



D9.2

Management guidelines

for
H2020-INFRADEV-2018-
(Development and long-term sustainability of new pan-European research infrastructures)
Research and Innovation Action (RIA)

Action Acronym:
EU-OPENSREEN-DRIVE

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within Europe and beyond”

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1 Introduction

1.1 EU-OPENSREEN ERIC and EU-OPENSREEN-DRIVE

EU-OPENSREEN (EU-OS) is the European Research Infrastructure for Chemical Biology, which was established as a European Research Infrastructure Consortium (ERIC) by seven countries (the Czech Republic, Finland, Germany, Latvia, Norway, Poland, Spain) in April 2018. In 2019, Denmark joined as the 8th ERIC member.

The aim of EU-OPENSREEN is to develop, in collaboration with external researchers, novel chemical compounds that exhibit specific biological responses on organisms, cells or cellular components in a defined, well-understood and specific manner. These compounds can be used by researchers as research tools (or 'probes') to study fundamental cellular processes, such as signalling or metabolic pathways in immune responses, tissue repair etc. EU-OPENSREEN develops these probes by screening collections of over 100,000 compounds using robotics-based high-throughput screening (HTS) platforms in an automated process, followed by a hit-to-probe optimisation.

The three main user communities of EU-OPENSREEN are:

- Biologists, who wish to develop suitable assays that are amenable to screening and that are interested in developing 'tool' compounds for their research of interest.
- Organic chemists, who seek to make their compounds readily available through EU-OPENSREEN and thereby to expose them to a wide range of different biological targets in order to uncover potential biological activities of their compounds.
- Users of the EU-OPENSREEN database, who access the screening datasets, which EU-OPENSREEN makes publicly available without restrictions on use.

The EU-OPENSREEN-DRIVE (DRIVE) project unites 34 partners from 16 different European member or associated states aiming at accelerating the implementation of EU-OPENSREEN services, and extending its capacities and competences in the fields of chemoproteomics and fragment-based screening. These aims are categorised into ten work-packages (WPs) in order to facilitate the delivery of the project.

1.2 Aim of the deliverable

The scope of the management guidelines is to quickly provide key information on internal procedures for all EU-OPENSREEN-DRIVE partners. To ensure the successful implementation of the project, directions for project operations and reporting are given, including information about the project and related templates.



2 General legal information

For detailed information always consult the EU-OPENSREEN-DRIVE [proposal](#), [Grant Agreement](#) and [Consortium Agreement \(CA\)](#).

The consortium Agreement specifies the relationship among the consortium parties, including the description of the work organisation between the different partners, the project management team at the coordinator's office and all rights and obligations of the partners concerning liability, access rights and dispute resolution.

Please find below a list of page numbers to quickly refer to related topics in the CA:

Section name	From page	Topic
4	14	Responsibilities of consortium members
5	16	Liabilities of consortium members
6	17	Governance, including guidelines on meeting preparations and organisation and responsibilities of the different consortium bodies (work package leader group, executive board)
7	28	Financial provisions
8	30	Results
9	33	Access rights
10	36	Non-disclosure of information



3 Project governance

3.1 Governance structure

The management structure of the EU-OS-DRIVE project comprises the following components (Figure 1):

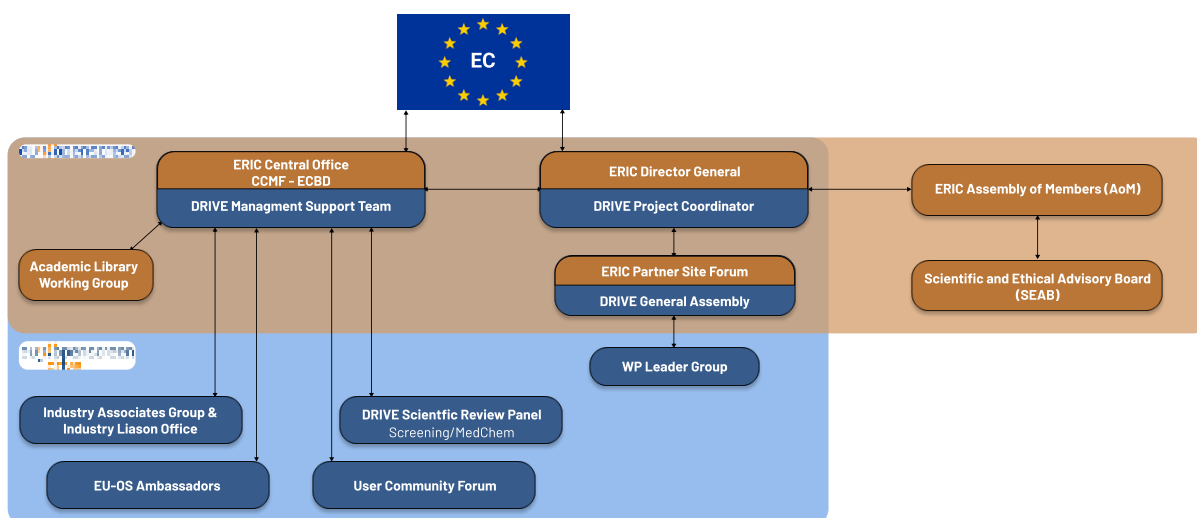


Figure 1: Governance and operational structure of the EU-OS-DRIVE project

3.2 Consortium bodies

3.2.1 General Assembly (GA)

The General Assembly (GA) is the decision-making body of the EU-OS-DRIVE consortium.

