



A4L_ACTIONS

Alliance for Life Sciences: From Strategies to Actions in Central and Eastern Europe

H2020-SC1-2020-Single-Stage-RTD --964997

D6.1 Focus Group meeting minutes

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1 FOCUS GROUP 1. – Science evaluation

1.1 KICK OFF MEETING – 25.5.2021

Alliance4Life_ACTIONS
FG 1 Science evaluation
MEETING MINUTES
 Kick-off May 25, 2021

List of Participants:

Institution	Name
CEITEC MU	Nikola Kostlánová
CEITEC MU	Pavla Foltynová
MU	Monika Kuchlei Sieberová
FNUSA-ICRC	Eva Špillingová
BMC SAV	Silvia Pastoreková
BMC SAV	Daniela Gašperíková
MUL	Maciej Chalubinski
UZSM	Srećko Gajović
UT	Toivo Maimets
VU	Egidijus Semėnas
UL	Sergej Pirkmajer
UL	Tina Štukelj
MUS	Monica Kenarova
UMFCD	Anuta Valentina
LIOS	Dace Tirzite
UZSM	Maja Cikes
LIOS	Aiva Plotniece
UZSM	Ana Babic Perhoc

Agenda:

- 15.00 – 15.05 Welcome
- 15.05 – 15.30 Tour de table
- 15.30 – 15.35 Introduction of WPs
- 15.35 – 15.50 WP 1 (Silvia Pastorekova)
- 15.50 – 15.55 WP1 – Database of experts (Eva Spillingova)
- 15.55 – 16.00 WP2, T2.1 - Mapping pockets of excellence in CEE (Pavla Foltynova)
- 16.00 – 16.10 Other tasks (Nikola Kstlanova, Toivo Maimets)

- 16.10 – 16.15 Organization of teleconferences and meetings
- 16.15 – 16.25 Discussion
- 16.25 – 16:30 Conclusions

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: Benchmarking: FG1 will continue in collecting performance indicators defined and collected in previous project to see trends in all institution and CEE region. The data will also be used for a Task 1.1 Institutional self-assessment of R&I excellence and research culture.

TOPIC 2: The most effective system of institutional evaluation: At least three partners of the project will arrange a Pilot ISAB peer review evaluation during the project. FG1 will follow the procedures and discuss the best practice as well as difficulties and limits of the process. The outputs will be part of the T1.2 Peer-evaluation of scientific quality.

TOPIC 3 – Database of experts: FG1 will prepare a database of experts in different scientific fields of Life Sciences. Experts will provide expertise in different processes including evaluation. The experts will be involved into T1.2 Peer-evaluation of scientific quality and T2.3 Seed fund

NEW TOPICS:

TOPIC 4: Mapping pockets of excellence in CEE: Desk research to identify the most excellent research(ers) from CEE will be done by Task Force lead by Pavla Foltynova (FG1 member). FG1 will provide feedback on the result of the Task Force.

TOPIC 6: Thematic mini-conferences with matchmaking: FG1 will help to identify the suitable topics for Match making Mini-conferences.

TOPICS 7: Seed fund: FG1 will help with identification of suitable criteria for the Seed fund application.

TOPICS 8: Skills Academy for Careers in health R&I: FG1 in cooperation with FG2 will discuss possible topics for SAC training.

Nominees for the Chair /Co-chair positions:

Not relevant for FG1

FG Chair:

FG Co-chair:

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	WP1, T1.1 <i>Institutional self-assessment of R&I excellence and research culture</i>	Silvia Pastoreková	6. 6.
2.	WP1, T1.1 <i>Collection of data (WOS), citations linked to WP2 Excellence map (M6)</i>	Silvia Pastoreková	31. 8.
3.	WP1, T1.2 Database of experts	Eva Špillingová	M6
4.	WP1, T1.2 <i>piloting ISAB peer review at BMC SAV, CEITEC MU, ICRC (tbc) and transfer of practice to all partners</i>	Silvia Pastoreková	M6
5.	WP1, T1.3 <i>catalogue of trainings, developing modules and trainers</i>	Nikola Kostlánová	M6, M10
6.	WP1, T1.5 Green Lab Ambassadors	Silvia Pastoreková	M6
7.	WP2, T2.1 Mapping pockets of excellence in CEE	Pavla Foltynova	M6
8.	WP2, T2.2 Thematic mini-conferences with matchmaking	TBS	M10
9.	WP2, T2.3 Seed funds	TBS	M10
10.	WP3, T3.2 Developing training portfolio for researchers in SAC	TBS	M10

Any other information resulting from the FG meeting:

FG1 discussed the schedule and the topics of the teleconferences and meetings:

Teleconferences:	Topics:
June 2021 (M2)	<ul style="list-style-type: none"> a) Definitions of indicators b) Topic for trainings at RMA c) Database of experts
September/October 2021 (M5/M6):	<ul style="list-style-type: none"> d) Data collection e) Green labs ambassadors f) Feedback on pocket of excellence results
December 2021 (M8):	<ul style="list-style-type: none"> a) Developing modules for RMA

	<ul style="list-style-type: none"> b) Identification of mini-conferences topics c) Identification of criteria for seed fund application
February 2022 (M10):	<ul style="list-style-type: none"> a) Identification of mini-conferences topics b) Identification of criteria for seed fund application c) Training portfolio for researchers
Meetings:	
April 2022 (M12)	<ul style="list-style-type: none"> a) Training portfolio for researchers b) Report from Pilot ISAB review
April 2023 (M24)	<ul style="list-style-type: none"> a) Report from Pilot ISAB review
April 2024 (M36)	<ul style="list-style-type: none"> a) Best practice from pilot ISAB review

Tasks:

- **Revision of indicators DDL 06/06/2021.** Please check the indicators of excellence and their definitions and send feedback to Silvia Pastorekova (virusipa@savba.sk) whether they are acceptable collectable for your institution.
- **Data Collection DDL 31/08/2021.** The bibliometric data must be collected by the end of August. The collection of other data must be discussed among all FGs of the institution. FG1 member is responsible for the coordination of the collection of all data within his/her institution.

Next meeting of the Focus Group:

1st telco: June 2021 (will be specified based on the doodle voting). Topics: report on indicators, process of data collection, report from the task force on excellence pockets, reports on database of experts, discussion on topics for RMA trainings.

1.2 ONLINE MEETING – 14.6.2021

Alliance4Life_ACTIONS
FG 1 Science evaluation
MEETING MINUTES
 Online, June 14, 2021

List of Participants:

Institution	Name
CEITEC MU	Nikola Kostlánová
CEITEC MU	Pavla Foltynová
CEITEC MU	Zlata Novotná
MU	Monika Kuchlei Sieberová
FNUSA-ICRC	Eva Špillingová
BMC SAV	Silvia Pastoreková
BMC SAV	Daniela Gašperíková
VU	Egidijus Semėnas
LIOS	Aiva Plotniece
LIOS	Maija Dambrova
UL	Sergej Pirkmajer
MUS	Monica Kenarova
MUS	Lyudmila Tomova
UMFCD	Anuta Valentina

Agenda:

- 1) Discussion on bibliometric indicators and self-assessment report (Silvia Pastoreková)
- 2) Process of data collection (Silvia Pastoreková)
- 3) Report from the task force on excellence pockets (Pavla Foltynova)
- 4) Reports on the database of experts (Eva Spillingova)
- 5) Discussion on topics for RMA training (Nikola Kostlanova). Please see attached Work Plan of the project p. 5-6.
- 6) Any other business

Ad 1, 2) The draft of the self-assessment report was distributed through the Main contact representatives of the institutes, who are responsible for the coordination of the task at institution. The representatives of FG1 should be responsible for Bibliometric part of the report, further involvement depends on institutional needs and organizational specificities.

Unclear definitions were discussed during the meeting (definition of multi-author publications, assignment of the result to subject categories, classification of publications into

categories T5, T10, Q1). The final text of the definitions will be sent as a part of the template. Last modifications can be proposed by 15.6. 2021 to the address: virusipa@savba.sk

Subsequently, data will be collected for individual institutions. The values will be shared via a common xls table. Institutions shall also provide the Web of Science datasets in the required format. **DDL: 31. 8. 2021**

Ad 3) Pavla Foltynova presented the current state of preparation of T2.1 Mapping pockets of excellence in CEE. She introduced the members of the Task Force and the criteria for selecting excellent representatives. During the discussion, attention was drawn to the need to supplement the list not only on the basis of bibliometric and grant results, but also according to the success in the applied sphere. The second phase of the selection of excellent pockets at the level of individual institutions will be used for this purpose. Sergei Pirkmajer offered to verify the selected criteria for the University of Ljubljana.

Ad 4) Eva Spillingová proposed to update the existing table of experts from the previous project. The spreadsheet needs to be verified for the latest version and shared with all partners to update it. Further discussions will consider the possibility of providing sophisticated software for sharing information in the database as well as funding of evaluators during external evaluations.

Ad 5) Nikola Kostlanova will prepare a shared document, where everyone from FG1 will share suggestions for suitable topics for courses in RMA. We expect courses, which we can offer as experts for sharing with other managers, especially in the field of science policy. We should also consider courses that would be of interest to us, but we do not have an expert on them and those that could be acquired in the soft skill academy for researchers.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	WP1. T1.1 <i>Institutional self-assessment of R&I excellence and research culture</i>	Silvia Pastorekova	16. 6.
2.	WP1, T1.1 <i>Collection of data (WOS), citations linked to WP2 Excellence map (M6)</i>	All FG1 members	31. 8.
3.	WP1, T1.2 Database of experts – updates of the table	Eva Spillingova	31.8.
5.	WP1, T1.3 <i>catalogue of trainings, developing modules and trainers</i>	Nikola Kostlanova	30. 6.
7.	WP2, T2.1 Mapping pockets of excellence in CEE – revision and supplementation of the map at institutional level	Pavla Foltynova	09/2021

Tasks:

- **Data Collection DDL 31/08/2021.** The bibliometric data must be collected by the end of August. The collection of other data must be discussed among all FGs of the institution. FG1 member is responsible for the coordination of the collection of all data within his/her institution.
- **Update on database of experts DDL 31/08/2021**
- **Suggestion on RMA topics DDL TBS**

Next meeting of the Focus Group:

Will be specified based on the doodle voting

1.3 TARTU MEETING – 29.4.2022

Alliance4Life_ACTIONS
FG 1 Science evaluation
MEETING MINUTES
 Tartu, April 25, 2022

List of Participants:

Institution	Name	Status
CEITEC MU	Nikola Kostlanova	On-site
CEITEC MU	Pavla Foltynova	On-line
MU	Monika Kuchlei Sieberova	On-site
FNUSA-ICRC	Eva Spillingova	On-site
BMC SAV	Silvia Pastorekova	On-site
BMC SAV	Daniela Gasperikova	On-line
MUL	Maciej Chalubinski	On-site
UZSM	Srećko Gajović	On-site
UZSM	Nino Sinčić	On-site
VU	Vida Lapinskaite	On-site
UL	Tina Štukelj	On-site
MUS	Magdalena Kasnakova	On-site
UMFCD	Anuta Valentina	On-line
LIOS	Aiva Plotniece	On-site
LIOS	Maja Dambrova	On-line

Agenda:

- **Activities from the first year of the project**
 - Self-assessment report
 - Database of experts
 - Pockets of excellence
- **On-going activities**
 - T1.2 - piloting ISAB peer review at BMC SAV, CEITEC MU, ICRC and transfer of practice to all partners
- **New topics for the FG1**

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: Self-assessment report

FG1 sees the document as crucial for the further development of partner institutions. The document has not yet been published and this will need to be addressed. The issue is the form of data anonymization. The material should be provided as soon as possible at least to the partner institutions in the project before the anonymization is finalized. After that, good practice will be shared in terms of further work with the document at the individual institutions, i.e. analysis of the situation, proposal of measures, implementation of measures. FG1 members will be a guarantor of these processes.

TOPIC 2: Pockets of excellence

Lists of prominent scientists in the partner countries are to be used for nominations for the upcoming thematic Mini-Conferences. During the discussion, FG1 members agreed that invitations to the conferences should first be addressed to the identified scientists from the partner organisations and only then distributed to other researchers on the list.

TOPIC 3: Database of experts

Eva Spillingova presented the state of preparation of the database of experts for evaluation, supervision, mentoring, etc. At present, the future of the database needs to be considered, in particular its updating (connection with LinkedIn or ResearchGate) and its publication (open access).

TOPIC 4: T2.1 Piloting ISAB peer review at BMC SAV, CEITEC MU, ICRC and transfer of practice to all partners

Representatives of BMC SAV, ICRC FNUSA and CEITEC MU presented the preparation and implementation phase of the evaluation at their institutions. The presentation was concluded with an overall discussion.

NEW TOPICS:

TOPIC 4: Agreement on Reforming Research Assessment („Coalition of Willing“) – adjustment for CEE countries

TOPIC 6: Coordination of the Self-evaluation reports processing and implementation

TOPICS 7: Tenure track and requirements for positions at different career stages

TOPICS 8: Evaluation of Core Facilities

Nominees for the Chair /Co-chair positions: not relevant

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	WP1, D1.1 – Analyses of the Self-assessment report and discussion of further steps in domestic institution	All	09/2022
2.	WP1, T1.2 – Database of experts –the proposal of specific possible solutions of managing the database (precise description of the activities required to operate the database, resources and capacities needed)	Eva Spillingova	06/2022
3.	WP1, T1.2 <i>piloting ISAB peer review at BMC SAV, CEITEC MU, ICRC - status report from the evaluation</i>	Representatives from BMC SAV, CEITEC MU, ICRC	09/2022
4.	Preparing agenda (new topics) for the second year of the project	All	06/2022

Any other information resulting from the FG meeting:

Scheduling of the FG1 on-line meetings - All partners will consider and propose a suitable date for joint online meetings, i.e. by 31 May 2022, vote on a suitable date (generally a day of the week, afternoon/afternoon) that will be suitable for FG1 meetings.

Tasks:

- Suggest a general date for FG1 meetings in future months (e.g. first Friday of each month at 10.00).
- Consider and define tasks for the second year of the project.

Next meeting of the Focus Group:

TBS

1.4 LODZ MEETING – 27.4.2023

Alliance4Life_ACTIONS
FG 1 Science evaluation
MEETING MINUTES
 Lodz, April 27, 2023

List of Participants:

Institution	Name
CEITEC MU	Nikola Kostlanova
CEITEC MU	Zlatuse Novotna
FNUSA-ICRC	Eva Spillingova
BMC SAV	Silvia Pastorekova
BMC SAV	Daniela Gasperikova
MUL	Maciej Chalubinski
UZSM	Nino Sinčić
UL	Nejc Umek
UMFCD	Anuta Valentina
LIOS	Aiva Plotniece

Agenda:

- 1) Database of experts: released 12/22
- 2) D1.3 – Peer evaluation report: released 01/2023
- 3) CoARA – the coalition for advancing research assessment

Main areas of interest of the Focus Group and Conclusions of the discussion on Work Plan and planning next steps::

1) Database of experts (DoE):

DoE was released on the A4L webpage (Documents & Deliverables; Alliance4Life_Action 2021-2024; Database of Experts). The access is secured by a password (FG1_2022).

It was used for selection evaluators for the 1st Seed Fund Call. Feedback – easy to select evaluators through filters and keywords. But the low willingness of experts to participate in evaluation even though the job was paid.

How to increase the motivation of evaluators? (FG1 brainstorming)

- 1) Prepare and send an **invitation letter** to all DoE members to let them know about their roles and expectations in evaluation or other activities.
- 2) Prepare an **explanatory email** where evaluators will be encouraged to properly participate in DoE activities. The email will be attached to the email for the experts selected for specific tasks.
- 3) Involve the **board members** in the process of addressing the experts. Board members should be contacted together or before the 1st contact with a selected evaluator to ensure better communication and response rate.
- 4) **Teleconference with evaluators** – to properly explain the mission of DoE and the roles of evaluators the teleconference should be organized.
- 5) **Short video about the DoE** – to raise awareness about DoE
- 6) **Rating of evaluators** (stars system)

2) D1.3 – Peer evaluation report: released 01/2023

The peer evaluation report was shortly introduced to FG1 members to know about it and use it as a guideline for the peer evaluation processes in their institutions.

3) CoARA – the coalition for advancing research assessment

CoARA was shortly introduced and further discussed with FG1 members.

a) Has your institution joined / is planning to join CoARA?

Joined: **CEITEC MU, MUL, VU, UL, MUS, UMFCD,**

Is Planning to join: **BMC SAV, LIOS**

b) What commitments of CoARA do you see as the biggest barriers to fulfilling?

- i. Recognise the diversity of contributions to, and careers in, research in accordance with the needs and nature of the research (4 institutions)
- ii. Base research assessment primarily on qualitative evaluation for which peer-review is central, supported by responsible use of quantitative indicators (1 institution)
- iii. Abandon inappropriate uses in research assessment of journal- and publication-based metrics, in particular, inappropriate uses of Journal Impact Factor (JIF) and h- index (4 institutions)
- iv. Avoid the use of rankings of research organisations in research assessment (2 institutions)
- v. Commit resources to reforming research assessment as is needed to achieve the organizational changes (1 institution)
- vi. Review and develop research assessment criteria, tools and processes
- vii. Raise awareness of research assessment reform and provide transparent communication, guidance, and training on assessment criteria and processes as well as their use (3 institutions)

- viii. Exchange practices and experiences to enable mutual learning within and beyond the Coalition
- ix. Communicate progress made on adherence to the Principles and implementation of the Commitments
- x. Evaluate practices, criteria and tools based on solid evidence and the state-of-the-art in research on research, and make data openly available for evidence gathering and research (2 institutions)

Any other information resulting from the FG meeting:

Scheduling of the FG1 online meetings - All partners will consider a suitable date for a joint online meeting. By 31 May 2023, vote on a suitable date for the next FG1 meeting.

Tasks:

- 1) Draft of the strategy for improving using of DoE to be discussed at the next online meeting (Nikola, 31. 5. 2023)
- 2) Voting for a next meeting date. (all, 31. 5. 2023)

Next meeting of the Focus Group:

TBS

1.5 ONLINE MEETING – 07.06.2022

Alliance4Life_ACTIONS FG 1 Science evaluation MEETING MINUTES Online June 7, 2022

List of Participants:

Institution	Name
CEITEC MU	Nikola Kostlánová
CEITEC MU	Pavla Foltynová
CEITEC MU	Iva Sekaninová
MU	Monika Kuchlei Sieberová
FNUSA-ICRC	Eva Špillingová
BMC SAV	Silvia Pastoreková
UZSM	Srecko Gajovic
VU	Vida Lapinskaite
VU	Eglė Miltakienė
LIOS	Aiva Plotniece
UL	Tina Stukelj
MUS	Magdalena Kasnakova
MUS	Lyudmila Tomova
UMFCD	Anuta Valentina
UMFCD	Cristina Petcu
SE	Péter Szluka

Agenda:

1. WP1, D1.1 – Analyses of the Self-assessment report and discussion of further steps in a domestic institution
2. WP1, T1.2 – Database of experts – the proposal of specific possible solutions for managing the database (precise description of the activities required to operate the database, resources, and capacities needed)
3. Preparing agenda (new topics) for the second year of the project

Suggested topics:

TOPIC 1: Agreement on Reforming Research Assessment („Coalition of Willing”) – adjustment for CEE countries

TOPIC 2: Coordination of the Self-evaluation reports processing and implementation

TOPIC 3: Tenure track and requirements for positions at different career stages

TOPIC 4: Evaluation of Core Facilities

Ad 1) The final version of the report is attached to the minutes. The document will be published in this version on the A4L website in the near future.

All FG1 members will read carefully the document by the end of August and propose how the document will be handled at their institution. Partners will report on next steps at the regular online meeting in September. **DDL: 31. 8. 2022**

Ad 2) Eva Spillingova proposed two solutions for the publication of the database of experts. The first will be implemented immediately in the form of a password protected excel spreadsheet. **The spreadsheet will be shared on the A4L website and the password to the document will be provided to FG1 members.** Revision of the database will be done regularly with an annual frequency via FG1 representatives. A database administrator needs to be identified.

The second option is to arrange for the database to be digitized within another tool. **Possibilities of LinkedIn, ResearchGate etc. should be explored.**

Ad 3)

TOPIC 1: Agreement on Reforming Research Assessment („Coalition of Willing“) – adjustment for CEE countries

The 2nd assembly meeting of the Coalition of willing members will be held in a month and should lead to the completion of the documents (final rules of the reforming procedure). The assessment reforming procedure will shadow the process of the HR Award. The key document will be an Action Plan describing the reforming changes in concrete activities, time-scale, and indicators. **This document will be prepared as a joint activity of A4L partners with minor adjustments corresponding to the specific partner's needs.**

When the document is released, Nikola Kostlanova will share the final document from the Assembly meeting with FG1 members and provide a brief proposal of further activities. **The task force for the specification of the task must also be established.**

TOPIC 2: Coordination of the Self-evaluation reports processing and implementation (see ad 1)

TOPIC 3: Tenure track and requirements for positions at different career stages

The issue of the career system was addressed in FG3 - HR and Mobility. FG3 published a repository of good practice, which specifically on pages 14 - 24 describes the career systems of 4 partner institutions (CEITEC, LIOS and UT - advanced systems , and ICRC basic level of implementation).

FG1 should build on this document (attached) and should follow the Tanure track position specifications and requirements for each position in the scientific career pathway.

FG1 members will go through the attached document. Discussion on next steps will take place in the fall of 2022.

TOPIC 4: Evaluation of Core Facilities

This area has already been addressed in the first A4L project. Anyway, it is still possible to establish cooperation with FG5 and FG6 to deepen our knowledge. However, this area is seen as side activity and will only be addressed if there is substantial interest from more FG1 members.

Tasks:

	Work package and task	Responsibility	Deadline
1.	Institutional self-assessment of R&I excellence and research culture – read the document and propose an institutional strategy of implementation	All FG1 members	31. 8. 2022
2.	Database of experts – completion of the static (xls) version	Eva Spillingova	30. 6.
3.	Database of experts – publishing on a A4L web page	Nikola Kostlanova	31.7.
4	Database of experts – proposal of the electronization	Eva Spillingova	31. 8.
5.	Sharing of the final version of the document on reforming the evaluation system.	Nikola Kostlanova	After public release
6	Analyses of the document on reforming the evaluation system	All FG1 members	31. 8. 2022

Next meeting of the Focus Group:

Will be specified based on the doodle voting.

1.6 FINAL MEETING – 20.3.2024

Alliance4Life_ACTIONS
FG 1 Science evaluation
Budapest MINUTES
 March 20 , 2024

List of Participants:

Institution	Name
CEITEC MU	Nikola Kostlanova
MUL	Maciej Chalubinski
LIOS	Aiva Plotniece
UL	Sreco Gajovic
VU	Vida Lapinskaite
SU	Peter Szluka
ICRC FNUSA	Michaela Maceckova

Agenda:

- 1) Discussion of FG1 results in the Bridge project (presentation)
- 2) Discussion on follow-up topics
- 3) Presentation of the evaluation system for academics at Vilnius University (presentation)

Main areas of interest of the Focus Group and Conclusions of the discussion on Work Plan and planning next steps:

- 1) Discussion of FG1 results in the Action project (presentation):
Project activities:
 - 1) Self-assessment report – bibliometric analyses (WP1 – Culture of Excellence)
 - 2) Report from the task force on excellence pockets (WP2 - Collaboration in Health Research & Innovation)
 - 3) Evaluation of research performance – Peer evaluation of three partner’s institutions (WP1 – Culture of Excellence)
 - 4) Seed funds (WP2 – Collaboration in Health)
 - 5) National Trigger Events (WP5 – Closing the Gap)

A4L Activities:

6) Database of experts

7) CoARA (Coalition for Advancing Research Assessment)

2) Discussion on follow-up topics (project Bridge)

FG1 members identified suitable topics for further meetings. In particular, the aim is to discuss **national evaluation systems in relation to institutional evaluations and other circumstances**. We will also follow the **situation and activities around CoARA** - the involvement of partners and the sharing of good practice in this context. We will also **invite external speakers** to the meetings to **find out good practice in evaluation in advanced institutions and organizations** (setting evaluation practice, standards of evaluators, etc.).

3) Presentation of the evaluation system for academics at Vilnius University (presentation)

Vida Lapinskaite presented a new evaluation system for academic staff at Vilnius University, which aims to assess and check the fulfilment of prerequisites for career advancement. FG1 discussed and complexity and compliance with DORA and CoARA principles.

Any other information resulting from the FG meeting:

Scheduling of the FG1 online meetings for the Bridge project.

Presentations to topics 1 and 3 attached.

Tasks:

If necessary, FG1 members will be asked to revise the project deliverables with the DDL at the end of the project. Due to time constraints, specified DDL need to be met.

Next meeting of the Focus Group:

TBS

2 Focus group 2 – Research ethics and integrity

2.1 KICK-OFF MEETING – 25.5.2021

Alliance4Life_ACTIONS
FG 2 Research ethics and integrity
MEETING MINUTES
 Kick-off meeting, May 25, 2021

List of Participants:

Institution	Name
Masaryk University	Renata Veselská
Vilnius University	Eugenijus Gefenas
St. Anne's University Hospital Brno	Katarína Fidriková
Biomedical Research Center of the Slovak Academy of Sciences	Miroslav Vlček
University of Zagreb	Ana Borovečki
University of Tartu	Mari-Liisa Parder
Latvian Institute of Organic Synthesis	Līga Zvejniece
University of Ljubljana	Zvonka Slavec
Medical University Sofia	Desislava Dimitrova
University of Medicine and Pharmacy "Carol Davila" Bucharest	Bruno Velescu, Denisa Udeanu

Agenda:

Note: Instructions for the agenda:

- Introduce content of the Work Plan and proceed with tasks planned in table on p. 34 of the Work Plan for M1, (M1- M6)
- Revise the tasks from the previous project phase - <http://alliance4life.ceitec.cz/focus-groups/> **Main areas of interest and priorities of the Focus Group** and decide – update the agenda with giving the priority to the new project tasks
- Discuss who would be interested in the role of Co-chair (if you don't have a Co-chair)
- Discuss if you don't have any adviser for your FG who would be a suitable expert – member of Advisory Group
- Plan next meetings in order to proceed with the tasks – I suggest that you meet online regularly every month. Maybe the participation of WP Leaders is also a good idea (depending on the agenda and tasks). It is important to “activate the scene” from the project start. It always helps if people meet rather than writing e-mails...

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

As the new members of FG2 are not familiar with the previous agenda, they should review them carefully and send any comments and suggestions of changes by e-mail before the next meeting. Final revision of the FG2 main areas of interest will be completed at the next online meeting in June.

Nominees for the Chair /Co-chair positions:

Not relevant.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	WP1-T1.4 Research Integrity study design	FG2	M1/M6
2.	WP1-T1.4 Research Integrity best practice map	FG2	M12/M17
3.	WP1-T1.4 Research Integrity recommendations	FG2	M24/29
4.	WP1-T1.4 Feedback on implemented actions	FG2	M36

IMPORTANT:

Issues on Green Lab (WP1-T1.5) are completely outside the scope of FG2 and must be solved directly by WP1 leaders. FG2 cannot take any responsibility for this topic.

Any other information resulting from the FG meeting:

1. Nominations for the Advisory Board should be sent by e-mail to Renata Veselská before the next online meeting, final nomination will be discussed.
2. Shared project folders will be prepared by the CEITEC project team and FG2 members will be informed via their institutions.

