

Meeting 1 minutes for H2020-ITN THERACAT (765497)

Abstract

This document provides the minutes for the Meeting 1 of the THERACAT ITN project, held at TU/e in Eindhoven on March 26th, 2019.

Note: All presentations noted in the minutes are uploaded in the project website (intranet).

Issued by

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Name	Lorenzo Albertazzi	Partner	IBEC	Date	03/05/2019
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1. Attendees

IBEC: Lorenzo Albertazzi#, Rosa Miralles#

TUE: Anja Palmans#, Bert Meijer

GRO: Gerard Roelfes

BAS: Thomas Ward

EDI: Asier Unciti-Broceta

TAU: Ronit Satchi-Fainaro, Roey Amir#

TEVA: Bianca Avramovitch#

TAG: Marc Robillard#

BGX: Laura Goldie#

ESR Fellows:

Michela Vargiu# (GRO)

Shreyas Wagle# (TAU)

Anjana Sathyan# (TUE)

Stephen Croke# (EDI)

Manos Arxontakis# (TUE)

Alis Olea# (IBEC)

Linlin Deng# (TUE)

Africa Galvez# (BGX)

Boris Lozhkin# (BAS)

Melissa van de L'Isle# (EDI)

Maria Vlastara# (TAG)

Daniel Rodriguez# (TAU)

2. Agenda

Tuesday 26th March 2019

Schedule	Activity	Responsible	Attendees
09:00-09:30	Tea and Coffee	-	All
09:30-09:45	Introduction of the network and meeting agenda	Albertazzi	All
09:45-12:15	Introduction of each PI and ESR: <ul style="list-style-type: none"> • PI (10 min/each) • ESR (3 min/each) Questions and doubts	All	All
12:15-13:15	Lunch (catering at ICMS)	-	All
13:15-15:00	Project Management: <ul style="list-style-type: none"> • General management issues • Boards • Recruitment • Training • Next meetings and events • Dissemination and communication actions • Deliverables and milestones alignment • Financial reporting information Questions and doubts	Miralles	Supervisory Board (PIs)
15:00-15:15	Tea and Coffee	-	All
15:15-16:30	Assessment Commissions (AC): <ul style="list-style-type: none"> • AC1 (Satchi-Fainaro, Roelfes, Avramovitch) for students ESR4, ESR5, ESR6, ESR10 • AC2 (Palmans, Unciti-Broceta, Robillard) for students ESR1, ESR2, ESR7, ESR9 • AC3 (Ward, Albertazzi, Goldie, Amir) for students ESR8, ESR11, ESR12, ESR13 	Turns of 3-4 PIs	ESRs
16:30	Closing Remarks	Albertazzi	All
19:00	<i>Network Dinner at Eindhoven Stadbrouwerij.</i> http://stadsbrouwerijeindhoven.com/index.php	-	#

3. Minutes

3.1 Introduction of the network, PIs and ESRs

IBEC explained the meeting agenda.

All participants to the Network Meeting introduced themselves to the rest of the consortium team.

PIs presented their institution, the research group and selected past results (focusing on those aspects related to the proposal), their role within the Network (i.e. ESRs, research activities and deliverables, dissemination activities, training, secondments, etc.) and the evolution so far. The corresponding ESRs introduced themselves to the network members (personal trajectory, background and skills, scientific and transversal skills training within the THERACAT project):

- IBEC presentation (Albertazzi, ESR6 – Olea, ESR7 – Arxontakis at TUE).
- TUE presentation (Palmans, ESR4 – Sathyan, ESR8 – Deng).
- GRO presentation (Roelfes, ESR1 – Vargiu).
- BAS presentation (Ward, ESR10 – Lozhkin).
- EDI presentation (Unciti-Broceta, ESR5 – Croke, ESR11 – van de L'Isle).
- TAU presentation (Satchi-Fainaro, ESR13 – Rodríguez; Amir, ESR2 – Wagle).
- TEVA presentation (Avramovitch).
- TAG presentation (Robillard, ESR12 – Vlastara).
- BGX presentation (Goldie, ESR9 – Galvez).

Presentations for further details are uploaded on the THERACAT intranet.

