CEMBO Kick-off Meeting Minutes
3.12.2020, 11:30 a.m., on-line *via* Skype

Attendees:
Bujdáková H., Gaálová B., Moter A., Kikhney J., Zaat S.A.J., Riool M.

Program
- Introduction our a new Project Officer, DR. Davide Brizzolara
- Acquaintance with the CEMBO planned deliverables for the next 6 months
- Ideas of first Workshop organization (online? May?/possible to postpone to September?)
- Design of CEMBO web page and social media (facebook?)
- Choosing application for online meetings (Zoom, Moodle, skype, web ex, Teams ...)
- Providing regular information in management of budget
- Discussion

New information
- Introduction new Project Officer, **Dr. Davide Brizzolara**
- Document DESCA has been signed (AMC only electronically)
- Using Teams application for next on-line meetings
- The next meeting will be on **21st of January 2021 at 11:00 a.m.**
- BioSparq will participate only in major on-line meetings
- Deadline for the first internal cost management report will be on **1st June 2021**

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
　　Discussion:
- CU is working on this task

D1.2 Workshop for training Administrative Staff involved in the Management Support Unit
　　Responsible institution – AMC
　　Deadline: 6th month PB, June 2021
　　Discussion:
- members agreed on on-line meeting of the Training Administrative Stuff in the term as it was planned, AMC (M. Riool) will contact trainers and outline program
- reorganization of money while traveling is not allowed, suggestion to focus more on research development with transparent web sites

D2.5 Evolution of the publication (Key Performance Indicators– KPI)
　　Responsible institution – CU
　　Deadline – 2nd month PB, February 2021
　　Discussion:
- the example of KPI report (template?) is available in the presentations provided participants of the on-line meeting "Twinning Coordinators Day"

D4.1 Project website
　　Responsible institution – CU
　　Deadline: 4th month PB, April 2021
　　Discussion:
- standard form of web sites from EU, M. Riool will send examples

- it has to be professionally covered and interactive
- it is necessary to include measuring the number of "clicks"

D4.2 Communication and dissemination in social media
Responsible institution – AMC
Deadline: 4th month PB, April 2021
Discussion:
- members agreed on Facebook and Linked In
- AMC (M. Riool) will create social media accounts

D4.4 Data management plan
Responsible institution – AMC
Deadline – 6th month PB, June 2021
Discussion:
- all members has to provide research data in ==template from EU==
- on-line meeting in January with Dr. David Brizzolara will help to understand details

D5.1 H - Requirement No. 2
Responsible institution – CU
Deadline: 3th month PB, March 2021
Discussion:
- ==template for Ethic requirement== is available

Other tasks resulting from the meeting:

1. **List of other invited persons to be needed for CEMBO on-line meetings**
   Responsible person: all participants
   Deadline: before next meeting, send by e-mail

2. **Questions for Project Officer**
   - need of official kick off meeting
   - involving project officer into on-line meetings
   - possibility of transfer travel costs to research development
   - possibility of relocating budget to other training schools from the year 2021 to 2022 or 2023
   - changing deliverables in respect to current situation
   - how fix are deliverable dates
   - organize meeting focused on "open access"
   Responsible person: Coordinator – CU – H. Bujdakova
   Deadline: January 21st 2021

3. **Each institution will prepare 10 min-presentation on a main research activities of their group and will mention other funded projects**
   Responsible person: One member from each institution
   Deadline: January 21st 2021

Attachments
1. Gantt chart (details are in GA)

Gantt chart of the CEMBO project

WP	Task	Work package and tasks	Leader	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
1		**Management and coordination**	**CU**																																				
	T1.1	Project monitoring and periodic reporting	CU		D																																		
	T1.2	Support for project management	CU				D	W																										D					
2		**Building scientific excellence**	**AMC**																																				
	T2.1	Expert visits	AMC		E					E		D		E		E		E			D				E													D
	T2.2	Staff exchange	AMC								T	D									D																	D
	T2.3	Organization of international conference at CU	CU																IC/F	D																		D
	T2.4	Improvement of scientific output	CHAR	D																																			
3		**Enhance Research Potential**	**CHAR**																																				
	T3.1	Definition of research vision	CU											D					T						D		T											D
	T3.2	Exploitation and commercialization of results	CHAR																								W			W								D
	T3.3	Create new funding opportunities	AMC						W											D																			
	T3.4	Organization of training school at CU	CU																									T										D
	T3.5	Promotion of gender balance	CU														D																					D
4		**Communication and dissemination**	**CU**																																				
	T4.1	Internal communication and dissemination activities	CU		D																																		
	T4.2	External communication and dissemination activities	CU		D																																		
	T4.3	Media communication	AMC		D																																		
	T4.4	Peer reviewed publications	CU							D										D								D					D						
	T4.5	Data management plan	CU			D																																	
5		**Ethics requirements**	**CU**																																				
	T5.1	Complete ethics requirement	CU		D																																		

W = Workshop; D = Main deliverables; E = Expert visit; F = Forum; IC = International Conference; T = Training school