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## CompBioMed

**Research and Innovation Action**

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Topic: Centres of Excellence for Computing Applications

### D1.1 Project Handbook

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Contributors: *CBK, Oxford*

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<b>PU</b>	Public	YES
<b>CO</b>	Confidential, only for members of the consortium (including the Commission Services)	
<b>CI</b>	Classified, as referred to in Commission Decision 2001/844/EC	

## Disclaimer

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## 1 Version Log

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Version	Date	Released by	Nature of Change
V1.0	30/11/2016	Stefan Zasada	First Draft
V1.1	30/11/2016	Stefan Zasada	Final Draft

## 2 Contributors

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Name	Institution	Role
Hugh Martin	CBK Sci Con	Editor
Pragna Kiri	UCL	Author
Marc Boonstra	UvA	Editor
Peter Coveney	UCL	Editor

### 3 Definition and Acronyms

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Acronyms	Definitions
AHM	All-Hands Meeting
DoA	Description of the Action
EB	Executive Board
EC	European Commission
EU	European Union
GA	Grant Agreement
PH	Project Handbook
QAP	Quality Assurance Plan
WP	Work Package
WPL	Work Package Leaders

## 4 Introduction

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The Project Handbook (PH) describes the project organisation and internal procedures of the CompBioMed project with regard to day-to-day communication and progress towards the timely delivery of the deliverables and within budget. It shall be used by all partners for all deliverables to the European Commission and for deliverables between partners.

The Handbook describes the following procedures in the project: documentation management, repository management, project communication mechanisms, project management, tracking system for actions. The documentation management procedure defines the standard rules and procedures with regard to the production of documentation that all partners need to apply throughout the project. It also outlines the procedure for the publication of peer reviewed publications. The generic document template is described.

Dedicated mailing lists are in place to facilitate the communication within the consortium. We organise regular face-to-face consortium meetings annually and teleconferences. The bodies of the Project Management structure are the Work Package Leaders (WPL), the Executive Board (EB), Project Coordinator, Project Manager, Technical Manager, Applications Manager, and the Innovation Advisory Board. Access Rights are regulated by Article 11 of the CompBioMed Consortium Agreement and Art. 25 of the H2020 Grant Agreement. The Project Manager will track the budget and deliverables. It is vital that potential problems are identified early and dealt with. To this end, conflict resolution procedures are in place, as well as procedures for dealing with changes in the consortium. The PH is a work in progress; based on experiences and needs in the consortium, we will continue to adapt and update the document. Best practices will be incorporated and used to constantly improve the management of the project.

### 4.1 Purpose

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The Project Handbook (PH) describes the project organisation and internal procedures of the project with regard to day-to-day communication and progress towards the timely delivery of the deliverables and within budget. This document provides the information needed to facilitate the monitoring of the overall progress and the communication between project partners and the European Commission.

The PH shall be used:

1. By all partners;
2. For all deliverables to the European Commission;
3. And for deliverables between partners.

The Consortium Partners will supervise and check the work performed by the consortium in accordance with the CompBioMed Quality Assurance Plan (QAP), which has been formally established in deliverable D1.2.

## 4.2 Reference Documents

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Reference documents:

1. CompBioMed Grant Agreement (GA)
2. CompBioMed Description of the Action (DoA)
3. CompBioMed Consortium Agreement
4. Deliverable 1.2 CompBioMed Quality Assurance Plan (QAP)

## 5 Documentation Management

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In this section the Document Management in the project is described.

### 5.1 Introduction

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This chapter describes the documentation management procedure in the CompBioMed project. It defines the standard rules and procedures with regard to the production of documentation that all partners need to apply throughout the project.

The documentation management procedure is to be used:

1. By all partners;
2. For all deliverables documents to European Commission;
3. For documents exchanged between partners.

### 5.2 Documentation publication rules

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- The Project Manager will ensure the adherence to the requirements of the Grant Agreement and acknowledge the financial contribution of the European Commission. All publications and any other dissemination material relating to results of CompBioMed should include a statement to indicate that this result was generated with the assistance of financial support from the European Union.
- Any dissemination of results (in any form, including electronic) must:
  - Display the EU emblem
  - Include the following acknowledgement: "This (project/work/article) has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 675451 (CompBioMed project)".
  - Include the disclaimer: "This (publication/report) reflects only the author's view and the European Commission is not responsible for any use that may be made of the information it contains."
- Draft papers and articles shall be placed in the intranet for the whole consortium.
- The document's owner shall invite and solicit contributions from the whole consortium when applicable.
- The contributors and authors of the publication shall abide by clause 9 of the Consortium Agreement allowing the Consortium to be notified of the planned publication at least 45 days before the intended submission date.