Concerning the dissemination activities, two events were identified that could be of interest for the THERACAT members:

- Gordon Conference on Cancer Nanotechnology, organised by Prof. Satchi-Fainaro (West Doveru, USA, June 23-28, 2019)
- Unconventional catalysis meeting (Zaragoza, Spain, October 16-18, 2019)

3.2 Project Management

GENERAL ASPECTS

IBEC reminds the key relevant information about the project (i.e. title, acronym, duration, project ID, funding body, funding scheme, topic, useful websites and relevant documents).

BOARDS

IBEC reviewed the different boards of the THERACAT training network, their roles and composition (i.e. Supervisory Board, Recruitment Committee, Training Committee, IP & Innovation Committee, Fellows Committee – to be formed during the ESRs meeting on Friday March 29th).

RECRUITMENT

IBEC reviewed the current status of the recruitment: all ESRs have been already incorporated to the corresponding institutions except TEVA's fellow, ESR13 (still to be incorporated due to complex bureaucratic visa issues; TEVA and TAU are working closely to accelerate his incorporation). IBEC explained the actions to be performed once the recruitment is finished: refresh about how to fill in the "Researcher Declaration (RD)" at the Funding & Tenders Portal (during the meeting IBEC helped some institutions to fill it in, so that by the end of the meeting all RDs were already submitted to the European Commission), what to do in case of any change in the employment contract in terms of updating the RD, situations related to parental/maternal or sick leaves (the idea is to evaluate it case by case when it happens).

IBEC also reminded to the consortium the need to keep records of each recruitment procedure to proof that it was open and transparent, evidence of the eligibility of the fellows, etc. Potential future European audits could request this information. IBEC recommended having all these documents prepared right now if it had not been done yet. In case of doubt, check recruitment procedure document uploaded in the THERACAT intranet.

IBEC explained eligibility of family allowance. It was identified that ESR8 (TUE) was the only fellow eligible for family allowance (needs to be updated in the RD at the Funding & Tenders Portal). For all other partners, budget balance regarding this cost category will be regulated in the subsequent EC payments.

TRAINING

IBEC refreshed the THERACAT training programme: (1) Local scientific activities, (2) THERACAT Conference, (3) Secondments and (4) Network-wide scientific/complementary skills courses (Training Events).

Local scientific activities

These activities comprise all scientific, methodological and technical aspects relevant for the individual research project of the ESR and in which the host group is expert. IBEC reminded the

importance of encouraging participation of ESRs in local training activities (e.g. seminars, complementary skills courses, etc.).

THERACAT Conference

According to the original proposal, the THERACAT Conference is to be held in August-September 2021 in Barcelona. IBEC will try to organise it as a satellite of the NanoBio&Med conference co-organised yearly by IBEC (date to be confirmed). THERACAT PIs and ESRs are expected to give some lectures. Some external speakers will also be invited, and it will be open also to non-member students.

Secondments

IBEC reminded “Secondments” concept: it takes places in an institution different from the host institution (between partners with complementary expertise and nature), between 6 and 7 months for each ESR. Secondments are mandatory and must be done in accordance with the original project. Secondment details must be uploaded at the Funding & Tenders Portal by each beneficiary.

IBEC updated secondment dates according to the actual date of recruitment of each ESR (Annex 1), since there was some delay in the recruitment of some ESRs. All partners reviewed together the current situation of secondments, paying special attention to those secondments that should start in the next 12 months.

IBEC requested all partners to define the work to be performed and specific dates of the secondment with the host institution in advance, if not done yet (including IBEC in CC). It was suggested to host secondments when the local ESR is not abroad doing his/her personal secondment, in order to increase networking opportunities.

Network-wide scientific/complementary skills courses (Training Events)

The organisation of all Training Events was reviewed (host institution, dates, duration, content). IBEC reminded that hosting institutions for the Training Events are responsible to organise the program together with each course lecturer (institution), to find room/spaces to perform the courses, to organise lunch and coffee breaks as well as to suggest potential accommodation for the attendees. Project coordinator (i.e. Principal Investigator and Project Manager) will support host institutions in the organisation of each event.

On the other hand, each course has a responsible who must define the specific details and content of the course, having on mind the main course topic presented to the EC. Course activities can be outsourced if necessary (related expenses can be charged to B1 cost category).

Next Training Event will be held by BAS from September 23rd to 27th 2019 and should be attended by all ESRs and PIs involved in the training sessions (BAS, EDI, TUE, TEVA). As IBEC Tech Transfer Unit is not available to give the session on “Entrepreneurship and translation”, BAS will ask its Tech Transfer Unit to give it; if not possible, this session will need to be outsourced.

