Grant agreement no. 823712

CompBioMed2

Research and Innovation Action
H2020-INFRAEDI-2018-1
Topic: Centres of Excellence on HPC

D1.1 Project Handbook

Work Package: 1

Due date of deliverable: Month 03

Actual submission date: 19 December 2019

Start date of project: 01 October 2019 Duration: 48 months

Lead beneficiary for this deliverable: *UCL*
Contributors:

Disclaimer

Project co-funded by the European Commission within the H2020 Programme (2014-2020)		
Dissemination Level		
PU	Public	YES
CO	Confidential, only for members of the consortium (including the Commission Services)	
CI	Classified, as referred to in Commission Decision 2001/844/EC	

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1 Version Log

Version	Date	Released by	Nature of Change
V0.1	14/11/2019	Emily Lumley	First Draft
V0.2	09/12/2019	Emily Lumley	Reviewers comments encorporated
V1.0	19/12/2019	Emily Lumley	Final Draft, submitted to the EC

2 Contributors

Name	Institution	Role
Emily Lumley	UCL	Principal Author
Alfonso Santiago	BSC	Reviewer
Hugh Martin	CBK	Reviewer
Peter Coveney	UCL	Reviewer

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3 Definition and Acronyms

Acronyms	Definitions
AHM	All-Hands Meeting
BSC	Barcelona Supercomputing Center
DoA	Description of Action
EB	Executive Board
GA	Grant Agreement
LRZ	Leibniz Rechenzentrum (Leibniz Supercomputing Centre)
PH	Project Handbook
PO	Project Officer
QAP	Quality Assurance Plan
UCL	University College London
UNIBO	University of Bologna
UNIGE	University of Geneva
UPF	Universitat Pompeu Fabra
UvA	University of Amsterdam
WP	Work Package
WPL	Work Package Leader

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4 Public Summary

The Project Handbook (PH) for CompBioMed2 is a document describing the project organisation and internal procedures. In a project of this size it is vital that all partners communicate effectively but without adding undue pressure to their business as usual.

The CompBioMed2 project handbook details the procedure for documentation management, communication mechanisms and deliverable submission control. Its main goal is to allow easy access to communication methods and to the management structure by acting as a reference document for all the partners to ensure that project outcomes are uniform and accessible.

5 Introduction

The Project Handbook (PH) describes the project organisation and internal procedures of the CompBioMed2 project with regard to day-to-day communication, ensuring the timely submission of the deliverables and operating within budget. It shall be used by all partners for all of CompBioMed2's 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 and system for tracking actions. The documentation management procedure defines the standard rules and procedures with regard to the production of documentation during the project. It also outlines the procedure for the publication of peer reviewed publications. For this former case, the generic document template is presented.

Dedicated mailing lists are in place to facilitate the communication within the consortium. We organise annual face-to-face consortium meetings 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 CompBioMed2 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.

5.1 Purpose

The PH 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;

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3. And for deliverables between partners.

The Consortium Partners will supervise and check the work performed by the consortium in accordance with the CompBioMed2 Quality Assurance Plan (QAP), which has been formally established in deliverable D1.2.

5.2 Reference Documents

Reference documents:

1. CompBioMed2 Grant Agreement (GA)
2. CompBioMed2 Description of the Action (DoA)
3. CompBioMed2 Consortium Agreement
4. Deliverable 1.2 CompBioMed2 Quality Assurance Plan (QAP)

These are available to all project consortium members via the European Commission participant portal, and by others on request.

6 Planned Activities

This section describes the activities which are covered within the PH. This is a forward looking section on how the project will be managed and the mechanisms for communicating this.

6.1 Documentation Management

This chapter describes the documentation management procedure in the CompBioMed2 project. It defines the standard rules and procedures with regard to the production of documentation during the project.

The documentation management procedure is to be used:

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

6.1.1 Documentation publication rules

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 CompBioMed2 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

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- 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 823712 (CompBioMed2 project)”.
- Include all or part of the disclaimer: “This document’s contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert, where appropriate. All information in this document is provided “as is” and no guarantee or warranty is given that the information is fit for any particular purpose. The user, therefore, uses the information at their sole risk and liability. For the avoidance of all doubts, the European Commission has no liability in respect of this document, which is merely representing the authors’ view.”
- Draft papers and articles shall be made available to the whole consortium on request by personal email or on the CompBioMed intranet.
- 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 CompBioMed2 consortium agreement.

