



# ASSEMBLE Plus

## Kick-off meeting Minutes

### GENERAL DATA

Acronym:	ASSEMBLE Plus
Title of the Project:	Association of European Marine Biological Laboratories Expanded
Contract N°:	730984
Kick-off meeting venue:	Centre International de Conférences Sorbonne Universités Jussieu campus – Paris, France
Kick-off meeting date:	19 <sup>th</sup> -20 <sup>th</sup> October 2017
Date of redaction:	6 <sup>th</sup> November 2017



## DAY 1 – 19/10/2017

### Attendees

Last name	First name	Institution
ANDERSSON	Niklas	UGOT
ARVANITIDIS	Christos	HCMR
BAYLISS-BROWN	Georgia	AquaTT
BERKOWICZ	Simon	HUJI
BILLI-RIZZA	Elena	UPMC
BORRA	Marco	SZN
BOUGET	Francois-Yves	UPMC
BOYEN	Catherine	CNRS
CABRITA	Elsa	CCMAR
CAMPBELL	Christine	SAMS
CANARIO	Adelino	CCMAR
CANCIO	Ibon	UPV/EHU
CAROTENUTO	Ylenia	SZN
CLARK	Melody	NERC-BAS
CUNLIFFE	MICHAEL	MBA
DEKEYZER	Stefanie	VLIZ
DELIMOGES	Arnaud	UPMC
DENEUDT	Klaas	VLIZ
DESCLOS	Anaïs	UPMC
DIAZ DE CERIO	Oihane	UPV/EHU
ESCRIVA	Hector	CNRS
FALCIATORE	Angela	UPMC
FAZENDA	Daniela	CCMAR
FERRIER	David	USTAN
FOLKVORD	Arild	UiB
FORD	Elaina	NERC-BAS
GACHON	Claire	SAMS
GOOTJES	Jacob (Jack)	NIOZ
GRYPIOTI	EMILIA	HCMR
GUILLOT	Florence	UPMC
HUGØY	Thomas M.	UiB

Last name	First name	Institution
JOHNSON	Mark	NUIG
JOMBERT	A. Stécy	UPMC
KASAPIDIS	Panagiotis	HCMR
KLOAREG	Bernard	UPMC
KOOISTRA	Wiebe	SZN
KOTOULAS	Georgios	HCMR
KOTTMANN	Renzo	MPIMM
KUKLINSKI	Piotr	IOPAN
LASOTA	Rafal	UG
LOUÇÃ FLORENCIO ISIDRO	Eduardo	IMAR
MIESZKOWSKA	Nova	MBA
MOREIRA	Susana	CIIMAR
NARDELLO	Ilaria	UPMC
OBST	Matthias	UGOT
PADE	Nicolas	UPMC
PAREDES	Estefania	UVIGO
PROBERT	Ian	UPMC
RAMSAK	Andreja	NIB
REINIKAINEN	Marko	UH
RISTORATORE	Filomena	SZN
SCHULTZ	Fanny	UPMC
TILLIN	Heidi	MBA
VERSTRAETEN	Tim	UGENT
VILLANUEVA	Antonio	UVIGO
VYVERMAN	Wim	UGENT
WILLIAMSON	Ben	MSS
WILSON	Annette	AWI
WOLOWICZ	Maciej	UG
YASUO	Hitoyoshi	UPMC

About 60 participants from the 23 beneficiaries and the third parties attended the ASSEMBLE Plus kick-off meeting. The first day was organised as a plenary session which started after a welcome coffee.

### Welcome address

Bertrand Meyer, UPMC Vice-president for Research and Innovation, opened the ASSEMBLE Plus kick-off meeting by welcoming the participants. He reminded UPMC involvement in the marine stations and its strong interest in taking part to the consortium.



### **Introduction of the ASSEMBLE Plus project**

Ilaria Nardello, the Project Coordinator, provided an outlook of the importance of Research Infrastructures for the Blue Economy with a presentation on EMBRC highlighting its potential for global societal challenges. This was followed by a presentation which introduced the organisation of the project, outlined its implementation and offered an overview of its expected impacts.

### **Work package (WP) 2 presentation**

Information on the management, TA and communication from the WP2 were provided.

Stécy Jombert, the Project Manager, introduced the roles and responsibilities of the management bodies, asked the GA to approve the Project Implementation Committee (PIC) members, outlined the methodology for deliverables, provided updated on the consortium agreement and the pre-financing payment, as well as emphasized the need to ensure a good justification of the project.

Florence Guillot, the Access Officer, introduced the Transnational Access and its objectives. The Project Proposal Workflow and the User Selection Panel were detailed. The Access Officer also explained the User Access Contract and the post-procedures for the TA visits.

