



Supervisory Board Meeting, May 27th 2020, 2pm (CEST)

Held by Zoom video-conference

Minutes of the Meeting

In attendance: Tony Parsons (Chair), Laura Turnbull-Lloyd (Coordinator and Chair of the Management Board), Andy Ioannides, Damian Crilly, Brian Fath, Christian Kimmich, Marc Hütt, John Wainwright (Chair of Training Board), Louise Bracken.

Apologies received: Vicky Papadopoulou.

1. To approve the minutes of the meeting of 18/11/19

The Chair explained that under the terms of the Consortium Agreement the Minutes are deemed to be approved if no written corrections are received within 15 days of the receipt.

2. Matters Arising

Most matters arising from the minutes were covered during the subsequent agenda items. The following items were discussed during matters arising:

Minute 9.1 'to clarify expectations and involvement of each ESR with each work package'

Action: LT and JW to discuss this and report to the Board.

Minute 11 'JW presented various options for ownership and accessibility of data sets, and policies on authorship of publications which were discussed. It was agreed that he would present a policy paper to the next meeting for approval.'

JW reported that he had not received much feedback on this issue so he will present a policy paper at the next meeting of the Board.

Action: JW to formulate a policy paper for discussion at the next meeting

3. To Receive the Chair's Update

The Supervisory Board agreed to the Chair's request to add an additional agenda item to the meeting in order to discuss the Management Board membership.

The Chair introduced the Project Manager, Jennifer King to her first Supervisory Board meeting.

The Chair reported that the Grant Amendment, which changed the status of the Environment Agency from beneficiary to partner and added the University of Groningen as a beneficiary, had been signed. He thanked the Coordinator for her efforts to achieve this.

4. To Receive a report from the Management Board

4.1 Recruitment

LT reported that the Management Board had discussed the impact of COVID-19 on recruitment but had decided to continue recruitment with remote working at the beginning of contracts if possible. Most ESRs had been recruited (although the University of Vienna is re-advertising) but several of the beneficiaries are unable to issue contracts that allow for a remote working start. The final date for recruitment of the ESRs is September 2020.

4.2 Data Management Plan

LT reported that the first version of the Data Management Plan was completed and submitted to the REA as a deliverable for the project. The DMP is a 'living' document that will evolve as required.

4.3 i-CONN Website

LT reported that the website is being updated with photographs and biographies of the ESRs. It would be useful if the website could also be updated with the names of additional supervisors (preferably with links to their academic webpages) and with helpful reference material.

Action: Beneficiaries to contact JK with names of additional supervisors if they have not already done so.

Action: All Board members to submit suggestions for material for inclusion on the website to JK. This could include useful publications or other resources, and pictures.

5. To Receive a report from the Training Board

5.1 Training Board Meetings

JW reported that the Training Board had not yet formally met. Correspondence has so far been by email.

5.2 Training Best Practice Document

The Training Best Practice Document was completed and submitted to the REA as a deliverable. It is a living document and amendments are welcome from members of the network as the project progresses.

Action: JK to add the Training Best Practice document to a password protected section of the website.

5.3 Vitae Protocol

JW reminded the Board that i-CONN will be using the Vitae protocol for researchers and will be using the 'Training Needs Analysis' process.

Action: LT and JW to discuss how to implement the Training Needs Analysis process.

5.4 September Training and Network Meeting (Durham and Windsor)

JW reported that due to COVID-19 restrictions, the delivery of the meetings in Durham and Windsor were under review and options for online delivery or rescheduling some of the training were being considered. Given that lack of certainty around the issue, the options will be reconsidered in early June.

The implications of the ESRs and network members being subject to different travel restrictions was discussed. It was agreed that a decisions on the format of these meetings would need to be made by late July.

No travel should be booked for these meetings.

Action: All network members to keep JK informed of local restrictions and issues around travel.

5.5 2021 Meetings

JW reported that discussions have started with the hosts of the 2021 training and network meetings with the aim of finalising dates in the next few weeks. It was agreed that it would be preferable to have the Nicosia meeting before (non- Orthodox) Easter on April 12th.

Action: JK to discuss initial arrangements with the hosts of 2021 training and network events.

6. To Receive a report on the membership and activity of the Advisory Board

LT reported that the membership for the Advisory board was as follows:

Jacky Croke, University College Dublin (Chair)
Ginestra Bianconi, Queen Mary College London

Martin Everett (Manchester University)
Yamir Moreno, university of Zaragoza

An additional invitee to the Advisory Board, Lorien Jasny, is unable to participate due to maternity leave but would be interested in being involved in the network on her return. Her suitability as a future guest lecturer was noted.

Action: TP and LT to discuss a meeting schedule for the Advisory Board and to consider how to introduce them to the network.

7. To Discuss planning for the Mid-term Review

JK gave a brief description of the Mid-Term Review process, also called the 'mid-term check'. Under normal circumstances the review would be held in late 2020, but the Project Officer does not want to discuss the date or format of the meeting until September. The review process is likely to involve short talks by the ESRs and the Work Package Leaders. The Project Officer will hold a private meeting with the ESRs to check that they have appropriate employment contracts, the correct pay and conditions, are eligible to be an ESR and are generally happy in their new role.

There will not be an external expert scientific/academic assessor present.

Action: JK to inform the network of who will need to attend the Mid-Term Review meeting.

8. To Agree date of next meeting

Friday September 18th 2020, 2 pm CEST. To be held during the Durham network meeting or remotely if necessary.

9. Management Board Membership

The Chair reported that due to an anomaly between the Grant and Consortium Agreements the Chair of the Supervisory Board had not been included as a member of the Management Board even though the Supervisory Board reports to the Management Board.

The Supervisory Board unanimously voted to add the Chair of the Supervisory Board to the membership of the Management Board.

Any Other Business

LT reminded the Board that the secondment plan needs re-assessing in light of the impact of COVID-19 and the variety of ESR start dates. Both the timings and format of the secondments (e.g. remote delivery) may need altering.

Both the Supervisory Board and the Project Officer will need to approve changes to the secondment plan.

Action: Beneficiaries to consider the secondment plan for their ESRs, and to contact the Project Manager (JK) with updates.