

## CEMBO Meeting Minutes

22.4.2021, 11:00 a.m., on-line *via* Microsoft Teams

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### Attendees:

Bujdáková H., Gaálová B., Moter A., Kikhney J., Zaat S.A.J., Riool M., vd Ploeg K.

### Program

- Information in organization of Administrative unit at CU
- Website and other social media platforms
- Update in preparation of workshop and other planned activities
- Data management plan
- Varia

### New information

- Introduction of new Administrator at CU **Kristina van der Ploeg, MSc.**
- The next meeting will be on **26<sup>th</sup> of May 2021 at 3.00 p.m**
- Dr. Riool presented new funding options and postdoctoral fellowships

### Approval of previous meeting's minutes

- CU occupied new positions of Manager Assistant and Administrator. The position of the project Manager was divided into two positions (**D1.1 Installation of all unit at CU**)
- Document of KPI has been completed (**D2.5 KPI – Key performance indicators**)
- Statement of CEMBO consortium about Ethics has been submitted (**D5.1 H - Requirement No. 2**)
- Official website of CEMBO has been created (**D4.1 Project website**)

### Deliverables planned for the next 6 months

#### **D4.2 Communication and dissemination in social media**

**Responsible institution – AMC**

**Deadline:** 31<sup>st</sup> March 2021

**Discussion:**

- Document should be in the same form such as those for the website
- Participants agreed on creation Fb, Twitter, LinkedIn and Research gate
- Include PhD. students for helping with updates
- Updates should be regularly sent to dr. Riool or be presented during meetings

#### **D1.3 Upgrade of CU Management Support Unit and research team**

**Responsible institution:** CU

**Deadline:** 30<sup>th</sup> April 2021

**Discussion:**

- Preparing document similar to that of D1.1 (?)

#### **D1.2 Workshop for training Administrative Staff involved in the Management Support Unit**

**Responsible institution – AMC**

**Deadline:** 31<sup>st</sup> May 2021

**Discussion:**

- The workshop is under preparation
- From CU, about 5 people will participate

#### **D4.4 Data management plan**

**Responsible institution** – AMC

**Deadline** – 31<sup>st</sup> May 2021

**Discussion:**

- Ask officer how to make changes in document updated in the SyGMA or use website (?)

#### **D2.2 Organization of Training school 1**

**Responsible institution** – AMC

**Deadline** – 31<sup>st</sup> October 2021

**Discussion:**

- Topic of TS 1 is “Standardization of biofilm evaluation; current trends”, type of TS 1 is Science
- Dr. Moter suggested to join TS with a workshop organized on-line by MoKi within another program of EU - ITN (Innovative training networks). The workshop will be on 16<sup>th</sup> – 18<sup>th</sup> of June 2021 and it is targeted towards young researchers – PhD. students to improve their skills in laboratory, learn the FISH method and learn to think creatively. The capacity for CEMBO is 2-3 participants.

#### **Other tasks resulting from the meeting:**

##### **1. Complete CVs, projects and publication for website**

**Responsible person:** all participants

**Deadline:** ASAP

##### **2. Think about cooperation in research and publications**

**Responsible person:** all participants

**Deadline:** next meeting - discussion