Management Board Meeting, 18th January 2021, 10 am (UTC)

Held by Zoom video-conference

Minutes

Attended by: Laura Turnbull-Lloyd (Chair, i-CONN Co-ordinator), Christian Kimmich, Andreas Ioannides, Vicky Papadopoulou Lesta, Demian Battaglia, Christina Prell, Marc Hütt, Ronald Pöppl, Christian Kerschner, Tony Parsons (Chair of Supervisory Board), Jennifer King (Project Manager), John Wainwright (Training Manager, in attendance)

1. ## Apologies

   Apologies were received from Thomas Hein.

2. ## Minutes of the last Management Board Meeting

   The minutes of the last meeting, held by video-conference on October 19th 2020 were approved as an accurate record of the meeting.

3. ## Matters Arising

   The Chair welcomed everyone to the meeting and briefly reported on the matters arising from the minutes of the last meeting:

   Action: JK to establish a Slack account for i-CONN and investigate the feasibility and cost of setting up an i-CONN Zoom account.

   i-CONN now has a Slack account. All of the ESRs and the PIs have signed up to Slack.

   The Chair reported that an i-CONN specific Zoom account with licences for all Beneficiaries would cost over £2k per year and would not add significantly more flexibility than the current system of relying on hosting of meetings by Durham University. The Board discussed this issue and agreed that the occasional convenience does not justify an additional cost. It was agreed that a list of free video meeting resources would be collated and distributed.

Action: JK to collate and distribute a list of videoconference resources.

   Action: DB to send slides from Datathon seminar to JK for distribution to the network.

   The recording of the seminar is available to the ESRs and anyone else in the network who requested it. Both the slides and the recording will be available on the website one we have the password protected section.

Action: The Progress Report.

The Chair thanked the members of the Management Board for their contributions and reported that the Progress Report was submitted. A copy of the Report is included with the meeting papers.

Action: JK to collate information about PhD theses format and language.

Action: JK to complete gathering this information and to compile a report for the next meeting

4. **Chair's Update**

The Chair reported that the website had now migrated to a new server and that the restoration of the website to the state it was in when the WordPress vulnerability was identified in September should soon be completed. The ESRs should be receiving invitations to their journal pages in the coming week.

The Chair reported that the seminar series has been established with lectures given by two Advisory Board members, Yamir Moreno and Ginestra Bianconi. Both seminars were attended by people external to the network, mainly from Durham University.   The Chair reminded the Board that they are welcome to advertise the seminar series more widely. Upcoming seminars will be delivered by Martin Everett and Tony Parsons.

In addition to the seminars, Christina Prell has completed her Social Network Analysis training, Vicky Papadopoulou Lesta has delivered a Graph Theory course and Andy Ioannides has given lectures on magnetoencephalography (MEG). The Chair thanked everyone for their contributions.

The Chair reported that the ESRs also received training in Unconscious Bias and Outreach.

5. **Supervisory Board**

The Chair of the Supervisory Board reported that there has been no meeting of the Board since the last Management Board meeting. He confirmed that he had received the Advisory Board's report which will be discussed at the next Supervisory Board meeting before being reported to the MB.

6. *Yearly Financial Report*

JK explained that the yearly Financial Report, designed to explain expenditure in the retained budget categories had been updated from the version distributed in December. The report now includes the overall budgets for each category and compares actual spend to the forecast expenditure.

JK also explained that she had corrected one number (the Project Manager costs for the year ending 30.9.20).

7. REA Audits

The Project Manager delivered a short presentation on the REA Audit process. The presentation slides will be distributed with the minutes. JK explained the importance of retaining evidence of ESR supervisory meetings, secondments, participation at conferences etc, as detailed in the presentation slides.

Action: JK to send a copy of the correct EU acknowledgement statement to the Board.

8. Deliverables and Milestones

The Chair reported that we are up to date with the deliverables and milestones.
Several were delivered at the end of November:

D5.10 Progress Report
D6.1 Transdisciplinary protocol
D6.2 Transdisciplinary Management Group terms of reference
D6.3 Final communication strategy.
D6.6 To have our project website up and running and in active use.

The Chair relayed an explanatory comment from Louise Bracken who has responsibility for the Transdisciplinary Protocol and Management Group:

i)   i-CONN has developed a Transdisciplinary Protocol to support the i-CONN team to create the capacity required to effectively deliver our transdisciplinary approach.
ii)   It is crucial that all those involved in the project collaborate to develop and learn from our transdisciplinary practices iteratively to improve our work and ensure we deliver the outcomes stated in our project proposal.
iii)   This will be pretty light touch – we know we are working in this way, but we just need to ensure we monitor and learn from what we do.

The TMG needs two additional members – an additional Principal Investigator and a representative from one of our partners.