Georgia Bayliss-Brown from AquaTT, outlined the communication and dissemination plan for the project with the respective roles of UPMC and AquaTT, as well as the branding collaterals to be produced. Several logos will be designed and put to vote. The communication platform *Basecamp* was presented as well as the external communication tools and means.

### **Networking Activities and Joint Research Activities WPs**

The WP leaders successively introduced the objectives and the planned tasks for their respective work packages during 20 min-presentations for each WP. They also answered to questions from the attendance.

Wiebe Kooistra, Klaas Deneudt, Adelino Canario and Ibon Cancio presented the networking activities NA1, NA2, NA3 and NA4, respectively.

Georgios Kotoulas, Estefania Paredes, Hector Escriva and Ian Probert presented the joint research activities JRA1, JRA2, JRA3 and JRA4, respectively. Piotr Kuklinski presented the WP11-JRA5 on behalf of the WP leader Martin Sayer.



## DAY 2 – 20/10/2017

### Attendees

Last name	First name	Institution
ANDERSSON	Niklas	UGOT
ARVANITIDIS	Christos	HCMR
BAYLISS-BROWN	Georgia	AquaTT
BERKOWICZ	Simon	HUJI
BORRA	Marco	SZN
BOUGET	Francois-Yves	UPMC
BOYEN	Catherine	CNRS
CABRITA	Elsa	CCMAR
CAMPBELL	Christine	SAMS
CANARIO	Adelino	CCMAR
CANCIO	Ibon	UPV/EHU
CAROTENUTO	Ylenia	SZN
CLARK	Melody	NERC-BAS
DEKEYZER	Stefanie	VLIZ
DENEUDT	Klaas	VLIZ
DIAZ DE CERIO	Oihane	UPV/EHU
ESCRIVA	Hector	CNRS
FALCIATORE	Angela	UPMC
FAZENDA	Daniela	CCMAR
FERRIER	David	USTAN
FOLKVORD	Arild	UiB
FORD	Elaina	NERC-BAS
GACHON	Claire	SAMS
GOOTJES	Jacob (Jack)	NIOZ
GUILLOT	Florence	UPMC
GRYPIOTI	Emilia	HCMR

Last name	First name	Institution
HUGØY	Thomas M.	UiB
JOMBERT	A. Stécy	UPMC
KASAPIDIS	Panagiotis	HCMR
KOOISTRA	Wiebe	SZN
KOTOULAS	Georgios	HCMR
KUKLINSKI	Piotr	IOPAN
LOUÇÃ	Eduardo	IMAR
FLORENCIO ISIDRO		
MIESZKOWSKA	Nova	MBA
MOREIRA	Susana	CIIMAR
NARDELLO	Ilaria	UPMC
OBST	Matthias	UGOT
PADE	Nicolas	UPMC
PAREDES	Estefania	UVIGO
PROBERT	Ian	UPMC
RAMSAK	Andreja	NIB
REINIKAINEN	Marko	UH
RISTORATORE	Filomena	SZN
SCHULTZ	Fanny	UPMC
TILLIN	Heidi	MBA
VERSTRAETEN	Tim	UGENT
VILLANUEVA	Antonio	UVIGO
WILLIAMSON	Ben	MSS
WILSON	Annette	AWI
YASUO	Hitoyoshi	UPMC

The second day was structured as working group parallel sessions to allow further discussions among partners for each NA and JRA work package. In addition, sessions on communication, financial aspects and transnational access were organised

### NA1 working group

#### Attendees

Christine Campbell, SAMS

Oihane Diaz Decerio, UPV/EHU

Fanny Schultz, UPMC

Maciej Wolowicz, UG

David Ferrier, USTAN

Hector Escriva, UPMC

Susana Moreira, CIIMAR

Elsa Cabrita, CCMAR

Antonio Villanueva, UPV/EHU

Marco Borra, SZN

Panagiotis Kasapidis, HCMR

Niklas Andersson, UGOT

Jack Gootjes, NIOZ/CNSI

Stefanie Dekeyzer, VLIZ

Tim Verstraeten, UGENT

Ben Williamson, MSS

Ian Probert, UPMC

Wiebe Kooistra, SZN



## Topics of discussion

Wiebe explained the main objectives of the WP, clarifying that the TA program was run by access officer Florence Guillot at the UPMC/EMBRC Coordinator. The role of Wiebe Kooistra at SZN and Niklas Andersson (UGOT) was to support Florence.

### **Task NA1.1: Grant, regulate and support TA**

This task describes the organization of the TA. Each National Node appoints a Liaison Officer who liaises between the Access Officer (at UPMC) and the Local Liaison Officers at stations providing TA. If no National Node is identified, each individual access providing station must appoint a local Liaison Officer. SZN and UGOT are already detailing all TA procedures in a TA policy document (DNA1.1, M3).