Next meeting of the Focus Group:

Time: Jun 29, 2021 14:00 Prague Bratislava

Join Zoom Meeting:

<https://cesnet.zoom.us/j/93423413586?pwd=NWM1T3pEdUV5S0F1eDh1bTg4SHpZdz09>

Meeting ID: 934 2341 3586

Passcode: 488454

Planned topic(s) of the next meeting agenda:

1. Final revision of the FG2 main areas of interest.
2. Final list of nominations for the Advisory Board.
3. Discussion regarding WP1-T1.4 Research Integrity study design.
4. Presentations of brief summary (5 min for each project partner) on the situation with research ethics and research integrity at the participating institutions

2.2 ONLINE MEETING – 29.6.2021

Alliance4Life_ACTIONS
FG 2 Research ethics and integrity
MEETING MINUTES
 Online meeting, May 25, 2021

List of Participants:

Institution	Name
Masaryk University	Renata Veselská
Vilnius University	Eugenijus Gefenas
Biomedical Research Center of the Slovak Academy of Sciences	Miroslav Vlček
Medical University of Lodz	Joanna Ruszkowska
University of Zagreb	Ana Borovečki, Ksenija Vitale
University of Tartu	Mari-Liisa Parder
Latvian Institute of Organic Synthesis	Līga Zvejniece
University of Medicine and Pharmacy "Carol Davila" Bucharest	Bruno Velescu, Denisa Udeanu
Medical University Sofia	Magdalena Kasnakova
St. Anne's University Hospital Brno	Katarína Fidriková

Agenda:

Note: Instructions for the agenda:

- Introduce content of the Work Plan and proceed with tasks planned in table on p. 34 of the Work Plan for M1, (M1- M6)
- Revise the tasks from the previous project phase - <http://alliance4life.ceitec.cz/focus-groups/> **Main areas of interest and priorities of the Focus Group** and decide – update the agenda with giving the priority to the new project tasks
- Discuss who would be interested in the role of Co-chair (if you don't have a Co-chair)
- Discuss if you don't have any adviser for your FG who would be a suitable expert – member of Advisory Group
- Plan next meetings in order to proceed with the tasks – I suggest that you meet online regularly every month. Maybe the participation of WP Leaders is also a good idea (depending on the agenda and tasks). It is important to “activate the scene” from the project start. It always helps if people meet rather than writing e-mails...

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups/>)

1. **Mapping research ethics and research integrity infrastructure among Alliance4Life members on both institutional and national levels.**
2. **Education of early career researchers and students in research ethics and research integrity.**
3. **Data protection issues in relation to biomedical research.**
4. **Publication ethics issues.**

Nominees for the Advisory Board:

- **Mariëtte van den Hoven**, Professor of Medical Philosophy and Ethics at the Amsterdam UMC, The Netherlands. <https://www.uu.nl/en/node/53106/mariette-van-den-hoven-senior-fellow>
- **Daniele Fanelli**, London School of Economics, Fellow in Quantitative Methodology, d.fanelli@lse.ac.uk , <https://www.lse.ac.uk/Methodology/People/Academic-Staff/Daniele-Fanelli/Daniele-Fanelli>, <https://danielefanelli.com/>
- **Caroline Gans Combe**, cganscombe@inseec.com , <https://recherche.inseec.com/en/intellectual-contributions/faculty/caroline-gans-combe/>
- **Ron Iphofen**, ron.iphofen@gmail.com , <https://roniphofen.com/>

Any other information resulting from the FG meeting:

1. Questionnaire mapping the research integrity issues among the A4L participating institutions should be prepared during autumn 2021 (deadlines should be specified by project management); similar questionnaire on the national level(s) should be discussed later.
2. Brief overviews of the RE/RI at the participating institutions were presented by these partners:
 - Vilnius University (Eugenijus Gefenas)
 - Biomedical Research Center of the Slovak Academy of Sciences (Miroslav Vlček)
 - Medical University of Lodz (Joanna Ruszkowska)
 - University of Zagreb (Ana Borovečki)
 - University of Tartu (Mari-Liisa Parder)
 - Latvian Institute of Organic Synthesis (Līga Zvejniece)
 - University of Medicine and Pharmacy "Carol Davila" Bucharest (Bruno Velescu)
 - Masaryk University (Renata Veselská)

Missing presentations are expected for the next meeting in September 2021

Next meeting of the Focus Group:

Time: Sep 7, 2021 14:00 Prague Bratislava

Join Zoom Meeting

<https://cesnet.zoom.us/j/96328465285?pwd=LOVvZUJtMWxIWfdNemM5VEcySkNlZz09>

Meeting ID: 963 2846 5285

Passcode: 539496

Planned topic(s) of the next meeting agenda:

5. Discussion regarding WP1-T1.4 Research Integrity study design.
6. Remaining presentations (5 min for each project partner) on the situation with research ethics and research integrity at the participating institutions

2.3 TARTU MEETING - 29.4.2022

Alliance4Life_ACTIONS
FG 2 Research ethics and integrity
MEETING MINUTES
 Tartu, April 29, 2022

List of Participants:

Institution	Name	Status
UL	Zvonka Slavec	On-line
SU	Dr. Eszter Horváth	On-line
UZSM	Ana Borovecki	On-line
UMFCD	Bruno Velescu	On-line
BMC SAV	Miroslav Vlček BMC	On-line
VU	Eugenijus Gefenas	On-line
MUL	Joanna Ruszkowska	On-line
UT	Mari-Liisa Parder	On-line
UZSM	Ksenija Vitale	On-side
UT	Mari-Liisa Parder	On-side
LIOS	Līga Zvejniece	On-side
MUS	Magdalena Kasnakova	On-side

Agenda:

- We once again discussed the inclusion criteria for this survey. A key criterion - ***is being involved in the research activities (not teaching)***. There are still a few questions to be clarified: should we include PhD candidates; those who are employed only on the project basis; those without a permanent contract? The questionnaire should be amended to take into account different scenarios of doing research.
- Every partner is supposed to figure out the situation about REC approval/exemption letter from the institutional/regional REC relevant for this type of study.
- We have agreed to share academic papers related to our survey/research integrity issue.

Nominees for the Chair /Co-chair positions: not relevant

Next meeting of the Focus Group:

TBS

2.4 LODZ MEETING – 27.4.2023

List of Participants:

Institution	Name
CEITEC MU	-
MU	-
FNUSA-ICRC	-
BMC SAV	Miroslav Vlček
MUL	Joanna Ruszkowska
UZSM	Ksenia Vitale
UT	Mari-Liisa Parder
VU	Eugenius Gefenas
UL	-
MUS	Magdalena Kwaśniewska
UMFCD	-
LIOS	-
UZSM	-

Agenda:

- Overview of current activities
- Next steps to be agreed upon

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: Mapping ethics infrastructure among Alliance4Life members

TOPIC 2: Ethical approvals

TOPIC 3: Data protection

NEW TOPICS:**TOPIC 4: Green labs connection to research integrity****Nominees for the Chair /Co-chair positions:**

Not relevant for

FG Chair:

FG Co-chair:

Any other information resulting from the FG meeting:

1. During the Board and Steering committee meeting (26 April) our Tartu University colleagues presented **Policy recommendations for research integrity** based on the Task 1.4 related Report (please find both documents attached – Mari-Liisa, please send the amended draft if needed). The list of integrity recommendations is supposed to serve as a “minimal set of formal measures a research institution should adopt in order to address the main integrity issues in research effectively”. As this issue is of high importance and relevance for FG2, the **Board has decided to ask our focus group to carefully review and amend the Recommendations** if needed. It has been pointed during the discussion that the Recommendations should make a more explicit distinction (and overlap, if any) between research ethics and research integrity structures as well as present different modalities of research integrity (e.g., integrity advisors, officers, boards etc.) that could be implemented in different institutions.

2. It was pointed out that there was still a need to **collect information/map the situation regarding research integrity structures** in the project partners’ institutions/countries (in a way similar to what was earlier done regarding research ethics infrastructures). In this regard, Mari-Liisa volunteered to suggest a few guiding questions on RI.

3. The FG2 members were informed that collection of data for **A4L FG2 Survey on Research Integrity was finished**. It is expected that the analysis of data and production of the first draft report will take approximately one month.

It should be noted that all three above mentioned activities are very important sources for D1.6 to be produced by M36.

4. The **issue of green lab** was raised and Ksenia has volunteered to produce a draft on relevance of this issue from the research integrity and ethics perspective.

Tasks:

- Review the policy recommendations
- Review the mapping of research integrity structures

Next meeting of the Focus Group:

It was agreed that the activities will continue via e-mail.

2.5 FINAL MEETING – 20.3.2024

Alliance4Life_ACTIONS
FG 2 Research ethics and integrity
MEETING MINUTES
 Budapest March 20, 2024

List of Participants:

Institution	Name
CEITEC MU	
MU	
FNUSA-ICRC	
BMC SAV	
MUL	
UZSM	Ana Borovečki
UT	
VU	Egle Miltakiene
UL	
MUS	
UMFCD	
LIOS	
SU	Andras Grosz

Agenda:

- Final results of the work of the FG2
- What needs to be done?
- Future work within the new project

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: Research ethics

The Chair /Co-chair positions:

FG Chair: Renata Veselska

FG Co-chair: Eugenius Gefenas

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	WP1 task 1.4.	Letter to the editor by UT	2025
2.	WP1 task 1.4.	Short communication MU	2025

Any other information resulting from the FG meeting:

Ana Borovečki gave a short summary what happened at kick-off meeting in Brno and what still needed to be done.

Renata Veselska stepped down as GF2 chair new chair is Ana Borovečki, and co-chair Marie-Liisa Parder.

In the new project Tartu is the leader of our WP2 which FG2 is part of.

We are still missing FG2 members from Bulgaria and Romania, Polish members they will send someone.

In the next project FG2 will focus on a) state of the implementation of the previously prepared policy by Tartu, we will do a short research about it b) additional questionnaire on research integrity and misconduct issues, we have been discussing to use the one that Tartu used recently they will soon publish the paper regarding this c) we have to prepare on-line teaching materials

FG2 will have on-line meeting regarding all of this at the last week of May 2024

FG2 task starts on the month 16th of the project before this we will discuss everything to be ready for the implementation.

Eugenius Gefenas, Štefan Grosek and Liga Zvejnice are again FG2 members. The other previous members of G2 will be contacted to see who will stay on and who will be their replacement.

Tasks:

- Regarding the research done in previous project that was coordinated by Renata Veselska she will finalize the short communication paper for a journal regarding this research - the authors are FG2 members

- Marie-Liisa Parder will write a letter to the editor she will be the author with people from Tartu regarding all that was done by Tartu in the previous project (under task 1.4. report + policy recommendation)

Next meeting of the Focus Group: on-line in May 2024 as a part of the new project in A4L_BRIDGE.

3 FOCUS GROUP 3 – HR and Mobility

3.1 KICK-OFF MEETING – 25.5.2021

Alliance4Life_ACTIONS
FG 3 HR and mobility meeting
MEETING MINUTES

Kick-off, May 25, 2021
 3 PM – 4:30 PM CET, Zoom

1. Participants

Tomaž Marš (chair), UL	Agnieszka Komorowska, MUL
Jerneja Čelofiga, UL	Agata Wiśniewska, MUL
Eliška Handlířová, CEITEC	Nada Čikeš, UZSM
Kateřina Ornerová, CEITEC	Goran Šimić, UZSM
Martina Pokorná, CEITEC	Marina Radmilović, UZSM
Jitka Glossová, ICRC	Osvaldas Rukšenas, VU
Silvia Schmidtova, BMC	Janis Veliks, LIOS
Marián Grman, BMC	Simeon Manolov, MUS
Cristina Petcu, UMFCD	

2. Agenda of the meeting

1. Roundtable introduction of FG members
2. Overview of outcomes from the previous project phase (FG HR and Mobility)
3. Discussion on priority tasks for the new project (FG HR and Mobility)
4. Main areas of the FG in terms of defined work packages
5. Presentation of WP 3 (Nada Čikeš)
6. Organisational issues (selection of chair and co-chair)
7. Plan of next actions

3. Minutes

- Tomaž summarised the outcomes of the previous project phase in the area of HR and mobility and presented the main areas of interest of the FG for the current project. There is a very tight timeframe defined in the project. Details are provided in the PPT and project documents.
- FG HR and mobility should contribute to WP 1 and WP3.
- Nada presented tasks of the WP3. These tasks are formulated based on previous work of A4L.
- Task 3.1 is urgent; we need to collect best practices in the career systems already applied, set a map of best practices, and present it to the board by the end of 2021. Afterwards, the

partners will individually, internally discuss how to use the best practice to improve their HR management and scientific performance.

- Task 3.1 – there will be an official letter asking partners to set their areas of best practices with an expected deadline of 1 month. The assignment should be specific (task force will work on its formulation) to ensure we receive data of comparable quality, detail and length.
- To conclude all three tasks of WP3, task forces will be established.
- The expert advisor of the FG is Karen Vandeveldel. We can reach her to consult deliverables.

4. Conclusions/Outcomes

1. The white paper regarding HR-related recommendations from the previous A4L phase will be sent to members of the FG (Tomaž).
2. A task force related to task 3.1 – involving few members of FG and representatives of WP-Leader UZSM was established. Members of the task force are: Nada Čikeš, Goran Šimić, Marina Radmilovič, Tomaž Marš, Eliška Handlířová and Janis Veliks. Taskforce members will organise a separate meeting in the next few days to work on an official letter to partner organisations asking them to provide data for task 3.1 (Nada).
3. Who wants to participate in the task force to task 3.2 should contact Nada Čikeš, members of the task force will be appointed at the next meeting.
4. Tomaž Marš was selected as chair of the FG, Eliška Handlířová was selected as co-chair.
5. The next meeting of the whole FG will be organised based on a doodle vote in the week of 21st to 25th June (Tomaž, Eliška).

3.2 ONLINE MEETING – 25.8.2021

1. Participants

Tomaž Marš (chair), UL	Agata Wiśniewska, MUL
Eliška Handlířová (co-chair), CEITEC	Osvaldas Rukšenas, VU
Nada Čikeš (WP3 leader), UZSM	Simeon Manolov, MUS
Jitka Glossová, ICRC	Kristi Kuningas, UT
Silvia Schmidtova, BMC	
Marián Grman, BMC	
Cristina Petcu, UMFCD	

2. Agenda of the meeting

1. WP3 Task 3.1 – update of status, discussion and next steps
2. Next meeting

3. Minutes

Task 3.1 Best practices / Career system innovation and implementation

Nada and Eliška summarized status of the task 3.1. We received answers by all partners except for Semmelweis university and Vilnius university. All answers were reviewed and commented. Eliška will send individual comments to each partner and will clarify if there is need to change the grading (to

Next meeting

Eliška will send a doodle vote for September meeting.

4. Review of tasks from previous meeting

1. Who wants to participate in the task force to task 3.2 should contact Nada Čikeš, members of the task force will be appointed at the next meeting. - **In progress**
2. Who wants to participate in the task force to task 3.3. should contact Nada Čikeš, members of the task force will be appointed at the next meeting. - **In progress**
3. Adjustment of selected answers based on sent comments (task 3.1) and individual communication with Eliška by 6th September – **In progress**

3.3 ONLINE MEETING – 3.10.2021

Alliance4Life_ACTIONS
FG 3 HR and mobility meeting
MEETING MINUTES
 November 3, 2021
 2 p.m., online meeting

1. Participants

Eliška Handlířová	Osvaldas Rukšėnas	Simeon Manolov
Janis Veliks	Goran Šimić	Dace Karkle (guest)
Jerneja Čelofiga	Anzelma Ūselienė	Zlatuše Novotná (guest)
Agnieszka Komorowska-Michatek	Glossová Jitka	Kateřina Ornerová
Nada Cikes	Marina Radmilović	Cristina Petcu
Silvia Schmidtova	Agata Wiśniewska	Mihaela Calin
Marian Grman	Tomaz Mars	Cristina Petcu

2. Agenda of the meeting

1. Topics for ESR retreat (Riga, January 2022)
2. Deliverable 3.1 (task 3.1) – update of status, discussion and next steps
3. Next meeting

3. Minutes

Topics for ESR retreat (Riga, January 2022)

See background document “TOPICS FOR ESR RETREAT.”

- Nada welcomed Zlatuše Novotná (A4L coordinator) and Dace Karkle (FG6 TechTransfer chair), who joined us to discuss ESR¹ retreats.
- The first ESR retreat will be organised in January 2022 in an online format.
- We already collected some ideas/topics for retreats (and potentially skills academy) – see annex.
- In total, there will be three ESR retreats and three skills academy events.
- Dace presented a TT event to be held in January 2022 in Riga and an option to have the ESR retreat in the same term.
- Zlatuše suggested that PhD students may be involved in the selection of topics and organisation of the retreats, according to our project.
- Janis asked if research topics can be proposed for the ESR retreat as well – or are we focusing on soft/transferable skills only?
- Zlatuše: Yes, research topics (poster sessions, etc.) are also relevant – but she would propose to have them for on-site/face-to-face retreats, not for the online format.

¹ Early stage researchers.

TASK: All members are asked to send their proposals of topics and lecturers for ESR retreats (not only for the first one in Riga).

Deliverable 3.1 (task 3.1) – update of status, discussion and next steps

- Eliška thanks all members and their inputs and cooperation. All members of the FG3 received the draft of deliverable 3.1 on Monday ahead of the meeting.
- A pre-final version of D3.1 will be sent to main contact persons and other FGs chairs for their comments on 24. 11. 2021. The DDL for submission to EC is 30. 11. 2021.
- Identified best practices are going to be presented to the A4L Board in M12 – April 2022 (meeting in Tartu).
- After the D3.1 is finished – all partners will individually, internally discuss how to use the best practice to improve their HR management, and in the end, their scientific performance. In M18 (October 2022), the implementing institutions will be required to report on how they reflected the recommendations in their career systems. At the end of the project – we will report our advancements as a part of D3.3: Report on advances in career system upgrades.

TASK: Insert your comments/suggestions into the document. You can either add a comment or edit the text directly – in that case, please make sure you use track changes regime. Last but not least – please approve edits of your institutional texts and react to questions in the comments. **DDL: 15. 11. 2021**

Link to the document: https://ucnmuni-my.sharepoint.com/:f/g/personal/137033_muni_cz/EhZYTbGP-9FAoaNaPS6dbokBnM1m02JCgoNMaVWGvi0q2A?e=Tlm27v

4. Review of tasks from the previous meeting

1. Adjustment of selected answers based on sent comments (task 3.1) and individual communication with Eliška by September 6 – **Completed**

3.4 ONLINE MEETING – 12.1.2022

Alliance4Life_ACTIONS
FG 3 HR and mobility meeting
MEETING MINUTES
 January 12, 2022
 12:00 (CET), online meeting

1. Participants

INSTITUTION	MEMBERS	
CEITEC MU	Eliška Handlířová	Present
CEITEC MU	Kateřina Ornerová	Present
CEITEC MU	Andrea Dvořáková	Present
CEITEC MU	Martina Pokorná	Absent
CEITEC MU	Mariana Tesařová	Absent
FNUSA-ICRC	Jitka Glossová	Present
BMC SAV	Marián Grman	Present
BMC SAV	Silvia Schmidtová	Present
MUL	Agnieszka Komorowska-Michalek	Present
MUL	Agata Wiśniewska	Present
UZSM	Nada Čikeš	Present
UZSM	Marina Radmilović	Present
UZSM	Goran Šimić	Present
UT	Kristi Kuningas	Absent
VU	Anzelma Üselienė	Present
VU	Osvaldas Rukšėnas	Absent
LIOS	Janis Veliks	Present
UL	Tomaž Marš	Present
UL	Jerneja Čelofiga	Present
SU	Gyula Szigeti	Absent
MUS	Simeon Manolov	Present
MUS	Radoslav Shterbakov	Present
UMFCD	Velescu Bruno	Absent
UMFCD	Calin Mihaela	Absent
UMFCD	Cristina Petcu	Absent

2. Agenda of the meeting

1. Presence at the meeting
2. Skills Academy for Careers in health R&I
3. D3.3: Report on advances in career system upgrades: further steps
4. White paper on combining research, teaching, and/or medical practice

3. Minutes

1. Presence at the meeting

All partners are present, except for UMFCD (Cristina informed about her absence in advance) and SU.

2. Skills Academy for Careers in health R&I

Tomaž presented skills academy that will be organized in M12 (Estonia), M27 (Slovenia) and M36 (Hungary).

*Task 3.2: During M1-M6, “FG3 Human Resources & Mobility” will catalogue trainings and lecture at partner institutions focused on **transferrable and soft skills** – an indicative list of considered skills and competences is shown on pp. 18-19. Then, we will compile the available trainings into a comprehensive development portfolio for researchers at all career stages. Using the portfolio, we will organize 3 runs of a summer school on transferrable and soft skills for researchers (M12, M27, and M36 in Estonia, Slovenia, and Hungary). Besides improving particular skills, the researchers will engage in international and interdisciplinary dialogue, and will thus form the cores of future collaborations among CEE countries.*

A template for the proposal of topic(s) and trainer(s) will be sent after the meeting by Eliška.

TASK: All partners will send proposal of topics and trainers to Tomaž Marš tomaz.mars@mf.uni-lj.si (cc eliska.handlirova@ceitec.muni.cz) by 16th February.

3. D3.3: Report on advances in career system upgrades: further steps

Eliška presented proposal of next steps regarding preparation for deliverable 3.3 – report on advances in career system upgrades (meaning – how individual institutions used and implemented deliverable 3.1 – best practices in career systems).

It is expected that all A4L members will have an internal discussion about how to implement best practices (D3.1) and will select 2-3 HR areas (as identified in D3.1) to be priority / to be improved during next two years of the project (M12-M36). Further, these 2-3 priority HR areas will be specified into SMART action plan – what exactly will be achieved (goal, action, responsibility, timeline). – *A template of the action plan will be prepared and presented in February*

Presentation of best practices by advanced partners in all nine HR areas will take place during next three months (see slide 7). Eliška will contact advanced partners individually to agree on presentation and the format of the workshop (relevant for UT, MUL, MUS, CEITEC MU and LIOS).

TASKS: All partners are asked to:

- a) Form an internal working group that will be responsible for presentation of D3.1 (report on best practices) to the management; ensure internal discussion (round table); make sure priorities are selected and action plan formulated and implemented.
(DDL for the WG establishment: no later than next FG meeting)
- b) Define how the internal discussion will be organized, who will be involved. Make sure you approach people that have a power to decide and approve such a strategical decision. Send a short information to eliska.handlirova@ceitec.muni.cz **(DDL: by 16. 2. 2022)**
- c) Organise internal discussion (round table) and select 2-3 HR areas to be further developed into the action plan. Send a short information to eliska.handlirova@ceitec.muni.cz **(DDL: 16. 3.)**
- d) Formulate the action plan (template will be prepared and presented in February FG meeting). Send the draft to eliska.handlirova@ceitec.muni.cz **(DDL: 13. 4.)**

4. White paper on combining research, teaching, and/or medical practice

Nada suggested to establish a working group that will work on white paper on combining research, teaching and/or medical practices:

Acknowledgement of the role of MD scientist, their commitment to research, education and medical practice in a balanced manner, is frequently hampered by national legislation. Thus, in M18 we will publish a White paper summarizing the recommendation to overcome obstacles for a combination of professional roles in medicine (research vs. teaching vs. clinic).

This white paper should be relevant for these partners: UZSM, UL, MUL, UMFCD, MUS and ICRC.

TASK: All relevant partners are asked to send nomination of person – member of the working group for the white paper preparation by 25. 1. to nada.cikes@mef.hr

4. NEXT MEETING DATES

- February: Eliška will send a doodle vote (middle of the month)
- 16. 3. 12:00 (CET)
- 14. 3. 12:00 (CET)

5. Review of tasks from the previous meeting

TASK: All members are asked to send their proposals of topics and lecturers for ESR retreats (not only for the first one in Riga). - **COMPLETED**

TASK: Deliverable 3.1: Insert your comments/suggestions into the document. You can either add a comment or edit the text directly – in that case, please make sure you use track changes regime. Last but not least – please approve edits of your institutional texts and react to questions in the comments. - **COMPLETED**

3.5 ONLINE MEETING – 21.2.2022

Alliance4Life_ACTIONS
FG 3 HR and mobility meeting
MEETING MINUTES
 February 21, 2022
 14:00 (CET), online meeting

1. Participants

INSTITUTION	MEMBERS	
CEITEC MU	Eliška Handlířová	Present
CEITEC MU	Kateřina Ornerová	Present
CEITEC MU	Andrea Dvořáková	Absent
CEITEC MU	Martina Pokorná	Present
CEITEC MU	Mariana Tesařová	Absent
FNUSA-ICRC	Silvia Vašulková	Present
FNUSA-ICRC	Hana Lazecká	Absent
FNUSA-ICRC	Milan Košdy	Absent
BMC SAV	Marián Grman	Present
BMC SAV	Silvia Schmidtová	Absent
MUL	Agnieszka Komorowska-Michalek	Absent
MUL	Agata Wiśniewska	Present
UZSM	Nada Čikeš	Present
UZSM	Marina Radmilović	Present
UZSM	Goran Šimić	Present
UT	Kristi Kuningas	Present
VU	Anzelma Ūselienė	Present
VU	Osvaldas Rukšėnas	Absent
LIOS	Janis Veliks	Absent
UL	Tomaž Marš	Present
UL	Jerneja Čelofiga	Present
SU	Gyula Szigeti	Absent
MUS	Simeon Manolov	Present
MUS	Radoslav Shterbakov	Absent
UMFCD	Velescu Bruno	Absent
UMFCD	Calin Mihaela	Absent
UMFCD	Cristina Petcu	Present

Guests: Piret Tatunts, Raivo Valk, Magdalena Kasnakova, Gražvyda Lunevičiute-Griškevičione, Ramune Stankevičiene, Jurgita Dugniene

2. Agenda of the meeting

14:00

Standard agenda:

Skills academy update / Tomaž

Taskforce for the White paper update / Nada

Status of tasks related to D3.1/D3.3 / Eliška
Any other business

Sharing best practices – presentations:

- 14:30** **Eliška Handlířová** (Head of Director's Office, HR Award Coordinator, CEITEC MU): HR Excellence in Research Award implementation
- 15:00** **Eliška Handlířová** (Head of Director's Office, HR Award Coordinator, CEITEC MU): Diversity, equal opportunities, and women in science
- 15:30** **Piret Tatunts** (Head of the Centre for Professional Development, University Tartu): Culture in science, and culture of the institute as HR tool

3. Minutes

1. Presence at the meeting

All partners are present, except for LIOS and SU.

2. Skills Academy for Careers in health R&I

Tomaž received proposals for the skills academy by CEITEC, UL, VU and ICRC. Target group could be wider, not only early-stage researchers. Soft and transferrable skills are relevant to all employees in the research organisations.

For Tartu meeting, two training were selected already by CEITEC and UL.

By 28. 2., Tomaž as task leader must send the list of training topics and trainers to the managerial board of the alliance.

TASK: All partners (except for CEITEC, UL, ICRC, VU) will send proposal of topics and trainers to Tomaž Marš tomaz.mars@mf.uni-lj.si (cc eliska.handlirova@ceitec.muni.cz) by 25th February (Friday).

3. White paper on combining research, teaching, and/or medical practice

Nada presented the list of task force members and asked VU, UT and SU to nominate members as well. Nada will send a letter to VU, UT and SU with a deadline of 28. 2.

TASK: VU, UT and SU will send a nomination of member(s) of the task force for the white paper on combining research, teaching, and/or medical practice to 'Nada Cikes' nada.cikes@mef.hr by 28. 2.

4. D3.3: Report on advances in career system upgrades: further steps

Eliška summarized status of tasks related to D3.1 and D3.3. We miss information by BMC, LIOS, SU, UL and UT about “how the internal discussion will be organized, who will be involved”. Until next meeting (16. 3.), all partners should organise internal discussion and select HR areas to be further developed into the action plan. See the updated list of tasks below.

TASKS: All partners are asked to:

- a) Form an internal working group that will be responsible for presentation of D3.1 (report on best practices) to the management; ensure internal discussion (round table); make sure priorities are selected and action plan formulated and implemented.
(DDL for the WG establishment: no later than next FG meeting)
- b) Define how the internal discussion will be organized, who will be involved. Make sure you approach people that have a power to decide and approve such a strategical decision. Send a short information to eliska.handlirova@ceitec.muni.cz **(DDL: by 16. 2. 2022) – missing message from BMC, LIOS, SU, UL and UT**

- c) Organise internal discussion (round table) and select 2-3 HR areas to be further developed into the action plan. Send a short information to eliska.handlirova@ceitec.muni.cz (DDL: 16. 3.)
- d) Formulate the action plan (template will be prepared and presented in February FG meeting). Send the draft to eliska.handlirova@ceitec.muni.cz (DDL: 13. 4.)

5. Sharing best practices – presentations of advanced systems

The meeting continued in the form of presentations by Eliška Handlířová (CEITEC) and Piret Tatuns (UT). Recording is available here:

https://ucnmuni-my.sharepoint.com/:v/g/personal/137033_muni_cz/Ecmdo1Q5eEtloKh3xlam95oBKvn6yg4JNL7hboE97PjWqg?e=OkFn67

4. NEXT MEETING DATES

- 16. 3. 12:00 (CET)
- 13. 4. 12:00 (CET)
- Tartu meeting (face-to-face) 28.-30. 4.

