounduelle legal department will send it within the next days.
- Each partner should report the secondments in each year.

- Institute Paul Bocuse will send 3 people to Florence in October and Agnes is going to Bournemouth in July.
- The EU look how the project is delivered- they look if it is relevant for the research.

Follow a discussion about the secondments to Florence and the financial consequences. Paul Lynch explained about the financial. The message is to try and keep the original plan as much as it is possible.

During the October meeting, HH will bring the secondments chart and have it clear with all the partners, to make sure that they all know what they are meant to be doing.

Dr David and Dr Laurence suggested that the website should have more information about the project team, putting pictures of the people involved.

Regarding the WP4, the project will hire some experts, employing two post-doc researchers: (1) employed by Bournemouth University and (2) employed by Aalborg University for one year to help with the project. At some point, probably in January of next year the project will need to advertise this post on the Marie Curie website, being part of the commitment with EU. Agenda item in October. Paul Lynch will confirm the nationality for the researchers' job description.

For information, the researches don't take secondments; they are an addition to the secondments.

As for the Advisory Board - John S. A. Edwards – reveal that the project is progressing very well.

ACTION POINTS FOR THE NEXT MEETING IN OCTOBER:

- Review the sample size, recruitment process and questionnaire, for WP2;
- WP3 discussion;
- Detail discussion the mid-term review with the project officer and requirements for presentations;
- Researchers job descriptions:
- Secondments chart;

11.0 CONCLUSION

HH thanked all the partners for their contribution and efforts and for their participation in the project meeting and wished Bounduelle partners a safe journey home.