National Nodes were a prerequisite in the organization of EMBRC. Partners in non-EMBRC member states could organize themselves as they see fit. Wiebe and Niklas briefly illustrated how the TA procedures are planned with TA cycles every half year. Ian raised the option for remote access, which will be incorporated in the TA. Antonio explained the possibility of users outsourcing the practical research to laboratory staff.

### **Task NA1.2: Set up a single-access point to offered infrastructure**

Tim explained that VLIZ sets up ASSEMBLE Plus single-access point for TA proposals, based on the EMBRC system. Non-EMBRC partners need to compile info in EMBRC access system template. An access point is foreseen to be launched at month 3. All partner stations need to either check if the available info is still up to date and non-EMBRC partners need to provide access information.

### **Task NA1.3: Test TA-pipelines through ASSEMBLE Plus and cognates in joint calls**

ASSEMBLE Plus plans to have part of calls together with cognate consortia that operate TA programs. TA Users put research platforms at Access Providers in different consortia into “research infrastructure pipelines” through which they perform their Research workflows of which a part cannot be done at the marine stations in ASSEMBLE plus. Shared procedures and workflows will be tested to smoothen interoperation between consortia. Experiences will be solicited from TA-users and Access providers and collated into a report (part of D NA1.2).

### **Task NA1.4: Share best practices to enable delivery of top-quality scientific services**

Wiebe explained that SZN has €80,000 to organize training workshops for service staff on advances in service provision in thematic fields. Niklas explained the visiting program at core facilities (short sabbaticals) €30.000. Such a visit would typically last 1 month, requiring total immersion in the hosting institute.

SZN and UGOT edit a report containing quality benchmarks, recommended policies, procedures practices, user feedback, technological advances. The Report includes Gaps and Redundancies analysis in service provision across consortium, and recommends what is to be provided internally and where, and what is provided faster, better and cheaper externally (D-NA1.2, M45).

### **Task NA1.5: Improving the efficiency of service provision**

Antonio explained how this task will map existing quality management systems, accreditations and certifications across ASSEMBLE Plus, taking into account OECD Best Practice Guidelines for Biological Resource Centres, and quality benchmarks, recommended policies, and guidelines for best practices from NA1.4. UPV/EHU will write a report D-NA1.2 (M45).

Standards will be beta tested in a few stations. Lessons learned to be included in a final report on European certification standards for service provision at marine stations to be recommended for implementation across ASSEMBLE Plus partners and beyond.

## NA2 working group

### Attendees



Klaas Deneudt, VLIZ  
Christos Arvanitidis, HCMR  
Matthias Obst, UGOT  
Claire Gachon, SAMS

Georgios Kotoulas, HCMR  
Arild Folkvord, UiB  
Ben Williamson, MSS  
Michael Cunliffe, MBA

Ylenia Carotenuto, SZN  
Stécy Jombert, UPMC

### **Topics of discussion**

#### ***General questions:***

What happens after project ends? It is suggested that what is developed has good chances of being kept alive as part of EMBRC, a long term infrastructure.

#### ***NA2.1 : Design Data Management Plan and interoperability with related e-infrastructures***

- Suggestion to invite Elixir/Embric for DMP
- JRA data: Invite JRA work package leaders
- TA data: we should make the commitment clear at the time of the application. Access Template should contain this commitment –therefore the Legal advisor should check the statements

#### ***NA2.2 Creation of the Knowledge Transfer Platform***

- Intention to make the knowledge output available in an attractive way with a showroom which will include the most recent publications and best practices. Propositions were made on the framework and the type of information. Further discussion needed with NA3, AQUATT and the communication team.
- Links to OrCID, researchgate (Include in TA application process)

#### ***NA2.3 Set up virtual open access entry point to data resources***

- The need to revitalize some system in support of the JRA1 was pointed out. Reflections are in progress on what is sustainable and what need to be changed for the database.
- It was reminded that all the marine stations have been attributed a fraction of person-months to describe what kind of data they have.

#### ***NA2.4 Improve data access and standardization of genomic and long term marine biodiversity observation***

- The template which describes the type of data was presented and suggestions were made on how to improve it.
- For the long-term marine biodiversity and genomic observations, a budget was allocated to the relevant stations to format the data into the appropriate standard (data cleaning, etc.). There will be a workshop to train people on that.

#### ***NA2.5: Set up virtual platform for data analysis***

Discussions were held around the “one-stop shop” for analysis. The need for a questionnaire to know the services available at each partners and the kind of services users would like was raised.