3.6 TARTU MEETING – 29.4.2022

Alliance4Life_ACTIONS
FG 3 HR and mobility meeting
MEETING MINUTES
 April 29, 2022
 online site

List of Participants:

Institution	Name
CEITEC MU	Handlířová, Eliška Dvořáková, Andrea Pokorná, Martina (online)
FNUSA-ICRC	Košdy, Milan (online)
BMC SAV	Grman, Marián (online)
MUL	Komorowska-Michalek, Agnieszka Wiśniewska, Agata
UZSM	Čikeš, Nada (online)
UT	Valk, Raivo Tatunts, Piret
VU	Useliene, Anzelma
UL	Marž, Tomáš
MUS	Manolov, Simeon Shterbakov, R.
UMFCD	Petcu, Cristina (online)
LIOS	Veliks, Janis
SU	-

Agenda:

1. Organisational issues: new chair and co-chair of the FG HR and mobility
2. HR Action Plans (related to D3.3.)

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

Ad 1)

Tomaž Marš opened the meeting of the FG and announced that due to his commitments at the university, he must resign as chair of the FG. Eliška Handlířová will become a new chair of the group. Nada Čikeš will be a co-chair until we agree on this position (at the next meeting).

Ad 2)

FG focused on HR action plans of all partners as designed based on the D3.1 and internal discussions of partners. All partners presented their plans. The discussion was structured around the nine HR priority areas as defined in the D3.1.

Nominees for the Chair /Co-chair positions:

FG Chair: Eliška Handlířová, CEITEC MU

FG Co-chair: to be decided (Nada Čikeš, UZSM, for the time being, until new co-chair is found)

Conclusions of the discussion on Work Plan and planning next steps:

Not relevant. All the responsibilities and deadlines remain as planned in the project work-plan.

Any other information resulting from the FG meeting:

n.a.

Tasks:

- E. Handlířová will ask all the partners if they agree to share their institutional HR Action Plans with other partners.

Next meeting of the Focus Group:

To be set up by the chair.

3.7 ONLINE MEETING – 17.6.2022

Alliance4Life_ACTIONS
FG 3 HR and mobility meeting
MEETING MINUTES
 June 17th, 2022
 online meeting

1. Participants

INSTITUTION	MEMBERS	
CEITEC MU	Eliška Handlířová	Present
CEITEC MU	Lenka Vivas	Present
CEITEC MU	Eva Barnová	Present
CEITEC MU	Andrea Dvořáková	
FNUSA-ICRC	Silvia Vašulková	Present
FNUSA-ICRC	Hana Lazecká	Present
FNUSA-ICRC	Milan Košdy	
BMC SAV	Marián Grman	Present
BMC SAV	Silvia Schmidtová	
MUL	Agnieszka Komorowska-Michalek	Excused
MUL	Agata Wiśniewska	Excused
UZSM	Nada Čikeš	Present
UZSM	Marina Radmilović	Present
UZSM	Goran Šimić	
UT	Kristi Kuningas	
VU	Anzelma Ūselienė	Present
VU	Osvaldas Rukšėnas	Excused
LIOS	Janis Veliks	
UL	Tomaž Marš	
UL	Jerneja Čelofiga	
SU	Gyula Szigeti	
MUS	Simeon Manolov	
MUS	Radoslav Shterbakov	
UMFCD	Velescu Bruno	
UMFCD	Calin Mihaela	
UMFCD	Cristina Petcu	

Presence at the meeting

All partners are present, except for MUL (national holiday), LIOS, UL, SU, MUS and UMFCD.

2. Agenda of the meeting

1. White paper on combining research, teaching and/or medical practice – current status / Nada Čikeš
2. HR action plans / Eliška Handlířová
 - a. Preparation for the M18 – progress report

3. Any other business

a. ERASMUS+ as a tool for mobility stays within the A4L

3. Minutes

1. White paper on combining research, teaching and/or medical practice – current status / Nada Čikeš

Nada Čikeš: There were two meetings of task force on preparation of the white paper. A questionnaire was prepared and distributed to involved partners. Nada also presented preliminary outcomes (as we are still waiting for some partners to deliver their responses). The white paper will describe current situation and formulate recommendations. Nada will also consult the white paper with Karen Vandevelde, HR expert and consultant to FG3. Next meeting of the task force is planned to be in July. See more information in the presentation.

2. D3.3: M18 progress report on HR action plans / Eliška Handlířová

Eliška: In M18 (October 2022), the implementing institutions will be required to report on how they reflected the recommendations in their career systems. We don't expect to report fulfilment of actions yet – as the HR Action plans were prepared and agreed by individual partners in April this year. The report serves as a proof that we are on track, implementing our plans.

Eliška proposed to structure the report into two parts: 1) General summary, 2) Individual reports of HR action plans implementation (by each partner). To report HR action plans implementation, the used template will be added with a column „Remarks“ – see the presentation. We will use exactly the same structure and approach as used in „HR Excellence in Research Award“ assessment. Eliška will provide example – mostly to those partners that have no experience with the HR Award assessment.

Timeline: Action plan reports to be submitted by **15. 9.** to have 1 month to prepare general summary and 14 days for review procedure.

FG3 agreed on the proposed structure and proposed timeline.

TASKS: All partners are asked to:

- a) HR action plan report by each partner will be submitted by 15. 9. to eliska.handlirova@ceitec.muni.cz
- b) Eliška will formulate general summary by 30. 9. and send it to comments to all FG3 members, and to other FG chairs and contact persons by 15. 10.

3. ERASMUS+ as a tool for mobility stays within the A4L

Eliška proposed a campaign to support using ERASMUS+ as a tool to organise exchange stays of A4L employees in other A4L institutions – not only members of FG3, but also of other groups, and of other personnel. <https://erasmus-plus.ec.europa.eu/about-erasmus/what-is-erasmus>

All of us can already benefit from the ERASMUS+. The idea is to preferably send employees to A4L institutes. Mobility to partner institutions will bring higher and long-term benefits, will enhance our collaboration, bonds and knowledge-exchange.

FG3 agreed to the proposal.

TASKS: Eliška will contact FG Communications chair and prepare a flyer/poster to be distributed in all A4L institutions.

4. NEXT MEETING DATES

Next meeting will be called latest in September.

3.8 ONLINE MEETING – 13.9.2022

Alliance4Life_ACTIONS
FG 3 HR and mobility meeting
MEETING MINUTES
 September 13th, 2022
 online meeting

1. Participants

INSTITUTION	MEMBERS	
CEITEC MU	Eliška Handlířová	Present
CEITEC MU	Lenka Vivas	
CEITEC MU	Eva Barnová	
CEITEC MU	Andrea Dvořáková	
FNUSA-ICRC	Silvia Vašulková	Present
FNUSA-ICRC	Hana Lazecká	Present
FNUSA-ICRC	Milan Košdy	
BMC SAV	Marián Grman	Present
BMC SAV	Silvia Schmidtová	
MUL	Agnieszka Komorowska-Michałek	Present
MUL	Agata Wiśniewska	Present
UZSM	Nada Čikeš	Present
UZSM	Marina Radmilović	Present
UZSM	Goran Šimić	
UT	Kristi Kuningas	Present
VU	Anzelma Ūselienė	Present
VU	Osvaldas Rukšėnas	<i>Excused</i>
LIOS	Janis Veliks	Present
UL	Tomaž Marš	<i>Excused</i>
UL	Jerneja Čelofiga	Present
SU	Gyula Szigeti	
SU	Dóra Noémi Barczikai	Present
MUS	Simeon Manolov	<i>Excused</i>
MUS	Radoslav Shterbakov	
UMFCD	Velescu Bruno	
UMFCD	Calin Mihaela	
UMFCD	Cristina Petcu	

Presence at the meeting

All partners are present except for MUS (excused) and UMFCD.

2. Agenda of the meeting

1. **Welcome on board: Dóra Noémi Barczikai, Semmelweis University**
2. **HR action plans progress report / Eliška Handlířová**
3. **White paper on combining research, teaching and/or medical practice – current status / Nada Čikeš**
4. **Any other business**

3. Minutes

1. **Welcome on board: Dóra Noémi Barczikai, Semmelweis University**

Eliška introduced new member of the FG 3: Dóra Noémi Barczikai from Semmelweis University. Dóra works as grant coordinator at the Innovation Center of Semmelweis University. Her focus is international project management. Her background is in chemical engineering (finishing her PhD this year).

Dóra already participates in the task force on the white paper (see agenda point no. 3), and is communicating with the SU regarding self-assessment and HR action plan.

2. **D3.3: M18 progress report on HR action plans / Eliška Handlířová**

Eliška introduced the template for the progress report (the structure of the template, and of the progress report was agreed in June, at the last FG 3 meeting).

Eliška will send individual progress report templates to all partners – to be filled by **26. 9. 2022**.

Based on the individual progress reports by partners, Eliška will write general summary. Eliška will also send a doodle for the October meeting to discuss the deliverable before distribution to the A4L Board and other FGs chairs for their comments.

Timeline and tasks:

- 13. 9. – Eliška will send individualised progress report templates to all partners
- 13. 9. – Eliška will send a doodle for the October meeting
- By 26. 9. – all partners fill in the progress report of their HR action plan and send it to eliska.handlirova@ceitec.muni.cz
- By 10. 10. – Eliška will prepare the first version of the D3.3 deliverable and send it to FG 3
- Date to be specified (during the week 10.-15.10.) – FG 3 will meet and discuss the deliverable
- 15. 10. – 24. 10. – Eliška will implement feedback by FG 3 members as received during the meeting, or written
- 24. 10. – latest day to send the deliverable to the A4L Board and FG chairs for their comments
- 31. 10. – latest day to submit the deliverable

3. **White paper on combining research, teaching and/or medical practice – current status / Nada Čikeš**

There were already four meetings of the white paper task force. Nine partners are involved in the task force. All partners submitted their responses to the questionnaire that was presented at the last FG 3 meeting. Task force agreed on the structure of the white paper.

Nada will involve Karen Vandevelde, the external consultant of the FG 3.

Deadline for the deliverable is 31. 10. 2022.

Next meeting of the task force will be decided based on the doodle vote (Nada will send it by tomorrow).

4. NEXT MEETING DATES

Next meeting will be called in October to discuss preliminary version of the overall progress report on advances in HR/career systems (D3.3, DDL 31. 10. 2022).

A separate meeting(s) will be held to finish the White Paper (dedicated task force members) in September/October.

3.9 LODZ MEETING – 27.4.2023

Alliance4Life_ACTIONS
FG 3 HR and mobility meeting
MEETING MINUTES
 April 27, 2023, Lodž meeting

1. Participants

INSTITUTION	MEMBERS	
CEITEC MU	Eliška Handlířová	Present
CEITEC MU	Lenka Vivas	
CEITEC MU	Eva Barnová	
CEITEC MU	Andrea Dvořáková	
FNUSA-ICRC	Silvia Vašulková	Present
FNUSA-ICRC	Hana Lazecká	Present
FNUSA-ICRC	Milan Košdy	
BMC SAV	Marián Grman	Present
BMC SAV	Silvia Schmidtová	
MUL	Agnieszka Komorowska-Michalek	Present
MUL	Agata Wiśniewska	Present
UZSM	Nada Čikeš	Present
UZSM	Marina Radmilović	Present
UZSM	Goran Šimić	
UT	Kristi Kuningas	Present
VU	Anzelma Ūselienė	Present
VU	Osvaldas Rukšėnas	<i>Excused</i>
LIOS	Janis Veliks	Present
UL	Tomaž Marš	<i>Excused</i>
UL	Jerneja Čelofiga	Present
SU	Gyula Szigeti	
SU	Dóra Noémi Barczikai	Present
MUS	Simeon Manolov	<i>Excused</i>
MUS	Radoslav Shterbakov	
UMFCD	Velescu Bruno	
UMFCD	Calin Mihaela	
UMFCD	Cristina Petcu	

Presence at the meeting

All partners are present except for MUS (excused) and UMFCD.

2. Agenda of the meeting

1. Welcome on board: Dóra Noémi Barczikai, Semmelweis University
2. HR action plans progress report / Eliška Handlířová

3. **White paper on combining research, teaching and/or medical practice – current status / Nada Čikeš**
4. **Any other business**

3. Minutes

1. Welcome on board: Dóra Noémi Barczikai, Semmelweis University

Eliška introduced new member of the FG 3: Dóra Noémi Barczikai from Semmelweis University. Dóra works as grant coordinator at the Innovation Center of Semmelweis University. Her focus is international project management. Her background is in chemical engineering (finishing her PhD this year).

Dóra already participates in the task force on the white paper (see agenda point no. 3), and is communicating with the SU regarding self-assessment and HR action plan.

2. D3.3: M18 progress report on HR action plans / Eliška Handlířová

Eliška introduced the template for the progress report (the structure of the template, and of the progress report was agreed in June, at the last FG 3 meeting).

Eliška will send individual progress report templates to all partners – to be filled by **26. 9. 2022.**

Based on the individual progress reports by partners, Eliška will write general summary. Eliška will also send a doodle for the October meeting to discuss the deliverable before distribution to the A4L Board and other FGs chairs for their comments.

Timeline and tasks:

- 13. 9. – Eliška will send individualised progress report templates to all partners
- 13. 9. – Eliška will send a doodle for the October meeting
- By 26. 9. – all partners fill in the progress report of their HR action plan and send it to eliska.handlirova@ceitec.muni.cz
- By 10. 10. – Eliška will prepare the first version of the D3.3 deliverable and send it to FG 3
- Date to be specified (during the week 10.-15.10.) – FG 3 will meet and discuss the deliverable
- 15. 10. – 24. 10. – Eliška will implement feedback by FG 3 members as received during the meeting, or written
- 24. 10. – latest day to send the deliverable to the A4L Board and FG chairs for their comments
- 31. 10. – latest day to submit the deliverable

3. **White paper on combining research, teaching and/or medical practice – current status / Nada Čikeš**

There were already four meetings of the white paper task force. Nine partners are involved in the task force. All partners submitted their responses to the questionnaire that was presented at the last FG 3 meeting. Task force agreed on the structure of the white paper.

Nada will involve Karen Vandeveld, the external consultant of the FG 3.

Deadline for the deliverable is 31. 10. 2022.

Next meeting of the task force will be decided based on the doodle vote (Nada will send it by tomorrow).

4. NEXT MEETING DATES

Next meeting will be called in October to discuss preliminary version of the overall progress report on advances in HR/career systems (D3.3, DDL 31. 10. 2022).

A separate meeting(s) will be held to finish the White Paper (dedicated task force members) in September/October.

3.10 ONLINE MEETING – 5.10.2023

Alliance4Life_ACTIONS
FG 3 HR and mobility meeting
MEETING MINUTES
 October 5th, 2023
 online meeting

1. Participants

INSTITUTION	MEMBERS	Presence
CEITEC MU	Eliška Handlířová	Present
	Kateřina Ornerová	Excused
	Andrea Dvořáková	Absent
	Martina Pokorná	Absent
	Ivana Kozáková	Absent
FNUSA-ICRC	Milan Košdy	Absent
	Silvia Vašulková	Present
	Hana Lazecká	Present
BMC SAV	Marián Grman	Present
	Terézia Valkovičová	Absent
MUL	Agnieszka Komorowska-Michatek	Present
	Agata Wiśniewska	Present
UZSM	Nada Čikeš	Present
	Marina Radmilović	Present
	Goran Šimić	Present
	Ino Kermc	Absent
UT	Kristi Kuningas	Absent
VU	Anzelma Ūselienė	Present
	Osvaldas Rukšėnas	Present
LIOS	Janis Veliks	Absent
UL	Tomaž Marš	Absent
	Jerneja Čelofiga	Present
	Tina Štukelj	Present
SU	Gyula Szigeti	Absent
	László Kun	Absent
MUS	Simeon Manolov	Absent
UMFCD	Simona Stefanopulos	Absent
	Calin Mihaela	Absent
	Cristina Petcu	Absent

The date of the meeting was selected based on the vote of FG HR members, unfortunately, the final date was not convenient for all the partners.

2. Agenda of the meeting

1. **D3.3 : Report on advances in career system upgrades [36] / Eliška (CEITEC)**
2. **D3.4 : Skills Academy resource database [36] / Tina (UL)**
3. **D3.5 : Report on Early Stage Researchers' Retreats [34] / Anzelma (VU)**
4. **Any other business:**
 - White paper on combining research, medical and teaching practices dissemination / Nada (UZSM)
 - ERASMUS+ programme (internships) / Eliška (CEITEC)

3. Minutes

Introduction

We have seven months until the end of the project (M36 = April 2024).

4. **D3.3 : Report on advances in career system upgrades [36] / Eliška Handlířová (CEITEC)**

We need to prepare the final report on advances in career system upgrades – based on implementation of individual HR action plans of all partners. DDL: M36.

During reporting our advances, we need to be specific and describe that we've reached defined goals (through the indicators). E.g. if you aimed to prepare a new document => describe the document, when it was prepared, how it was disseminated (or used), and provide a link (if the document is public); if you aimed to organise an event/training => describe the event, participants, outcomes, you can provide a link to the event page (if available); etc.

Agreed outcomes:

- We will use the structure of the progress report that we prepared in M18.
- All partners will start filling out the HR action plan implementation reports in February. Eliška will distribute the final progress reports to be updated at the beginning of February at the latest. The deadline for submission to Eliška is 15th March 2024.
- Individual final reports by partners will be attached to the D3.3.
- Eliška will prepare joint parts (introduction, executive summary, methodology, general parts) and will review reports. Deadline for having the pre-final version and sending it to the A4L Board: 15th April 2024.
- Deadline for submission to the EC system: 30. 4. 2024.

5. **D3.4 : Skills Academy resource database [36] / Tina Štukelj (UL)**

Tina summarized status of the skills academy. The resource database is final and available to all partners (attached to the minutes) – it includes 20 profiles of training opportunities provided by A4L partners. One last skills academy is planned before the end of the project.

6. **D3.5 : Report on Early Stage Researchers' Retreats [34] / Anzelma Useliene (VU)**

Anzelma summarized status of the ESR retreats (see the presentation attached). The last ESR retreat will be held in Croatia in January 2024.

4. NEXT MEETING DATES

A meeting focused on overcoming resistances will be organised before February 2024. Another meeting will be organised in February and will be focused on D3.3.

5. ANNEXES

- Presentation
- Skills academy database

3.11 FINAL MEETING – 20.3.2024

Alliance4Life_ACTIONS
FG 3 HR and mobility meeting
MEETING MINUTES
 Budapest March 20, 2024

List of Participants:

Institution	Name
CEITEC MU	absent
FNUSA-ICRC	
BMC SAV	
MUL	
UZSM	Nada Čikeš, Goran Šimić
UT	absent
VU	Osvaldas Rukšėnas
UL	absent
MUS	absent
UMFCD	
LIOS	Janis Veliks
SU	Anita Pém-Urbán

Agenda:

- Presentations of Action Plans of A4L members institutions progress reports
- Discussions on deliverable 3.3
- Main conclusions

Main areas of interest of the Focus Group:

During the meeting we presented every single Progress report by individual A4L members and discussed the individual topics related to the Action plans of partner institutions. We have singled out and dedicated ourselves to some topics related to institutional reports:

- BMC SAV presented very successful new Award for young researchers worth 2000 Euros. So far 3 young researchers received the Award.
- We discussed the new policy for non-scientific employees, which emphasises importance of work as a research group

- We learned about the very successful changes and innovations in FNUSA-ICRC: they cancelled some WP3 tasks that are replaced by programmes of the newly instituted St Anne's Academy
 - FNUSA-ICRC presented their Catalogue of job positions for all sorts of staff, that follows the European Framework and supports career development plans. The big discussion followed
 - New FNUSA HR Department involves the support of the hospital to the whole project and includes grants and we discussed this
 - We spoke about the tasks and areas that could not be completed in some institutions and discussed role of unfavourable regulations and lack of support of relevant ministries (UT and UZSM)
 - In five institutions there are extended deadlines for completion of the tasks that are in the status: in progress or extended; we wish to complete them
- We expect that A4LBoard and coordinators of A4L BRIDGE will support the continuation and finalisation of those Hr tasks.
- We discussed the willingness of our institutions to serve as role models to other institutions at national level in advancement of the HR areas

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: Commitment to developing of HR Excellence Award process in each institution

TOPIC 2: Commitment to provide continuous leadership training

TOPIC 3: Willingness to promote the institutional dedication to HR advancements and serve as role models to other institutions

NEW TOPICS:

Will be related to the A4L BRIDGE project

Nominees for the Chair /Co-chair positions:

Not relevant for

FG Chair:

FG Co-chair:

4 FOCUS GROUP 4 - Grants and Research Funding

4.1 KICK- OFF MEETING - 25.5.2021

Alliance4Life_ACTIONS
FG 4 Grants and Research Funding
MEETING MINUTES
 June 30, 2021

List of Participants:

Institution	Name
FNUSA-ICRC	Petr Rychtecký
LIOS	Aigars Jirgensons
CEITEC-MU	Alice Valterová
MUL	Aneta Andrejczyk
VU	Anzelme Useliene
CEITEC-MU	Monika Hamanová
UMFCD	Cristina Dinu Pirvu
UMFCD	Dana Craiu
VU	Donata Peciukeniene
UZSM	Gabrijela Radic
UL	Janka Jugovic
UL	Klemen Dolinar
UMFCD	Lacramioara Popa
UT	Taivo Raud
BMC SAV	Tatiana Siposova
MUS	Valentina Petkova

Agenda:

1. Introduction of FG4 members (20 min)
2. What is FG for? (5 min)
3. Nominating/voting the Co-chair (10 min)
4. Work Plan - involvement of FG4 (35 min)
 - a. *T2.1 Excellence mapping through grants/Excellence mapping results*
 - b. *T2.2 Topics and invitations to Mini-Conferences/Impact of Mini-Conferences and Seed Fund*
 - c. *T2.3 Seed Fund call preparation*
 - d. *T5.1 WIDESPREAD analysis method/ WIDESPREAD white paper and policy meeting /WIDESPREAD analysis outcome*

5. Expert(s) for our FG? (10 min)
6. Schedule of the next meetings (5 min)
7. Other

Main areas of interest of the Focus Group:

The following areas of interest will remain in the agenda of the Focus Group:

1. Synergies between Horizon 2020 and European Structural and Investment Funds
2. Positioning towards FP9 in Health, Demographic Change and Wellbeing, and Spreading Excellence and Widening Participation
3. Benchmarking
4. Promotion of excellence:
 - Experience with WIDESPREAD programme; and
 - Best practice in support for excellence grants (ERC, MSCA-IF).
5. Models of organization of grant support both pre-award and post-award

Nominees for the Chair /Co-chair positions:

(Relevant if the Focus Group does not have the position covered currently)

FG Chair: Petr Rychtecký

FG Co-chair: no nominations – no volunteers

Conclusions of the discussion on Work Plan and planning next steps:

- *T2.1 Excellence mapping through grants/Excellence mapping results*
 - *holders of excellence grants, not only our institutions, but nationally*
 - *Aneta: established as well as up and coming; follow-up towards T2.2, connection with WP4 (industry)*
 - *Ladislav: next meeting soon? in a few weeks? Petr: yes, in about a month*
- *T2.2 Topics and invitations to Mini-Conferences/Impact of Mini-Conferences and Seed Fund*
 - *Aneta: connected, Seed Fund calls will be announced at the start of conferences*
- *T2.3 Seed Fund call preparation*
 - *Donata: how will Seed Fund be evaluated; Aneta: only for invited participants to mini-conferences (who will stem from excellence mapping); Petr: the goal to initiate coordinated projects in CEE; Ladislav: issue of national scope of excellence mapping and mini-conferences vs. Seed Fund resources allocated to A4L_ACTIONS consortium*
- *T5.1 WIDESPREAD analysis method/ WIDESPREAD white paper and policy meeting /WIDESPREAD analysis outcome*

- *coordinated by Taivo*
- *T1.3 RMA Academy*
 - *topics to be selected*
 - *Taivo: focus on project management; Petr: connected to post- / pre-award integration of splitting*

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	T2.1 Excellence mapping through grants/Excellence mapping results	Petr Rychtecký	30.7.2021
2.	T2.2 Topics and invitations to Mini-Conferences/Impact of Mini-Conferences and Seed Fund	All FG4 members	30.11.2021
3.	T2.3 Seed Fund call preparation	Petr Rychtecký	28.2.2022
4.	T5.1 WIDESPREAD analysis method/ WIDESPREAD white paper and policy meeting /WIDESPREAD analysis outcome	All FG members/Taivo Raud	30.4.2023
5	T1.3 Research Management and Administration (RMA) Academy	All FG members	30.10.2021

Any other information resulting from the FG meeting:

Discussion of identification of excellent grants on national level: what criteria to use? evaluation, length, financial allocation, reputation

Notes from chat:

<https://sciencebusiness.net/news/warning-new-rules-eu-regional-development-funds-will-harm-discovery-research-poorer-regions>

Next meeting of the Focus Group:

- *next topic: Mapping of Excellence – how to map grants?*
- *on-line voting for FG4 meeting times ideally for long-term, once a month*
- *next meeting will be connected to Taskforce T2.1. – coordinated by CEITEC-MU person.*

4.2 TARTU MEETING – 29.4.2022

Alliance4Life_ACTIONS
FG 4 Grants and Research Funding
MEETING MINUTES
 April 29, 2022

List of Participants:

Institution	Name
FNUSA-ICRC	Petr Rychtecký
FNUSA-ICRC	Mariana Boudová
UT	Taivo Raud
UZSM	Lozika Mašić
CEITEC MU	Zlatuše Novotná
MU	Iveta Daňhelová
MU	Lukáš Palko
LIOS	Aigars Jirgensons
CEITEC MU	Monika Hamanová
CEITEC MU	Alice Valterová
CRG	Jonas Krebs
UT	Heidi Ann Erbsen
MUL	Aneta Andrzejczyk
UT	Margus Leppik
NCP	Kristin Kraav
MU	Ladislav Čoček (online)
CROWDHELIX	Abdul Rahim

Date of the meeting: 29.4.2022. at 14:00 Tartu time, hybrid event

Agenda:

1. Introduction about the role of FG4 for new members;
2. Presentation of Estonian MSCA NCP about funding opportunities
3. Discussion about possible common MSCA proposal
4. Miscellaneous.

Meeting minutes:

1. Petr Rychtecký presented information about FG4 in general, both for newly nominated representatives of institutions and for new FG4 members from Bulgaria and Romania.

2. Estonian NCP for MSCA presented information about MSCA call and 2 prospective calls for future financing of A4L.
3. Presentation of Crowdhelix representative Abdul Rahim about possible cooperation with A4L. Questions and discussion. Further negotiations will be conducted by Zlatuše Novotná.
4. Discussion on how to set up common MSCA project with consortium made up from A4L members. The AI in health topic is agreed, after discussion next step is to create half page catalogues of AI related topics in each institution and try to reach some agreement after the catalogues will be reviewed by prospective coordinator from MU. Petr Rychtecký will prepare and send the catalogue template.
5. General discussion and closing remarks

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

1. Synergies between Horizon 2020 and European Structural and Investment Funds

2. Positioning towards FP9 in Health, Demographic Change and Wellbeing, and Spreading Excellence and Widening Participation

3. Benchmarking

4. Promotion of excellence:

Experience with WIDESPREAD programme; and
Best practice in support for excellence grants (ERC, MSCA-IF).

5. Models of organization of grant support both pre-award and post-award

NEW TOPICS:

Conclusions of the discussion and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	MSCA AI topic selection	Petr Rychtecký	25.5.2022
2.			
3.			

Any other information resulting from the FG meeting:

Next meeting of the Focus Group:

Project meeting – Sofia 2022

4.3 LODZ MEETING – 27.4. 2023

List of Participants:

Institution	Name
CEITEC MU	Monika Hamanová, Alice Valterová
MU	
FNUSA-ICRC	Petr Rychtecký
BMC SAV	
MUL	Aneta Andrzejczyk
UZSM	Lozika Mašić
UT	
VU	Anzelma Ūselienė
UL	
MUS	
UMFCD	
LIOS	Elina Priede
UZSM	László Kun

Agenda (27.4.2023):

- Introduction about the role of FG4 for new members
- Common MSCA proposal – AI related topic
- Horizon Europe - next Health work programme – Czech NCP update
- Widening paper
- A4L follow up project “A4L_Bridge” - project proposal preparation
- RMA Academy, seed fund – feedback
- General discussion

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

Synergies between Horizon 2020 and European Structural and Investment Funds

2. Positioning towards FP9 in Health, Demographic Change and Wellbeing, and Spreading Excellence and Widening Participation

4. Promotion of excellence:

Experience with WIDESPREAD programme; and

Best practice in support for excellence grants (ERC, MSCA-IF).