- Any objections on the publication of specific results (i.e. in case such result is susceptible to breach Intellectual Property Rights of another party within the consortium) shall be made to the Coordinator by the party raising the objection.
- The coordinator shall notify the consortium.
- Any objections and resolutions shall be dealt with in accordance with the CompBioMed consortium agreement.

### 5.3 Document Layout

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All partners will use standard document templates in order to apply a consistent look for all project documents. One generic document template will be provided and several specific templates for particular documents such as deliverables, Periodic Report etc. The templates are available from the CompBioMed intranet.

The generic document template will follow guidelines given by the EU and contains the following:

1. Layout of the title page
2. Layout of headers and footers
3. Styles that are to be used in the documents

Number of templates:

1. Template for the Periodic Report
2. Template for the deliverables
3. Template for presentations

Document elements:

Each document for reporting and for deliverables shall follow the guidelines given by the European Commission and shall have the following elements:

- Project logo
- Project number
- Project Acronym
- Project title
- Title of Report
- Dissemination level (i.e.: public or confidential)
- Date of preparation
- Authors
- Revision

### 5.4 File naming conventions

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Each document shall be uniquely identifiable together with its version. See the table below for the way to name files. Other document types should also follow this logic.

File naming conventions:

Document Type	IDer	Convention	File Name example
Deliverables	D	D[WP#].[D#]_[Short Title]_[lead partner].[version#]_[YYYYMMDD].[extension]	D1.1_ProjectHandbook_UvA_v1.0_20151231.doc
Meeting Minutes	MM	MM-[type of meeting, e.g. EB or WPL#]-[lead partner]-[YYYY]-[MM]-[DD].[extension]	MM-WPL-UvA-20151001.doc
Meeting Minutes	P	P[WP#]-[lead partner] - [ShortTitle] - [version#].[extension]	P3-UvA-XYconference-v1.ppt
Periodic Report	PR	PR[period#]-[version#].[extension]	PR1-v0.0.doc

## 5.5 Deliverables

All the deliverables are available in the CompBioMed intranet repository under WP1-Management/Deliverables. The deliverables are written in the format below:

1. Executive summary  
 Target Audience: Project Officer, reviewers, consortium  
 Length: Maximum 1 A4
2. List of contributors, their role, and description of on-going work.
3. Main body of the report  
 Target Audience: reviewers, consortium  
 Length: Maximum 10 pages A4
4. Conclusions  
 Target audience: PO, reviewers, consortium  
 Appendices: contain all the technical details, or a paper, a software manual, or other detailed material.  
 Target Audience: consortium (but also distributed to reviewers and PO)  
 Length: No limit

By reading the executive summary and main body, reviewers must be able to assess the content of the deliverable, and must also be able to assess that the deliverable reflects the contractual obligations as laid down in the DoA. If needed, the reviewer can choose to read the full appendix to assess all details.

## 5.6 Deliverables

The intranet of the project is accessible to the members of the CompBioMed consortium. Others do not get access.

The public website at [www.compbiomed.eu](http://www.compbiomed.eu) hosts the public repository intended for the published publications and all other dissemination materials.

## 6 Project Communication Mechanisms

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All partners will inform the Project Manager of changes of their contact details or contact persons, or of changes in any other information needed for executing the project.

### 6.1 Mailing Lists

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Dedicated mailing lists have been set up to support the project communication:

All CompBioMed partners:	<a href="mailto:all@compbiomed.eu">all@compbiomed.eu</a>
Executive board:	<a href="mailto:exec@compbiomed.eu">exec@compbiomed.eu</a>
Principal Investigators:	<a href="mailto:pis@compbiomed.eu">pis@compbiomed.eu</a>
General Assembly:	<a href="mailto:ga@compbiomed.eu">ga@compbiomed.eu</a>
Innovation Advisory Board:	<a href="mailto:ia-board@compbiomed.eu">ia-board@compbiomed.eu</a>
Work Package 1:	<a href="mailto:wp1@compbiomed.eu">wp1@compbiomed.eu</a>
Work Package 2:	<a href="mailto:wp2@compbiomed.eu">wp2@compbiomed.eu</a>
Work Package 3:	<a href="mailto:wp3@compbiomed.eu">wp3@compbiomed.eu</a>
Work Package 4:	<a href="mailto:wp4@compbiomed.eu">wp4@compbiomed.eu</a>
Work Package 5:	<a href="mailto:wp5@compbiomed.eu">wp5@compbiomed.eu</a>
Work Package 6:	<a href="mailto:wp6@compbiomed.eu">wp6@compbiomed.eu</a>
High Performance Computing Discussion	<a href="mailto:hpc-discuss@compbiomed.eu">hpc-discuss@compbiomed.eu</a>
Core Partners:	<a href="mailto:core@compbiomed.eu">core@compbiomed.eu</a>
Associate Partners:	<a href="mailto:associate@compbiomed.eu">associate@compbiomed.eu</a>

To prevent an avalanche of unsolicited messages, senders are obliged to target their messages carefully to the narrowest audience as reasonably possible.