### **NA3 working group - Engaging with user communities**

#### **Attendees**

Melody Clark, NERC-BAS  
Georgia Bayliss-Brown, AquaTT  
Catherine Boyen, UPMC

Nova Mieszkowska, MBA  
Hitoyoshi Yasuo, UPMC  
Nicolas Pade, UPMC

Adelino Canario, CCMAR

### **Topics of discussion**

The meeting discussed each task in turn and decided on the main actions for the first year. A key point that was emphasized was the need to coordinate workshops and conferences with other WPs to minimize travel and make financial savings.



### **NA3.1 Building RI capacity in value creation, impact and stakeholder engagement**

The task is led by AquaTT who will develop guidelines, tools and resources to support target members of RIs. Training (webinar) will be organized to train partners and users in knowledge transfer methodology, in particular the extraction of relevant outputs that will be made available in the platform developed in NA3.3. Activities will be concentrated in Assemble Plus week. The role of the partners is to receive training and populate the platform with outputs.

### **NA3.2: Engaging with stakeholder communities to strengthen the position of European marine biological stations as excellent marine science hot-spots**

This task is led by CCMAR and a knowledge and technology gap forum will be established and linked to EMBRIC and Blue Economy Forum. Two conferences will be organized the first one in 2019 bringing together various stakeholders including previous users. A questionnaire will be developed to identify user needs and to promote feedback. Suggested that questionnaires of TA should have a scoring system of 1-10 for various aspects and that results and commentaries be published on webpage so it can help applicants to choose also based on users experience. The role of partners is to collaborate in setting up events and participate.

### **NA3.3 Dedicated Knowledge Transfer to Industry and Policy stakeholders**

The work package is led by AquaTT who will manage the deposition of knowledge outputs to the Platform and will promote it to industry/policy stakeholders. CCMAR will promote the development of public-private partnerships, setup brokerage events and organize as much as possible with all partners technology demonstrations for industry.

### **NA3.4 Knowledge Exchange among Scientific Community for enhanced training of actual and prospective RI Users**

The task is led by CCMAR who will setup and manage internal bids for training for access for current and prospective users. One of the trainings on knowledge outputs will be organized by AquaTT.

## **NA4 working group**

### **Attendees**

Ibon Cancio, UPV/EHU  
Ilaria Nardello, UPMC  
Andreja Ramsak, NIB  
Mark Johnson, NUIG  
Annette Wilson, AWI  
Marko Reinikainen, UH

Elaina Ford, NERC-BAS  
Filomena Ristoratore, SZN  
Bernard Kloareg, UPMC  
Heidi Tillin, MBA  
Estefania Paredes, UVIGO  
Thomas M. Hugoy, UiB

Piotr Kuklinski, IOPAN  
Florence Guillot, UPMC  
Eduardo Isidro, IMAR  
Rafal Lasota, UG

### **Topics of discussion**

Ibon stresses the importance of obtaining a contact person per station, as task 2 within the WP involves all the MBSs for the analysis of their business plans. Attendees present themselves as contact persons, with the exception of the AWI representative that is present in the name of Eva-Marie Brodte.

### **NA4 Task 2**

It is remarked that the WP was drafted/conceived from an EMBRC perspective. The exercise in Task 2 will be conducted with a two tier approach, with first a SWOT analysis (task 2.1) of the MBSs, in a context (an ASSEMBLE Plus context) of RIs that provide services. Ibon is to prepare in the next 2 weeks a two-page document that will be sent to the contact points, so a SWOT analysis is launched in each MBS. We shall also need to be informed about the Mission and Vision of each MBSs. This exercise will last 8 months and it will finish with a workshop in month 8 (May 2018).



In the tier two, a thorough analysis of the business plans of the MBSs will be carried out. The exercise will be streamlined through periodic questionnaires, mostly web based. A company will be subcontracted so the final analysis will be unbiased and independent from EMBRC. There will be a public tender for this contract, and leaders of the task (UPMC-EMBRC HQ) already have 3 companies to be addressed. The attendees were invited to present any other company they may know.

The money for this contract is held by the EMBRC HQ in UPMC, a total of 30,000 euros. Bernard said that it may not be enough, and pointed to Ilaria that this could be a task in which EMBRC HQ could be contributing a part of their budget.

The final deliverable will be a business plan model for the MBSs into the future, with a set of tested KPIs for the stations to put in place, to be presented in month 30.

### NA4 Task 3

Task 3 on “Negotiation with scientific & financial stakeholders towards sustainability of MBSs post H2020” begins on month 30 and it mainly involve fund-seeking missions. Each MBSs will have to secure their own funding streams regionally and nationally, and for this ASSEMBLE Plus will be offering support.

Task 3.2 is on funding securing missions to relevant European stakeholders, mainly European Directorates, French Science Ministry and JPI-Oceans. The PIC will decide on a couple of delegates per mission.