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	-		
2.			
3.			

Any other information resulting from the FG meeting:

General discussion included these points:

- ERC focus – how to support the submission of ERC projects
- update the system info on grant offices
- Inclusion of companies for management in projects
- Spending in A4I - budget for personal costs
- How to motivate scientist to submit
- ERA Talents
- Crowdhelix – to invite them again for telco
- Project consortia building database
- Failed proposals (resubmissions)
- Using existing networks (EATRIS, NCP networks)
- TTO office and grants
- Communication platform for FG4

Tasks:

- Organise the next FG meeting
- Contact Crowdhelix for further cooperation

Next meeting of the Focus Group:

Online – voting on date will be sent by FG chair

4.4 FINAL MEETING – 20.3.2024

List of Participants:

Institution	Name
CEITEC MU	Alice Valterová
MU	
FNUSA-ICRC	Petr Rychtecký
BMC SAV	Tatiana Šipošová
MUL	
UZSM	Lozika Masic
UT	
VU	Erika Antanéle
UL	
MUS	
UMFCD	
LIOS	Elina Priede
SU	Judit Jánosi

Agenda:

- Introduction about the role of FG4 for new members
- FG4 model and meetings in the future
- Topics for FG4 meetings in the future
- FG4 successes (data for final presentation)
- General discussion

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

Synergies between Horizon 2020 and European Structural and Investment Funds

2. Positioning towards FP9 in Health, Demographic Change and Wellbeing, and Spreading Excellence and Widening Participation

4. Promotion of excellence:

**Experience with WIDESPREAD programme; and
Best practice in support for excellence grants (ERC, MSCA-IF).**

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	WP6, T6.1 – FG4 meetings minutes	Petr Rychtecký	30.4.2024

Any other information resulting from the FG meeting:

General discussion included these points:

- Tasks from A4_L WPs
- RMA academy - topics
- Next Work programme
- Seed fund projects
- CZARMA (Czech Association of Research Managers and Administrators) example (<https://www.czarma.cz/en>)
- Funding of project set up by A4L members
- How to effectively inform scientists about calls
- Consortia building for projects
- Crowdhelix meeting - organise for FG4
- MSCA STAFF exchange
- ERA Talents
- COST Actions – how to use for A4L_Bridge
- Innovative Health Initiative – experience with

Tasks:

- Organize meeting with czech NCP – information on next Framework Programme - Health
- Organize meeting with Crowdhelix (representatives missing on kick off)

Next meeting of the Focus Group:

Online, May 2024 – Petr Rychtecký will send voting link to determine date and time

5 FOCUS GROUP 5

5.1 KICK-OFF MEETING – 25.5.2021

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data

MEETING MINUTES

Kick-off, May 25, 2021

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořková - Chair	YES
CEITEC MU	Mariana Tesařov	NO
FNUSA-ICRC	Michal Janota – Co-Chair	YES
BMC SAV	Juraj Kopcek	YES
BMC SAV	Boris Klempa	NO
MUL	Maria Cichalewska-Studzińska, PhD	YES
UZSM	Filip Sedlic	YES
UZSM	Siniša Ŗkokic	YES
VU	Ramunas Grigonis	YES
VU	Aurelija Gefeniene	YES
LIOS	Osvalds Pugovics	YES
UL	Jernej Jorgacevski	YES
UL	Martina Perše	YES
SU	Zoltan Giricz	NO
MUS	Georgi Gensuzov	YES
MUS	Marin Mladenov	NO
MUS	Mario Kirilov	NO
UMFCD	Elena Poenaru	YES
UMFCD	Mihai Burlibasa	YES
External Advisor	Julia Fernandez-Rodriguez	YES

2. Agenda of the meeting

1. Introduction of members
2. Introduction of External advisor
3. CTLS events invitation
4. Work Plan
5. Open access
6. Database
7. Revision of main areas of interest and prioritise of FG
8. FG meetings organization

3. Minutes

Everybody introduced themselves, and Katerina introduced **Julia Fernandez-Rodriguez**, who kindly accepted the role of **FG External Advisor** and became a part of the Advisory Group of A4L. Julia is the president of CTLS (Core Technologies for Life Sciences) association, which aims at bringing together all researchers, technicians, and managers working at Core Facilities. She is the head of Cellular Imaging Core Facility at the University of Gothenburg, actively involved in Euro-BioImaging.

Katerina shared the invitation to **CTLS May webinar** focused on the funding of Core Facilities (Thursday 27.5.2021, 16 CET), where she is an invited speaker to describe the government/project funded facilities model. During September 13 – 15, the **CTLS 2021 Congress** is to be organized virtually and all members were invited to register and get a CTLS membership. CEITEC applied to become a host of the next Congress 2023 in Brno.

The **Work Plan** and involvement of FG5 in Work packages was described within the presentation. The main task for our FG is **open access to Core Facilities** (task 2.4.). Katerina suggested involving FG5 also to WP 3 for Career schemes because the technical career path is very specific and often neglected.

The time plan for the open access implementation was discussed in detail. FG members were notified about important notes that need to be taken into consideration.

Osvalds – When the next FG meeting will be organized? We need to proceed with WP1 tasks soon and current understanding of CF may be very different among partners.

Katerina – Agree that harmonization of understanding is a priority, that's why Doodle will be sent to select the most convenient date in June.

Osvalds – When do you plan the workshop for cost calculation? This can be very difficult also due to different national legislation.

Katerina – I will also select from the doodle for June/July. It will be the topic for our second meeting.

Julia – Proposed to have a cost model because it needs to be clarified what the costs calculated under the prices are.

Juraj – Can we have a priority for young researchers in the open-access call?

Katerina – Yes, we will take it into consideration when drafting the call.

Michal Janota presented the status of the database prepared already under the first A4L project and showed the interface. It will be necessary to define a person per each institution who will be responsible for database management – a survey to be launched soon to collect information about institutions and contact persons.

Osvalds asked for a link to the database to go through it: <https://cf-forms.testovat.eu/>

Julia – it would be good to use this database not only for providers but also for users

Michal – yes, this is a plan. We will connect the database with the open access call.

Julia – definition of Core Facility is not clear even at the EU level, so it will be crucial to get the agreement at the level of this FG. Hopefully, there are enthusiastic people because there is a lot of work to do, but if it is done, it will be great! Julia mentioned RiTrain plus project where she participates, and it is a very important project in the topic of career paths and schemes.

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain on the agenda of the Focus Group:

- **Benchmarking** (evaluation, quality assurance, reporting of performance, etc.)
- **Best practice sharing** (models of operation, suggestions for the best operation of CF, use CF for training and education)
- **Financial sustainability** (public aid, government/institution support, service contract, sustainability, funds)
- **Access rules and fees** (price calculation, access rules, open access)
- **Database of equipment** (existing and planned instrumentation)
- **Big data** (data management, big data experience)

We agreed to follow up on these topics.

4. Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Vote on doodle for the next two FG meetings	All FG members	June 3rd
2.	Send Zoom calendar invitations for the next FG meetings	Katerina	June 4th
3.	Send a survey to collect information about institutions and contact persons for the database	Michal Janota	June 1st
4.	Fill-in the survey	All FG members	During June

Any other information resulting from the FG meeting:

Osvalds – keep the composition of the FG as stable as possible. Past experience showed this is very important to proceed with tasks.

5. NEXT MEETING DATES

Next meeting to be held in June – doodle

Agenda of the 2nd next meeting:

- CF best practice sharing: CF concept of CEITEC and implementation at ICRC
- CF identification and services – discussion of how to proceed effectively with this task! Clarifying the definition of Core Facility.

Agenda of the 3rd next meeting:

- Workshop on cost calculation – TNA calculation form by Katerina

5.2 ONLINE MEETING – 14.6.2021

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES Online June 14, 2021

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořková - Chair	YES
CEITEC MU	Mariana Tesařová	NO
FNUSA-ICRC	Michal Janota – Co-Chair	YES
BMC SAV	Juraj Kopáček	YES
BMC SAV	Boris Klempa	NO
MUL	Maria Cichalewska-Studzińska, PhD	YES
UZSM	Filip Sedlić	YES
UZSM	Siniša Škokić	YES
VU	Ramūnas Grigonis	YES
VU	Aurelija Gefeniene	NO
LIOS	Osvalds Pugovičs	YES
UL	Jernej Jorgačevski	YES
UL	Martina Perše	NO
SU	Zoltan Giricz	NO
MUS	Georgi Gensuzov	YES
MUS	Marin Mladenov	YES
MUS	Mario Kirilov	YES
UMFCD	Elena Poenaru	YES
UMFCD	Mihai Burlibasa	YES
External Advisor	Julia Fernandez-Rodriguez	YES
MUL – WP2 leader	Aneta Adrzejczyk	YES

2. Agenda of the meeting

1. CEITEC concept of CFs
2. ICRC implementation of CFs
3. CF definition
4. *Identification of services – postponed to the next meeting*
5. WP1 – self-assessment

3. Minutes

Katerina presented the CEITEC concept and answered questions regarding acknowledgment and authorship:

- **Acknowledgment** is always required, but we can not force users to do it. We are reminding during all possible occasions that it is required (user meetings, sending invoices, presentations, online system for open access applications, etc.). Still, we are losing acknowledgments. There is a possibility to start with more “negative” motivation and punish

users when they do not acknowledge – they can lose the discount for the future measurements and pay full price.

- **Authorship** is not required, but it is a matter of basic ethics and morality – when there is a significant intellectual input to the publication, the person should be a part of the co-author team. CF staff members can also publish their own publications independently (typically methodological publications).

Model of **Large Research Infrastructures and Czech Roadmap** was explained (similar to ESFRI Roadmap). More details are available at the official webpage here: <https://www.vyzkumne-infrastruktury.cz/en/roadmap-of-large-research-infrastructures-of-the-czech-republic/>

Michal introduced the implementation of the CF concept at ICRC. Osvalds asked about price competitiveness and the comparison of prices. Michal – yes, we did the market search from invoicing statistics, and we are much cheaper in related clinical services. Of course, we did not receive all referential prices, and in some services, we are more expensive. Osvalds – how do you plan development? Michal – we need to create all business plans and then ask ISAB whether this direction is good or not. Siniša – are the salaries covered from fees? Michal – it is covered from institutional support, rest from grants. Katerina – salaries covered mainly from grants.

Julia – what is the strategy at the regional and national levels? There can be a competition but also complementarity in different core facilities. Did you consider while closing the Mass Spectrometry Facility? Did you ask users? Michal – yes, I totally agree with this view on the problem. It was considered.

FG CF questionnaire – survey to collect basic information about CF management at A4L partner institutions and to get a contact person for the database. Michal will distribute the survey tomorrow, data to be collected until the **end of June**.

Core Facility definition and criteria – shared in PPT

For the purpose of open access and identification of services available at A4L partnering institutions, the Core Facility needs to be clearly defined to avoid misinterpretation. Taking into consideration the fact that most A4L institutions do not have officially established Core Facilities within the organizational structure, the following criteria need to be fulfilled:

- Responsible person – person needs to be identified who will be responsible for the provision of service, communication with the user, including consulting regarding applied techniques, design of experiments and interpretation of results and assessment of technical feasibility of requested measurement/service together with experts
- Separated budget – for the purpose of the price calculation, all costs needs to be clearly identifiable at the level of accounting
- Evidence of measurement – proper evidence of provided measurement needs to be ensured; the evidence can be done electronically via SW (booking system), Excel sheet, calendar, etc.; the name of the user, institution of the user, type of the measurement/service, start date, and end date, number of hours/days of service are obligatory fields of evidence

Core Facility definition for the purpose of A4L-ACTIONS:

„The core facility is a technological unit with certain expertise that can be offered to other researchers and users to implement their projects using relevant frontier research technologies. Sharing of know-how in technological and methodological practices is a key element. The core facility is operated by experienced staff who are responsible for the services provided and scientific advice, as well as ensuring the proper functioning and development of the infrastructure. All costs are identifiable and accountable.“

WP1 – self-assessment:

Katerina went through the table of indicators and explained that we need to keep similar indicators as in the previous project to have comparable data. On the other hand, user groups and % should be harmonized - How to calculate user groups? What data are you able to provide? A number of hours, samples, people? This question will be included in the questionnaire from Michal.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Send a survey to collect information about institutions and contact persons for the database	Michal Janota	June 15
2.	Fill-in the survey	All FG members	June 30
3.	Revise the CF definition and criteria	All FG members	June 30
4.			

Any other information resulting from the FG meeting:**Recommended articles to read:**

<https://doi.org/10.15252/embr.201642857>

<https://doi.org/10.15252/embr.201948017>

4. NEXT MEETING DATES

Agenda of the 3rd meeting:

- Workshop on price calculation – example of CEITEC and LIOS + TNA calculation
- Identification of services

Julia recommended to share cost model (which types of costs are calculated within the price per different user groups) before the meeting to be more efficient on Friday, June 18.

5.3 ONLINE MEETING – 18.6.2021

Alliance4Life_ACTIONS
FG 5 Core Facilities & Big Data
MEETING MINUTES
 Online June 18, 2021

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořková - Chair	YES
CEITEC MU	Mariana Tesařová	NO
FNUSA-ICRC	Michal Janota – Co-Chair	NO
BMC SAV	Juraj Kopáček	YES
BMC SAV	Boris Klempa	NO
MUL	Maria Cichalewska-Studzińska, PhD	YES
UZSM	Filip Sedlić	YES
UZSM	Siniša Škokić	YES
VU	Ramūnas Grigonis	YES
VU	Aurelija Gefeniene	
LIOS	Osvalds Pugovičs	YES
UL	Jernej Jorgačevski	YES
UL	Martina Perše	YES
SU	Zoltan Giricz	
MUS	Georgi Gensuzov	
MUS	Marin Mladenov	YES
MUS	Mario Kirilov	YES
UMFCD	Elena Poenaru	
UMFCD	Mihai Burlibasa	YES
External Advisor	Julia Fernandez-Rodriguez	YES
MUL – WP2 leader	Aneta Adrzejczyk	NO
LIOS – WP4 leader	Maija Dambrova	YES
LIOS - speaker	Dace Karkle	YES

2. Agenda of the meeting

1. Price calculation CEITEC – Kateřina Hořková
2. Price calculation LIOS – Dace Karkle
3. Unit cost calculation TNA + price calculation under A4L open access – Kateřina Hořková
4. CF definition and identification of services
5. Discussion

3. Minutes

Katerina presented the CEITEC pricing policy – Julia raised the question of service contracts – do you face some problems with the external service support of instruments without service contracts?

Within a service contract, you have secured support within a very short time. Katerina – yes, we were already affected in a negative way because we were waiting four months for the repair, and some of our users left and found a different CF to cooperate with. Julia – not only expensive instruments but also mostly used instruments should be considered while thinking about the service contract. Katerina – yes, but a service contract is basically insurance, and you have to pay it nevertheless of the machine is broken or not.

Dace presented the LIOS calculation model. LIOS is covered by 33% from private sources, and economic and non-economic activity needs to be clearly split. Technology transfer can be classified as a non-commercial activity under some criteria – all profit needs to be given back to non-economic activity, which is basic research.

Katerina proposed to use a simplified TNA calculation model for the purpose of WP2 – open access. This allows to calculate all costs of laboratory and divide them by all provided access days to come up with the unit cost. Siniša – when dividing by a number of all possible days of measurement X really used days of measurement, there can be a huge diversity of price. Katerina – yes, true. We will collect all the prices and see whether there is some huge discrepancy or not.

FG CF questionnaire – survey to collect basic information about CF management at A4L partner institutions and to get a contact person for the database. Link here: <https://form.jotform.com/211641993314354>

Deadline June 24

Core Facility definition and criteria – new criteria added after the proposal of Filip. Julia – be careful about definitions. Money should be given to services, not researchers. Institutions should make a force and do the official steps. They should improve their organizational structure. We need to encourage institutions to do it! They need to do the steps for improvement, not just spend 100k EUR and ended up with the same status. The final report should reflect this!

Independent organizational unit – recommended but not compulsory criteria. Being the CF Head should not be considered as a position for the unsuccessful researcher. The career path is being defined at the EU level. Siniša – most probably, Professor or Assoc. professor will be given the position of CF Head. Julia – yes, PI can start at this position and help to promote the CF, and slowly increase the FTE or pass the position to someone else. Filip – once the maintenance of the instrument is financed by the institution, it should be accessible for everyone. Osvalds – we started a very interesting discussion, but we need to stay pragmatic – we need to promote our service, and we need to know what the costs are. We are very different in terms of national, internal regulations, but let's start with the small steps.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Fill-in the survey	All FG members	June 24
2.	Revise the CF definition and criteria	All FG members	June 30
3.	Start thinking about the services you can provide	All FG members	June 30
4.	Inform about filling data into database	Michal Janota	Next

			meeting
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Any other information resulting from the FG meeting:

Recommended articles to read:

<https://doi.org/10.15252/embr.201642857>

<https://doi.org/10.15252/embr.201948017>

4. NEXT MEETING DATES

4th meeting to be scheduled by voting via doodle – July

During the next meeting, we will reflect the outputs from the survey, and we can also invite the contact persons for the database to get the information from Michal Janota on how to fill the data in.

5.4 ONLINE MEETING – 23.9.2021

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES Online September 23, 2021

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořková - Chair	YES
FNUSA-ICRC	Michal Janota – Co-Chair	YES
BMC SAV	Juraj Kopáček	YES
BMC SAV	Boris Klempa	NO
MUL	Maria Cichalewska-Studzińska, PhD	YES
UZSM	Filip Sedlić	YES
UZSM	Siniša Škokić	YES
VU	Ramūnas Grigonis	YES
VU	Aurelija Gefeniene	NO
LIOS	Osvalds Pugovičs	NO
UL	Jernej Jorgačevski	YES
UL	Martina Perše	YES
SU	Zoltan Giricz	NO
MUS	Georgi Gensuzov	NO
MUS	Marin Mladenov	NO
MUS	Mario Kirilov	NO
UMFCD	Elena Poenaru	NO
UMFCD	Mihai Burlibasa	YES
External Advisor	Julia Fernandez-Rodriguez	YES

2. Agenda of the meeting

A4L database of services and technologies

3. Minutes

Michal Janota distributed Excel tables for data collection to upload to the database system. We have two tables for technologies and services. The tables are clear, and FG members are OK with the deadline of the **end of September** for the data collection.

Supporting technologies can be included in the database with zero price if this is acceptable for the institution to cover the service costs from its own budget. The database should also serve as a PR for the institutions to show what they can offer.

Additional services and technologies that will be implemented during the project's duration can always be added to the database. It will not be a closed system, and updates will be possible. Ideally, it will be appropriate to include most of the services before the launch of the open-access call. We will have to clarify whether we will launch just one call, which will be closed once the resources are depleted or whether we will launch two calls with clear deadlines for the proposal submissions.

In the table of services, there are columns for prices, but in case institutions are not ready to calculate all prices, it can be empty and filled into the system later (before the call will be launched – e.g. end of March).

We can try to compare price levels per technology once we have the data from partners. In case of huge differences in prices, we can start some discussion, but it is always hard to make such a comparison between different services as it is not clear what is exactly behind the service (only measurement, or measurement incl. data interpretation?).

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Fill the Excel tables for technologies and services	All FG members	30.9.2021
2.	Vote for the next meeting	All FG members	8.10.2021
3.			
4.			

Any other information resulting from the FG meeting:

Juraj: Is there some plan to have a physical meeting in the nearest future? Katerina: I do not know yet. There is a plan to have a meeting in Smolenice castle, but it is in October next year.

You can always contact Katerina or Michal in case of any questions by email.

4. NEXT MEETING DATES

Agenda of the October/November meeting:

- Database progress and data implementation
- Open access call and procedure to accept the proposals from users – draft to be prepared by Katerina

5.5 ONLINE MEETING – 10.11.2021

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES Online November 10, 2021

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořkova	YES
CEITEC MU	Petra Balga	YES
FNUSA-ICRC	Michal Janota	YES
BMC SAV	Juraj Kopacek	YES
BMC SAV	Boris Klempa	YES
MUL	Maria Cichalewska-Studzinska, PhD	YES
UZSM	Filip Sedlic	YES
UZSM	Siniša Őkokic	YES
VU	Ramunas Grigonis	YES
VU	Aurelija Gefeniene	YES
LIOS	Osvalds Pugovics	YES
UL	Jernej Jorgacevski	YES
UL	Martina Perše	YES
SU	Vilmos Toth Kardos	YES
SU	Zsolt Kohus	YES
SU	Zoltan Varga	NO
MUS	Georgi Gensuzov	YES
MUS	Marin Mladenov	YES
MUS	Mario Kirilov	YES
UMFCD	Elena Poenaru	YES
UMFCD	Mihai Burlibasa	NO
External Advisor	Julia Fernandez-Rodriguez	NO
Coordinator	Zlatuše Novotna	YES

2. Agenda of the meeting

- A4L database of services and technologies - Michal
- A4L open access scheme and workflow - Katerina
- WP4 mapping with industry - Osvalds

3. Minutes

The new leadership of the FG from February 2022 due to maternity leave of Katerina - FG Chair – Michal Janota (ICRC), FG Co-chair – Petra Balga (CEITEC). Katerina is willing to help through consultations via email.

A4L database of services and technologies:

Michal Janota informed FG members about the ongoing update of the system of the **online database**. Tomorrow, FG users will receive a file with an example of a questionnaire that can be implemented in the system to allow users to contact CF and get information about services. Once the database is implemented in an open server (not just testing), all FG members will be informed and

get training from Michal. The database should be transferred to the new server and accessible from the A4L website at the end of November 2021, at the latest.

A4L open access scheme and workflow:

Katerina informed all members about the time plan and current steps that need to be done by all partners. Until January 2022, all FG members should revise materials for the call prepared by Katerina. The final proposal of the call needs to be approved during February/March 2022 by the A4L Scientific/Advisory Committee, so we will be able to **publish the call on April 1, 2022**. Cooperation with FG Communication will be crucial to prepare the advertisement for the researchers and attract them to take this opportunity and fill the application! In case of necessity to repeat the call, it needs to be done in autumn 2022. The implementation phase for the provision of service/measurement needs to be as long as possible, and all measurement needs to be done before October 2023 at the latest. After this period, we need to start to draft a report on the impact of this open access reflecting the shared use of the infrastructure.

FG members were informed that only material costs, consumables, services (e.g., shipping), SW, licenses, and data management costs could be claimed under the cost category "other goods and services," where the money for the open access are allocated.

Detailed workflow with all steps related to the part before selecting the supported projects and after the selection is described in the presentation.

WP4 mapping with industry:

Osvalds informed FG 5 members about industrial mapping, which was done under FG 6 – there are five categories of companies identified:

1. Drug discovery
2. Biotechnology
3. IT, Data
4. Clinical
5. Consulting

It would be great to add these categories into the database to ease the search for industrial companies.

During the Riga event (20. – 21.1.2022), the pitching session will be organized to introduce services to industrial partners. There was a discussion, which should be presenting this topic to the audience - people from FG 5 or FG 6? Each member needs to get in touch with FG 6 colleagues and discuss who will present services in the best way to the industry. Zlata – the speaker, will depend on the situation, maybe the TT manager or someone who will be the first contact for the company is better. FG 6 decided that this pitching event would take place in the late afternoon. Katerina - maybe we should consider some preparatory event to give each other feedback. Or at least provide a guideline of what questions should be answered in the presentation to attract potential collaborators – not only industrial but also academic partners will be targeted by this event. Katerina will get in touch with FG 6 leader and discuss.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Send example of database questionnaire to FG members	Michal Janota	11. 11. 2021
2.	Transfer the database to the new server and make it accessible from the A4L website	Michal Janota	November 2021
3.	Revise open access call materials sent by Katerina	All FG members	January 2022
4.	Send open access materials to Zlata, who will ask the A4L Advisory Board for the revision	FG chair/co-chair	February 2022
5.	Get in touch with FG 6 and discuss the presentation during the pitching session in Riga	All FG members	November/December 2021
6.	Get in touch with FG 6 leader and discuss the preparation of the pitching event	Katerina Hoskova	November 2021

Any other information resulting from the FG meeting:

You can always contact Katerina, Petra, or Michal in case of any questions by email.

4. NEXT MEETING DATES

Next meeting will be organized at the beginning of 2022.

5.6 ONLINE MEETING – 26.1.2022

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES Online January 26, 2022

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořkova	YES
CEITEC MU	Petra Balga	YES
FNUSA-ICRC	Michal Janota	YES
BMC SAV	Juraj Kopacek	YES
BMC SAV	Boris Klempa	NO
MUL	Maria Cichalewska-Studzinska, PhD	YES
UZSM	Filip Sedlic	YES
UZSM	Siniša Őkokic	YES
VU	Ramunas Grigonis	YES
VU	Aurelija Gefeniene	NO
LIOS	Osvalds Pugovics	YES
UL	Jernej Jorgacevski	YES
UL	Martina Perše	YES
SU	Vilmos Toth Kardos	YES
SU	Zsolt Kohus	NO
SU	Zoltan Varga	NO
MUS	Georgi Gensuzov	NO
MUS	Marin Mladenov	NO
MUS	Mario Kirilov	YES
UMFCD	Elena Poenaru	YES
UMFCD	Mihai Burlibasa	NO
External Advisor	Julia Fernandez-Rodriguez	YES
Coordinator	Zlatuše Novotna	NO
WP Leader	Aneta Andrzejczyk	YES

2. Agenda of the meeting

- FG 5 leadership
- A4L open access scheme and workflow - Katerina
- A4L database of services and technologies - Michal

3. Minutes

The new leadership of the FG from February 2022 - Petra Balga replace Katerina Hoskova due to her maternity leave. Michal Janota needs to step down due to other duties – any volunteer? Osvalds Pugovics is willing to take the role in the FG leadership.

A4L open access scheme and workflow:

Katerina reminded slides presented during the last FG meeting in November. There have been no revisions of materials for the open-access call so far. Until the end of January 2022, all FG members should revise materials for the call prepared by Katerina. The final proposal of the call needs to be

approved during February/March 2022 by the A4L Scientific/Advisory Committee, so we will be able to **publish the call on April 1, 2022**. We have to prepare the information on the A4L website, which will be spread to all researchers from A4L to apply for open access.

FG members will receive the **template for the cost calculation** together with minutes to prepare their prices for the purpose of open access. It was clarified that there would be no invoicing between partners, and money would be transferred to the partners by the budget change. All members were encouraged to get in touch with their economic departments to solve the pre-financing of the measurement and later the reimbursement of the costs to the facility once the budget is transferred to the A4L partner.

It will be possible to claim only costs for consumables, SW/licenses, energy, and other services (e.g., shipping). It is not possible to include salaries because of the limitation of person-months per project. Osvalds mentioned that it is expected that each A4L partner will also contribute by their own sources to help to boost future cooperation between institutions. It is not expected that the open-access scheme will cover everything connected with the measurement. It is meant as a pilot model.

Ramunas asked for the correction of the abbreviation and country code for Vilnius University in the open-access documents.

A4L database of services and technologies:

Michal Janota informed FG members that the **online database** was transferred from the testing server to the new link (<https://a4l-facilities.fnusa.icrc.org/>). All FG members can browse without login and also activate the login. Please check your data and emails **by February 10**.

There is the possibility to order a separate service and send the request to CF, and there will also be the shopping cart possibility to select more services from more facilities. The proposal will be prepared in the next weeks. Michal showed the general service demand cart, which will be used for core facilities of A4L.

System administrators were defined per each institution, and those people can access the system and make changes and updates for services, prices, etc., later on. Services should be ready by the mid of March to be included and advertised within the open-access call in April. Otherwise, users will not find them there.