- Each beneficiary is represented by its head of facility who is authorised to discuss, negotiate and make decisions.
- The GA is chaired by the coordinator.
- For the duration of EU-OS-DRIVE, all partner sites of the ERIC that form the Partner Site Forum (PSF) are also members of the GA.
- Given the rather large number of GA members, a smaller steering group for day-to-day decisions (Executive Board) will be authorized by the GA.

Members:

The GA consists of one representative of each Party. Upon invitation, additional participants can take part in the GA meeting, under a non-disclosure agreement on terms similar to section 10 of the [EU-OPENSREEN-DRIVE consortium agreement](#), but for the avoidance of doubt, additional participants are not allowed to exercise any vote or participate in any GA decision-making.



Decisions:

The General Assembly is free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein. The General Assembly shall provide general guidance for the steering and execution of the Project and communicate actions to the Executive Board if and as required. The GA can take decisions relating to the content, the finances and the intellectual property rights of the project as well as the evolution of the consortium and potential new appointments of Executive Board members.

For more specific details on operational procedures for the General Assembly, please refer to pages 21ff of the [EU-OPENSREEN-DRIVE consortium agreement](#).

3.2.2 Executive Board (ExecB)

Tasks:

The Executive Board shall

- prepare the meetings, propose decisions and prepare the agenda of the General Assembly.
- seek a consensus among the Parties.
- be responsible for the proper execution and implementation of the decisions of the General Assembly.
- monitor the effective and efficient implementation of the Project, monitor risks and initiate actions as appropriate to ensure successful delivery.
- support the Coordinator in preparing meetings with the Funding Authority and in preparing related data and deliverables
- prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority in respect of the procedures of the Grant Agreement Article 29.

At least every 6 months the Coordinator shall collect detailed information on the progress of the Project from the Work Packages, to be presented to the Executive Board and examined to assess the compliance of the Project with the Consortium Plan and, if necessary, the Executive Board shall propose modifications of the Consortium Plan to the General Assembly. The Work Package Leaders Group shall support the Coordinator in this task and provide the Coordinator with any necessary up-to-date information.

In the case of abolished tasks as a result of a decision of the General Assembly, the Executive Board shall advise the General Assembly on ways to rearrange tasks and budgets of the Parties concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions, which cannot be cancelled.

Members:

The Executive Board shall consist of the Coordinator and the Parties appointed by the General Assembly, not exceeding five members. The Coordinator shall chair all meetings of the Executive Board, unless decided otherwise by a majority of two-thirds.



Current members:

- Partner 1 - EU-OS: Dr. Wolfgang Fecke
- Partner 5 - IME: Dr. Philip Gribbon
- Partner 8 - USC: Dr. Mabel Loza
- Partner 9 - UH: Päivi Tammela
- Partner 15 - IBCH-PAS: Dr. Jacek Kolanowski

For more specific details on operational procedures for the Executive Board, please refer to pages 22ff of the [EU-OPENSSCREEN-DRIVE consortium agreement](#).

3.2.3 Coordinator

The Project Coordinator acts as the intermediary between the consortium and the European Commission (EC). He/she is authorised to execute the project management and takes overall responsibility that EU-OS-DRIVE will reach its objectives. The project coordinator is the EU-OS ERIC's Director General.

Tasks:

The Coordinator is the legal entity acting as the intermediary between the Parties and the Funding Authority. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the [Grant Agreement](#) (article 41 on page 63).

For more specific details on operational procedures for the coordinator, please also refer to pages 23ff of the [EU-OPENSSCREEN-DRIVE consortium agreement](#).

3.2.4 Scientific and Ethical Advisory Board (SEAB)

Tasks:

The SEAB evaluates and advises the coordinator and the General Assembly on the scientific and technical progress of the project and highlights potential ethical and legal issues of concern. The SEAB Members shall be allowed to participate in General Assembly meetings upon invitation but do not have any voting rights.

Members:

The SEAB will be appointed as defined in the EU-OPENSSCREEN ERIC Statutes article 17/ Rules of Procedure article 3. *

*see section 11 ANNEX I: Extract of EU-OPENSSCREEN ERIC statutes and 12 ANNEX II: Extract of EU-OPENSSCREEN-ERIC INTERNAL RULES OF PROCEDURE (RoPs).