In this context, the event that is being organized inside EMBRIC project in the European Parliament was presented. This event will involve European political and administrative representatives to call their attention on the needs of RIs working on marine biodiversity. This event will be a good starting point to take decision on this subtask 3 and the brokerage event to be organized on month 45 (Brokerage event, with stakeholders to discuss RI (EMBRC & others) operation funding, and design of a concerted funding scheme).

### NA4 Task 1

The writing and edition of a coffee table book on the history of MBSs was discussed. The idea is to portray the endurance and relevance of MBSs along the years, in a way that is attractive to scientist, politicians and citizens at large. The strawman of the book was presented and everybody agreed on its relevance and interest. Elaina and Piotr pointed to the possible interest of showcasing a MBS in extreme conditions, Arctic/Antartic. It has been approved that Elaina and Piotr should be in charge on spotting the right people to contribute to showcase such a MBS. Marco commented on the possibility for other MBSs that also have an interesting history to appear in the book.

The money available in ASSEMBLE Plus for the book is 6,000 euros (so contributions by authors, photographic material should be free of charge). 400 books could be printed and copies will be made available from this initial order free of charge to all ASSEMBLE Plus MBSs and EMBRC HQ. Everybody agreed that MBSs could be asking for extra copies so that 1000 books should be printed. Possible names of contributors to the book were discussed.

## JRA1 working group

### Attendees

Michael Cunliffe, MBA  
Daniela Fazenda, CCMAR  
Arild Folkvord, UiB  
Rafal Lasota, UG  
Maciej Wolowicz, UG  
Piotr Kuklinski, IOPAN  
Melody Clark, NERC-BAS

Mark Johnson, NUIG  
Florence Guillot, UPMC  
Nicolas Pade, UPMC  
Oihane Diaz de Cerio, UPV/EHU  
Marco Borra, SZN  
Wiebe Kooistra, SZN  
Catherine Boyen, UPMC

Panagiotis Kasapidis, HCMR  
Christos Arvanitidis, HCMR  
Georgios Kotoulas, HCMR  
Klaas Deneudt, VLIZ  
Andreja Ramsak, NIB  
Matthias Obst, UGOT  
Emilia Grypioti, HCMR



## **Topics of discussion**

### **- Introduction by Georgios Kotoulas**

It has been mentioned that a great asset for JRA1 is the expertise gained by most partners as having participated and/or got training in successive Ocean Sampling Day (OSD) events. The protocols developed, databases, and experience constitute a solid basis to continue in JRA1. It has been suggested to keep on performing the OSD from June 21, 2018. MPI Bremen will work by use of available resources in the project (6 PM from 15 Oct.-to-16 Apr. to Dr Renzo Kottman in NA2) to help transfer OSD to ASSEMBLE Plus. Renzo has opened a googledocs to work on as a suggestive roadmap.

## **Overview of the JRA1 WP**

### **Objectives have been presented**

#### **List of Immediate actions to be taken**

- A Questionnaire will be submitted to all GO partners in November, in order to map the GO related personality, infrastructure, potential, expertise, priorities, etc. of their respective stations. The analysis of the questionnaire will be useful to build the agenda for the 1<sup>st</sup> WP meeting and inform the GO portal.
- A doodle will be submitted to have the first WP meeting by end of January, or February, ideally jointly (back-to-back) with first WP meeting of NA2. The goal of the meeting will be (a) to work towards a GOs roadmap for the length of the project and beyond, (b) to work on the process of implementing OSD for June 21, 2018, (c) to work on the implementation of the system ARMS, as a means to capture biodiversity of hard sediment. Dr Renzo Kottman for MPI and Prof. Frank Oliver Gloekner, will present the strategy for “transferring” OSD implementation from MPI Bremen to ASSEMBLE Plus. We need to think about invited experts. By the occasion, G. Kotoulas reported discussion with Dr Chris Bowler of the École Normale Supérieure, who is most willing to help find ways of transferring expertise from Tara Oceans, including their sampling devices and procedure.
- By the occasion, it has been discussed the need to get in contact with other communities interested in networks having overlaps with the objectives of GOs.
- G. Kotoulas suggested discussing during the first WP meeting the formation of sub-groups of Institutes sharing interest and experience on additional habitats or/and data types. These sub-groups will lead the work in building roadmap for extended future GOs.

### **The list of deliverables has been presented**

**Additional suggestions were made concerning sampling and meta-Transcriptome for instance.**

## **JRA2 working group**

### **Attendees**

Estefania Paredes, UVIGO  
Christine Campbell, SAMS

Heidi Tillin, MBA  
Ibon Cancio, UPV/EHU

Jack Gootjes, NIOZ  
Elsa Cabrita, CCMAR

## **Topics of discussion**

The participants discussed the extent of the content for the first deliverable (D8.1, M3) and a Skype meeting for specifics and templates was established.