6.1.2 Document Layout

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 Periodic Reports
2. Template for 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

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

6.1.3 File naming conventions

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	**ID**	**Convention**	**File Name example**
Deliverables	D	D[WP#].[D#]_[Short Title]_[version#].[extension]	D1.1_ProjectHandbookv1.0.doc
Meeting Minutes	MM	MM_[type of meeting, e.g. EB or WPL#]_[YYYYMMDD].[extension]	MM_WPL_20191001.doc
Presentation	P	P[WP#]_[Conference Title]_[version#].[extension]	P3-XYconference- v1.ppt
Periodic Report	PR	PR[period#]-[version#].[extension]	PR1-v0.0.doc

6.1.4 Deliverables

All the deliverables are available in the CompBioMed intranet repository under their relevant WP WPX- Title/Deliverables. Public deliverables are also made available on the project website. The deliverables are written in the format below:

1. Version Log, List of contributors and their role, definitions and acronyms.
2. Public Summary
   Target Audience: General Public, Project Officer (PO), reviewers, consortium
   Length: Maximum 1 A4

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3. Main body of the report
   Target Audience: reviewers, consortium
   Length: Maximum 25 pages A4
4. Conclusions
   Target audience: PO, reviewers, consortium
5. 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 public 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.

The intranet of the project is accessible only to the members of the CompBioMed and CompBioMed2 consortium. All deliverables will be stored in the intranet under the relevant WP folder. The public website at www.compbiomed.eu hosts the public repository intended for the listing of publications, all other dissemination materials and the public deliverables.

6.2 Project Communication Mechanisms

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.

6.2.1 Mailing Lists

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

All CompBioMed partners:	compbiomed-all@ucl.ac.uk
Executive board:	compbiomed-exec@ucl.ac.uk
Work Package 1:	compbiomed2-wp1@ucl.ac.uk
Work Package 2:	compbiomed2-wp2@ucl.ac.uk
Work Package 3:	compbiomed2-wp3@ucl.ac.uk
Work Package 4:	compbiomed2-wp4@ucl.ac.uk
Work Package 5:	compbiomed2-wp5@ucl.ac.uk
Work Package 6:	compbiomed2-wp6@ucl.ac.uk
Work Package Leaders	compbiomed2-wpl@ucl.ac.uk
Core Partners:	compbiomed2-core@ucl.ac.uk
Associate Partners:	compbiomed-associate@ucl.ac.uk

Relevant mailing lists have remained in place from the first iteration of CompBioMed, whereas new mailing lists have been set up for each WP, WPLs and core partners as there has been a structural change to these components of CompBioMed2 compared to CompBioMed1. To prevent an avalanche of unsolicited messages, senders are obliged to target their messages carefully to the narrowest audience as reasonably possible.

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6.2.2 CompBioMed meetings and teleconferences

Within the CompBioMed project we have the following regular meetings planned:

- Kick-off meeting
- Intra-WP meetings (organised by the WPLs themselves)
- All-Hands Meetings (AHM); run once a year over 2-3 days, including a General Assembly meeting and face-to-face external expert advisory board meeting
- Weekly meetings between the Project Coordinator and Project Manager
- Monthly telecons of the Executive Board
- Monthly telecons between the Work Package Leaders followed by an “appended” EB meeting

6.2.3 Financing of meetings

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 partner hosting the meeting will work with UCL to manage the logistics.

The hosting partner will charge the costs for the meeting rooms, catering (including lunch) and one joint dinner to the €35,000 total budget held at UCL for the purpose of such meetings over the lifetime of the project.

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6.3 Project Management

This section outlines the project management of CompBioMed2, including the structure, list of relevant contacts and intellectual property issues.