Current members:

- Caroline Shamu (Harvard Medical School Director of ICCB-Longwood Screening Facility)
- Swen Hölder (Institute of Cancer Research London Cancer Research UK Cancer Therapeutics Unit)
- Evan Bolton (NIH – National Center for Biotechnology Information Coordinator of the PubChem database project)
- Steve Rees (Vice-President Discovery Biology at AstraZeneca)



The most recent list of EU-OPENSSCREEN ERIC's SEAB can be found on the [governance section](#) of the [EU-OPENSSCREEN ERIC website](#).

Meetings:

The Coordinator drafts the minutes of the SEAB meetings and prepares the implementation of suggestions made by the SEAB. SEAB Members are allowed to participate in Executive Board meetings upon invitation but do not have any voting rights.

For more specific details on operational procedures for SEAB, please refer to pages 25ff of the [EU-OPENSSCREEN-DRIVE consortium agreement](#).

3.2.5 Work Package Leaders Group

The work Package Leaders Group oversees the technical progress of the project and ensures interoperability and alignment of co-dependent tasks across work packages.

Members:

The Work Package Leaders Group comprises work package leaders. The work package leaders may invite staff members from their organisations who support the technical coordination and implementation of the Project where this is necessary.

Current members:

WP number	WP	WP leader
1	Excellence in ERIC operations and management	Bahne Stechmann, (Katja Herzog)
2	Academic compound acquisition	Päivi Tammela, (María Isabel Loza García, Jose Manuel Brea, Micaela Graglia)
3	TA – demonstration of EU-OPENSSCREEN's integrated Screening and Medicinal Chemistry capacities	Alessandra Silvestri, Tanja Miletic, Katja Herzog, (Ana Martinez and Jens Peter Von Kries)
4	Extension of capacities 1: Fragment-based screening	Aigars Jirgensons, (Tanja Miletic)
5	Extension of capacities 2: Chemical Proteomics Services	Philip Gribbon, Jacek Kolanowski, (Tanja Miletic, Katja Herzog)
6	Improving data reproducibility, utilisation and impact for users	Petr Bartůněk, (Bahne Stechmann, Katja Herzog)
7	Industry Engagement	María Isabel Loza García, Jose Manuel Brea, (Alessandra Silvestri)
8	Training	Šárka Šimová, (Maren Kappe, Katja Herzog)
9	EU-OPENSSCREEN-DRIVE Project Management	Katja Herzog, Tanja Miletic, Alessandra Silvestri



10	Ethics requirements	Tanja Miletić, Katja Herzog
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Tasks:

The Work Package Leaders Group (WPLG) is responsible for the proper execution and implementation of the decisions of the General Assembly. The Work Package Leader Group is expected to identify issues, risks and opportunities within the technical tasks of the Project and take appropriate actions. Risks or opportunities that cut across more than one work package should, together with a suggested action, be elevated to the General Assembly. The WPLs are responsible for preparing the deliverables and will send brief status reports every 6 months to the Coordinator. The Work Package Leaders Group, via the Coordinator, reports on the project progress to the General Assembly and the SEAB on a regular basis.

For more specific details on operational procedures for the work package leader group, please refer to pages 26ff of the [EU-OPENSREEN-DRIVE consortium agreement](#).

3.2.6 Management support team (MST)

The project coordinator is assisted by the project managers (leaders of WP9), who will take care of the day-to-day business of EU-OS-DRIVE. They will be located at the ERIC central office and supported by its staff, together they form the Management Support Team.

Members:

The MST is led by the Coordinator. It consists of the project managers and other staff as appropriate.

Current project managers:

- Dr. Katja Herzog
- Dr. Tanja Miletić
- Dr. Alessandra Silvestri

Tasks:

The MST assists the General Assembly, the Executive Board, the Coordinator and the Work Package Leader Group. It is responsible for the day-to-day execution of the Project, providing the necessary project management support to deliver the Project.



In particular, the MST is responsible for the following tasks and activities:

- implementation of all management and organisational tasks,
- scheduling of decisions,
- monitoring the achievement of set milestones,
- timely submission of deliverables,
- organisation and documentation of the meetings of the Consortium Bodies,
- dissemination of all relevant information and action items across the Consortium, and
- accounting for all financial aspects of the Project and ensuring timely submission of all required reports to the Funding Authority.

The MST in collaboration with the Coordinator shall

- prepare meetings with the Funding Authority and related data and deliverables,
- prepare the content and timing of press releases and joint publications by the Consortium or proposed by the Funding Authority in respect of the procedures of the Grant Agreement Article 29,
- ensure implementation of the decisions and recommendations of the Consortium Bodies.

For more specific details on operational procedures for the MST, please refer to pages 24ff of the [EU-OPENSREEN-DRIVE consortium agreement](#).