The participants discussed the establishment of a collaboration between partners participating in tasks 2 and 6 to begin a coordinated effort to develop the protocols and generate knowledge.



It has been discussed the objectives specific for tasks 3, 4 and 5, and species we would target. The content and extent of the JRA2 meeting by M24 were also discussed.

### JRA3 working group

#### Attendees

Susana MOREIRA, CIIMAR	Angela FALCIATORE, UPMC	Hector ESCRIVA, UPMC
David FERRIER, USTAN	Filomena RISTORATORE, SZN	Hitoyoshi YASUO, UPMC
François-Yves BOUGET, UPMC	Claire GACHON, SAMS	
Catherine BOYEN, UPMC	Emilia GRYPIOTI, HCMR	

#### Topics of discussion

Three possible meeting venues were chosen (Paris, Villefranche or Naples). After the answers of the local organizers about place and possibilities in their respective laboratories a venue will be chosen. For the date of the workshop: as soon as the place is decided, a doodle will be done among the implicated PIs to fix the date. The date will be between March and April 2018.

The format for the workshop was decided. We'll prepare a "one day and a half" workshop with short talks of either the project or the preliminary results already obtained by the different participants in the JRA3. At least two people from each lab should assist the PI and the postdoc/student/technician that is doing the job.

### JRA4 working group

#### Attendees

Ian Probert, UPMC	Marko Reinikainen, UH	Ben Williamson, MSS
Antonio Villanueva, UPV/EHU	Simon Berkowicz, HUJI	Nova Mieszkowska, MBA
Tim Verstaeten, UGent	Niklas Andersson, UGot	Ylena Carotenuto, SZN

#### Topics of discussion

The work package will be co-coordinated by Ian Probert (UPMC) & Sam Dupont (UGot). The purpose of the WP is to define a common set of guidelines for the setup of experimental installations (covering both aquarium-based setups and dry lab (microorganism) setups)

The initial idea is to divide these guidelines into different categories of experimental setups and form working groups on each category to ensure collaboration/exchange between partners working on similar things. The WP will involve mini-projects by each partner to undertake actual development and setup of experimental installations (which should be made available to users and not serve only to one research team's interests).

PROBLEM: Difficulty to define the categories of experimental setups. After discussion a proposal was made as follow. Organize WP into two main categories:

#### **1) Common Installations**

- General pumping and aquaria installations
- Monitoring (Sensing)
- Control (Environmental Manipulation, i.e. lighting, CO2 injection, O2) This can be paired to monitoring
- Other?

#### **2) Specific Installations**



- Joint development of specific installations for certain purposes (ex. acidification, etc)

A Kick-Off workshop will be organized in January (Probably week 2) in Kristineberg (Sweden), where these possibilities will be further discussed. A presentation of Common installations and of Specific Installations projects will be required from each partner. The workshop will also include a session on Best practices for Macroorganism Resource Centres (link to EMBRIC).

Simon proposed Eilat for a workshop and this proposition will be considered for the M24 meeting.

### JRA5 working group

#### Attendees

Piotr Kuklinski, IOPAN

Matthias Obst, UGOT

Christos Arvanitidis, HCMR

#### Topics of discussion

- **Dates of the JRA5 Kick-off meeting**

Although Spring 2018 was thought as a good time to hold a JRA5 kick-off meeting.

- **Schedule of activities**

It was not possible to decide on a schedule for the JRA5 work package given the low number of participants to this working group.

- **Citizen diving**

Citizen science was broadly discussed. It was suggested that it would be great to extend the JRA5 scope to involve volunteers, etc.

- **Putting down Autonomous Reef Monitoring Structures (ARMS) used in JRA1**

Intent to generate a synergy between JRA1 and JRA5. Suggestion about holding a kick-off meeting together with training of arms placement on the bottom.

### Communication working group

#### Attendees

Elaina Ford, NERC-BAS

Stefanie Dekeyzer, VLIZ

Georgia Bayliss-Brown, AquaTT

#### Topics of discussion

- **Internal Communication – Basecamp**

UPMC will need to purchase Basecamp 3. At which point, AquaTT will be able to populate the contents, including presentations from the kick-off meeting, and circulate to partners with guidelines. The aim is for this to be complete by end November 2017.

- **Internal Communication – Dissemination and Exploitation Plan**

The first draft of the Dissemination and Exploitation Plan (DEP) needs to be developed by AquaTT, and in agreement with UPMC. VLIZ will also contribute a Data Management Plan. The aim is for a first draft to be shared with UPMC (developed by AquaTT) by end November 2017.

- **External Communication – Branding**

Feedback was received from partners that the Assemble Plus logo should be based upon the original logo, in terms of font and colour. AquaTT will propose this concept to UPMC before agreeing on a way to progress. This design will then feed into the logo palette, required by VLIZ in November 2017.