### 6.2 CompBioMed meetings and teleconferences

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Within the CompBioMed project we have the following meetings:

- Kick-off meeting
- Intra-WP meetings (organised by the partners themselves)
- All-Hands Meetings (AHM); run once a year over 2 days, including a General Assembly meeting and face-to-face innovation advisory board meeting
- Annual innovation advisory board telecon
- Weekly meetings between the Project Coordinator and Project Manager.
- Monthly telecons of the Executive Board
- Monthly telecons between the Work Package Leaders

### 6.3 Financing of meetings

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The All-Hands Meetings will be run once a year. The location should be within easy reach of an airport. The costs incurred by the beneficiaries for travel and accommodation shall be claimed as part of Other Direct Costs of the beneficiary's budget. UCL will take charge on calling the meeting and will decide on the venue together with the WPL. Once decided, the member of the partner hosting the meeting will work with UCL to manage the logistics. The hosting partner will claim the costs for the meeting rooms, catering (including lunch) and one joint dinner from the €15,000 budget held at UCL for this purpose.

## 7 Project Management

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In this section the Project Management structure of the project is described.

### 7.1 Project Management structure

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The **General Assembly** is the highest level of management and the board for strategic direction of the project. It consists of one representative per Partner in the consortium. The General Assembly is the only body within the project that decides on contractual issues, including the budget, timescales, deliverables, and reallocation of effort. Decisions are taken by a majority vote, each member of the General Assembly having one vote. The General Assembly will meet face-to-face every year, and more frequently by teleconference if required. The day-to-day management of CompBioMed is delegated by the General Assembly to the Executive Board.

The **Executive Board** ensures efficient daily management of CompBioMed, timely delivery of the project's deliverables and realization of its overall research objectives and milestones. It also ensures the operation of the communication lines inside and outside the Project's remit. The Executive Board consists of the Project Manager, the Technical Manager, and the Application Manager. UCL will appoint the Project Manager who will handle all consortium day-to-day management issues. The Executive Board is responsible for quality assurance of all deliverables of the project, and will implement all required procedures.

The **Project Coordinator** (Prof. Peter Coveney, UCL, the Coordinating Partner) will ensure that the project plan is executed in fulfillment of the contract with the European Commission. The Project Coordinator will coordinate research and innovation activities, monitor progress, coordinate reporting to the European Commission, and act as a link between the CompBioMed project, the Innovation Advisory Board and other related projects, initiatives and commercial bodies. All decisions that are made by the Executive Board will be executed by the Project Coordinator, who can in turn delegate this to the appropriate manager or Work Package Leader.

The **Project Manager** (appointed by UCL) will interface with the European Commission and assist the Project Coordinator in all administrative, legal and financial matters to ensure that the project program, milestones, and timescales are carried out efficiently. The Project Manager will control the quality assurance procedures, identify bottlenecks and control the risks in implementation. The Project Manager, in collaboration with the Executive Board, will ensure that all Intellectual Property Rights used or generated by the project are managed in

accordance with the Consortium Agreement during the contract preparation phase as well as the legal requirements of the partners. The Project Manager is responsible for all contractual financial reporting.

The **Technical Manager** will oversee and coordinate the technical work packages and represents them in the Executive Board. The Technical Manager will organise a teleconference every two weeks to manage and coordinate in detail the activities in these three work packages, and to ensure the necessary level of inter work package communication.

The **Application Manager** will oversee and coordinate the application work packages and represents them in the Executive Board. The Application Manager will organize a teleconference every two weeks to manage and coordinate in detail the research and innovation activities in these two work packages, and to ensure the necessary inter work package communication.

The **Technical Manager** is Dr Stefan Zasada, while the **Applications Manager** is Dr Mariano Vazquez. These appointments are subject to official ratification by the General Assembly once the project commences but they are now contributing to project preparations.

The **Work Package Leaders** are formally appointed by the General Assembly. By default, the principal investigator of the project partner that leads the work package will be the Work Package Leader, unless (s)he decides otherwise. The Work Package Leader is responsible for all aspects of his/her work package: technical development, timeliness, and interfacing with other Work Packages, the day-to-day coordination of the tasks within their work package, and timely completion of the work package deliverables. Regular teleconferences between all Work Package Leaders will be chaired by the Project Coordinator, supported by the Project Manager.