3.3 Meetings of Consortium bodies

Each Consortium Body shall hold regular meetings so that the Project evolution and governance are visible and transparent for all Parties and contributions are gathered and discussed in a timely fashion. For information on previous and upcoming annual general meetings, executive board and work package leader group meetings, please consult the EU-OPENSREEN-DRIVE [google calendar](#) and [meetings folder](#) in the [SharePoint repository](#). Work package leaders are encouraged to help ensure that the calendar is kept up to date for events and meetings of the individual work packages.

Minutes of each meeting shall be written by the chairperson and the draft shall be send to all meeting members within 15 calendar days of the meeting. The chairperson shall send the accepted minutes to the Coordinator/ MST, who shall safeguard them in the the [EU-OPENSREEN-DRIVE SharePoint repository](#).

Any other topic relating to decision-making in consortium bodies, voting rules and quorum, and veto rights, please refer to section 6 from page 19ff in the [EU-OPENSREEN-DRIVE Consortium Agreement \(CA\)](#).



3.3.1 Regular meetings

Planning and preparation of meetings:

Who	Frequency	Objective
General Assembly	At least once a year	decisions on overall financial management and resourcing, changes to project structure and approval of additional partners
Executive Board	bimonthly	support for the Coordinator and Management Support Team in the EU-OS ERIC Central Office and identify urgent actions and propose mitigation measures
Scientific and Ethical Advisory Board (SEAB)	once a year (@Annual General Meeting)	scientific/ethics follow-up and scientific/ethics advice in technical meetings; provide advice to SB and EB
Work Package Leaders Group	bimonthly	oversee technical progress of the project and ensure interoperability and alignment of co-dependent tasks across WPs
Management Support Team (MST)	At least once a month	monitor overall project progress, planning of project actions, provide interface between the project and relevant initiatives; long-term partnership strategies

Timeline for meetings:

	Ordinary meeting	Extraordinary meeting
General Assembly	At least once a year	At any time upon written request of the Executive Board or 1/3 of the Members of the General Assembly
Executive Board	At least quarterly	At any time upon written request of any Member of the Executive Board
Scientific and Ethical Advisory Board (SEAB)	As defined in the EU-OPENSSCREEN ERIC Statutes article 17/ Rules of Procedure article 3*	As defined in the EU-OPENSSCREEN ERIC Statutes article 17/ Rules of Procedure article 3*
Work Package Leaders Group (WPLG)	At least twice a year	At any time upon written request by the chair of the WPLG.
Management Support Team (MST)	At least once a month	At any time upon written request by the chair of the MST.

*see section 11 ANNEX I: Extract of EU-OPENSSCREEN ERIC statutes and 12 ANNEX II: Extract of EU-OPENSSCREEN-ERIC INTERNAL RULES OF PROCEDURE (RoPs).



Notice for the respective meetings should be given in the timeframes indicated below:

	Ordinary meeting	Extraordinary meeting
General Assembly	30 calendar days	15 calendar days
Executive Board	30 calendar days	7 calendar days
Scientific and Ethical Advisory Board (SEAB)	As defined in the EU-OPENSSCREEN ERIC Statutes article 17/ Rules of Procedure article 3*	As defined in the EU-OPENSSCREEN ERIC Statutes article 17/ Rules of Procedure article 3*
Work Package Leaders Group (WPLG)	30 calendar days	7 calendar days
Management Support Team (MST)	7 calendar days	7 calendar days

*see section 11 ANNEX I: Extract of EU-OPENSSCREEN ERIC statutes and 12 ANNEX II: Extract of EU-OPENSSCREEN-ERIC INTERNAL RULES OF PROCEDURE (RoPs).

A written agenda should be send to the meeting participants no later than the minimum number of days preceding the meeting as indicated below:

General Assembly	21 calendar days, 10 calendar days for an extraordinary meeting
Executive Board	7 calendar days
Scientific and Ethical Advisory Board (SEAB)	As defined in the EU-OPENSSCREEN ERIC Statutes article 17/ Rules of Procedure article 3*
Work Package Leaders Group (WPLG)	7 calendar days, 7 calendar days for an extraordinary meeting
Management Support Team (MST)	7 calendar days, 7 calendar days for an extraordinary meeting

*see section 11 ANNEX I: Extract of EU-OPENSSCREEN ERIC statutes and 12 ANNEX II: Extract of EU-OPENSSCREEN-ERIC INTERNAL RULES OF PROCEDURE (RoPs).

Virtual meetings

Meetings of each Consortium Body may also be held by teleconference or other tele-/webcommunication means.

For more specific details on the preparation and organisation of meetings requirements, please refer to pages 17ff of the [EU-OPENSSCREEN-DRIVE consortium agreement](#).

3.3.2 Annual General Meeting

In addition to the meetings of the Consortium Bodies, the entire consortium meets once a year at an Annual General Meeting (AGM). This meeting involves all Parties and those employed and working on the grant. Presentations shall be made on the progress of each WP. Attendees of the Annual General Meeting include the General Assembly.

For more specific details on operational procedures for the General Assembly, please refer to pages 21ff of the [EU-OPENSSCREEN-DRIVE consortium agreement](#).