Inform about technical issues and problems via email: facilities.icrc@fnusa.cz

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Inform Zlata about new FG leadership	Katerina	January 31, 2022
2.	Revise open access call materials sent by Katerina	All FG members	January 31, 2022
3.	Check the inputs in the database – emails and fields imported from Excel	All FG members	February 10, 2022

4.	Send open-access materials to Zlata, who will ask the A4L Advisory Board for the revision and approval	FG chair/co-chair	February 2022
5.	Activate forms and shopping cart in the database	Michal	February 2022
6.	Include other necessary information to the database to have all services included for the purpose of open access call in April	All FG members	Mid of March 2022

Any other information resulting from the FG meeting:

4. NEXT MEETING DATES

TBS

5.7 TARTU MEETING – 29.4.2022

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES Tartu April 29, 2022

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Petra Balga	YES
FNUSA-ICRC	Michal Janota	YES
BMC SAV	Juraj Kopáček	YES
BMC SAV	Boris Klempa	NO
MUL	Maria Cichalewska-Studzińska, PhD	NO
UZSM	Filip Sedlić	YES
UZSM	Siniša Škokić	YES
VU	Ramūnas Grigonis	NO
VU	Aurelija Gefenienė	NO
LIOS	Osvalds Pugovičs	YES
UL	Jernej Jorgačevski	YES
UL	Martina Perše	YES
SU	Vilmos Tóth Kardos	NO
SU	Zsolt Kohus	NO
SU	Zoltan Varga	NO
MUS	Georgi Gensuzov	NO
MUS	Marin Mladenov	NO
MUS	Mario Kirilov	NO
UMFCD	Elena Poenaru	YES
UMFCD	Mihai Burlibasa	NO
External Advisor	Julia Fernandez-Rodriguez	NO
Coordinator	Zlatuše Novotná	NO
WP Leader	Aneta Andrzejczyk	NO

2. Agenda of the meeting

- A4L open access scheme and workflow, update - Petra
- A4L database of services and technologies - Michal

3. Minutes

A4L open access scheme and workflow:

Petra shows actual schedule for Open access which was launched on 1st April. Shows website of A4L where are information and forms for applying. Call will be close on end of the May. Actually we don't have any proposals. FG5 members shall **actively scout** unmet needs for access of research infrastructure at their institutions and promote access to A4L partner RIs'

CEITEC MU will prepare **one-pager** (electronic) with links to institutions participating in Open Access Call to provide easy information about available options

New call in October 2022

FG members received the **template for the cost calculation** after January's meeting. Again It was clarified that there would be no invoicing between partners, and money would be transferred to the partners by the budget change. All members were encouraged to get in touch with their economic departments to solve the pre-financing of the measurement and later the reimbursement of the costs to the facility once the budget is transferred to the A4L partner.

It will be possible to claim only costs for consumables, SW/licenses, energy, and other services (e.g., shipping). It is not possible to include salaries because of the limitation of person-months per project. Osvalds mentioned that it is expected that each A4L partner will also contribute by their own sources to help to boost future cooperation between institutions. It is not expected that the open-access scheme will cover everything connected with the measurement. It is meant as a pilot model.

A4L database of services and technologies:

Database is working. All A4L partners have an access. Michal Janota shows new workflow with shopping cart with possibility to select more services from more facilities. He also reintroduced the whole development of the database and its history. System administrators were defined per each institution, and those people can access the system and make changes and updates for services, prices, etc. Inform about technical issues and problems via email: facilities.icrc@fnusa.cz

During last month we got feedback from industry and academic partners. There are some challenges which we would like to solve during this year for more intuitive database and its wider use by industrial partners.

- ✓ Too many **unused information** in the database
- ✓ Search is **not intuitive** enough
- ✓ **Descriptions** of technologies and particular pieces of equipment **are not enough standartized**
- ✓ Applied categorization is **inconsistent**
- ✓ e-Mails generated by the system **do not reach addressees** at some institutions

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Leaflet for A4L open access	Petra Balga	May
2.	Internal marketing of A4L in each institution, PI, Postdocs	All	May
3.	Removal of unused information, «lite» version of the database	Michal Janota	End of May
4.	«Cleaning» of descriptions to remove inconsistencies	Michal Janota	End of May
5.	Checking for causes of e-mail system malfunction (May, 2022)	Michal Janota	End of May
6.	Submission of the new beta version for testing to «outside» users	Michal Janota	End of May

7.	Collection of user opinions about category descriptions and technology definitions	Discussion with FG6	September
8.	New category and technology descriptions, alignment with information providers	Discussion with FG6	October, 2022
9.	Launch of the new version	All	December 2022

Any other information resulting from the FG meeting:

4. NEXT MEETING DATES

TBS

5.8 ONLINE MEETING – 8.11.2022

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES Online November 8, 2022

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořková	YES
FNUSA-ICRC	Michal Janota	
BMC SAV	Juraj Kopáček	YES
BMC SAV	Boris Klempa	
MUL	Maria Cichalewska-Studzińska, PhD	YES
UZSM	Filip Sedlić	YES
UZSM	Siniša Škokić	YES
VU	Ramūnas Grigonis	YES
VU	Aurelija Gefenienė	
LIOS	Osvalds Pugovičs	YES
UL	Jernej Jorgačevski	YES
UL	Martina Perše	
SU	Vilmos Tóth Kardos	YES
SU	Zsolt Kohus	
SU	Zoltan Varga	
MUS	Georgi Gensuzov	
MUS	Marin Mladenov	YES
MUS	Mario Kirilov	YES
UMFCD	Elena Poenaru	
UMFCD	Mihai Burlibasa	
External Advisor	Julia Fernandez-Rodriguez	YES
Coordinator	Zlatuše Novotná	
WP Leader	Aneta Andrzejczyk	

2. Agenda of the meeting

- A4L open access scheme – results of the call, next steps - Katerina
- A4L database of services and technologies
- Expectations from FG agenda next year

3. Minutes

New leadership from September 2022 – Petra left CEITEC, and Katerina is in the position of FG Chair again. She is working part-time, and her possibilities to lead FG are limited. In case someone is interested in taking the Chair position, do not hesitate to step forward. Osvalds is in the position of Co-Chair.

A4L open access scheme – results of the call, next steps:

Katerina presented the results of the call – the deadline for the call was prolonged to June 15, 2022. Technical feasibility check was ensured in a short time, but we waited for approval from Scientific Committee until the end of September. The evaluation process took too long.

37 submitted proposals, 27 supported. On October 13, all applicants received the final results. Successful applicants received the certificate. One applicant (from the Medical School University of Zagreb) sent an appeal which was solved with CF Proteomics Head. It was proposed to change the experimental design and submit a redefined application. New technical feasibility was approved, and the application can be supported.

Data about the applicant's institutions, requested institutions, final providers, and most requested services were presented.

The second call will not be launched. Financial allocation is depleted. 21 out of 28 projects will be realized at CEITEC core facilities.

Finances for open-access projects can be spent on consumables, SW/licenses, energy, and other services (e.g., shipping). Measurement needs to be pre-financed, and money will be distributed with the final report of the A4L_ACTIONS project. In case some open-access projects are not measured according to the plan, and there will be some savings, which can be further re-distributed, inform Katerina. Otherwise, there is no reserve.

Successful applicants received a certificate with the exact wording of acknowledgment. Please remind your users to acknowledge the A4L project in case of publishing some results. We need to show some outputs and publications are the best in this case.

A4L database of services and technologies:

Osvalds summarized the status - excel sheets per A4L institutions were sent to Michal to upload entries to the database. Unfortunately, some information about services was missing, and institutions will have to update it and correct possible errors in entries once it is published on the open server. Initial feedback from some of the commercial partners was that such kind of database is useful, but there are already existing platforms such as Scientist.com (<https://scientist.com/>) and Science Exchange (<https://ww2.scienceexchange.com/s/>). Should we think about harmonization of our database with these resources?

The second part is some technical bugs of the system, which are being solved by Michal together with programmers.

What will be the focus of this FG next year?

FG members were asked to think about activities of this FG for the next year – topics of interest to be shared/discussed/trained.

Julia mentioned there is a list of topics mentioned on the A4L website. Katerina proposed to create the survey voting to see which topics are interesting for the members.

Osvalds proposed to focus on 1) the database and 2) more political questions of research infrastructure setting and funding schemes because, in some countries, there is an RI concept being implemented.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Removal of unused information, « lite » version of the database	Michal Janota	End of May - done
2.	« Cleaning » of descriptions to remove inconsistencies	Michal Janota	End of May – done, but there is still missing information from institutions
3.	Checking for causes of e-mail system malfunction (May, 2022)	Michal Janota	End of May - solved
4.	Submission of the new beta version for testing to «outside» users	Michal Janota	End of May – partially tested, as Osvalds mentioned
5.	Collection of user opinions about category descriptions and technology definitions	Discussion with FG6	September – some feedback was obtained, as Osvalds mentioned
6.	Launch of the new open version	Michal	December 2022
7.	Correct inconsistencies in the new version	All	
8.	Activities of this FG for the next year – survey among members	Katerina	November

Any other information resulting from the FG meeting:

Recording of the meeting is available on the A4L Sharepoint.

4. NEXT MEETING DATES

Together with FG6??

5.9 LODZ MEETING – 27.4 2023

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES Lodz April 27, 2023

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořková	YES
FNUSA-ICRC	Michal Janota	YES
BMC SAV	Juraj Kopáček	YES
BMC SAV	Boris Klempa	
MUL	Maria Cichalewska-Studzińska, PhD	YES
UZSM	Filip Sedlić	YES
UZSM	Siniša Škokić	
VU	Ramūnas Grigonis	
VU	Aurelija Gefenienė	
LIOS	Osvalds Pugovičs	YES
UL	Jernej Jorgačevski	YES
UL	Martina Perše	
SU	Vilmos Tóth Kardos	
SU	Zsolt Kohus	
SU	Zoltan Varga	
MUS	Georgi Gensuzov	
MUS	Marin Mladenov	
MUS	Mario Kirilov	YES
UMFCD	Elena Poenaru	
UMFCD	Mihai Burlibasa	
External Advisor	Julia Fernandez-Rodriguez	
Coordinator	Zlatuše Novotná	
WP Leader	Aneta Andrzejczyk	

2. Agenda of the meeting

- A4L Open access services provision – current status of the service provision per each project provided individually by the partner institutions
- Research infrastructure database update – presentation of the current technical solution with implemented corrections, feedback from partner institutions.
- Proposal on search categories of research services in the database, keywords, equipment descriptions
- Schedule of database development

3. Minutes

Open access:

A check on the status of all open access projects was performed. Most of them are in progress, one is already finished. In the case of 5 projects, users are not communicating, and it is necessary to remind users of the necessity to finalize projects by the end of October 2023 at the latest. After the project finalization, the users are obliged to send a final report which is quite simple and is available here:

https://ucnmuni.sharepoint.com/:w:/r/sites/A4L_ACTIONS/_layouts/15/Doc.aspx?sourcedoc=%7BEA75FFF2-E58F-465B-B64C-E69AB7B04EED%7D&file=A4L_final%20report_open%20access-0122.docx&action=default&mobileredirect=true

All users received the form for the final report together with the certificate with project approval. Within this certificate, there is also the proper acknowledgment text which needs to be used in the future publication resulting from the service. Of course, there can be a long journey towards the publication, but anyhow, the acknowledgment should be put in the publication even after the end of the Alliance4Life_ACTION project.

The next check of the status of the projects will be done on July 3rd.

Current version of the database with email addresses to all users is available on SharePoint here:

https://ucnmuni.sharepoint.com/:x:/r/sites/A4L_ACTIONS/_layouts/15/Doc.aspx?sourcedoc=%7B16F66782-29F3-424F-BEB3-A7C5EF2A2C6B%7D&file=A4L%20Proposals_280423.xlsx&action=default&mobileredirect=true

Database:

Michal Janota updated everyone on the status of the technical solution of the database of equipment and services and reminded the meeting in Tartu where the action plan was agreed upon – optimize search fields, optimize the structure, link keywords and descriptions, and run the light version of email workflow. We had a teleconference with the evaluator, who gave us feedback on the database. He suggested adding prices and improving descriptions and keywords for the search.

The main bottleneck is the categorization; neither Michal nor Katerina can do it as they are both part of the management and do not have a scientific background. We need to agree on how to proceed with this and finally create the proper categorization which will fit all services and technologies provided across partner institutions.

On the landing page, there are four basic categories and a map of countries. Currently, only data from LIOS, ICRC, and CEITEC are displayed in the new web domain. Services for other institutions will be uploaded in the updated version. We need to decide how all services will be linked to categorization if there is a technology that fits into several categories. We can create more categories, but we need to define them and make them understandable to customers. Multiple selections through categories can be a problem.

The technical solution of the database is already designed, but minor upgrades are still possible. Four main categories can remain as they are, and we can define sub-categories according to the expertise. Brainstorming was initiated to define categories. We have several categories from the past, but these do not include all services, and many of them are in “specific systems”. We also need to standardize keywords.

In advanced search, you can find technologies as well as services.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Check-up of Open access call results	All providers	July 3 rd
2.	Export of current	Michal Janota	May 8 th

	data from data base and sending to FG5 members for discussion		
3.	Feedback from FG5 members about proposed search categories, services descriptions, research technology definitions	FG5 members, Zoom meeting according to voting: https://doodle.com/meeting/participate/id/egnGq43d	June 1 st
4.	Consolidated list of search categories, services descriptions, research technology definitions for final review	FG5 members, Zoom meeting Doodle poll to be sent by June 15 th	July 3 rd
5.	Input of data from partner institutions	FG5 members	September 30 th

Any other information resulting from the FG meeting:

More input from FG5 members in communication with respective CF managers is expected.

4. NEXT MEETING DATES

To be decided by Doodle poll, however tentatively June 1st is suitable

5.10 ONLINE MEETING – 13.6.2023

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES Online June 13, 2023

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořková	YES
FNUSA-ICRC	Michal Janota	YES
BMC SAV	Juraj Kopáček	YES
BMC SAV	Boris Klempa	
MUL	Maria Cichalewska-Studzińska, PhD	YES
UZSM	Filip Sedlić	YES
UZSM	Siniša Škokić	
VU	Ramūnas Grigonis	YES
VU	Aurelija Gefenienė	
LIOS	Osvalds Pugovičs	YES
UL	Jernej Jorgačevski	YES
UL	Martina Perše	
SU	Vilmos Tóth Kardos	
SU	Zsolt Kohus	
SU	Zoltan Varga	
SU	Laszlo Kun	YES
	Cristina Petcu	YES
MUS	Georgi Gensuzov	
MUS	Marin Mladenov	
MUS	Mario Kirilov	
UMFCD	Elena Poenaru	YES
UMFCD	Mihai Burlibasa	
External Advisor	Julia Fernandez-Rodriguez	
Coordinator	Zlatuše Novotná	
WP Leader	Aneta Andrzejczyk	YES

2. Agenda of the meeting

- Research infrastructure database update – presentation of the current status of data provided by partner institutions.
- Proposal on search categories of research services in the database, keywords, equipment descriptions

3. Minutes

Michal Janota provided an update on the status of the database and shared the result of categories and services. Michal Janota proposed to merge some of the categories which are not so frequently used to shrink from almost 70 categories to a more compact list.

Only 6 institutions provided data for the database update so far. FG members were asked to send their inputs as soon as possible. The teleconference will be organized next week with Semmelweis as they were not included in the previous version of the database and want to discuss it with Michal individually.

Osvalds will try to propose the list of categories by Monday, June 19th, 2023.

Selecting more basic categories for one technology from the four basic categories (Drug discovery, Biotechnology, IT, and Clinical Research) will be possible.

We should be careful with naming categories in the specific way because category “other” or “specialized equipment” is very broad and does not say anything about what can be offered to customers.

Michal will organize a doodle poll to select the date for the next meeting, where the system's administration will be presented.

Services are linked to Core Facility, not technology. That is why the long list is provided even when the user clicks on one technology.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Check-up of Open access call results	All providers	July 3 rd
2.	Export of current data from data base and sending to FG5 members for discussion	Michal Janota	May 8 th done
3.	Feedback from FG5 members about proposed search categories, services descriptions, research technology definitions	FG5 members, Zoom meeting according to voting: https://doodle.com/meeting/participate/id/egnGq43d	June 1 st Not all members responded and sent their data
4.	Osvalds will try to propose the list of categories	Osvalds Pugovičs	June 19 th
5.	Michal to organize the doodle poll for the next meeting	Michal Janota	June 26 th
6.	Consolidated list	FG5 members, Zoom meeting	July 3 rd

	of search categories, services descriptions, research technology definitions for final review	Doodle poll to be sent by June 15 th	
7.	Input of data from partner institutions – final version of the database	FG5 members	September 30 th

Any other information resulting from the FG meeting:

More input from FG5 members in communication with respective CF managers is expected.

Next meeting of the Focus Group:

To be decide by Doodle poll.

5.11 ONLINE MEETING – 19.1.2024

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES Online January 19, 2024

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořková	YES
CEITEC MU	Lenka Bojanovská	YES
FNUSA-ICRC	Michal Janota	YES
BMC SAV	Juraj Kopáček	YES
BMC SAV	Boris Klempa	
MUL	Maria Cichalewska-Studzińska	YES
UZSM	Filip Sedlić	
UZSM	Siniša Škokić	YES
VU	Ramūnas Grigonis	
VU	Aurelija Gefenienė	
LIOS	Osvalds Pugovičs	YES
UL	Jernej Jorgačevski	
UL	Martina Perše	
SU	Vilmos Tóth Kardos	
SU	Zsolt Kohus	
SU	Zoltan Varga	
SU	Laszlo Kun	
	Cristina Petcu	
MUS	Georgi Gensuzov	
MUS	Marin Mladenov	
MUS	Mario Kirilov	
UMFCD	Elena Poenaru	
UMFCD	Mihai Burlibasa	
External Advisor	Julia Fernandez-Rodriguez	
WP Leader	Aneta Andrzejczyk	YES

2. Agenda of the meeting

- Results of the open access to facilities and deliverable
- Database of equipment and services
- A4L_BRIDGE activities for our FG
- CTLS 2025 congress
- AOB and discussion

3. Minutes

The table of open access applications is accessible via [this link on A4L Sharepoint](#) – please complete column S – real spending **by February 2nd**. In case of trouble accessing the table, do not hesitate to contact A4L administrator Klára Skopalová (klara.skopalova@ceitec.muni.cz)

Deliverable D2.5 was drafted and uploaded to Sharepoint – please [review here](#) **until February 9th**. This deliverable must be submitted under WP2 led by Aneta, who has already added her comments/revision.

Michal Janota informed us about a **new version of the database** infrastructure called CFM System, which includes the equipment and services associated with FG5. It is currently under development and accessible via the following link: <https://cf-forms-a4l.testovat.eu/>

- Technology data received during the summer of 2023 are already uploaded in the CFM System. Updates sent in December 2023 will be posted in February 2024.
- Technology data and service details submitted in the CFM System are coming from the “Data_consolidated.xls” file filled by FG5 members.
- Three institutions are missing to send data for import to the CFM System (LIOS, Semmelweis University, Carol Davila University of Medicine).
- Regarding the list of categories, it was agreed with Osvalds to keep a limited number of technology categories (19) and 5 expertise categories.
- To get admin access to the CFM System – please provide Michal with a contact list of people requiring this kind of access.
- Michal Janota will send a tutorial to registered users on how the CFM System works.

Interesting information: There is an increase in the budget allocation for open access from 95 000€ to 180 000€ and the maximum amount per project will be increased from 5 000€ to 9 000€ for the A4L_Bridge new open access scheme. The plan is to open a new call as soon as possible, and details will be discussed at the kick-off.

CTLS 2025 Congress – an invitation shared. Please **save the date June 10-12, 2025**. This event is very attractive for everyone working in or around Core Facilities!

Training:

17th – 21st of June 2024: Staff Training Week for Research Managers and Administrators organized by Masaryk University (MUST) – see attached invitation:



2023-12-04 MUST
Week 2024 - Research

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Supply Michal with missing technology data for import to the CFM System	LIOS, Semmelweis University, Carol Davila University of Medicine	As soon as possible
2.	Provide Michal Janota with a list of	FG5 members	January 29 th

	contacts requiring admin access to the new CFM System database .		
3.	Fill up the column S - real spending in the Table of open access applications .	All providers	February 2 nd
4.	Revise D2.5. Deliverable uploaded to the Sharepoint.	All providers	February 9 th

Any other information resulting from the FG meeting:

Maria Cichalewska asked how to proceed MUL project that was stopped due to the shipment cost of samples. Katerina will check the status and propose to wait for the A4L_Bridge project that is coming soon.

Decide on which server and domain the CFM System website will be run (ICRC, CEITEC's one or another).

4. NEXT MEETING DATES

During A4L_BRIDGE kick off, March 18-19, 2024.

5.12 FINAL MEETING – 20.3.2024

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES BUDAEST, March 20, 2024

1. Participants

Institution	Name	Attendance YES/NO
CEITEC MU	Kateřina Hořkova	NO
CEITEC MU	Lenka Bojanovska	NO
FNUSA-ICRC	Michal Janota	NO
BMC SAV	Juraj Kopacek	YES
BMC SAV	Boris Klempa	NO
MUL	Maria Cichalewska-Studzinska	YES
UZSM	Filip Sedlic	NO
UZSM	Siniša Őkokic	NO
VU	Ramunas Grigonis	YES
VU	Aurelija Gefeniene	NO
LIOS	Osvalds Pugovics	YES
UL	Jernej Jorgaevski	YES
UL	Martina Perše	NO
SU	Gyorgy Tibor Balogh	YES
SU	Vilmos Toth Kardos	NO
SU	Zsolt Kohus	NO
SU	Zoltan Varga	NO
SU	Laszlo Kun	NO
MUS	Georgi Gensuzov	NO
MUS	Marin Mladenov	NO
MUS	Mario Kirilov	NO
MUS	Renata ???	NO
UMFCD	Elena Poenaru	NO
UMFCD	Mihai Burlibasa	NO

2. Agenda of the meeting

- Results of the A4L_ACTIONS
 - open access call
 - Database of technologies and related services
 - Task list
- Presentation of FG5 at the wrap-up meeting
- AOB and discussion

3. Minutes

Brief “tour-de-table” because of a presence of new participant – Dr. Gyorgy Tibor Balogh representing Semmelweis University.

A short introduction of FG activities for Dr. Balogh Gyorgy Tibor covering:

- ✓ Open access call
- ✓ Database of technologies and related services

Review of results of the A4L_ACTIONS

- ✓ Open access call

Open access call results generally accepted as successful. Dr. Juraj Kopáček pointed out the importance of established collaborations between A4L partners. Dr. Jernej Jorgačevski stressed the quality of already published research papers. Participants agreed to update the list of publications by the end of March to make better contribution for deliverable D.2.5.

- ✓ Database of technologies and related services

According to the latest information provided by Michal Janota the database (v. 2.1.) is migrated to a production server (<https://a4l-facilities.eu>). The following institutions have not updated the information:

- ✓ LIOS
- ✓ Semmelweis University
- ✓ Carol Davila University of Medicine

The information shall be provided to Michal Janota until the end of April. Similarly contact information of administrative contacts for the database shall be provided by the same date.

In April the new version (2.5.) of the database along with video tutorials shall be released.

Presentation for the wrap-up meeting

Presentation was drafted and accepted by the group members

AOB

- ✓ Big data topic at the FG5

The term “big data” is rather broad. Group members agreed that FG5 shall focus on the following topics:

- ✓ Data storage
- ✓ Data transfer
- ✓ Statistical analysis
- ✓ Physical data protections
- ✓ In-silico analysis/HPC resources

These topics are closely related to research infrastructure. The FG name could be changed from “Research infrastructure & Big data” to “Research infrastructure & Data infrastructure”. Partners will be asked to delegate to the FG5 new members with explicit expertise in the areas above. Potentially split of FG5 in two groups or subgroups shall be considered to keep the track of expert’s discussion.

- ✓ New activities of FG5 during the A4L_BRIDGES

A4L should explore the opportunities to present the consortium with an oral presentation or at least a poster at the **CTLS 2025 Congress in June 10-12, 2025**. Potential topics:

- ✓ Building national CF community
- ✓ Innovation and engagement with industry + showcases

Proposals for topics/presentations are expected until the end of summer 2024.

FG5 may contribute to research collaboration within A4L by presentations given within the activity of Virtual Research Centres.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Finalize deliverable D2.5 for A4L_ACTIONS	Katerina	31 st March 2024
	Information update about partner's capacities	Michal	May 17 th , 2024
2.	Provide Michal Janota with a list of contacts requiring admin access to the new CFM System database .	FG5 members	ASAP
3.	Update texts and forms for the new call of open access and share fore revision with other FG members	Katerina	5 th April 2024

Any other information resulting from the FG meeting:

6 FOCUS GROUP 6

6.1 KICK OFF MEETING – 25.5.2021

Alliance4Life_ACTIONS
FG 6 Knowledge and Technology Transfer
MEETING MINUTES
 Online June 28, 2021

1. Participants

Institution	Name
ASTP	Laura MacDonald
CEITEC MU	Daniela Tršová
CEITEC MU	Ester Jarour
CEITEC MU	Zlatuše Novotná
FNUSA-ICRC	Tomáš Otevřel
BMC SAV	Dávid Melichar
UZSM	Smiljka Vikić-Topić
UZSM	Nada Cikes
VU	Kristina Babelytė-Labanauskė
VU	Donata Peciukeniene
LIOS	Dace Kārkle /chairing the meeting/
LIOS	Maija Dambrova
UL	Alan Kacin
MUS	Mario Kirilov
UMFCD	Anuta Valentina
UMFCD	Ghica Mihaela
MUL	Aleksandra Łuczak

2. Agenda of the meeting

5. Presentation of the results of survey to identify the most important topics for KTOs (T4.1.) by FG chair;
6. Discussion of the design and potential lecturers of the training event due on M9, Riga (T4.1.) by all;
7. Discussion of industry partners' mapping exercise (T4.2.) by all;
8. Presentation of EATRIS events and EATRIS in general by Smiljka Vikić-Topić;
9. Session on exchange of practices to address the challenge of early TRL by all.

3. Minutes

6. Dace Karkle presented the results of the survey to identify the most important topics for KTOs.
 - a. It was agreed that the prioritised topics should serve as the basis for the KTO professionals training events on M9 (Latvia), M24 (Poland) and M33 (Croatia);
 - b. The distribution of topics per each event should be adjusted according to availability/background of the speakers as well as the degree of compatibility/overlapping of the topics;
 - c. Dace Karkle agreed to send the survey results after the meeting.
7. Members of the meeting discussed the format, design and potential lecturers of the training event due on M9, Riga.
 - a. Zlatuše Novotná presented the concept of the meeting at M9, Riga. Ideally, the event should entail parallel sessions, training for scientists in TT skills, inviting companies for some part of sessions, motivating industry to meet students as they are looking for smart people, someone from industry to giving a lecture;
 - b. It was agreed that for the training there should be two target audiences: KTO professionals and ESRs, each addressed with different training content. For this purpose ASTP assistance should be sought to approach speakers for KTO professionals. The training session of ESRs could be served with FG6 internal resource and provisionally it should be couple of hours long;
 - c. Nada Cikes agreed to inform about the updates on ESR retreat program from WP3/FG3 meetings, so the M9 Riga event could be coordinated between FG6 and FG3;
 - d. Ester Jarour suggested speaker for ESR retreat section (spin-off founder) to motivate and inspire ESRs;
 - e. Laura MacDonald from ASTP kindly agreed to provide the assistance for the design of the scheduled trainings for knowledge and technology transfer professionals;
 - f. The options for the dates of the event will be selected after checking the availability of potential speakers. Final selection will be done by Doodle set up by Dace Karkle;
 - g. The length of the event should be set as efficient as possible (3 days would be absolute max) in order to not deprive attendants. For this purpose combinations of plenary vs. parallel sessions should be explored. The targeted format is on-site;
 - h. Synergies with national events (e.g. BBCE Teaming) to ensure spill-over effects are welcome.
8. Discussion on industry partners' mapping exercise (T4.2.)
 - a. Couple of consents form industry partners are collected, so technically the Milestone is there and ready for continuous update;
 - b. Concerns were raised by Alan Kacin about the possibility to meet the deadline of 16th of July for sending in the filled template for mapping industry partners. It was agreed that the template is continuously amended with new entries, so for the 16th of July it is consolidated by Dace Karkle "as is" on that particular date;

- c. After the A4L file sharing tool is ready, the template will be placed on the A4L intranet with access limited to FG6 members and it will be updated continuously;
 - d. To match the needs of industry partners with Core Facility services and Excellence pockets, FG5 and WP2 leaders will be invited to the next regular FG6 meeting;
 - e. Tomáš Otevřel drew attention to confidentiality clauses in research agreements with industrial partners precluding release of partner's names to public domain. This is the case for many A4L partners, so those companies not expressly giving their consent for contact sharing and by that providing exemption from confidentiality clause, should not be disclosed.
9. Presentation of EATRIS events and EATRIS in general by Smiljka Vikić-Topić
 - a. Slovenia is a full member of EATRIS, others can be as observers;
 - b. EATRIS has dedicated WP for training and WP for collaboration with industry;
 - c. Smiljka Vikić-Topić agreed to liaise with EATRIS and invite EATRIS representatives to some of FG6 meetings.
 10. Session on exchange of practices to address the challenge of early TRL by all
 - a. It was agreed that Advisory Board member Jurgen Joossens from University of Antwerp should be invited to give a lecture at the next FG6 meeting on the PoC concept and their KT practices.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	WP4, T4.1., liaise with Laura MacDonald ASTP to select the speakers for M9 Riga event	FG chair/Smiljka Vikić-Topić	ASAP
2.	Liaise with WP3/FG3 to design the TT section of ESR retreat on M9 Riga event	FG chair/all	continuously
2.	WP4, T4.2., Mapping the current industry partners – fill in the template for mapping industry partners	all	16/07/2021
3.	Invite Advisory Board member Jurgen Joossens to give a lecture at the next FG6 meeting	FG chair/Smiljka Vikić-Topić	ASAP

4. NEXT MEETING DATES

Provisionally the next meeting is planned for the beginning of September. The exact date and time will be determined by Doodle poll (set up by FG chair).