- **External Communication – Website**

AquaTT and VLiZ discussed how the website would be structured, and which pages would feedback to the EMBRC website and which would stand alone. Based mainly on the structure of the existing EMBRC website, VLiZ will develop the skeleton website and AquaTT will feed content in. The deadline for the website is November/December 2017 and so VLiZ and AquaTT hope to have a first draft developed to share with UPMC in November 2017 for sign-off.

- **External Communication – Press release**

AquaTT will develop a press release in November 2017 to publicise the launch of the website and project. This and future press releases will need to be publicised on social media and so AquaTT will need to develop a LinkedIn group and Twitter group for the project. Furthermore, a stakeholder database will need to be developed before it can be shared.

### Trans-national access system working group

#### Attendees

Christine Campbell, SAMS	Annette Wilson, AWI	Panagiotis Kasapidis, HCMR
Mark Johnson, NUIG	David Ferrier, USTAN	Niklas Andersson, UGOT
Oihane Diaz Decerio, UPV/EHU	Ben Williamson, MSS	Stefanie Dekeyzer, VLIZ
Estefania Parades, UVIGO	Melody Clark, NERC-BAS	Ian Probert, UPMC
Arild Folkvord, UiB	Fanny Schultz, UPMC	Andreja RAMŠAK, NIB
Heidi Tillin, MBA	Maciej Wolowicz, UG	Piotr Kuklinski, IOPAN
Nova Mieszkowska, MBA	David Ferrier, USTAN	Florence Guillot, UPMC
Michael Cunliffe, MBA	Hector Escriva, UPMC	

#### Topics of discussion

- **Discussion about the national liaison officers and local liaison officers list**

Florence has requested the name and address e-mail of appointed officers to build the e-mail list of all the national liaison officers and local liaison officers from each node or stations.

- **Several questions were raised about the proposal workflow, the user selection panel and the selection criteria as well as the TA costs**

- **Discussion about the legal conditions for the TA**

There is a request to add flexibility regarding the user access contract:

- use a simple terms and conditions form for remote access services.
- simplification of procedures for some institutions while some others have more requirements

It was reminded that if the user is a company, the contract will be mandatory. A template contract will be provided but it is up to each institution to add more conditions if required by their institutions.

- **Discussion about policies and compliance between the different countries**

There is a need to gather policy documents from each country regarding their compliance with IATA, Nagoya protocols, etc.

- **Discussion about the flexibility of the timeline**

The time given between the acceptance of the proposal and the starting point of the TA visit should be more flexible in cases where local legislation or bureaucracy is to blame for the delay:

- policies are different from a country to another regarding contract requirements or ethical issues.
- the timeline for the services should be clearly highlighted on the website, especially regarding vertebrates or cephalopods related services (application one year before the TA visit) and services from Arctic or Antarctic areas that are only accessible for a limited period of time.



- **Discussion about the visibility of the services given by small stations and new partners**
  - The stations that just joined ASSEMBLE Plus requested advise on increasing the visibility of their stations that are less known. Niklas suggested to talk about their services to all partners or at conferences. The stations could also get some help from Aqua TT.

As a reminder, according to the Rules for providing trans-national access to research infrastructure (Article 16 of Terms and conditions of the grant agreement) the access providers must: *“advertise widely, including on a dedicated website, the access offered under the Agreement”*.

- **Discussion about the web portal services**

As the budget is already allocated to each service, it is not possible to add more services than the ones listed in the grant agreement.

Niklas reminded that the workshop about the TA will take place in Naples in January 2018.

### Financial aspects working group

#### Attendees

Jack Gootjes, NIOZ/CNSI  
Tim Verstraeten, UGENT  
Simon Berkowicz, HUJI  
Georgios Kotoulas, HCMR  
Elaina Ford, NERC-BAS

Thomas M. Hugoy, UiB  
Rafal Lasota, UG  
Claire Gachon, SAMS  
Marco Borra, SZN  
Marko Renikainen, UH

Susana Moreira, CIIMAR  
Catherine Boyen, UPMC  
Stécy Jombert, UPMC

#### Topics of discussion

Details on the set up of the budget were given to explain why the Grant Agreement budget (Appendix II) does not correspond to the partners' initial requests. Stécy pointed out that the “Fund over TA” table that has been circulating within the consortium was the result of a methodical approach used to calculate the TA budget and the budget for the travel and subsistence linked to the TA.

Stécy indicated that amendments are not required for budget reallocations between different categories except for subcontracting. Stécy informed that the revised budget will be reviewed by the PIC for validation. This was followed by a session of questions and answers over the partners' budgets.