4 Project-internal communication, reporting and updates

4.1 Project documentation

All project partners are encouraged to pro-actively look for new documents and their updates in the [EU-OPENSREEN-DRIVE SharePoint repository](#). Only the deposition of high priority documents (e.g. minutes of the most recent Executive Board meeting) will be announced via email.

Project-internal reports:

Who	Frequency	Audience	Type of report
Coordinator	once a year	@GA, SEAB	oral presentation
Executive Board	once a year	@GA, SEAB	oral presentation
	after each ExecBoard meeting	Consortium	minutes
WP leader group	once a year	@GA, SEAB	oral presentation
	bimonthly	Coordinator	flash report
	after each WPLG meeting	Consortium	minutes
technical coordinators WP3, WP5	regularly	WP Leaders Group	oral presentation

4.2 WP Progress Report

WP leaders will monitor the progress of the WP under their responsibility through regular meetings (face-to-face and virtual), which will be organised by the WP leader whenever necessary. Minutes of each meeting will be made available to the consortium through dedicated “meetings” folder in each [WP folder](#) in the [EU-OPENSREEN-DRIVE sharepoint repository](#).

In addition, the work package leaders (via the Management Support Team) will submit a short progress report at the WPLG meetings in form of a flash report.

4.3 Flow of information in the project

4.3.1 Information about project meetings

An agenda and minutes of EU-OPENSREEN-DRIVE project-related meetings should be prepared using the [according templates](#). These documents are then archived in the relevant WP meeting folder in Sharepoint (Documents>WPs>WPx>WPx meetings)



4.3.2 Project flash reports

The work package leaders prepare a bimonthly flash report based on general project metrics (e.g. completed and upcoming deliverables) and input from the WP participants. This report comprises 2 to 3 PowerPoint Slides and it will reflect on the:

- work completed and on-going, achieved results
- an estimation of person months spent so far,
- progress of deliverables and milestones reached
- highlighting any possible delays or risks, together with suggestions of how to mitigate them.

[Flash reports](#) will be available for the consortium via the [EU-OPENSREEN-DRIVE sharepoint repository](#).



5 EC reporting procedures

[Generic information on technical and financial reports](#) can be found in the [Participant Portal H2020 Online Manual](#) and in the ["Infos H2020 reporting"-folder](#) in the [EU-OPENSREEN-DRIVE sharepoint repository](#).

5.1 Continuous reporting: Deliverables and milestones

[Deliverables and milestones](#) will be prepared by all beneficiaries participating in the relevant task, led by the task leader and work package leader. A list of planned deliverables and milestones can be found in the EU-OPENSREEN-DRIVE [grant agreement](#) on page 93-96 and page 141-142, respectively. An overview of upcoming and completed deliverables and milestones will be available [here](#) and will be reviewed regularly during the WPLG meetings and, in case of key deliverables, additionally during Executive Board meetings.

Published EU-OPENSREEN-DRIVE deliverables are also available for download by external collaborators and general public on the [resources section](#) of the [EU-OPENSREEN-DRIVE website](#).

5.1.1 Review and publication of deliverable reports

The task or work package leader will circulate draft deliverable reports and integrates feedback from other work package participants. 1. The WP leaders need to be aware of the publication requirements (for more details see section 7.1 Publication requirements arising from IP regulations) and circulate a first version of the deliverable within the work package in time to satisfy these. Once relevant feedback has been incorporated, the task or work package leader forwards the final deliverable to the MST, who will perform a check for quality and completeness. The MST will then ideally forward the report to the whole consortium by email for information and potential feedback. Afterwards, the MST will consolidate any feedback received, submit the final report to the European Commission and notify the Consortium.

5.1.2 Status of milestones

A status update of milestones will be presented to the Work package leader group during the work package leader group meeting and if required during the Executive Board meetings by means of a set of slides.

5.2 Periodic reporting

Periodic and final [technical](#) and [financial](#) reporting to the EC is requested at the following time points:

- **Reporting Period 1: M1-18 (01/02/19-31/07/20),
submission of report latest 60 days after M18**
- **Reporting Period 2: M19-36 (01/08/20-31/01/22),
submission of report latest 60 days after M36**
- **Reporting Period 3: M37-48 (01/02/22-31/01/23),
submission of report latest 60 days after M48**



The MST is responsible for the coordination of these reports and will provide appropriate templates. For details also see EU-OPENSREEN-DRIVE [Grant Agreement](#) Article 20. More [general information on periodic reporting](#) is available in the [Participant Portal H2020 Online Manual](#).

First input is needed from partners 15 days after the end of each reporting period. Partners will be reminded of the deadlines in a timely manner by email and in the WPLG and executive board meetings.

5.3 Financial Reporting

[General information on the financial and technical reporting](#) can be found in the EC Participant Portal. Short guidelines on EC funding rules can be found in section 13_ANNEX III: European Commission funding rules in a nutshell. Examples for Form C and the “Use of resources” part are available in the [financial reporting folder](#) and the [“Infos H2020 reporting”-folder](#) on the [EU-OPENSREEN-DRIVE sharepoint repository](#).



