CEMBO Meeting Minutes
28.1.2021, 11:00 a.m., on-line *via* Microsoft Teams

Attendees:
Bujdáková H., Gaálová B., Moter A., Kikhney J., Riool M., Brizzolara D.

Absent:
Zaat S.A.J.

Program
- New information about project
- Presentation of CEMBO project adviser, dr. Davide Brizzolara
- Presentation of research activities
- Discussion

New information
- **Leonie de Boer** was introduced as a co-worker and added to the mailing list. She takes technical responsibility for the laboratory at UMC
- AMC has been changed to **UMC** (Amsterdam UMC, location AMC)
- The next meeting will be on **25th of March 2021 at 11.00 a.m.**

Project Adviser for CEMBO, Davide Brizzolara presented guidelines of H2020 WIDESPREAD-05-2020 and useful advices for successful project management
- **Project Adviser** is a first reference person who **has to be informed** about activities and plans of amendments
- **keep records** of the project activities and costs to maintain transparency
- **organize webinar** to create strategic plan for activities according to the project topic
- **flexibility of deliverables** - mitigation/extension and interruption possibilities due to the Covid-19 situation
    - participants agreed on **postponing some activities if necessary** and stay in online space until the situation improves
    - interruption of the project was refused by participants
- **Study FAQ** of Twinning in detail
- **presentation** of dr. Brizzolara is available in MS Teams

Approval of previous meeting's minutes
- **logo of CEMBO was approved** by participants and will be finished in higher quality. Afterwards it can be added to official web site and social media
- KPI report of all publication from 2017 – November 2020 must be uploaded and updated during the project. Deliverable is a **short page stating about the number of publications**. Question is which journals belong to the top 10 %
- CU is searching for company which would create a web site. Participants agreed on keeping the form **"domain.eu"**
- Dr. Riool attached **template for Data management plan** to MS Teams
- participants will search for **template of Ethic requirements**

List of Deliverables planned for the next 6 months

D1.1 Installation of all units of research and administrative management
    Responsible institution: CU
    Deadline: 3th month from a project beginning (PB), March 2021

D1.2 Workshop for training Administrative Staff involved in the Management Support Unit
  Responsible institution – UMC
  Deadline: 6th month PB, June 2021

D2.5 Evolution of the publication (Key Performance Indicators– KPI)
  Responsible institution – CU
  Deadline – 2nd month PB, February 2021

D4.1 Project website
  Responsible institution – CU
  Deadline: 4th month PB, April 2021

D4.2 Communication and dissemination in social media
  Responsible institution – UMC
  Deadline: 4th month PB, April 2021

D4.4 Data management plan
  Responsible institution – UMC
  Deadline – 6th month PB, June 2021

D5.1 H - Requirement No. 2
  Responsible institution – CU
  Deadline: 3th month PB, March 2021