The **Innovation Advisory Board** is a group of individuals, representing a selection of our industry partners for the purpose of offering advice and support on a wide range of issues relevant to the innovation and incubation activities in the project. This Board will be chaired by Mark Parsons from the University of Edinburgh, and will meet twice per annum. One meeting will take place as a teleconference, while the second will coincide with the annual General Assembly meeting. The Innovation Advisory Board will assess the impact of the project activities, and give advice on innovation, collaboration, dissemination and exploitation. This board will advise on the planned incubation activities, offering valuable perspectives from the variety of industry sectors involved. Members will be appointed for the duration of the project, while membership will be open for further Associate Partners as the project evolves.

## 7.2 List of contacts

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An overview about the contact persons and roles in the CompBioMed project can be found below:

### **Project Officer**

Leonardo Flores

### **Reviewers**

(not currently known)

**Project Coordinator**

Peter Coveney

**Project Manager**

(not currently known)

**Technical Manager**

Stefan Zasada

**Applications Manager**

Mariano Vazquez

**General Assembly**

Acellera	Matt Harvey
BSC	Mariano Vazquez
Bull	Xavier Vigouroux
CBK	Hugh Martin
EPCC	Mark Parsons
Evotec	Mike Bodkin
Janssen	Herman Van Vlijmen
LifeTecGroup	Lars Mulder
Oxford	Blanca Rodriguez
Sheffield	Marco Viceconti
SURFsara	Walter Lioen
UCL	Peter Coveney
UNIGE	Bastien Chopard
UPF	Gianni De Fabritiis
UvA	Alfons Hoekstra

**Work Package Leaders**

WP1	UCL	Peter Coveney
WP2	BSC	Mariano Vazquez
WP3	UvA	Silvia Wissel
WP4	UEDIN	Gavin Pringle
WP5	SARA	Marco Verdicchio
WP6	USDF	Marco Viceconti

### 7.3 IPR and access rights

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Access Rights are regulated by Article 11 of the CompBioMed Consortium Agreement and Art. 25 of the H2020 Grant Agreement.

For best practice every use by any partner of software or components related to the background knowledge of a partner for the implementation of the technical work in CompBioMed should be recorded in writing or at least by email exchange between parties.

## 8 Tracking of Deliverables and of Budget

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In this section the tracking of project deliverables and the budget across all partners is described.

### 8.1 Deliverables

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The Project Coordinator and Project Manager will monitor:

- Technical work per WP
- Actions from meetings

The Project Coordinator and Project Manager will monitor the list of staff members working within the consortium. Every partner will communicate the list of staff working for the CompBioMed Project throughout the lifetime of the Project to the Project Manager. The workforce may change but the current Person Months PM will be strictly adhered to by each of the partners in the WPs they are dealing with.

Tasks attributions to WP leaders will be governed by the WP1 leader and reported as part of the WPL meetings.

### 8.2 Budget

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An internal assessment of the expenditure per partner is reviewed every 12 months; this includes the reporting of person months per WP; reporting of costs and explanation of the use of resources when regarded necessary.

The Project Management (WP1) will have direct communication with the financial and administrative officer at each of the beneficiaries to collect the EC required information and possibly additional information for monitoring expenditure in the course of the project and to prepare periodic reporting.

### 8.3 Conflict resolution procedures

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It is vital that potential problems are identified early and dealt with. Potential problems can be of the following nature:

#### Technical Problems

Sometimes, as a result of work undertaken in the project, it becomes obvious that for technical reasons the original goal is unachievable to the point it is a waste of effort to continue. A procedure must be followed for the swift continuation of the Project:

- First any technical issues within a work package must be brought to the attention of the Work Package leader.

- If the problem can be solved within the work package such as for example: the technical issues can be fixed by another partner without change of budget, the WP leader will take the final decision and report to the coordinator.
- If necessary the issue shall be escalated to the WPL group, who shall take the final decision. The GA shall be notified.
- Any member of the GA can object to the proposed solution.
- Ultimately any changes in the DoA shall be dealt with and approved by the GA.

### **Partners**

A partner wishing to leave the consortium must inform the Project Coordinator at least 4 months before he wishes to do so. Defaulting partners will be dealt with in accordance with the consortium agreement.

## **9 Conclusions**

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This document has set out the practical organisation and procedures of the CompBioMed project. It is a reference document for the consortium members that they should read and familiarise themselves with. The PH is work in progress; based on experiences and needs in the consortium; the document will be continuously adapted and updated. Best practice will be incorporated and used to constantly improve the management of the project. The most recent version will be available on the intranet, in the WP1 Project Management folder.