6 Risk management

The coordinator and MST is continuously monitoring the work progress in the project. The purpose of the [EU-OPENSREEN-DRIVE risk register](#) is to identify risks associated with the entire project and/ or individual work packages. The risk register will be maintained by the MST, who regularly updates and reviews it ideally shortly after each WPLG meeting. Depending on the topic, mitigation measures will be proposed by the risk owner, the MST or the affected WP leader and corrective actions will be agreed upon by the GA whenever necessary, and eventually get implemented. This may include changing the course of activities, shifting assignments and responsibilities, or re-allocating the budget.



7 Publication/ communication policies

[General guidelines on the dissemination and exploitation of project results](#) are available in the [Participant Portal H2020 Online Manual](#).

7.1 Publication requirements arising from IP regulations

Prior to publishing any publication related to the EU-OPENSREEN-DRIVE project, all consortium members need to be informed according to EU-OPENSREEN-DRIVE [Grant Agreement](#) Article 29.1 from page 50ff and section 8.4 Dissemination in the [EU-OPENSREEN-DRIVE consortium agreement](#).

“Publication” includes:

- Peer-reviewed publications
- Posters and presentations at meetings and conferences
- Public deliverables

Prior written notice of the final version of conference abstracts and non-published presentations (PowerPoint presentations or similar) shall be sent by email to consortium members at least 21 calendar days before submission (abstracts), presentation (presentations) or planned publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing to the coordinator and to the party or parties proposing the dissemination within 14 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

Prior written notice of any other planned publication shall be given by email to the consortium members at least 30 calendar days before submission. Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing to the coordinator and to the party or parties proposing the dissemination within 21 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

For more specific details on dissemination of and objections on planned publications, please refer to section 8.4.2.2 on page 31ff in the [EU-OPENSREEN-DRIVE consortium agreement](#).

For the avoidance of doubt, even in the absence of an objection, Section 10 Non-disclosure of information on page 36ff in the [EU-OPENSREEN-DRIVE consortium agreement](#) applies to all confidential information.

7.2 Acknowledgement of grant funding

The rules for publications and [acknowledgement of EU funding](#) are defined in the EU-OPENSREEN-DRIVE [Grant Agreement](#) articles 27-29 on page 49ff:

- 1) Dependent on the purpose of the publication, one of the following acknowledgements has to be used:

“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 823893”.



or

“The project leading to this application has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 82389”.

or

“Results incorporated in this standard received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 82389”.

2) The [appropriate EU logo](#) is available in the templates and logos folder in the EU-OPENSREEN-DRIVE sharepoint repository and must be displayed with the above-stated sentences.

3) Any dissemination of results must indicate that *“These results reflect only the author’s view; the European Commission is not responsible for any use that may be made of the information it contains.”*

7.3 Open Access policy

According to the EU-OPENSREEN-DRIVE [Grant Agreement](#) article 29.2 and 29.3 on page 51ff, open access to all peer-reviewed scientific publications is mandatory. Open access publishing costs are eligible costs in H2020 grants.

Where no open access is offered by a journal, final accepted manuscripts should be made available in suitable repositories or the [EU-OPENSREEN-DRIVE website](#) and the internal [EU-OPENSREEN-DRIVE sharepoint repository](#). Published articles (peer-reviewed or not) have to be submitted to the coordinator/MST in PDF format. The document(s) will be made available to the consortium through the internal website.

7.4 External communications policy

Official DRIVE logos and templates shall always be used for any external communication and all official dissemination requirements shall be applied as described in the EU-OPENSREEN-DRIVE [grant agreement](#) (articles 29 from page 50ff and 38 from page 59ff). The official representative of EU-OPENSREEN-DRIVE is the Coordinator. The Co-coordinator and/or the Project Managers may act as his substitute.

Any confidential information related to EU-OPENSREEN-DRIVE (i.e. information that has not been made publicly available by the consortium) must not be included in external communications.

7.5 Internal communication

To ensure project progress and the achievement of the overall goals of the DRIVE project, a proactive communication is needed among all consortium partners, including the timely availability of minutes and reports as well as interdisciplinary and cross-WP interactions.

Clear, short and simple information helps all partners, including non-native speakers, to communicate in an efficient way and prevents misunderstandings. It is recommended to be aware of different nationalities with diverse cultural backgrounds and generally communicate politely.



In case of a conflict, be open to solutions and inform the MST in case you need support for solving the conflict.

In case of vacation or sick leave, please activate an out-of-office email reply indicating a substitute.



8 Logos and Templates

It is important that all EU-OPENSREEN-DRIVE partners use the [DRIVE templates and logos](#) for all internal and external communications, and to ensure [funding is acknowledged](#) (please also refer to section 7.2 Acknowledgement of grant funding of this document) as per the European Commission requirements.