Marc Hütt offered to join the TMG. We still require a partner representative to sit on the TMG.

Action: JK to discuss the first meeting and membership of the TMG with LB.

The Chair reminded the Board of the upcoming Deliverables (Deliverables are being managed by Durham University unless otherwise stated):

D1.1, SC/FC correlations – MH leading, due 1st March.

MH explained that although a paper may have been submitted by this date it will not have been published. Venetia is preparing the draft paper and it will be distributed to the Board for comment.

Action: JK/MH to keep in touch about progress in case an extension to the Deliverable is required.

D4.4, Connectivity methodologies and Graph Theory Training: VP, due 1st April.

Partly complete and the Cyprus training will complete it.

D5.5, Delivery of 540 months of ESR training. Due 1st April.

This is an error that needs correcting as 540 months of ESR training cannot be delivered until 30.09.2023.

Action: JK to request amendment

D2.1, Report with description of existing methods. VP, due 1st June.

VP explained that she will require input from the ESRs.

D6.7, Final Dissemination and exploitation plan. Due 1st June.

D4.5, Datathon, DB, due 1st July.

An amendment may be needed depending on the date of the Datathon.

M4, Populating the database with disciplinary data, DB leading. Due 1st July.

An amendment may be needed depending on the final date of the Datathon.

M5, Evaluation of common methods, VP leading, due 1st August

M6, Evaluation of cross-disciplinary application of methods, CKi leading, due 1st August.

D4.6, Brno Training Course, CKi leading, due 1st September

D3.1, Report detaining potential for cross-disciplinary application of methods. CKi leading, due 1st September.

M7, Network-wide overview of initial results (Board meeting at the end of Brno meeting) Due 1st September.

The Chair confirmed that although one individual may be responsible for a Deliverable or Milestone it is always acceptable to seek input from the ESRs or other consortium members as required.

Action: JK to individually email Deliverable & Milestone leaders with a reminder of their responsibility for delivery.

9. Paper Authorship .

JW reported that he had received input from several Board members on the Authorship policy. He will integrate these comments into the draft paper and circulate an updated policy for discussion.

The aim of the policy is to protect the interests of all people involved in i-CONN research, including ESRs, consortium members and external researchers. Anyone who has contributed enough to qualify as an author and who wishes to be named as an author should be allowed to do so.

10. Secondment Agreement

The Board approved the draft Secondment Agreement document.

10. Network & Training Events 2021

a) Cyprus Training 2021

The Board agreed unanimously that the network event and ESR training scheduled for early March 2021 should become an online event, reflecting the current COVID restrictions in Cyprus and across Europe.

The Board discussed the possibility of postponing this event until May but decided that this will interfere with the ESRs' training and secondment activities and may not be an option for some of the speakers.

It was agreed that once restrictions are lifted the Management Board should consider organising an additional i-CONN event to bring the consortium members together for the first time as quickly as possible.

The Chair reported that Trainers had been secured for the ESRs' training in the second week of the Cyprus event. The ESRs will receive a 3 -day event in scientific writing led by EDP Science and two days of project management/teamwork training.

The Chair explained that the relevant event page of the website will be available to the organisers of each event. It was agreed that seminars in the first week could be advertised more widely, if the individual speakers agree.

The Chair thanked Vicky Papadopoulou for her efforts in organising this event.

b) Datathon

Demian Battaglia updated the MB on plans for the Datathon. The proposed venue has requested that the network supply a list of unsuitable dates in the period May – October 2020 inclusive.

DB agreed to start liaising with the ESRs in order to prepare for the Datathon.

Action: DB to initiate preparation for the Datathon

Action: JK to acquire dates from the ESRs and DB to discuss dates with the Datathon venue.

c) Brno Advanced Course and Network Event

CKi reported that a date for this event had been set: 18th – 25th August 2021. The ESRs will need to prepare for the event by watching the Social Network Analysis lectures recorded by CP if they didn't attend her previous online training course.

11. Outreach

The Chair reminded the Board that 'Outreach' will be a formal agenda item at MB meetings. The ESRs have received some initial training and will get more communication/engagement training on 28th January. They will soon have access to their blog space on the website and will be asked to plan the first e-newsletter.

ESRs should be encouraged to contribute regularly to the newsletter and their blogs, for example summarizing papers produced by their group and reporting on their own activities. It was agreed that an ESR should be asked to summarize each i-CONN seminar for the newsletter.

The ESRs should be asked to contribute to i-CONN's social media activity and it was agreed that Social Media training should be arranged.

Action: JW to approach a Social Media trainer

Action: JK to communicate with ESRs to produce the newsletter.

12. Date of next meeting

A meeting will be held by video-conference in late February 2021.

Action: Project Manager to arrange a Doodle Poll.

13. Any Other Business

There was no other business.