Susana pointed out that although remote access for the TA will not affect the budget for the travel and subsistence, it can increase the TA access budget given that the staff will have to carry out all the work.

Concerns were raised over changes of the budget repartition between beneficiaries and third parties. Stécy stated that the beneficiaries and their third parties should negotiate the reallocation among them.

Stécy informed that the TA budget spending being dependant of the outcome of the TA calls, it is expected that partners' budgets will be reviewed after a few TA calls in order to submit an amendment in 2019.

Catherine asked whether internal invoice were eligible costs. Stécy replied it was the case but will need to check which conditions applied before giving a firm answer.



APPENDIX: ASSEMBLE Plus kick-off meeting agenda

## ASSEMBLE Plus Kick-off Meeting October 19<sup>th</sup>-20<sup>th</sup>, 2017

**Venue: Centre International de Conférences Sorbonne Universités – Room 44/54-109  
Université Pierre et Marie Curie, Jussieu campus, Paris**



### 19<sup>th</sup> October 2017 - Agenda

10.00 am – 11.00 am	Welcome Coffee
11.00 am – 11.15 am	Welcome speech ( <i>Bertrand Meyer, UPMC Vice-President Research and Innovation</i> )
11.00 am – 11.30 am	Introduction of the ASSEMBLE Plus project ( <i>Ilaria Nardello, ASSEMBLE Plus Project Coordinator</i> )
11.30 am – 11.55 am	Legal and Financial aspects ( <i>Stécy Jombert, Project Manager</i> )
11.55 am – 12.15 pm	Trans-national access ( <i>Florence Guillot, Scientific &amp; Access Officer</i> )
12.15 pm – 13.00 pm	Communication aspects ( <i>Georgia Bayliss-Brown, AquaTT</i> )
13.00 pm – 14.00 pm	Lunch break
14.30 pm – 15.50 pm	<b>Presentation of the Networking Activities (WP3 to WP6)</b> WP3 – NA1 Improving TA provision ( <i>Wiebe Kooistra, SZN</i> ) WP4 – NA2 Improving virtual access to marine biological stations data, information and knowledge ( <i>Klaas Deneudt, VLIZ</i> ) WP5 – NA3 Engaging with user communities ( <i>Adelino Canário, CCMAR</i> ) WP6 – NA4 Long-term sustainability ( <i>Ibon Cancio, UPV/EHU</i> )
15.50 pm – 16.20 pm	Coffee break
16.20 pm – 18.00 pm	<b>Presentation of the Joint Research Activities (WP7 to WP11)</b> WP7 – JRA1 Genomics observatories ( <i>Georgios Kotoulas, HCMR</i> ) WP8 – JRA2 Cryobanking of Marine Organisms ( <i>Estefania Paredes, UPV/EHU</i> ) WP9 – JRA3 Functional genomics ( <i>Hector Escriva, UPMC</i> ) WP10 – JRA4 Development of instrumentation ( <i>Ian Probert, UPMC</i> ) WP11 – JRA5 Scientific diving ( <i>Piotr Kuklinski, IOPAN</i> )
18.00 pm – 19.00 pm	Free time
19.00 pm – 22.00 pm	Dinner at the restaurant <a href="#">La Baleine</a> , 47 rue Cuvier 75005 Paris



## ASSEMBLE Plus Kick-off Meeting October 19<sup>th</sup>-20<sup>th</sup>, 2017

*Centre International de Conférences Sorbonne Universités  
Université Pierre et Marie Curie, Jussieu campus, Paris*



### 20<sup>th</sup> October 2017 - Agenda

09.00 am – 11.00 am	Working groups (parallel sessions): <ul style="list-style-type: none"><li>• NA1 Improving TA provision / Room: 44/54-109</li><li>• NA2 Improving virtual access to marine biological stations data, information and knowledge / Room: 44/54-116</li><li>• NA3 Engaging with user communities / Room: 44/54-112</li><li>• NA4 Long-term sustainability / Room: 44/54-114</li></ul>
11.00 am – 11.15 am	Coffee break
11.15 am – 13.15 pm	Working groups (parallel sessions): <ul style="list-style-type: none"><li>• JRA1 Genomics observatories / Room: 44/54-109</li><li>• JRA2 Cryobanking of Marine Organisms / Room: 44/54-112</li><li>• JRA3 Functional genomics / Room: 44/54-116</li><li>• JRA4 Development of instrumentation / Room: 44/54-114</li></ul>
13.15 pm – 14.00 pm	Lunch break
14.00 pm – 16.00 pm	Working groups (parallel sessions): <ul style="list-style-type: none"><li>• JRA5 Scientific diving / Room: 44/54-112</li><li>• Financial aspects / Room: 44/54-109</li><li>• Communication / Room: 44/54-114</li><li>• TA access / Room: 44/54-116</li></ul>