

CEMBO Meeting Minutes

8.3.2022, 15:00 p.m., on-line *via* MS Teams

Attendees:

Bujdáková H. (HB), Riool M. (MR), Radochová B. (BR), vd Ploeg K. (KP)

Program

Discussion on preparation of periodic report defined as a milestone “Midterm report”

Responsible institution – CU, AMC, CHAR

Deadline – the 30th April 2022

Introduction:

- The periodic report must be submitted within 60 days following the end of reporting period from December 2020 – February 2022.
- The 1st overview of the procedures as per listed in the following link: [Periodic reports - H2020 Online Manual \(europa.eu\)](#)
- Agreed on preparation of the first agenda for the remote review CEMBO meeting, which will take place **on Wednesday the 22nd June 2022**.
- Agreed with partners on PO’s proposed Monitor for the review: **prof. Jörn Klein**.
- The periodic report consists of Technical part A, B and Periodic financial reports (financial statements as per model in the Annex 4 of the GA; explanation of the resource; periodic summary of financial statement if applicable).
- The technical part A will be automatically generated from the SYGMA system: having the summary & questionnaire filled by CU, all deliverables, ethics, DMP, milestones, critical risks, publications, dissemination & communication, patents, open data, gender and the Technical part B.
- KP will send out the template for the narrative part of the reporting: Technical part B with the 1st structured queries for all the partners involved. Together we will fill in specific parts of this part. Thereafter, it will be uploaded in the pdf format and sent to the EC.
- Reminder: each partner will be completing online directly on the portal (thus SyGMA system) their own financial statement, as well as financial report of their third parties involved in this periodic report from Dec 2020- Feb 2022. Person/months figures provided in the Use of Resources document (available in SyGMA) reflects the work performed, and therefore the amounts claimed under the Direct Personnel costs of the Financial statement. The figures provided will be used to calculate the average personnel costs. Once you complete your financial statements, they will be updated in the SYGMA system and submitted by HB.

Summarizing tasks of the last meeting (4.2.2022)**D3.5 Organization of Training school 2 (T2) - “FISHing for biofilms”**

Responsible institution – CHAR (organizer MoKi)

Deadline – 30th of April 2022

- Dr. Kikhney as the main organizer of TS2 and MR as an expert visited Bratislava team on the 7th of March.

- The program: the preparation of biofilm samples in the laboratory at the CU was performed prior to the visit. Thereafter, on the 7th a hands-on training of FISH and discussion with several PhD. students took a place.
- The TS2 has been a continuing activity of the previous training workshop “Taking charge of your carrier” organized from the 16th – 18th of June 2021 as an interdisciplinary online workshop. Moreover, some activities of the TS2 will also be covered in the upcoming “NGS and molecular diagnostics” training school planned in autumn 2022.
- As the first reporting period is from month 1 to month 15, the TS2 will be included in the periodic report. Following components of the TS2 will be included in the second reporting period, from month 16 to month 36.

Tasks resulting from the meeting

- The first agenda of the remote review CEMBO meeting will be discussed with partners, and thereafter with PO.
- The Technical part B template will be sent to partners for amendments, together with CEMBO - 952398 - Annex II - Instructions to be sent to COO before REPA from REA Administrative & Financial Officer Meriam BALILE.
- The 1st acquaintance with financial reports in the SyGMa system for each partner separately.