Preliminary topics for the next meeting agenda:

1. Discussion of the program and potential lecturers of the training event due on M9, Riga (T4.1.) by all;

2. Summary of industry partners' mapping exercise (T4.2.) by FG chair and discussion on matching it with Pockets of excellence and CF services by all;
3. Lecture by Jurgen Joossens on KT practices of University of Antwerp.

6.2 ONLINE MEETING – 14.6.2021

Alliance4Life_ACTIONS FG 5 Core Facilities & Big Data MEETING MINUTES Online June 14, 2021

1. Participants

Institution	Name
University of Antwerp	Jurgen Joossens
ASTP	Laura MacDonald
CEITEC MU	Daniela Tršová
FNUSA-ICRC	Tomáš Otevřel
BMC SAV	Dávid Melichar
MUL	Agnieszka Rzeźnik
UZSM	Smiljka Vikić-Topić
VU	Kristina Babelytė-Labanauskė /chairing the meeting/
LIOS	Dace Kārkle /taking notes/
LIOS	Maija Dambrova
UL	Alan Kacin
UL	Matej Podbregar
SU	Zsuzsanna Kürti
MUS	Mario Kirilov
UMFCD	Anuta Valentina
UMFCD	Ghica Mihaela
UMFCD	Brandusa Bitel
UMFCD	Florian Berghea

2. Agenda of the meeting

1. Roundtable introduction of FG members;
2. Brief recap of FG activities performed and subjects discussed;
3. Main areas and interests of the FG in terms of all WP activities of the project;
4. Activities foreseen in WP 4:
 - Survey to identify the most important topics for KTOs, T4.1. („A4L survey“, decision on the deadline for submission)
 - Mapping the current industry partners
5. FG organizational issues:
 - election of Chair and Co-chair
 - expertise from Advisory Board
6. Plan of the next meetings
7. AOB

3. Minutes

Main areas of interest of the Focus Group:

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1 – Exchange of practices

TOPIC 2 - Workshops for Technology Transfer professionals

TOPIC 3 - Industry Relationship Platform of Alliance4Life

Nominees for the Chair /Co-chair positions:

FG Chair: Dace Karkle, LIOS

FG Co-chair: Kateřina Ornerová, CEITEC MU

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	WP4, T4.1., fill in survey to identify the most important topics for KTOs	all	16/06/2021
2.	WP4, T4.2., Mapping the current industry partners - draft an invitation letter to current industry partners for sharing their contacts and modify template for mapping industry partners (incl. company profile)	FG chair/all	04/06/2021
3.	WP4, T4.2., Mapping the current industry partners – fill in the template for mapping industry partners	all	16/07/2021

Any other information resulting from the FG meeting:

1. One of the challenges identified in the course of knowledge and technology transfer was early TRL stage of university's/research organization's results. Sharing experience on the topic will be proposed for the agenda of the next meeting.
2. LinkedIn profile joins will be explored as an additional option for industry partner mapping.
3. Invitation letter under T4.2. should address GDPR issues and outline the benefits to the industry partner.

4. ASTP kindly agreed to provide the assistance for the design of the scheduled trainings for knowledge and technology transfer professionals.

Next meeting of the Focus Group:

The date and time of the next meeting will be determined by Doodle poll (set up by FG chair).

Preliminary topics for the next meeting agenda:

1. **Presentation of the results of survey** to identify the most important topics for KTOs (T4.1.) by FG chair;
2. **Discussion of the design and potential lecturers of the training event due on M9, Riga** (T4.1.) by all;
3. Summary of **industry partners' mapping exercise** (T4.2.) by FG chair and discussion by all;
4. Session on **exchange of practices** to address the challenge of early TRL by all.

6.3 ONLINE MEETING – 28.6.2021

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Online June 28, 2021

1. Participants

Institution	Name
LIOS	Dace Kārkle /chairing the meeting/
CEITEC MU	Kateřina Ornerov
CEITEC MU	Daniela Trřov
FNUSA-ICRC	Tomš Otevřel
UZSM	Smiljka Vikić-Topić
VU	Kristina Babelytė-Labanauskė
MUS	Mario Kirilov
UMFCD	Anuta Valentina
Semmelweis University	Kohus Zsolt
University of Antwerp	Jurgen Joossens
Bulgarian Academy of Science	M. Mladenov

2. Agenda of the meeting

1. Short update on Industry partners' mapping exercise (T4.2.) and matching it with Pockets of excellence and CF services;
2. Lecture by Jurgen Joossens PhD, Head of the Valorisation Unit, on KT practices of University of Antwerp + Q&A
3. Update on KTO training event due on January (2022), Riga (T4.1.)
4. Other topics

3. Minutes

1. Dace Karkle presented information related the template of core facility services that is prepared by FG5 chaired by Katerina Hoskov. Encouraged everyone to fill in Industry Mapping template and informed that info on Pockets and CF will be provided to us by the end of October.
2. Lecture by Jurgen Joossens PhD, Head of the Valorization Unit, on KT practices of University of Antwerp + Q&A
3. Update on KTO training event due on January (2022), Riga (T4.1.)
Topics distributed according to ASTP suggestions, still waiting for ASTP offer.
Katerina Ornerov shared a mentimeter with questions related to proficiency level of members in the three selected courses for the meeting in Riga (M9).
Unfortunately, all the members have not voted. We have just received 8 replies.

Those who have not managed to vote, were encouraged to go to link

<https://www.menti.com/g5vevoiyw4> by Friday Sep. 24.

Results obtained during the meeting are summarized in the enclosed file 2021-09-15_A4L_WG6_Riga_Training.pdf

4. Next meeting beginning of November when it will be more clear on ASTP offer, and input from other WPs and FGs will be received.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Training in Riga (M9): Self-assessment of proficiency level	all	24.09.2021.

Next meeting of the Focus Group:

1. Update on KTO training event due on January (2022), T4.1.
2. Update on WP4 deliverables/milestones
3. Contribution to WP3/FG3 ESR Retreat event due on January (2022)
4. Discussion on Trigger event format and content due on January (2022)
5. Other topics

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 964997.

Attachment. Proficiency survey.

[KTO topics\2021-09-15_A4L_WG6_Riga_Training.pdf](#)

6.4 ONLINE MEETING – 8.11.2021

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Online November 9, 2021

1. Participants

Institution	Name
ASTP	Laura Macdonald
BMC SAV	Dávid Melichar
CEITEC MU	Zlataše Novotná
CEITEC MU	Daniela Tršová
LIOS	Kristine Čapase - Jastržemska
LIOS	Maija Dambrova
LIOS	Dace Kārkle /chairing the meeting/
MUL	Agnieszka Rzeźnik
MUS	Magdalena Kasnakova
MUS	Mario Kirilov
SU	Vilmos Tóth Kardos
UL	Alan Kacin
UMFCD	Ghica Mihaela
UMFCD	Anuta Valentina
UMFCD	Brandusa Bitel
UT	Kristel Reim
UZSM	Smiljka Vikić-Topić
VU	Kristina Babelyté-Labanauskė

2. Agenda of the meeting

1. Update on KTO training event due on January (2022), T4.1.
2. Update on WP4 deliverables/milestones
3. Contribution to WP3/FG3 ESR Retreat event due on January (2022)
4. Discussion on Trigger event format and content due on January (2022)
5. Other topics

3. Minutes

1. Dace Karkle presented summarized ASTP offer on KTO training event on January 20.-21, 2022. (.ppt slides attached). Laura Macdonald from ASTP indicated that more detailed training program will be sent by the end of next week. It was suggested that together with feedback on the program, short info on FG6 members' background as

well as some specific questions and/or cases for the training should be provided by FG6.

2. Maija Dambrova informed on the progress of WP4 Milestones and Deliverables (slides # 4-9). It was agreed that the proposed classification of industrial partners (slide # 9) will be used mainly for deliverable (D4.3.) purpose and future thematic Trigger events. If there are any amendments to be done in the Industry Mapping table, it should be done directly in FG6 SharePoint domain by 12.11.2021. Zlatuše Novotná pointed out that the deliverable will be submitted in the Funding and tenders portal by Mariana.
3. Dace Karkle informed on the proposal regarding the Trigger event (slide # 11). Laura Macdonald expressed concern about timing of Friday afternoon, so the timing should be reconsidered in consultation with the Coordinator of A4L. Zlatuše Novotná pointed out that the event ideally should be bidirectional and some space should be provided for the industry partners to present themselves, but this could be done in the scope of ESR Retreat event (see para. 4 of the minutes). Since no other objections were raised regarding the format, participants and length of the Trigger event, LIOS will move on with the organizational matters.
4. Dace Karkle presented the proposal on the FG6 contribution to the ESR Retreat event (slide #10). No objections were received from FG6 members. Zlatuše Novotná proposed that speakers' mix of those who established their spin-off / start up, of those who made a career in a company that has an in-house research and development and of those who entered a successful research manager career, would be an ideal scenario. The FG6 task force was created to provide the content of Life-after-PhD session of ESR Retreat event: Daniela Tršová, Kristina Babelytė-Labanauskė and Smiljka Vikić-Topić. All FG6 members were invited to suggest speakers for the Life-after-PhD session.
5. Smiljka Vikić-Topić presented update on community events and calls:
 - a. ASTP - European Forum on November 16, an event where the people from the relevant EU institutions share the ongoing activities with the TT professionals. <https://www.astp4kt.eu/webinars/astp-european-forum-118.html>
 - b. JRC event for the Western Balkans and SE Europe: Strengthening Technology Transfer in the EU - Focus on the Western Balkans and South-East Europe; 17 - 19 November 2021; hybrid event held in Trieste Convention Center and online: <https://ec.europa.eu/jrc/en/event/conference/strengthening-technology-transfer-europe>
 - c. Open Call for collection of the best practices in our institutions on IP valorization. Since we did this in the previous A4L project, we can easily add this to the platform. Knowledge Valorisation Platform | European Commission (europa.eu).

6. Next meeting will be convened in about a month, D. Karkle will set up a Doodle to fix the dates.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Provide detailed programme for the KTO training event (20.- 21.01.2022.)	Laura Macdonald	19.11.2021.
2.	Amendments (if any) to Industry Mapping table	all	12.11.2021.
3.	Finalize the date and timing for the Trigger event	Dace Karkle, Zlatuše Novotná, Maija Dambrova	12.11.2021.
4.	Suggest speakers for the Life-after-PhD session of ESR Retreat event	all	19.11.2021.
5.	Work on the content of industry related sessions of ESR Retreat event	Dace Karkle, Daniela Tršová, Kristina Babelytė-Labanauskė and Smiljka Vikić-Topić	10.12.2021.

Next meeting of the Focus Group:

1. Update on KTO training event due on January (2022), T4.1.
2. Update on WP4 deliverables/milestones
3. Contribution to WP3/FG3 ESR Retreat event due on January (2022)
4. Update on Trigger event format and content due on January (2022)
5. Other topics

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 964997.

Attachment 1. Presentation slides.

1.

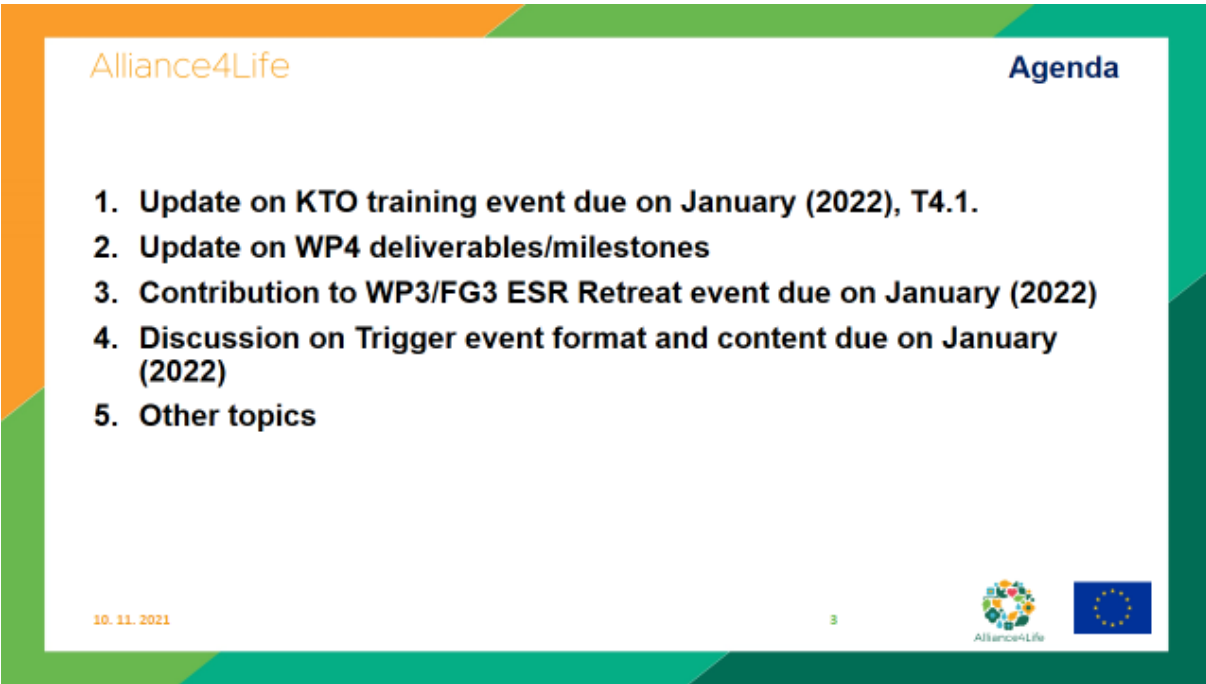


The slide features a white background with a decorative border in orange, green, and teal. The text is centered and reads: "Alliance4Life" in a grey sans-serif font, followed by "FG6 regular meeting" in a bold black font. Below this, the date and time "09.11.2021. at 10:00 CET" and the "GoToMeeting" logo are displayed. At the bottom, three logos are arranged horizontally: the Alliance4Life logo (a circular arrangement of colorful dots), the European Union flag, and the logo of the Latvian Institute of Organic Synthesis.

Alliance4Life
FG6 regular meeting
09.11.2021. at 10:00 CET
GoToMeeting

Alliance4Life  Latvian Institute of Organic Synthesis



2.



The slide features a white background with a decorative border in orange, green, and teal. The text is left-aligned and reads: "Alliance4Life" in orange, "Agenda" in blue, and a numbered list of five items. At the bottom left, the date "10.11.2021" is shown. At the bottom right, the Alliance4Life logo and the European Union flag are displayed.

Alliance4Life **Agenda**

- 1. Update on KTO training event due on January (2022), T4.1.**
- 2. Update on WP4 deliverables/milestones**
- 3. Contribution to WP3/FG3 ESR Retreat event due on January (2022)**
- 4. Discussion on Trigger event format and content due on January (2022)**
- 5. Other topics**



10.11.2021 3  

3.

Alliance4Life
KTO training

1. **Save the date 20. – 21.01.2022.**
2. **Riga topics:**
 - Technology and knowledge transfer modes (pros, cons and applications)
 - Key terms and contractual provisions of licensing agreements/IP assignment agreements/contract research agreements/NDAs/MTAs
 - Specifics of spin-outs and spin-offs
3. **Format: Online, 6-8 hours incl. breaks**
4. **CE points**
5. **Speakers:**
 - **Bernard Denis** <https://www.astp4kt.eu/about-us/committees/professional-development-committee/bernard-denis/>
 - **Laura Spinardi** <https://www.astp4kt.eu/about-us/committees/professional-development-committee/laura-spinardi/>

10.11.2021
5






4.

Alliance4Life
WP4 deliverables/milestones

- **WP4 Objectives:**
 - **Build competence and connections of CEE health research institutions for translation of health research outcomes into innovation.**
 - **Foster development of regional biotech industries in CEE**
- **WP4 will focus on:**
 - **Workshops for Technology Transfer professionals**
 - **Industry Relationship Platform of Alliance4Life :**
 - a) Access to pockets of excellence
 - b) Access to Core Facility and related services
 - c) Round tables with industry

10.11.2021
7

5.

Alliance4Life
WP4: Schedule of relevant Milestones

Milestone number	Milestone title	Lead beneficiary	Due Date (in months)	Mean of verification
MS2	Industrial collaboration mapped	LIOS	M2	List of Alliance4Life industrial partners.
MS4	CEE Excellence Map ready for use	MUL	M7	Document with identified excellent researchers working in CEE (D2.1).
MS5	CFs and industrial partners matched	LIOS	M7	Tailored list of CFs and related services submitted as collaboration offer to the industrial partners (D4.3).

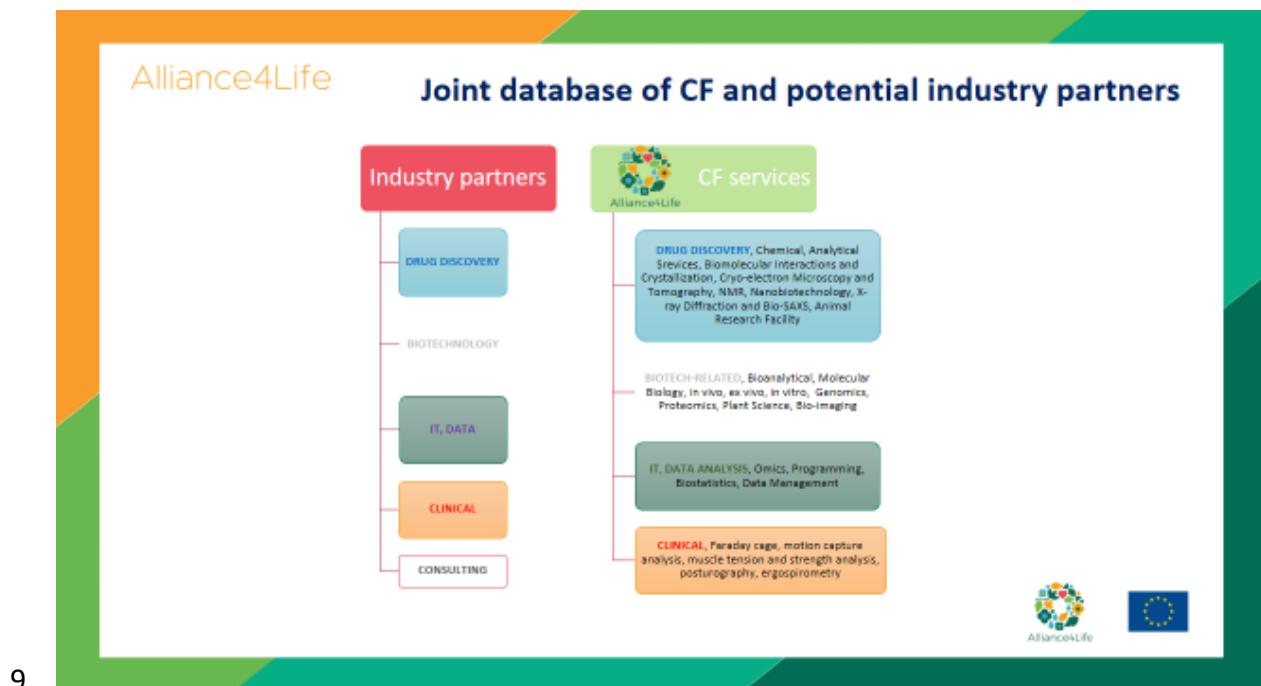
9

6.

Alliance4Life
WP4: List of Deliverables

Del. No.	Deliverable name	Leader	Type	Diss. level	Date
D4.1	Training program for Technology Transfer professionals	LIOS	R	PU	M15
D4.2	Guidelines to address Technology Transfer issues	LIOS	R	PU	M34
D4.3	Joint database of CF and potential industry partners	LIOS	DEC	CO	M7
D4.4	Success stories about relation with industry from Alliance4Life and CEE	LIOS	R	PU	M34

11



10.

Alliance4Life ESR Retreat

- The date:** 21.01.2022.
- Theme:** Life-after-PhD

Moderated Panel Discussion (CEITEC - Daniela)
 Theme: Life-after-PhD focused on career in business (we have excellent experience with this format at CEITEC, we have been organizing Life-after-PhD for several years, and students like it)
 Moderator: speaker with TT background
 Panelists: successful businesspeople with PhD in Life Sciences, who established a start-up/spin-off (a story "how I changed from academia to the private sector", obstacles he/she had to overcome, etc.)
 Duration: 60 min for the whole event

Moderated Panel Discussion (UZSM - Smilika)
 Theme: Life-after-PhD focused on careers in research management
 Moderator: Experienced research manager
 Panelists: 4-5 research managers in various careers: Jurgen as a TT professional and department leader, project manager/proposal writer, lab manager, project officers (EC) ...
 Duration: 60 min for the whole event

3. Participation in Trigger event

10.11.2021

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The slide also features the Alliance4Life logo and the European Union flag in the bottom right corner.

11.

Alliance4Life Trigger event

- 1. The date: 21.01.2022., after our KTO training (Friday afternoon)**
- 2. Format: 5 min. pitching session for each A4L partner on services/collaboration offers to industry (1 hour in total + 5min opening for A4L)**
- 3. Invited participants – our Industry Mapping contacts (+ESRs)**

10.11.2021 21

6.5 ONLINE MEETING – 15.12.2021

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Online December 15, 2021

1. Participants

Institution	Name
ASTP	Laura Macdonald
ASTP	Anuar Shafiei
BMC SAV	Dávid Melichar
CEITEC MU	Zlatoše Novotná
CEITEC MU	Katerina Ornerova
CEITEC MU	Daniela Tršová
LIOS	Kristīne Čapase - Jastržemska
LIOS	Maija Dambrova
LIOS	Dace Kārkle /chairing the meeting/
MUL	Agnieszka Rzeźnik
MUS	Mario Kirilov
SU	Vilmos Tóth Kardos
UMFCD	Ghica Mihaela
UMFCD	Anuta Valentina
UMFCD	Brandusa Bitel
UT	Kristel Reim
UZSM	Smiljka Vikić-Topić

2. Agenda of the meeting

1. Update on WP4 deliverables/milestones
2. Discussion on KTO training event due on January (2022), T4.1.
3. Discussion on Trigger event format and content due on January (2022)
4. Other topics

3. Minutes

1. Maija Dambrova informed on the progress of WP4 Milestones and Deliverables. Milestone *MS5.CFs and industrial partners matched* and deliverable *D4.3.Joint database of CF and potential industry partners* were successfully achieved and submitted by the deadline of 30.11.2021.
2. Dace Karkle presented detailed program of KTO training event on January 20.-21, 2022. (Attachment#1) delivered by ASTP. Everybody agreed that the session on IP “Patenting: what you should know” should be modified slightly so as to cover more advanced level, incl. some tips and tricks. Laura Macdonald and Anuar Shafiei from

ASTP agreed to modify the content of the session. Otherwise the program suggested by ASTP for the Riga training event was approved by FG6 members.

3. It was agreed that every FG6 member will send names and contacts of 2-3 participants for the KTO training event () from his/her institution to Dace Karkle by 31.12.2021., so the list of participants can be passed to ASTP in the first week of January 2022 for further organizational matters.
4. Dace Karkle presented the information about other sections of A4L Riga event (Attachment #2). Thanks to the efforts of FG6 task force responsible for the session “Life after PhD” Kristina, Daniela and Smiljka, as well as Ester, Zlata and Kristel, the speakers for the session are selected and the program of the session is completed.
5. The session “Early Stage Researchers’ Retreat: Pitches of Industry to ESRs” is still missing some speakers. Daniela, Kristel and Smiljka indicated that a few more companies are in progress to be confirmed as participants in the next couple of days.
6. Dace Karkle informed that majority of the partners have appointed speakers for the session “Pitches of Alliance4Life’s Members to Industry and ESRs”. Few who didn’t promised to do so by the next couple of days, so the session plan is almost ready. Zlatuše Novotná indicated that presenters should be the persons who are directly responsible for the contacts with the industry.
7. Dace Karkle informed that the event (except KTO professional training which will be hosted by ASTP) will be technically supported by a professional outsourced company as well as a professional moderator. To raise the level of interactivity of the whole event, FG6 members are welcome to suggest questions/surveys to be conducted on mentimeter or slido platforms for interactive elements of the Riga event program.
8. Maija Dambrova and Zlatuše Novotná encouraged FG6 members to update the database of industrial partners continuously. For that purpose, as a reminder, Dace Karkle will distribute again the invitation letter prepared in summer 2021 for inviting industrial partners to join the A4L data base.
9. Next meeting will be convened in about a month, D. Karkle will set up a Doodle to fix the dates.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Upgrade the content of session “Patenting: what you should know”	Laura Macdonald Anuar Shafiei	20.01.2022.

2.	Send 2-3 participant names and contacts to Dace Karkle for the KTO training event	all	31.12.2021.
3.	Send contacts of speakers for the session “Early Stage Researchers’ Retreat: Pitches of Industry to ESRs”	all	20.12.2021.
4.	Suggest questions/surveys to be conducted on mentimeter or slido platforms for interactive elements of Riga event program	all	07.01.2022.
5.	Update the database of industrial partners	all	continuously

4. NEXT MEETING DATES

1. Update on A4L Riga event due on January (2022)
2. Info on “Guiding Principles for Knowledge Valorisation” by Smiljka Vikić-Topić
3. Other topics

6.6 ONLINE MEETING – 7.1.2022

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Online January 7, 2022

1. Participants

Institution	Name
ASTP	Laura Macdonald
ASTP	Anuar Shafiei
CEITEC MU	Zlatuše Novotná
CEITEC MU	Katerina Ornerova
LIOS	Kristine Čapase - Jastržemska
LIOS	Maija Dambrova
LIOS	Dace Kārkle /chairing the meeting/
SU	Vilmos Tóth Kardos
UMFCD	Ghica Mihaela
UMFCD	Anuta Valentina
UZSM	Smiljka Vikić-Topić
VU	Kristina Babelytė-Labanauskė
UL	Alan Kacin

2. Agenda of the meeting

1. Update on A4L Riga event due on January (2022)
2. Other topics

3. Minutes

1. Dace Karkle informed that there are still some institutions who have not submitted their participant list for the KTO training event on January 20.-21. It was agreed that the list of participants will be submitted to ASTP “as is” and any further modifications should be sent directly to Anuar Shafiei from ASTP.
2. Dace Karkle presented the information about other sections of A4L Riga event (Attachment #1). Basically at this stage all of the sessions are completed. There are still some minor organizational matters to be done (e.g. distributing the invitations to ESRs and companies, questions for interactive sessions for slido) for A4L Riga event.
3. Next time Alliance4Life FG6 members meet at the KTO training on 20.01.2022.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Suggest questions/surveys to be conducted on mentimeter or slido platforms for interactive elements of Riga event program	all	15.01.2022.