- [Logo](#)
- [EU-OPENSREEN-DRIVE information presentation and template](#)
- [EU-OPENSREEN-DRIVE information poster](#)
- [Attendance list template](#)
- [Meeting agenda + minutes template](#)
- [Deliverable reports](#)
- [Milestone reports](#)
- [WP flash report](#)

For external collaborators, logos and templates (as well as all available deliverables) can also be found on the [resources section](#) on the [DRIVE website](#).



9 Project resources

9.1 Reporting and review of resource usage

A overview of the project effort in person months (PMs) and budgets for all consortium partners can be found in the EU-OPENSREEN-DRIVE [grant agreement](#) on page 145-146 and 279-280, respectively.

A detailed plan of person months (PMs) per partner per deliverable is available in the ["resources"-folder](#) of the [EU-OPENSREEN-DRIVE sharepoint repository](#). This plan will ideally be updated every 6 months by the MST using the 6-months reports from the partner to the coordinator, latest at the moment of the respective reporting periods (M18, M36, M48). Deviations from the initially planned PMs will be discussed during the [WPLG meetings](#) and documented in the [WP Flash Reports](#) to be prepared by all WP Leaders in preparation of the bimonthly meetings. Any major identified risks will be discussed in the [Executive Board meeting](#) and if necessary a decision about the risk response made by the [GA](#).

It is important to note that it is a major risk in reaching the planned objectives of the project when project resources are not used ('underspending'). Therefore, the MST follows up regularly on resources used, as this allows for a timely response to potentially upcoming challenges e.g. by shifting resources or tasks between partners.

Consortium partners can find [general information on checks, audits, reviews and investigations](#) on the [Horizon2020 Participant Portal Online Manual](#) from the European Commission.



10 Helpful resources for further reading

- [Participant Portal H2020 Online Manual](#)
- [EU-OPENSREEN-DRIVE Proposal](#)
- [EU-OPENSREEN-DRIVE Consortium Agreement \(CA\)](#)
- [EU-OPENSREEN-DRIVE Grant Agreement \(GA\)](#)



11 ANNEX I: Extract of EU-OPENSREEN ERIC statutes

Extract of

**STATUTES OF THE EUROPEAN INFRASTRUCTURE OF OPEN SCREENING
PLATFORMS FOR CHEMICAL BIOLOGY
EUROPEAN RESEARCH INFRASTRUCTURE CONSORTIUM
(EU-OPENSREEN ERIC)**

Article 17

Scientific and Ethical Advisory Board

- (1) The Scientific and Ethical Advisory Board shall consist of independent and internationally recognised scientists and/or experts acting on their personal title.
- (2) The Scientific and Ethical Advisory Board shall offer advice on all matters including ethical questions requested by the Assembly of Members. Further details will be laid down in the Rules of Procedure.
- (3) The Assembly of Members shall appoint the members of the Scientific and Ethical Advisory Board for three years. The Assembly of Members may reappoint them once for the same duration.



12 ANNEX II: Extract of EU-OPENSSCREEN-ERIC INTERNAL RULES OF PROCEDURE (RoPs)

ARTICLE 3

Bodies

(4) Scientific and Ethical Advisory Board:

a. The AoM shall appoint a maximum of five members of the Scientific and Ethical Advisory Board for three years. The AoM may reappoint them once for the same duration.

b. The Scientific and Ethical Advisory Board may draw up its own Internal Rules of Procedure.

c. The Scientific and Ethical Advisory Board shall nominate a Chair and Vice Chair for two years from within its ranks who shall serve as a contact person for the AoM and Director General. The Chair and Vice-Chair shall not be re-elected on more than two consecutive occasions.

d. The Scientific and Ethical Advisory Board shall perform its task in consultation with the Director General.

e. The Scientific and Ethical Advisory Board shall advise the AoM in any matters requested by the AoM, including:

- o Scientific performance of EU-OPENSSCREEN ERIC;

- o Any relevant technological and/or scientific developments and their potential integration into EU-OPENSSCREEN ERIC;

- o Any ethical questions requested by the AoM.

f. The Scientific and Ethical Advisory Board shall meet in person if deemed necessary. The related travel and meeting costs shall be paid from the ERIC budget.



13 ANNEX III: European Commission funding rules in a nutshell



This document was gently provided by elixir (<https://elixir-europe.org/about-us>) and last updated on July 30th, 2018.

The information presented here is largely based on the Horizon 2020 [Annotated Model Grant Agreement](#); please always check this for complete information, explanations and background.