Assessment Commission

IBEC reminded general aspects of the Assessment Commission (AC) already established in the previous kick-off meeting: AC is composed of 3 members belonging to partners other than the host partner and with different profiles (academic/non-academic), to offer a broader perspective to the training and research carried out by the ESR; ACs will meet with the ESRs coinciding with Network Meetings 1, 2 and 3; ESRs will have to send a short report describing the training received and research performed to both the AC members and to the Coordinator every 6 months (template will be provided by IBEC).

IBEC explained the organisation of the AC evaluation for the afternoon session (about 15 minutes for each ESR, template with questions provided by IBEC), and reminded the composition of each AC:

- Assessment Commission 1 (TAU-b, GRO, TEVA): ESR4, ESR5, ESR6, ESR10.
- Assessment Commission 2 (TUE, EDI, TAG): ESR1, ESR2, ESR7, ESR9.
- Assessment Commission 3 (BAS, IBEC, BGX, TAU-a): ESR8, ESR11, ESR12, ESR13.

NEXT MEETINGS AND EVENTS

IBEC reviewed the calendar of all THERACAT meetings and events. Dates for the forthcoming meetings were already established:

- Mid-Term Check Meeting with Project Officer from EC (month 16): June 5th, 2019 (hosted by EDI).
- Training Event 2 (month 18): September 23rd – 27th, 2019 (hosted by BAS).

The guidelines for the Mid-Term Check Meeting were carefully reviewed and it was agreed to organise a site visit at EDI during the meeting.

DISSEMINATION AND COMMUNICATION ACTIONS

IBEC explained differences between dissemination (i.e. scientific publications, conferences, etc.) and communication (i.e. THERACAT webpage, social media, blogs, videos, general press articles, science festivals, etc.).

Publications must follow the open access rule either gold way (extra costs that can be charged to B1 cost category) or green way (i.e. using repositories).

Before dissemination, research results will be evaluated by the Supervisory Board to determine its potential protectability. IBEC asked the consortium to be informed about any dissemination and communication activity performed to upload it in the project website (conference, news in websites, etc.).

IBEC reminded how beneficiaries must acknowledge the project in publications and presentations: *This project has received funding from the European Union's Horizon 2020 research*

and innovation programme under the Marie Skłodowska-Curie grant agreement No. 765497 (THERACAT) – or equivalent structure. Logos for presentation are already available in the THERACAT intranet.

DELIVERABLES AND MILESTONES ALIGNMENT

All beneficiaries went through the project planning and all the deliverables and milestones for the next 12 months to make sure that timescales were sensible and aligned. IBEC will inform deliverable's/milestone's leader 2 months in advance of its submission date to better plan its preparation.

- Deliverables already submitted to the EC: D2.1, D2.2, D2.3, D8.1, D1.2, D1.3.
- Deliverables requiring imminent submission (IBEC is preparing a first draft): D1.1, D2.4, D7.2, D7.3, D8.2, D2.6. D7.1 and D2.5 will be submitted as soon as ESR13 is recruited.

Concerning D2.6 (Progress Report), IBEC detailed its content to plan the corresponding preparation together with all beneficiaries: General progress of the action, Recruitment strategy, Career development plan for each recruited researcher, Management of the action, Communication Activities, Impact of the Action. **IBEC as coordinator will generate a first draft to be reviewed by all principal investigators** before submission to the EC.

FINANCIAL REPORTING INFORMATION

IBEC reviewed the required reports:

- Progress Report (month 13): technical report previously explained
- First Periodic Report (month 24): technical and financial.
 - Technical: Part A is generated by the IT system, Part B is the narrative part (work carried out; IBEC as coordinator will generate a first draft).
 - Financial: Individual financial statements (IFS) for each beneficiary, periodic summary financial statement including the request for interim payment.
- Second Periodic and Final Report (month 48): technical and financial.

SUMMARY – TO DO LIST

IBEC summarised all actions required by each beneficiary for months 12-24.

3.3 Assessment Commissions

All THERACAT ESRs were interviewed by the corresponding Assessment Commission (AC, composition previously detailed in page 8) using a template prepared by IBEC with some general questions to evaluate the integration of the ESR in the host institution, enrolment in a PhD Programme, information received about the project and preparation of the Personal Career Development Plan. More details are provided in the corresponding deliverable D7.3.

