



Management Board Meeting, 3rd March 2021, 1 pm (UTC)

Held by Zoom video-conference

Minutes

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

1. Apologies

Apologies were received from Demian Battaglia.

2. Minutes of the last Management Board Meeting

The minutes of the last meeting held by videoconference on January 18th, 2021, 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 collate and distribute a list of videoconference resources.

A list of free video-conference options was put on Slack.

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

A draft document has been distributed.

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

The formal wording was distributed by email. Also, the correct version of the flag (.jpg format) and the acknowledgement statement are on the website.

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

JK has discussed with Louise – the meeting will be at the end of April or May.

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

JK discussed with individual PIs as required.

Action: JK to distribute the Secondment Agreement to the network

The secondment agreement was sent out along with an example of a completed secondment agreement. The Chair reminded everyone that a secondment agreement needs to be completed for each secondment in advance and a signed copy sent to JK.

Action: JW to approach a Social Media trainer

A Social Media Training session is being arranged. It will possibly take place on 19th March.

Action: PIs should check to see if the information about the PhD regulations at their institutions (thesis format and language) is correct.

4. Chair's Update

The i-CONN Website

The Chair reported that the website is now functioning. Everyone in the consortium has been given access to the private space (by email 16th February 2021) and the ESRs have access to their journal pages. The Chair asked the PIs to ask their ESR(s) to get a first journal post up quickly. The ESRs have been given guidance on the sort of material that can be covered e.g. their research, general 'outreach' articles about their field of science, life as an ESR, a report on a seminar they have attended.

Some users report that the website is still slow, but this should be solved when the website moves to the new permanent host.

Durham University's Computing and Information Service have taken down the old website and should be redirecting any traffic to the new website but this hasn't been completed yet.

Action: JK to chase CIS.

The Progress Report:

The Chair reported that REA responded to our Progress Report in early February. Main points:

- a) They were pleased with the report.
- b) They congratulated us on our pandemic mitigation actions.
- c) They wanted clarification that Harald Waxenecker was eligible and have accepted a statement from JK that she has seen his degree certificates. No further action is needed.
- d) They commented that we have been using the wrong UK flag (now corrected on the website).
- e) The REA drew our attention to the importance of correctly acknowledging funding in all publications, talks etc and also to remind us that publications must be available in an open access mode.
- f) The REA asked for an update on COVID mitigation. This was provided and they are very pleased with our online activities. They are also happy for the network to hold an additional meeting to allow us to meet for the first time.

- g) The Project Officer said that she will discuss the Periodic Report meeting that will replace the Mid-Term review in the summer. This will be an in-person meeting in late 2021/early 2022.

The Chair thanked the Project Manager for compiling the Progress Report.

GitHub

The Chair asked the Board to consider possible network use of GitHub. In order to accommodate the needs of i-CONN it might be necessary to pay for a subscription, but this would be cheaper than paying the website designers to provide an equivalent functionality on the website.

Action: Board to consider the use of GitHub and to contact either LT or JK with any comments.

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.

6. Deliverables and Milestones

LT reported that we are up to date with the Deliverables and Milestones and drew the Board's attention to the list of upcoming Deliverables and Milestones that had been sent out with the meeting papers.

Two items were noted:

D1.1, SC/FC correlations, due 1st March 2021.

MH explained that an extension to the D1.1 due date was requested in order to expand the publication to include input from the network about possible applications of the work. An extension until June 15th was requested from the REA and this was granted.

D5.5, Delivery of 540 months of ESR training, originally set as due on 1st April 2021.

LT explained that the Project Officer agreed to amend this date until 30.9.2023 as the original date was an error.

7. Paper Authorship .

JW reported that he hopes to send the amended version shortly.

Action: JW to finalise the Paper Authorship policy document and distribute to the Board.

8. Network & Training Events 2021

a) Cyprus Training 2021

VP reported that apart from finalising the Chairs for each session the organisation for the Advanced Course and the Workshop was complete.

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

The consortium has received the timetable for the two events. Flyers advertising the Advanced Course lectures and the Workshop seminars have been sent to the consortium and the seminars for the Workshop are on the website. Board members are welcome to distribute the flyers to colleagues and students. For the Workshop (11th & 12th March) only the workshop seminars are in the flyer because the ESR and WP talks are not open to external attendees.

CP explained that the survey that will be released to the network at the start of the Workshop was extremely important for Marcel Mallow's PhD research and asked that everyone encourage their teams to complete it during the session.

Action: Everyone to prioritise attending the Survey session on Thursday 11th March at 8.30 CET and to encourage their ESR(s)/colleagues to attend.

LT updated the Board on the second week of training:

- i) A science writing masterclass arranged by EDP Sciences (Monday – Wednesday inclusive)
- ii) the “Networks, teams, interdisciplinary collaboration and research impact” training has been cancelled due to ill-health. This will be re-organised. It is expected that the Social Media training will be delivered on Friday 19th instead but there will be no activities on Thursday.

Action: JK to finalise time of Social Media Training with the trainer.

Action: JK to send details of the ESRs' training to the PI's.

b) Datathon

LT reported that there was no update on the Datathon and that she hoped to discuss this with Demian Battaglia at the Cyprus event.

c) Brno Advanced Course and Network Event

CKi reported that a date for this event had been set: 18th – 25th August 2021.

d) Vienna (Advanced Course 4 – Connectivity in Environmental Sciences) Dec 2021

TH reported that he, Louise Bracken and RP would Louise and Ronny would discuss this on 22nd March.

e) Bremen (Enterprise Skills and Workshop 2) Jan 2022

JW reported that the reason for a concentration of events early in the duration of the grant was to allow training to be front-loaded. However, there might be a benefit in postponing the Enterprise course so this might be separated from the Bremen workshop.

f) Nicosia (Advanced Course 5 - Novel approaches to collecting high resolution data) Feb 2022

AI reported that he has discussed this meeting with Rebecca Hodge and that the meeting might include a fieldtrip. AI has also been approaching speakers. The date of the meeting is not finalised but a date in March 2022 might be optimal.

Outreach

LT reported that, largely due to the impact of COVID, the network is behind in delivering outreach activities. It will help if the ESRs each post a journal entry on the website. JK reported that the ESRs had agreed a rota between themselves for delivering the newsletter and managing social media but that the team working on the first newsletter had decided to postpone it until after the workshop due to workload.

It was agreed that as the ESRs are overloaded at the moment we will look into ways to streamline outreach via the blog/newsletter/social media for the next few months until they are better able to cope.

Action: JK to discuss the newsletter and social media handling with the ESRs.

9. Date of next meeting

A meeting will be held by videoconference in May 2021.

Action: Project Manager to arrange a Doodle Poll.

10. Any Other Business

There was no other business.