- The Commission agrees to fund specific activities as part of a project to a certain level
 - This information is included in the Grant Agreement, a formal contract concluded between the Commission and the project partners ('beneficiaries')
 - The Commission pays a certain amount as "pre-payment" to the Coordinator for distribution to the project partners so that activities can start (i.e. cash is available)
 - Note that the Commission always retains 10% of the total budget plus 5% from the guarantee fund for the final payment - i.e. the amount withheld is only paid out by the Commission once the project is complete and the final reports are submitted and the reported costs have been accepted
 - Financial contributions by the Commission are based on the accepted eligible costs stated in the financial reports submitted by each project beneficiary as part of the periodic (interim) and final project reports
 - According to the accepted eligible costs the Commission transfers further payments to the Coordinator for distribution following the procedure described above.
 - The reporting periods are indicated in the Grant Agreement. The standard timeframe for periodic reporting is 18 months, but some funding schemes might have different regulations.
 - Eligible costs (which include e.g. personnel, travel, meetings, consumables, workshop costs...) are defined in Article 6 of the [Grant Agreement](#) - specific rules may apply in certain situations, but the following always applies:
 - "costs must be actually incurred by the beneficiary"
- i.e. a project partner cannot claim costs incurred by someone else
- they "must be incurred during the project implementation phase"
- i.e. costs incurred before the project start or after its end are not eligible (with minor exceptions, for example costs for the final reporting are eligible if incurred in the 2 months following the end of the project implementation phase)
- they "must be indicated in the estimated budget"
- i.e. they must be budgeted for and the budget detail included in the Grant Agreement
- they "must be incurred within the context and as a necessary part of the project implementation"



- i.e. costs that do not contribute to fulfilling the project tasks are not eligible
 - they “must be identifiable and verifiable, in particular recorded in the beneficiary’s accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary’s usual cost accounting practices;
 - (vi) they must comply with the applicable national law on taxes, labour and social security, and
 - (vii) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency;”
 - → i.e. costs must be recorded clearly and in a legally compliant and auditable manner
 - → costs must not be excessive, wasteful or unnecessary
- If the Commission finds costs reported by a project partner not to be eligible during financial reporting, the costs may be declined (i.e. not be reimbursed)
- If during an external audit of a project partner conducted on behalf of the Commission (which can take place at any time and up to 2 years after the project ended) irregularities or un-eligible costs are found, the Commission may decline costs and/or withdraw **the entire funding** that partner has in the project in question, and in extreme cases (e.g. systematic errors in administration/accounting/reporting) withdraw and recover costs also from all other EC-funded projects that partner participates in
- In Horizon 2020, costs related to all types of activities (e.g. research and development, coordination, management) are reimbursed at 100% (direct costs), plus a flat-rate of 25% for overhead (indirect costs). Note that, where the overhead of a project beneficiary (institution/organisation) is higher than 25% of the direct costs, the beneficiary has to absorb the difference
- All personnel that works on an EC grant must complete timesheets to account for their time - this is true also for personnel working exclusively on the project as there may always be instances of non-eligible costs (e.g. for internal, non-project-related training, team events, etc., so the project is unlikely to ever account for 100% of someone’s time). An example from the Commission is available [here](#), and another useful template - for staff working 100% of their time on a Horizon 2020 grant - is [here](#).
- Travel to project meetings, workshops etc. should be budgeted under ‘other direct costs’ (ODC)
- Any events (including training, collaboration, information or knowledge exchange, etc.) to be held as part of the project should be budgeted under ODC, with a description of the event in the DoA (and likely also the table with justifications of ODC in the DoA)
- Costs (travel, accommodation, registration fees) for attendance at external meetings and conferences are only eligible for reimbursement if the event is directly relevant to the project and the participant presents e.g. a talk or poster on project outcomes (note that trips to training courses to receive training are not eligible!)
- Fees should never be charged for e.g. training events as these would be considered a “project income” and would effectively reduce the amount reimbursed by the EC
- The number of person months (PM) stated in the Grant Agreement/Description of Action is indicative - in practice, if the number of PM during reporting differs from the



amount stated in the Grant Agreement (e.g. due to different salary levels compared to the estimates used during grant preparation, varying currency exchange rates etc.), this is not a problem as long as an explanation is included during financial reporting. However, if the difference is significant, it is advisable to contact project management to get clearance from the Commission's Project Officer in advance.

- The resources indicated in the Description of Action are estimates and, as such, can be moved between different cost categories (personnel costs/other direct costs such as budget for travel, workshops etc.) under certain conditions. Article 4 of the Grant Agreement states:
 - The estimated budget breakdown indicated in Annex 2 may be adjusted by transfers of amounts between beneficiaries or between budget categories (or both). This does not require an amendment according to Article 55, if the action is implemented as described in Annex 1. However, the beneficiaries may not add costs relating to subcontracts not provided for in Annex 1, unless such additional subcontracts are approved by an amendment or in accordance with Article 13.
- Assigning personnel to Horizon2020 actions and employment contracts: there is no need to issue a new employment contract to personnel assigned to the action (project), unless their current employment contract states that they are assigned specifically to a different action (project). For staff with "general" employment contracts that do not assign them to specific actions, the work done on the action (project), the assignment to the action will be demonstrated by different means (e.g. internal documentation/management decision etc.).