6.3.1 Project Management structure

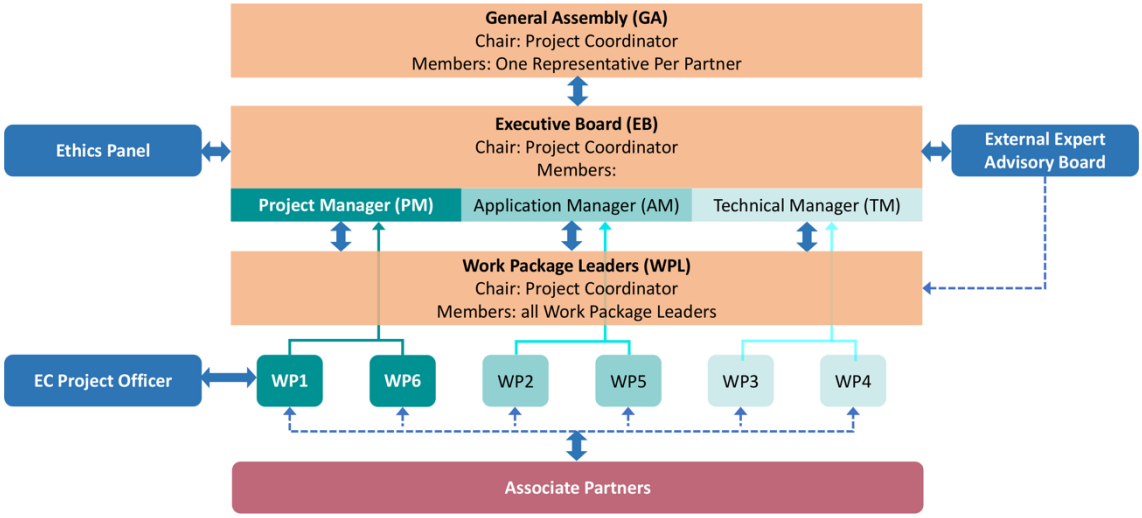

Figure 1: The management structure of the CompBioMed2 project

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 CompBioMed2 is delegated by the General Assembly to the Executive Board.

The **Executive Board** ensures efficient daily management of CompBioMed2, 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. The Project Manager, situated at UCL, 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 CompBioMed2 project, the External Expert 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.

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The **Project Manager** (Dr Emily Lumley, 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** (Dr Marco Verdicchio, SURFsara) will oversee and coordinate the technical work packages and represents them in the Executive Board. The Technical Manager will sit on the technical WP meetings (WP3 and WP4) enabling the management and coordination of the research and innovation activities in these two work packages and to ensure the necessary inter work package communication.

The **Application Manager** (Dr Mariano Vazquez, BSC) will oversee and coordinate the application work packages (WP2 and WP5) and represent them in the Executive Board. The Application Manager will organize a regular teleconference 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 **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 **External Expert Advisory Board** is a group of individuals, representing a selection of our external industry, clinical and academic collaborators for the purpose of offering advice and support on a wide range of issues relevant to the innovation, incubation and medical activities in the project. This Board will be chaired by Paul Best from the CBK Sci Con and will meet once per annum. The meeting will take place to coincide with the annual General Assembly meeting and All Hands Meeting. The External Expert Advisory Board will assess the impact of the project activities, and give advice on innovation, collaboration, dissemination and exploitation within industry and the clinic. 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 (so long as they agree), while membership will be open for further Associate Partners as the project evolves.

6.3.2 List of contacts

An overview of the contact persons and roles in the CompBioMed2 project can be found below:

Project Officer
Evangelia Markidou

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Reviewers
(not currently known)

Project Coordinator
Peter Coveney

Project Manager
Emily Lumley

Technical Manager
Marco Verdicchio

Applications Manager
Mariano Vazquez

General Assembly

Acellera	Raimondas Galvelis
BSC	Mariano Vazquez
Bull	Soline Laforet
CBK	Hugh Martin
EPCC	Mark Parsons
Evotec	Alex Heifetz
Janssen	Herman Van Vlijmen
LRZ	Gerald Mathias
Oxford	Blanca Rodriguez
Sheffield	Alberto Marzo
SURFsara	Walter Lioen
UCL	Peter Coveney
UNIBO	Marco Viceconti
UNIGE	Bastien Chopard
UPF	Gianni De Fabritiis
UvA	Alfons Hoekstra

Work Package Leaders

WP1	UCL	Peter Coveney
WP2	UvA	Alfons Hoekstra
WP3	LRZ	Gerald Mathias
WP4	SARA	Marco Verdicchio
WP5	BSC	Mariano Vazquez
WP6	USFD	Alberto Marzo

6.3.3 Intellectual Property Rights and access rights

Access Rights are regulated by Article 11 of the CompBioMed2 Consortium Agreement and Art. 25 of the H2020 Grant Agreement.

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For best practice every partner's use of software or components related to the background knowledge of a partner for the implementation of the technical work in CompBioMed2 should be recorded in writing or at least by email exchange between parties.

6.4 Tracking of Deliverables and of Budget

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

6.4.1 Tracking of Deliverables

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 CompBioMed2 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 and deliverables attributions to WP leaders will be governed by the WP1 leader and reported as part of the WPL meetings.

6.4.2 Tracking of Budget

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.

6.5 Conflict resolution procedures

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.

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- 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.

7 Conclusions

This document has set out the practical organisation and procedures of the CompBioMed2 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 Management, Dissemination and Innovation folder.

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