4. NEXT MEETING DATES

1. KTO training event on 20.-21.01.2022.

6.7 TARTU MEETING – 29.4.2022

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Tartu April 29, 2021

1. Participants

Institution	Name
CEITEC MU	Daniela Tršová
CEITEC MU	Katerina Ornerova
LIOS	Kristīne Čapase - Jastržemska
LIOS	Maija Dambrova
LIOS	Dace Kārkle /chairing the meeting/
SU	Zsolt Kohus
UMFCD	Anuta Valentina
UZSM	Smiljka Vikić-Topić
VU	Kristina Babelytė-Labanauskė
UT	Kristel Reim
MUL	Agnieszka Rzeznik
MUS	Mario Kirilov
BMC SAS	David Melichar
ICRC	Martin Šauer
UL	Alan Kacin

2. Agenda of the meeting

1. Discussion and reflections on A4L FG6 1st year activities, tasks, involvement etc.
2. Contributions to D4.1 Training program for Technology Transfer professionals (due M15) + reflection on Riga ASTP Training event & lessons learned for the next event (M24 Poland)
3. Mini-conference in Smolenice, Slovakia, on 3-5 October, industry invitations (presentations by scientists identified under pockets of excellence exercise)
4. A4L Skills Academy in Sofia, 12-16 September, internal trainers' engagement
5. A way forward for activities of Task 4.2 Industry Relationship Platform of Alliance4Life:
 - a. Access to Core Facility and related services (joint meeting of FG5& FG6)
6. Agnieszka Rzeźnik (MUL), partnering for HE

3. Minutes

1. Short introductory round was followed by reflections on A4L FG6 1st year activities, tasks and required involvement. It was pointed out that ASTP certificates for Riga event took longer than expected (they were received about a week before Tartu meeting), otherwise no major organizational and/or content-related reforms are needed in the work of FG6.
2. On M15 (31.07.2022.) the deliverable D4.1 Training program for Technology Transfer professionals is due from FG6. It was agreed that D4.1. should be based on the topics for KTO professionals' training prioritized by the survey conducted at the very beginning of A4L project (Annex1). The draft of elaborated topics and sessions will be distributed by Dace Karkle by mid-May for everyone to amend. Ideally, the D4.1. should be released for commenting to other A4L governing bodies by the beginning of June.
3. Everybody agreed that in general the training level by ASTP is of very high quality, so ASTP should be considered as a provider of the training for the remaining two KTO professionals' events (M24 (Poland), M33 (Croatia)), however some alternatives should be considered as well if possible. Smiljka Vikić-Topić kindly agreed to assist with organizational matters for contracting ASTP. It was agreed that provisionally next training event (on technology marketing and negotiation skills) in Poland should be around 2 days long and on-site.
4. Dace Karkle informed that the next mini-conference of A4L will be conducted in Smolenice, Slovakia, on 3-5 October. It is expected that on the first day excellent scientists (from pockets of excellence exercise) will present their science, probably some industry partners as well, and on the second day there will be match making event for scientists and industry partners with a purpose to identify collaboration possibilities for HE and other competition based project applications.
5. Provisionally, the topics of mini-conference should be Cancer and Metabolic disorders (after the wrap-up session Artificial Intelligence was added). FG6 is expected to invite one industry partner per A4L consortium member to mini-conference in Smolenice. It was agreed that FG6 members will try to invite industry partners by the end of May. Dace Karkle will keep FG6 informed on the developments of scientific topics/format/other organizational issues regarding Smolenice event (at the wrap up it was agreed that Dace Karkle will be included in the task force of Smolenice event to keep FG6 updated on the developments).
6. Following request of the Board and the Steering Committee, everyone was kindly urged to volunteer as an internal trainer for the next A4L Skills Academy that will be held in Sofia on 12-16 September. Several colleagues could identify courses already

developed at their universities, however everybody agreed that more information on the format/topics/audience is needed to come up with suggestions regarding internal trainers. So, at the wrap up session it was agreed that Katerina Ornerova will be included in the task force of Sofia event to keep FG6 updated on the developments.

7. Regarding access to Core Facility and related services, joint FG5&FG6 meeting was held. It was agreed that by mid May FG5 will do some technical amendments to the A4L CF data base (<https://a4l-facilities.fnusa-icrc.org/>) and then it will be released to FG6 for beta testing with A4L industrial partners with the aim to make the data base business-user friendly.
8. Agnieszka Rzeźnik (MUL) kindly presented Invitation to Compass Transformer, an initiative to partner for Horizon Europe (Annex 2). It was agreed that since no exact call is identified for the initiative yet, probably FG4 (Grants) should be engaged to help identify suitable funding opportunities.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Initial version of D4.1 Training program for Technology Transfer professionals will be released for FG6 members to comment	Dace Karkle	Mid-May
2.	FG6 members comment/amend the D4.1.	all	End of May
3.	Industry partners invited to mini-conference in Smolenice	all	End of May

4. NEXT MEETING DATES

The next FG6 meeting should be summoned in about a month to discuss:

- a. D4.1 Training program for Technology Transfer professionals;
- b. progress with invitations of industry partners to Smolenice mini-conference;
- c. internal trainers' engagement for Skills Academy;
- d. A4L CF data base trial.

6.8 ONLINE MEETING – 21.6.2022

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Online June 21, 2022

1. Participants

Institution	Name
CEITEC MU	Katerina Ornerova
LIOS	Kristīne Čapase - Jastržemska
LIOS	Dace Kārkle /chairing the meeting/
SU	Zsolt Kohus
UMFCD	Anuta Valentina
UZSM	Smiljka Vikić-Topić
VU	Kristina Babelytė-Labanauskė
SU	Vilmos Tóth Kardos
UMFCD	Ghica Mihaela
MUS	Mario Kirilov
ICRC	Martin Šauer
UL	Alan Kacin

2. Agenda of the meeting

1. D4.1 Training program for Technology Transfer professionals;
2. progress with invitations of industry partners to Smolenice mini-conference;

3. Minutes

1. Dace Karkle presented the deliverable D4.1. Training program for Technology Transfer professionals due on M15 (31.07.2022.). No comments/objections/modifications were received from FG6 members. FG6 members decided to approve the deliverable (attached in Annex 1).
2. At the moment of the meeting only one company has confirmed its attendance to the next mini-conference of A4L in Smolenice, Slovakia, on 3-5 October (Oncompass Medicine invited by Kohus Zsolt, SU). It is expected that FG6 members will invite one industry partner per A4L_ACTIONS consortium member by 24.06.2022.
3. It was pointed out by Alan Kacin, that in order to proceed with invitations more information should be available regarding Smolenice event.

4. Kristina Babelytė-Labanauskė stated that companies are investing their time by coming to Smolenice, so the benefits for them should be clear. Also an option for hybrid meeting should be explored.
5. Kohus Zsolt pointed out that it is not clear how coherent is the encouragement to focus on early stage researchers with the aim of the conference to explore and find matches between industry and academia for collaborative Horizon Europe proposals as proposals are usually drafted and coordinated by PIs.
6. Taking into consideration the abovementioned, FG6 members agreed that in order to proceed with company invitations, certain pending questions should be answered, such as:
 - a. Will the companies and excellent scientists get travel expense reimbursement from A4L BMC SAV budget?
 - b. How much time will be given to speakers for their talks?
 - c. Do I get it right that we'll have two major topics - one will be cancer and the other one shall deal with metabolic disorders?
 - d. Will the event be held in hybrid format (which is particularly relevant if answer to the 1st question is no)?
 - e. By inviting excellent scientists should we stick to the names included in the Pockets of Excellence or we are free to nominate any other excellent researchers, and what's their expected profile, i.e. R3/R4?
7. Dace Karkle will send the reminder about the pending questions to the organizers of Smolenice event.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Reminder e-mail to the organizers of mini-conference in Smolenice about pending questions	Dace Karkle	22.06.2022.
2.	Industry partners invited to mini-conference in Smolenice	all	Depends on answers to questions in point 1

4. NEXT MEETING DATES

The next FG6 meeting should be summoned after summer holidays in September. In August Dace Karkle will send out Doodle to fix the date.

6.9 ONLINE MEETING – 19.9.2022

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Online September 19, 2022

1. Participants

Institution	Name
CEITEC MU	Katerina Ornerova
LIOS	Kristīne Čapase - Jastržemska
LIOS	Dace Kārkle /chairing the meeting/
SU	Zsolt Kohus
UMFCD	Anuta Valentina
UZSM	Smiljka Vikić-Topić
LIOS	Maija Dambrova
VU	Kristina Babelytė-Labanauskė
SU	Vilmos Tóth Kardos
UMFCD	Ghica Mihaela
MUS	Mario Kirilov
CEITEC MU	Daniela Tršová
ASTP	Laura Macdonald
ASTP	Anuar Shafiei
BMC SAS	David Melichar
UMFCD	Cristina Petcu
UL	Alan Kacin

2. Agenda of the meeting

1. KTO training in Lodz in April 2023 by ASTP (exact dates to be announced)
2. ASTP activities regarding EU topics, by Smiljka Vikić-Topić
3. Key takeaway messages from A4L Sofia event, by Maija Dambrova (WP4 leader)
4. Task 4.2 Industry Relationship Plaform, by Kohus Zsolt
5. Open issues for Smolenice mini-conference

3. Minutes

1. Dace Karkle informed about the details of the next KTO professionals' training to be held in MUL (Poland). The dates to be saved are **27 – 28 April 2023**. The travel costs of FG6 members for on-site attendance should be paid from each partner's A4L travel budget. The summary info of the event:

MODULE	NEGOTIATION AND MARKETING
Thematic areas	Negotiation skills Technology marketing (+ self-marketing of TT units to motivate researchers to innovate)
Timing	27 - 28 April 2023
Place	Lodz, Poland
Format	On-site
Duration	2 days
Target audience	FG6 members (up to 30 participants)
Lecturers	Bernard Denis, ASTP https://www.astp4kt.eu/about-us/bernard-denis Laura Spinardi, ASTP https://www.astp4kt.eu/about-us/laura-spinardi Jeff Skinner, ASTP https://www.astp4kt.eu/about-us/committees/jeff-skinner
Accreditation	8 Continuous Education (CE) points

The details of the program can be found in D4.1. Training program for Technology Transfer professionals posted in A4L intranet.

2. Smiljka Vikić-Topić presented the news on ASTP activities regarding EU topics (presentation attached as Annex 1).
3. Maija Dambrova (WP4 leader) presented the key takeaway messages from A4L Sofia event (presentation attached as Annex 2).
4. Within Task 4.2. Industry Relationship Platform Kohus Zsolt suggested to perform analysis of common A4L consortium members' publications with industry partners and include those in the Industry partners' database developed under Milestone # 2 Industrial collaboration mapped. The idea is very welcome given that industrial partners consent to share their contact details.
5. In line with A4L_ACTIONS proposal Industry Relationship Platform of Alliance4Life is loosely defined network that will involve: a) Access to pockets of excellence; b) Access to Core Facility and related services and c) Round tables with industry. It was agreed that we are in line with the requirements of the proposal except that the A4L CF database is still under construction at FG5 and will be released to FG6 for testing when finalized.

6. Regarding Smolenice event Kohus Zsolt informed that updated program was sent to all participants and A4L main contacts on 15.09.2022. No other open issues for Smolenice were identified.
7. Kohus Zsolt suggested to involve industrial partners in A4L Seed Fund call. It was clarified with A4L decision making bodies that industrial partners are also welcomed as members of that "mini consortium", however, without allocating the A4L budget to their costs.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	-	-	-
2.			

4. NEXT MEETING DATES

The next FG6 meeting should be summoned after Smolenice mini-conference. By the end of October Dace Karkle will send out Doodle to fix the date.

6.10 ONLINE MEETING – 16.11.2022

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Online November 16, 2022

1. Participants

Institution	Name
CEITEC MU	Katerina Ornerova
LIOS	Kristīne Čapase - Jastržemska
LIOS	Dace Kārkle /chairing the meeting/
SU	Zsolt Kohus
UZSM	Lucija Rogina
FNUSA-ICRC	Martin Šauer
LIOS	Maija Dambrova
VU	Kristina Babelytė-Labanauskė
UMFCD	Ghica Mihaela
MUS	Mario Kirilov
CEITEC MU	Daniela Tršová
ASTP	Laura Macdonald
MUL	Aleksandra Łuczak
MUL	Agnieszka Rzeźnik
UMFCD	Cristina Petcu
UL	Alan Kacin

2. Agenda of the meeting

1. Update on Mini-conference/KTO training /Community meeting in Lodz in April 2023
2. Short presentation by Kohus Zsolt on Seed Fund Call 2022
3. A4L_ACTIONS technical report of period 1 by WP4 leader Maija Dambrova
4. Call for internal trainers

3. Minutes

1. Dace Karkle informed about the details of the A4L event in MUL (Lodz, Poland). The dates to be saved are:

Mini-conference: 24.04.-26.04.2023.

Community meeting: 26.04-27.04.2023.

The KTO professionals' workshop (FG6): 27-28.04.2023.

The details of the mini-conference are attached (Attachment 1). Similarly to Smolenice, FG6 members are expected to bring one industrial speaker per A4L partner, with 8-10 min presentations followed by a round-table discussion.

2. Maija Dambrova pointed out that to invite speakers to Lodz mini-conference we need to clarify the scope of the topic of the conference. The general topic is “HEALTH AND THE ENVIRONMENT”, so is it broadly health or only health related to environment? *At the moment of drafting the minutes, this question was asked to the organizers of the event and on 17.11.2022. the answer was received from Kinga Zel: “the topic should cover health somehow related to environment, influences between health and environment”.*
3. Kohus Zsolt presented information on Seed Fund Call 2022 (presentation attached as Annex 2). Dace Karkle informed the news on Seed Fund Call was distributed to all contacts of A4L industry partners’ database. One of the feedbacks received from the companies is that the requirement to have 50% of costs allocated to travel is not attractive – probably relaxing this requirement could be considered for the next call.
4. Maija Dambrova (WP4 leader) presented the part of technical report drafted on WP4 activities within the periodic reporting of A4L_ACTIONS for period 1 (01.05.2021. – 31.10.2022). The report is due to be submitted to the EC by 31.12.2022. The general conclusion is that WP4 activities are carried out in line with the proposal and all milestones and deliverables are achieved in time and good quality. The report can be accessed by partner contacts via Sharepoint.
5. Dace Karkle informed that the call for internal trainers is received, so FG6 members are urged to consider themselves in the role of A4L internal trainers for A4L RMA Academy events. The next A4L RMA Academy shall be held on January 2023, Vilnius.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
3.	-	-	-
4.			

4. NEXT MEETING DATES

The next FG6 meeting should be summoned on January 2023. By the beginning of January Dace Karkle will send out Doodle to fix the date.

6.11 ONLINE MEETING – 1.3.2023

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Online March 1, 2023

1. Participants

Institution	Name
CEITEC MU	Katerina Ornerova
LIOS	Kristīne Čapase - Jastržemska
LIOS	Dace Kārkle /chairing the meeting/
UZSM	Lucija Rogina
LIOS	Maija Dambrova
VU	Kristina Babelytė-Labanauskė
SU	Tóth Kardos Vilmos
MUS	Georgi Gensuzov
MUS	Mario Kirilov
UT	Kristel Reim
CEITEC MU	Daniela Tršová
ASTP	Anuar Shafiei
MUS	Marin Mladenov
UMFCD	Ghica Mihaela
UMFCD	Valentina Anuta
UL	Alan Kacin

2. Agenda of the meeting

1. ASTP training at Lodz (registration, travel etc.)
2. Feedback from A4L_ACTIONS mid-term review
3. Bidge4Life proposal
4. FG6 "to do" list for 2023

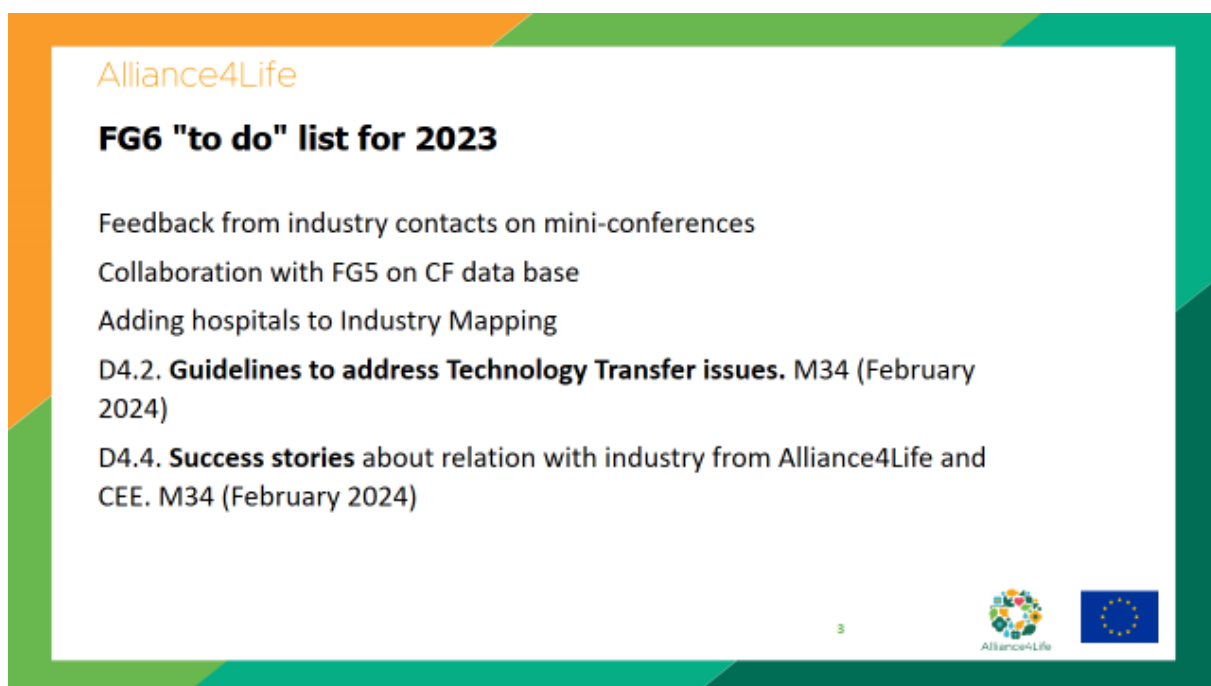
3. Minutes

1. Dace Karkle reminded about the A4L ASTP training for KTO professionals in MUL (Lodz, Poland) on 27-28.04.2023. At the time of the FG6 meeting, participants from 4 A4L partner institutions were missing at the registration desk. Participants from missing institutions were urged to register for the training. Travel costs for attending the event should be covered from A4L_ACTIONS budget.
2. Maija Dambrova presented the feedback from experts conveyed at the Midterm review meeting of A4L_ACTIONS project held on 31.01.2023. The following information is relevant to the future FG6 activities:

- a. The experts criticized CF data base created within FG5 as not user friendly. FG6 will have to work closely with FG5 members and collect feedback from industrial partners after the database is fine-tuned by FG5.
 - b. Experts wished to see more entries in Industry Mapping exercise template by FG6, so it was decided to include hospitals in the Industry Mapping data base of FG6 as hospitals are one of the direct customers/users of the research results created by A4L partners.
 - c. To improve the mini-conference topics and alignment with needs and interests of industrial partners, it was suggested by the experts that FG6 members should collect feedback from the industrial partners, who already attended mini-conferences (e.g. in Smolenice).
 - d. One of the purposes of KTO professionals' training is to "train the trainers". FG6 participants are urged to spread the knowledge at their host institutions and inform about those cases where the obtained knowledge has led to new achievements in A4L institutions, so it can be included in the success stories deliverable (D4.4.) due on M34 of A4L_ACTIONS project period.
 - e. Deliverable D4.1. Training program for Technology Transfer professionals was rejected by the experts and WP4/FG6 leaders were asked to amend it with additional info on the first training event in Riga, its content and impact on the next two training sessions. That was done and the deliverable was resubmitted.
3. Dace Karkle presented two WPs of the new proposal Bridge4Life (drafted by A4L consortium) related to technology transfer and industry relations (see below). The WP7 Technology Transfer Consolidation will be led by MUL, so participants who are interested to take the lead of tasks under WP7 should apply to MUL. WP8 on Industry relationship Platform will be led by LIOS. MUS has expressed its interest in all three tasks under WP8. Dace Karkle proposed that MUS could take the lead of Task 8.3. on Industry roundtables/White paper on national regulations. Mario Kirilov promised to clarify the position of MUS on this.

7 - Technology Transfer Consolidation	MUL	1	Training on technology transfer
M1 - M18		2	Mapping of assets in AL4
		3	Spin-off mapping (and SMEs)
		4	Clinical trials/hospitals mapping
8 - Industry relationship Platform	LIOS	1	Events/Roundtables with industry
M19 - M48		2	Short internships in industry
		3	Roundtables/White paper on national regulations

4. Alan Kacin raised the question on whether the status of the hospitals should influence their presence in the list of Industry Mapping of FG6. It was agreed that the legal status of the hospitals should not be decisive as to whether to include them in the list.
5. Kristina Babelytė-Labanauskė raised the question on who should be indicated as a contact person of the hospitals. It was suggested by Maija Dambrova that those could be Scientific Directors/R&D Directors of the hospitals.
6. Dace Karkle presented “to do” list of FG6 for the year 2023 (see below) and informed that the next FG6 meeting will be held at the end of April in Lodz when the ASTP training will take place.



Alliance4Life



FG6 "to do" list for 2023

Feedback from industry contacts on mini-conferences
 Collaboration with FG5 on CF data base
 Adding hospitals to Industry Mapping

D4.2. **Guidelines to address Technology Transfer issues.** M34 (February 2024)

D4.4. **Success stories** about relation with industry from Alliance4Life and CEE. M34 (February 2024)

3

Alliance4Life  

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Amend Industry Mapping exercise list with hospitals	Everybody	Early summer 2023
2.	Collect feedback from participants of on mini-conferences	Everybody	Continuously

4. NEXT MEETING DATES

The next FG6 meeting should be held on 27-28.04.2023. at Lodz (Poland).

6.12 ONLINE MEETING – 7.9.2023

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Online September 7, 2023

1. Participants

Institution	Name
CEITEC MU	Katerina Ornerova
LIOS	Kristīne Čapase - Jastržemska
LIOS	Dace Kārkle
UZSM	Lozika Mašic
LIOS	Maija Dambrova
UT	Alina Paas
CEITEC MU	Daniela Tršová
UL	Alan Kacin
SU	Laszlo Kun
ASTP	Anuar Shafiei
UMFCD	Ghica Mihaela
ASTP	Laura Macdonald
UMFCD	Valentina Anuta
FNUSA-ICRC	Martin Šauer

2. Agenda of the meeting

1. Next ASTP training for KTO professionals in Croatia;
2. Expanding Industry Mapping list;
3. Field trip to University of Antwerp;
4. Feedback from industry contacts on mini-conferences;
5. Status and “to do”list on last 2 deliverables D4.2. and D4.4.
6. Collaboration with FG5 on CF data base;
7. Other organizational matters (nomination of Chair & CoChair).

3. Minutes

1. Dace Karkle informed about the final **ASTP seminar in Croatia, Zagreb (January 17-18, 2024)** on technology valuation. The revised programme (see Attachment 1) were submitted by ASTP and sent to all FG6 members for comments. The programme was approved by the FG6 members unanimously. Lozika Mašic informed, that the contact person of the host institution (UZSM) for the event will be Lozika Mašic as Lucija Rogina has left the university. The information and details on the registration will follow.

2. Dace Karkle reminded that within the mid-term review process of A4L_ACTIONS project FG6 were recommended to expand the **Industry Mapping list** and demonstrate contribution from all partners. It was also agreed on one of the Board meetings of A4L that university hospitals also qualify. The deadline for submitting the contact details of the industry partners to be included in the data base is **30.09.2023**. The contacts can be either updated directly in the SharePoint or sent to Dace Karkle or Maija Dambrova.
3. Following the recommendations of experts from the A4L_ACTIONS mid-term review, the **field trip** to visit universities/organisations with a strong reputation in tech transfer and EU framework participation will be organized. The host institution selected for the field trip is **University of Antwerp**. The visit will take place on **October 24, 2023**. The partners should register for the visit by 10.09.2023. The program of the visit is attached as Attachment 2.
4. Laura MacDonald proposed that within the University of Antwerp visit ASTP could introduce **Knowledge Transfer Soft Skills** EU project to FG6 members and collect feedback of A4L FG6 members on the findings of analysis carried out within the Knowledge Transfer Soft Skills EU project. FG6 members agreed that it would perfectly match the aim and purpose of the visit as well as it would nicely synergize with the deliverable D4.2. Guidelines to address Technology Transfer issues to be submitted within A4L_ACTIONS on February 2024.
5. Dace Karkle reminded that to compose the deliverable D4.2. Guidelines to address Technology Transfer issues, FG6 members should collect **feedback from industry contacts on mini-conferences** in short bullet format. The deadline for the information is **30.09.2023**. The info can be sent either to Dace Karkle or to Maija Dambrova.
6. Maija Dambrova introduced the status of the last to deliverables of A4L_ACTIONS to be submitted within WP4: **D4.2**. Guidelines to address Technology Transfer issues and **D4.4**. Success stories about relation with industry from Alliance4Life and CEE. The presentation of Maija Dambrova is attached as Attachment 3. It was agreed that the deadline for the success stories is **05.10.2023**. The information should be sent to Maija Dambrova.
7. Dace Karkle informed that FG5 (Core Facilities) is still working on the amendments of CF data base, so the collaboration with FG5 on this topic is pending.
8. Dace Karkle informed that from mid November she is going for maternity leave, so a new Chair and Co-Chair of FG6 should be elected. Dace Karkle proposed Katerina Ornerova (the current Co-Chair) as a candidate for the Chair position for the remaining 7 months of the A4L_ACTIONS project. No objections were received from the FG6 members, so **Katerina Ornerova** were elected as the new **Chair of FG6**. For the position of Co-Chair Dace Karkle proposed Kristine Capase Jastrzemska (LIOS patent lawyer). No objections were received from the FG6 members, so **Kristine Capase Jastrzemska** were elected as the new **Co-Chair of FG6**.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Expand the Industry Mapping list	all	30.09.2023.
2.	Register for the field trip to University of Antwerp TTO	all	10.09.2023.
3.	Collect feedback from industry contacts on mini-conferences	all	30.09.2023.
4.	Provide success stories for D4.4.	all	05.10.2023.

Next meeting of the Focus Group:

The next FG6 meeting should be held on-site during the field trip to University Antwerp TTO on 24.10.2023.

6.13 ONLINE MEETING – 8.12.2023

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Online December 8, 2023

1. Participants

Institution	Name
CEITEC MU	Katerina Ornerova
LIOS	Kristīne Čapase - Jastržemska
LIOS	Dace Kārkle
LIOS	Maija Dambrova
VU	Kristina Babelyte-Labanauske
CEITEC MU	Daniela Tršová
UL	Alan Kacin
UT	Relika Williams
ASTP	Anuar Shafiei
UMFCD	Cristina Petcu
BMC SAV	David Melichar
LIOS	Anna Stikane
SU	Grosz Andras

2. Agenda of the meeting

- ASTP seminar in Croatia, Zagreb (January 17- 18, 2024)
- Industry Mapping list
- Guidelines to address Technology Transfer issues - Success stories about relations with industry
- Feedback from industry contacts on mini-conferences
- Other business

3. Minutes

1. Katerina Ornerova informed on the final **ASTP seminar in Croatia, Zagreb (January 17- 18, 2024)** on technology valuation. The final programme and invitation were sent to all FG6 members by Lozika Mašic. The deadline for registration is Dec 13.
2. Katerina Ornerova reminded that within the mid-term review process of A4L_ACTIONS project FG6 were recommended to expand the **Industry Mapping list** and demonstrate contribution from all partners. It was also agreed on one of the Board meetings of A4L that university hospitals also qualify. The contacts can be either updated directly in the SharePoint or sent to Katerina Ornerova by January 12.
3. Katerina Ornerova introduced the status of the deliverables D4.4. of A4L_ACTIONS: Success stories about relations with industry from Alliance4Life and CEE. D. Trsova

shared the success story at CEITEC. The information should be sent to Maija Dambrova or Katerina Ornerova by January 12.

4. Maija Dambrova reminded us to compose the deliverable D4.2. Guidelines to address Technology Transfer issues, FG6 members should share **feedback from industry contacts on mini-conferences** in short bullet format. Maija shared the received feedback. The info can be sent either to Katerina Ornerova or to Maija Dambrova by January 12.
5. Anna Stikane shared the slide with notes from Antwerp and asked the participants to add the TT issues. Maija Dambrova suggested rating the given TT issues according to their importance. This rating will be realized during the ASTP seminar in Zagreb.

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

	Work package and task	Responsibility	Deadline
1.	Register for the ASTP seminar	ICRC, MUS, SU	13.12.2023.
2.	Expand the Industry Mapping list	All, mainly FNUSA-ICRC, UL, MUS and UMFCO	12.1.2024
3.	Provide success stories for D4.4.	All without CEITEC, SU, LIOS	12.1.2024
4.	Collect feedback from industry contacts on mini-conferences	all except CEITEC, LIOS, SU	12.1.2024
5.	Addition of TT issues and their rating	all	Will be done in Zagreb on January, 17-18

4. NEXT MEETING DATES

The next FG6 meeting should be held on-site during the ASTP seminar.

6.14 FINAL MEETING – 20.3.2024

Alliance4Life_ACTIONS FG 6 Knowledge and Technology Transfer MEETING MINUTES Budapest, March 21, 2024

1. Participants

Institution	Name
CEITEC MU	Katerina Ornerova
LIOS	Kristīne Čapase - Jastržemska
BMC SAV	Dávid Melichar
SU	Deák Kinga Ilona
CEITEC MU	Daniela Tršová

2. Agenda of the meeting

- D4.2 Guidelines to address Technology Transfer issues
- Significant achievements of FG6 over the last 3 years

3. Minutes

1. Discussion on D4.2 Guidelines to Address Technology Transfer Issues:

- Daniela (CZ) presented the proposed legal framework for Technology Transfer (TT) reform in the Czech Republic, which includes establishing knowledge transfer roles in research organizations, simplifying the process for spin-off company establishment, and defining key supported technologies.
- Kinga (HU) emphasized the need for funds to enhance private investment in spin-off companies.
- The group discussed the orientation of research organizations towards technology transfer, shifting focus from solely evaluating publications to also considering patents, prototypes, etc. Daniela (CZ) elaborated on the transfer in the M17+ methodology, including the introduction of technological chairs.
- The group discussed creating methodological recommendations for setting Key Performance Indicators (KPIs) within the transfer ecosystem.
- Kinga (HU) inquired about the legal framework for spin-offs in the Czech Republic, and Daniela (CZ) provided an example and highlighted the simplified process for creating new spin-offs from universities, using Otomar Slava as an example.
- Kinga (HU) shared plans for establishing a tech transfer company within Semmelweis University, emphasizing the importance of standard operating procedures (SOPs) and skills training to bridge gaps.

- The discussion extended to intellectual property (IP) acts within universities, scouting, valorization, and the need for researchers to understand various IP assets beyond patents.
- The importance of a professional approach to TT management was stressed, with a suggestion for dedicated TT managers and mention of shadowing experiences at Johannes Gutenberg University.
- The group discussed the challenge of transitioning research teams into spin-offs, with potential solutions including external management due to a limited entrepreneurial mentality among scientists.
- Disparities in motivation skills between EU and US scientists were highlighted, with suggestions for mentorship and business development models to foster collaboration.
- Collaboration efforts with industry partners, such as ISQ, were discussed, including presentations, excursions, and matches for core facilities.
- The group discussed integrating innovation and entrepreneurship education into undergraduate and graduate programs, including courses on starting businesses and internal grants.

2. Significant Achievement of FG6 over the Last Three Years:

- The focus group discussed the significant achievements of FG6 over the last three years and put together the presentation for the final meeting.

Conclusions of the Discussion on Work Plan and Planning Next Steps:

- All deliverables and tasks for FG6 in the frame of the project A4L Action are completed. New challenges and tasks will be addressed in the new project A4L Bridge.

Next Meeting of the Focus Group:

- The next FG6 meeting will be held online, with clear responsibilities and cooperation among FG6 and WPs (tasks, deliverables, etc.) in the new projects.

Attachments:

1. D4.2 Guidelines to Address Technology Transfer Issues (PDF)
2. Significant Achievements of FG6 Over the Last Three Years (PDF)

7 FOCUS GROUP 7

7.1 KICK-OFF MEETING – 25.5.2021

Alliance4Life_ACTIONS
FG 7 Science Communication
MEETING MINUTES
Kick-off, May 25, 2021

1. Participants

Members of FG 7 Science Communication:

Ester Jarour, Jiří Erlebach, Zuzana Vetrecin Čeplíková, Joanna Orłowska, Tea Vukušić-Rukavina, Žiedūnė Kiznytė, Elīna Erdmane, Nejc Umek, Maruša Verbič, Anna Petschner, Asya Mollova, Nadejda Georgieva, Tsvetalina Tankova, Magdalena Kasnakova, Prisada Razvan
Zurac Sabina, Iuliana Ceausu

2. Agenda of the meeting

1. Introduction of the participants
2. Aims of FG 7 during the upcoming project period
3. Introduction of science communication activities of various institutes
4. Round the table naming greatest strength and weakness of each institute
5. Round the table sharing expectations of each member of the group
6. Upcoming tasks: to communicate any milestones and to create a joint communication strategy
7. Defining time and topics for monthly knowledge sharing meetings
8. Any other business and conclusions

3. Minutes

The group is very diverse, proving a good mix of people with PR and communication experience and scientist of various backgrounds and seniority levels. New members were keen to be part of the project and are looking forward to new learning opportunities.

The FG chair pointed out that this focus group has a crucial role in this project. Together the project can achieve great visibility across all participating countries and to inspire other institutes in the area. Communication is the key if the project wants to achieve far reaching impact.

The institutes vary greatly in available in-house PR and communications capacities. Some institutes have entire departments dealing with PR and communications, others only dedicated person. In some cases, a member of the FG 7 would engage in science communication activities next to his/her other role as a scientist or doctor. However, all institutes expressed interest to learn and to improve their visibility.

Strengths and weaknesses in the area of science communication also varied greatly. Several institutes mentioned as weakness a poor interest of the researchers to engage in science communication activities and low level of loyalty or pride towards the brand of the

institution. This indicated that many institutes face difficulties with internal communication and expressed desire to learn how to build a greater brand loyalty among its employees, especially the research community. The group agreed that it is necessary to use internal communication as a tool to build strong institutional culture. Most institutes had a desire to modernise their websites and make them more user friendly.

Several partners expressed interest to improve also in the external communication and desired to learn to prepare attractive press releases that would raise the interest of the local media. Partners agreed that Alliance4Life institutes should use synergies in order to communicate across borders. Upcoming focus group meeting will cover the topic of creating effective press releases and motivating researchers to engage in science communication activities. There was also interest to have a joint meeting with FG Communication from the EU LIFE, in order to share experience with more advanced partners.

All partners agreed to participate in the creation of joint communication strategy. All project milestones should be communicated across countries in all languages to have the maximum impact. The preferred meeting time for monthly meetings of the focus group is last Friday of every month at 2 PM CET.

4. Next steps

- Next FG meeting will take place on Friday 25th June, 2021 at 2 PM CET
- Ester Jarour will prepare a presentation about strategies how to increase the visibility of research results in the media
- Another important point on the agenda is brainstorming about the structure of the communication plan for the All4Life_ACTIONS project (upcoming deliverable)

7.2 ONLINE MEETING – 25.6.2021

Alliance4Life_ACTIONS FG 7 Science Communication

MEETING MINUTES

Online June 25, 2021

1. Participants

Members of FG7 Science Communication

2. Agenda of the meeting

1. Best practise sharing by Ester Jarour from CEITEC. Topic: How to increase visibility in the media (presentation shared on Share Point, meeting has been recorded and shared with participants who could not attend)
2. Brainstorming about the structure of the upcoming deliverable: Communication Plan for the All4Life_ACTIONS project
3. Regular round-de-table about important updates from member institutes relevant to science communication agenda

2. Next steps

4. Next meeting will take place on September 24th, 2021
5. The next meeting will be devoted to understanding communication, dissemination, and exploitation of ER funded project. Sharing of knowledge, resources and discussion.
6. On the agenda is define table of content of the Communication Plan and to create shared document.

7.3 ONLINE MEETING – 24.9.2021

Alliance4Life_ACTIONS **FG 7 Science Communication** **MEETING MINUTES** Online September 24, 2021

1. Participants

Members of FG7 Science Communication

2. Agenda of the meeting

- Clarification of basic terms related to communication of EU funded projects
- Distribution of resources of relevant to communication of EU funded project, presentation and following discussion (presentations and resources are available on the Share Point)
- Sharing experiences with dissemination of EU funded projects
- Discussion about importance of communication for a project success

2. Next steps

8. There will be no FG meeting in October due to national holiday in the Czech Republic
9. Next meeting will take place on November 26, 2021
10. During the next two month, all FG members will work on the upcoming deliverable.
11. During next meeting we will discuss dissemination of deliverable completed by other FGs

7.4 ONLINE MEETING – 26.11.2021

Alliance4Life_ACTIONS **FG 7 Science Communication** **MEETING MINUTES**

Online November 26, 2021

1. Participants

Members of FG7 Science Communication

2. Agenda of the meeting

1. Recently completed deliverables of other FGs and their communication and dissemination.
2. Communication officers from partner institutes who are responsible for the below mentioned deliverables should update the focus group members about the status of the deliverable, status of the press release, and their preferred channels for dissemination.
 - M7 Green Labs best practice BMC SAV
 - M7 Excellence map in Central and Eastern Europe MUL
 - M7 Best practices in career systems in Life Science research UZSM
3. Discussion about recently submitted communication plan, clarification of responsibilities during communication and dissemination activities
4. Brainstorming regarding dissemination of the Riga event invitation

3. Next steps

5. Next meeting will take place on January 24th, 2022
6. There will be no meeting in December due to Christmas holidays
7. On the agenda will be FG plan for the next three months and planning for the Tartu event

7.5 ONLINE MEETING – 28.1.2022

Alliance4Life_ACTIONS FG 7 Science Communication MEETING MINUTES Online January 28, 2022

1. Participants

Members of FG7 Science Communication

2. Agenda of the meeting

12. Status of press releases regarding recently submitted deliverables
13. Wrap up of the Riga event
14. Mentimeter survey about skills FG members would like to develop
15. Mentimeter survey about topics FG members would like to discuss
16. Planning of agenda for the FG meetings in the upcoming three months
17. Planning of agenda for Tartu

2. Next steps

- **February FG meeting:** Main Topic - Science Communication during the pandemic (examples from various countries – fake news, scientists promoting controversial ideas, successful vaccination campaigns, the goal is to present good and bad examples of science communication during the pandemic and what can we do as science communicators to manage the next pandemic better)
 - Joana: Presentation about the new project at MUL
 - 1st key note speaker: Tea – Infodemic and key findings from her study
 - All others: prepare few slides about the issue in their country
 - Ester will try to invite Mark Blane to this lecture, who is a co-founder of the Center for Science Communication Research
- **March FG meeting:** Main Topic - Teambuilding activities as an internal communication tool
 - 1st key note speaker: Elmo – Physical and mental health training teambuilding exercise at University of Tartu
 - All others: if you have interesting team building experience, please prepare few slides with pictures and share with us
 - We will be finalizing the programme for our FG meeting in Tartu (hopefully in person)
- **April Community Meeting in Tartu:** Main Topic – The dark side of social media and how to handle crisis situation.

7.6 TARTU MEETING – 29.4.2022

Alliance4Life_ACTIONS FG 7 Science Communication MEETING MINUTES TARTU, April 29, 2022

1. Participants

Ester Jarour – in person
Ermo Leuska – in person
Juliana Ceausu - online
Magdalena Kasnakova – in person
Nejc Umek – in person
Razvan Prisada - online
Jiří Erlebach – online
Tea Vukušić Rukavina – in person
Cristina Petcu - online
Zsuzanna Kürti – online
Jana Otoupalíkova – in person

2. Agenda of the meeting

1. Greeting of the participants
2. Summary of updates from the institutes
3. Best practice presentation by Ermo Leuska from the University of Tartu. Topic: Internal communication as a tool for the development of shared identity
4. Any other business and conclusions
5. Networking

3. Meeting notes

The group met for the first time in person since the start of the Alliance4Life_ACTIONS project. This community meeting was chaired by the host of the event from FG7 Ermo Leuska. After a short greeting of all participants and a brief summary of news from various institutes, the group came to the main topic on the agenda, which was the best practice sharing about internal communication by Ermo Leuska from the University of Tartu.

Internal communication was the main topic of this community meeting since this particular area was identified by all members as problematic, especially after the covid pandemic, where most people worked from home and remained in isolation. Ermo Leuska identified community building in the science institute as a challenge that the University of Tartu (UT) decided to proactively face and solve. Ermo introduced the Estonian word „Kambavaim“ which stands for the spirit of many people together, feeling the same way and feeling they have something in common. The UT was trying to integrate social activities into the workplace to awaken team spirit among its researchers and other employees. One of the tools is for example a blog about the people from the institute: <https://blog.tymri.ut.ee/> with the aim to introduce people to each other during pandemic times when people no longer could meet at the coffee machine. The UT started to use social media and webpage as a channel for recognition and community building, whereas before it was mainly a tool for external communication. Popular topics were for example

Women in Science or successful alumni of the UT. The UT recently started to use its atrium as a place for other non-science related activities, such as building nets for Ukrainian soldiers, art exhibitions, concerts, and indoor health trails. Ermo Leuska introduced an outdoor Orientation walk that the UT develop for its employees and for the local general public with the aim to provide entertainment for families and educate them about the history of the UT, science and about research results.

The presentation was followed by a group discussion about similar activities organised by various institutes and their impact on the team spirit. Nearly all members agreed that internal communication activities supporting team spirit are an important part of the area of communication and their impact should not be underestimated. The FG members initiated the idea to create an internal communication tool for the Alliance4Life members in order to keep the good team spirit alive and to connect also researchers from the various member institutes.

4. Next steps

- Next FG meeting will take place on Friday 27th June, 2021 at 2 PM CE
- Short debriefing of the community meeting in Tartu
- Tour de table regarding updates from the institutes (communication area) with the aim to find new topics for sharing and learning
- Promotion of the new CF call organised by the Alliance4Life
- Communication of upcoming project deliverables and project events
- Internal communication tool for Alliance4Life members
- Any other business relevant to science communication

7.7 LODZ MEETING – 27.4.2023

Alliance4Life_ACTIONS FG 7 Science Communication MEETING MINUTES Lodz, April 27, 2023

1. Participants

Institution	Name
CEITEC MU	X
MU	X
FNUSA-ICRC	Marta Vrlová
BMC SAV	Zuzana Vetrecin Čeplíková
MUL	Joanna Orłowska
UZSM	Tea Vukušić-Rukavina
UT	X
VU	X
UL	Tina Štukelj
MUS	Magdalena Iskřeva
UMFCD	Iuliana Ceausu
LIOS	Elīna Erdmane
SU	Kürti Zsuzsanna (on-line)

2. Agenda of the meeting

- Organisational matters / updates
- Presentation of FG Member: Joanna Orłowska (MUL) – Using Twitter as an institutional account
- Practical tips about Twitter – creating content for Twitter
- Discussion: Challenges working as a communication/PR officer at a university or scientific institution

3. Meeting notes

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: International visibility

TOPIC 2: Engaging scientists in science communication

TOPIC 3: Open science and communication with the general public

TOPIC 4: Social media

NEW TOPICS: X**Nominees for the Chair /Co-chair positions:**

Not relevant for

FG Chair: Ester Jarour

FG Co-chair: X

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

Remaining deliverables – communication and dissemination:

M30	Mini-Conference reports	MUL
M30	Call for seed fund	MUL
M34	Report on Early Stage Researchers' Retreats	UZSM
M34	Guidelines to address Technology Transfer issues	LIOS
M34	Success stories about relation with industry from Alliance4Life and CEE (fall institutes)	LIOS
M36	Report on advances in career system upgrades	UZSM
M36	Skills Academy resource database	UZSM
M36	Summary report on national Trigger Events (all institutes)	UT
M36	Achievements of WPI	CEITEC MU
M36	Achievements of WP II	CEITEC MU
M36	Achievements of WP III	CEITEC MU
M36	Achievements of WP IV	CEITEC MU
M36	Achievements of WP V	CEITEC MU
M36	Final project conference	CEITEC MU

D1.4	Reflection of evaluation conclusions in institutional strategies	All4Life member institutes, institutes and universities in widening countries, research communities in the EU	BMC SAV	M36
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D1.5	RMA Academy resource database	All4Life member institutes, institutes and universities in widening countries	BMC SAV	M36
D1.6	Report on Research Integrity	All4Life member institutes, institutes and universities in widening countries	BMC SAV	M36
D1.8	Report on Green Labs piloting	All4Life member institutes, institutes and universities in widening countries, research communities in the EU	BMC SAV	M36
D2.5	Impact assessment of OpenAccess to A4L facilities	All4Life member institutes, institutes and universities in widening countries	MUL/MU	M36
D3.3	Report on advances in career system upgrades	All4Life member institutes, institutes and universities in widening countries	UZSM	M36
D3.4	Skills Academy resource database	All4Life member institutes, institutes and universities in widening countries	UZSM	M36
D3.5	Report on Early Stage Researchers' Retreats	All4Life member institutes, institutes and universities in widening countries	UZSM	M34
D2.2	Mini-Conference reports	All4Life member institutes, institutes and universities in widening countries, research communities in the EU	MUL	M30
D2.3	Call for Seed Fund	All4Life member institutes	MUL	M30

Any other information resulting from the FG meeting:

Discussion results: PR, communication and the communication of science still need to be treated more effectively in many universities and scientific institutions. It is underfunded and carried out as an additional task for people in other positions.

FG members pointed out the following as constraints:

- Insufficient funding for the task.
- Reluctance on the part of scientists to cooperate.
- Lack of a communication strategy in the organisation.
- Internal communication problems that negatively affect external communication.

Tasks:

- Activating group members to provide content for publication on Twitter
- Continuing to implement the Communication and Dissemination Plan
- Knowledge sharing - good practice presentations by group members during next FG7 meetings

Next meeting of the Focus Group:

25 May 2023 (online)

7.8 ONLINE MEETING – 26.10.2023

List of Participants:

Institution	Name
CEITEC MU	X
MU	X
FNUSA-ICRC	X
BMC SAV	Zuzana Vetrecin Čeplíková
MUL	Joanna Orłowska
UZSM	Tea Vukušić-Rukavina
UT	Ermo Leuska
VU	Žiedūnė Kiznytė
UL	Tina Štukelj
MUS	Magdalena Iskřeva / Magdalena Kasnakova
UMFCD	X
LIOS	Elīna Erdmane
SU	X

Agenda:

- Organisational matters / updates
- Discussion on the widening event in Brussels
- Internal questionnaire for group members - reminder
- Discussion on the organisation of the group's work

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: International visibility

TOPIC 2: Engaging scientists in science communication

TOPIC 3: Open science and communication with the general public

TOPIC 4: Social media

NEW TOPICS: X

Nominees for the Chair /Co-chair positions:

Not relevant for

FG Chair: Joanna Orłowska

FG Co-chair: Tea Vukušić-Rukavina

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

Reminder of forthcoming remaining deliverables – communication and dissemination according to Communication and Dissemination Plan. Each deliverable has clearly defined timing, relevant audiences, as well as responsible institute and person (member of FG communication from given institute) for the content drafting and dissemination.

Any other information resulting from the FG meeting:

X

Tasks:

- Each partner will provide high-level representation at the event in Brussels
- Each partner will use its contacts in the Permanent Representation or the DG to spread the word about the conference to high-level officials
- Continuing to implement the Communication and Dissemination Plan
- Knowledge sharing - good practice presentations by group members during next FG7 meetings

Next meeting of the Focus Group:

30 November 2023 (online)

7.9 ONLINE MEETING – 30.11.2023

List of Participants:

Institution	Name
CEITEC MU	Halina Jílková
MU	X
FNUSA-ICRC	Martina Jelínková
BMC SAV	Zuzana Vetrecin Čeplíková
MUL	Joanna Orłowska
UZSM	Tea Vukušić-Rukavina
UT	Ermo Leuska / Ines Pütsepp
VU	Žiedūnė Kiznytė
UL	Tina Štukelj
MUS	Magdalena Iskrea / Magdalena Kasnakova
UMFCD	X
LIOS	Elīna Erdmane
SU	X

Agenda:

- Organisational matters / updates (welcoming a new member of the group - Martina Jelínková FNUSA-ICRC)
- Presentation of FG Member: Halina Jílková
- Brief update about widening event in Brussels (Joanna, Tea)
- Summary

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: International visibility

TOPIC 2: Engaging scientists in science communication

TOPIC 3: Open science and communication with the general public

TOPIC 4: Social media

NEW TOPICS: X**Nominees for the Chair /Co-chair positions:**

Not relevant for

FG Chair: Joanna Orłowska

FG Co-chair: Tea Vukušić-Rukavina

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

Reminder of forthcoming remaining deliverables – communication and dissemination:

M34	Report on Early Stage Researchers' Retreats	UZSM
M34	Guidelines to address Technology Transfer issues	LIOS
M34	Success stories about relation with industry from Alliance4Life and CEE (fall institutes)	LIOS

Any other information resulting from the FG meeting:

X

Tasks:

- Reminder of upcoming event in Brussels - ensure high level representation from each partner
- Continuing to implement the Communication and Dissemination Plan
- Knowledge sharing - good practice presentations by group members during next FG7 meetings

Next meeting of the Focus Group:

14 December 2023 (online)

7.10 ONLINE MEETING – 14.12.2023

List of Participants:

Institution	Name
CEITEC MU	Halina Jílková
MU	X
FNUSA-ICRC	Martina Jelínková
BMC SAV	X
MUL	Joanna Orłowska
UZSM	Tea Vukušić-Rukavin
UT	Ines Pütsepp
VU	Žiedūnė Kiznytė
UL	Tina Štukelj
MUS	Magdalena Iskrea / Magdalena Kasnakova
UMFCD	X
LIOS	Elīna Erdmane
SU	X

Agenda:

- Organisational matters / updates
- Presentation of guest speaker: Marta Kaczmarek EIT Health Innostars, currently Director EIT Cross-KIC Strategic Regional Innovation, Head of Communication and Public Affairs CEE (2018-2023)

Presentation title: Challenges in communication and PR for an international consortium - examples of good practice and good initiatives from EIT Health and EIT Health Innostars

- Q&A - discussion
- Summary

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: International visibility

TOPIC 2: Engaging scientists in science communication

TOPIC 3: Open science and communication with the general public

TOPIC 4: Social media

NEW TOPICS: X

Nominees for the Chair /Co-chair positions:

Not relevant for

FG Chair: Joanna Orłowska

FG Co-chair: Tea Vukušić-Rukavina

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

Reminder of forthcoming remaining deliverables – communication and dissemination:

M34	Report on Early Stage Researchers' Retreats	UZSM
M34	Guidelines to address Technology Transfer issues	LIOS
M34	Success stories about relation with industry from Alliance4Life and CEE (fall institutes)	LIOS

Any other information resulting from the FG meeting:

Results of the discussion after the guest presentation:

Online communication is only effective and efficient if it is supported by regular face-to-face meetings.

The biggest challenge for an international consortium is internal communication and integration of its members.

Tasks:

- Continuing to implement the Communication and Dissemination Plan
- Knowledge sharing - good practice presentations by group members during next FG7 meetings

Next meeting of the Focus Group:

25 January 2023 (online)

7.11 ONLINE MEETING – 29.2.2024

List of Participants:

Institution	Name
CEITEC MU	Halina Jílková
MU	X
FNUSA-ICRC	Martina Jelínková
BMC SAV	X
MUL	Joanna Orłowska
UZSM	Lea Škorić
UT	X
VU	Žiedūnė Kiznytė
UL	Tina Štukelj
MUS	X
UMFCD	X
LIOS	Elīna Erdmane
SU	Zsuzsanna Kürti

Agenda:

- Organisational matters / updates
- Presentation of FG Member – Martina Jelínková (FNUSA-ICRC);

Topic: What do PR in the cultural field and in science have in common? Why is science an ungrateful topic for most mainstream media?

- Q&A - discussion
- Summary

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: International visibility

TOPIC 2: Engaging scientists in science communication

TOPIC 3: Open science and communication with the general public

TOPIC 4: Social media

NEW TOPICS: X

Nominees for the Chair /Co-chair positions:

Not relevant for

FG Chair: Joanna Orłowska

FG Co-chair: Tea Vukušić-Rukavina

Conclusions of the discussion on Work Plan and planning next steps:

The Group agreed on the following steps connected with the following responsibility and timing:

Reminder of forthcoming remaining deliverables – communication and dissemination:

M34	Report on Early Stage Researchers' Retreats	UZSM
M34	Guidelines to address Technology Transfer issues	LIOS
M34	Success stories about relation with industry from Alliance4Life and CEE (fall institutes)	LIOS

Any other information resulting from the FG meeting:

X

Tasks:

- Continuing to implement the Communication and Dissemination Plan
- Knowledge sharing - good practice presentations by group members during next FG7 meetings

Next meeting of the Focus Group:

March 2024 (community meeting in Budapest)

7.12 FINAL MEETING – 21.3.2024

Alliance4Life_ACTIONS FG 7 Science Communication MEETING MINUTES Budapest, March 21, 2024

1. Participants

Institution	Name
CEITEC MU	Halina Jílková
MU	X
FNUSA-ICRC	Martina Jelínková
BMC SAV	X
MUL	Joanna Orłowska
UZSM	Lea Škorić
UT	Teele Eensaar
VU	X
UL	X
MUS	X
UMFCD	X
LIOS	Elīna Erdmane
SU	Kürti Zsuzsanna

2. Agenda of the meeting

- Organisational matters / updates
- Creative discussion - brainstorming on the most important achievements of the group
- Presentation for the plenary session – preparation (final version of the presentation attached)
- Summary

3. Meeting notes

Main areas of interest of the Focus Group:

(Revision of the topics planned in 2018 - see <http://alliance4life.ceitec.cz/focus-groups>)

The following areas of interest will remain in the agenda of the Focus Group:

TOPIC 1: International visibility

TOPIC 2: Engaging scientists in science communication

TOPIC 3: Open science and communication with the general public

TOPIC 4: Social media

NEW TOPICS:**TOPIC 5:** Internal communication (within its own institution and in the project)**Nominees for the Chair /Co-chair positions:**

Not relevant for

FG Chair: Joanna Orłowska**FG Co-chair:** Tea Vukušić-Rukavina**Conclusions of the discussion on Work Plan and planning next steps:****The Group agreed on the following steps connected with the following responsibility and timing:**

Remaining deliverables – communication and dissemination:

M36	Reflection of evaluation conclusions in institutional strategies	BMC SAV
M36	RMA Academy resource database	BMC SAV
M36	Report on Research Integrity	BMC SAV
M36	Report on Green Labs piloting	BMC SAV
M36	Impact assessment of Open Access to A4L facilities	MUL / MU
M36	Report on advances in career system upgrades	UZSM
M36	Skills Academy resource database	UZSM
M36	Summary report on national Trigger Events (all institutes)	UT
M36	Achievements of WPI	CEITEC MU
M36	Achievements of WP II	CEITEC MU
M36	Achievements of WP III	CEITEC MU
M36	Achievements of WP IV	CEITEC MU
M36	Achievements of WP V	CEITEC MU
M36	Final project conference	CEITEC MU

D1.4	Reflection of evaluation conclusions in institutional strategies	All4Life member institutes, institutes and universities in widening countries, research communities in the EU	BMC SAV	M36
D1.5	RMA Academy resource database	All4Life member institutes, institutes and universities in widening countries	BMC SAV	M36

D1.6	Report on Research Integrity	All4Life member institutes, institutes and universities in widening countries	BMC SAV	M36
D1.8	Report on Green Labs piloting	All4Life member institutes, institutes and universities in widening countries, research communities in the EU	BMC SAV	M36
D2.5	Impact assessment of OpenAccess to A4L facilities	All4Life member institutes, institutes and universities in widening countries	MUL/MU	M36
D3.3	Report on advances in career system upgrades	All4Life member institutes, institutes and universities in widening countries	UZSM	M36
D3.4	Skills Academy resource database	All4Life member institutes, institutes and universities in widening countries	UZSM	M36
D3.5	Report on Early Stage Researchers' Retreats	All4Life member institutes, institutes and universities in widening countries	UZSM	M34

Any other information resulting from the FG meeting:

- Development of a template for the preparation of coverage/reports on local events/trigger events - for consistency in reporting
- Optimization of internal communication - access to up-to-date templates, files; project intranet - reduction of a large number of e-mails; improved communication between groups

Tasks:

- Gathering materials that can serve as inputs to the final report (links, media / social media coverage, press releases)
- Final update of Communication and Dissemination Plan
- Communication of remaining project deliverables and tasks accomplished

Next meeting of the Focus Group:

25 April 2024 (online)