



ENGINEERING  
DEPARTMENT



# Management structure

*Bruce Marsh, CERN*

*Kick-off Meeting CERN - 2<sup>nd</sup> December 2019*



Marie Skłodowska-Curie  
Actions

“YOU CANNOT HOPE TO BUILD A BETTER WORLD  
WITHOUT IMPROVING THE INDIVIDUALS.”

MARIE SKŁODOWSKA-CURIE

Lead Beneficiary<sup>39</sup> CERN

- Objectives**
- This work package deals with the management areas of the network, taking care of:
- Organizational and financial aspects, recruitment
  - Liaising with and preparing documents and reports for the EU project officer
  - Offering a final point of contact to all ESRs in matters of Human Resources and acting as network ombuds in resolving conflict

**Description of Work and Role of Specific Beneficiaries / Partner Organisations**

*Appointment of committee members – CERN*

*Recruitment of ESRs – CERN and all Beneficiaries*

*Financial planning, follow up, generation of budget codes – CERN*

*Annual progress reports, risk analysis and mitigation strategies, conflict resolution, Mid-term review – CERN*

- Description of Deliverables**
- D1.1 Kick-off meeting, exposing the recruitment procedure to all and the functioning of the LISA network (e.g. financial common pot) [M2]
  - D1.2 Recruitment of all ESRs completed [M8]
  - D1.3 Assessment from the Ethics Committee for all research proposals involving radioisotopes, field studies, or pre-clinical and clinical trials [M12]
  - D1.4 Establishing clear guidelines to data management planning and verifying that all Beneficiaries and Partners adhere to it [M12]
  - D1.5 Mid-term review meeting with all beneficiaries, partners, the EU project officer, and the EU evaluator [M24; KUL]
  - D1.6 Closing meeting [M48]

Coordinator

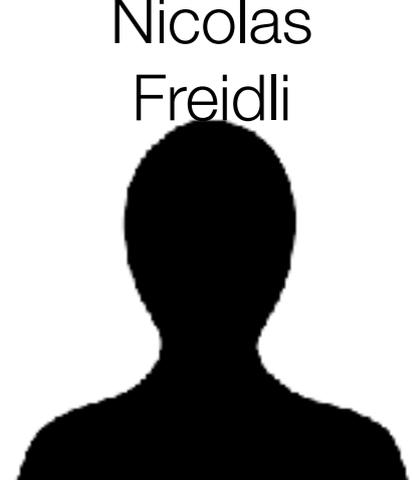
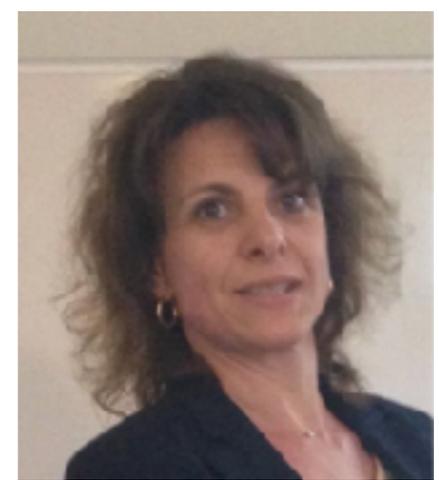
Project Manager

Head of the CERN Marie Curie office

Legal advisor

Financial advisors

Nicolas Freidli



Bruce.Marsh@cern.ch

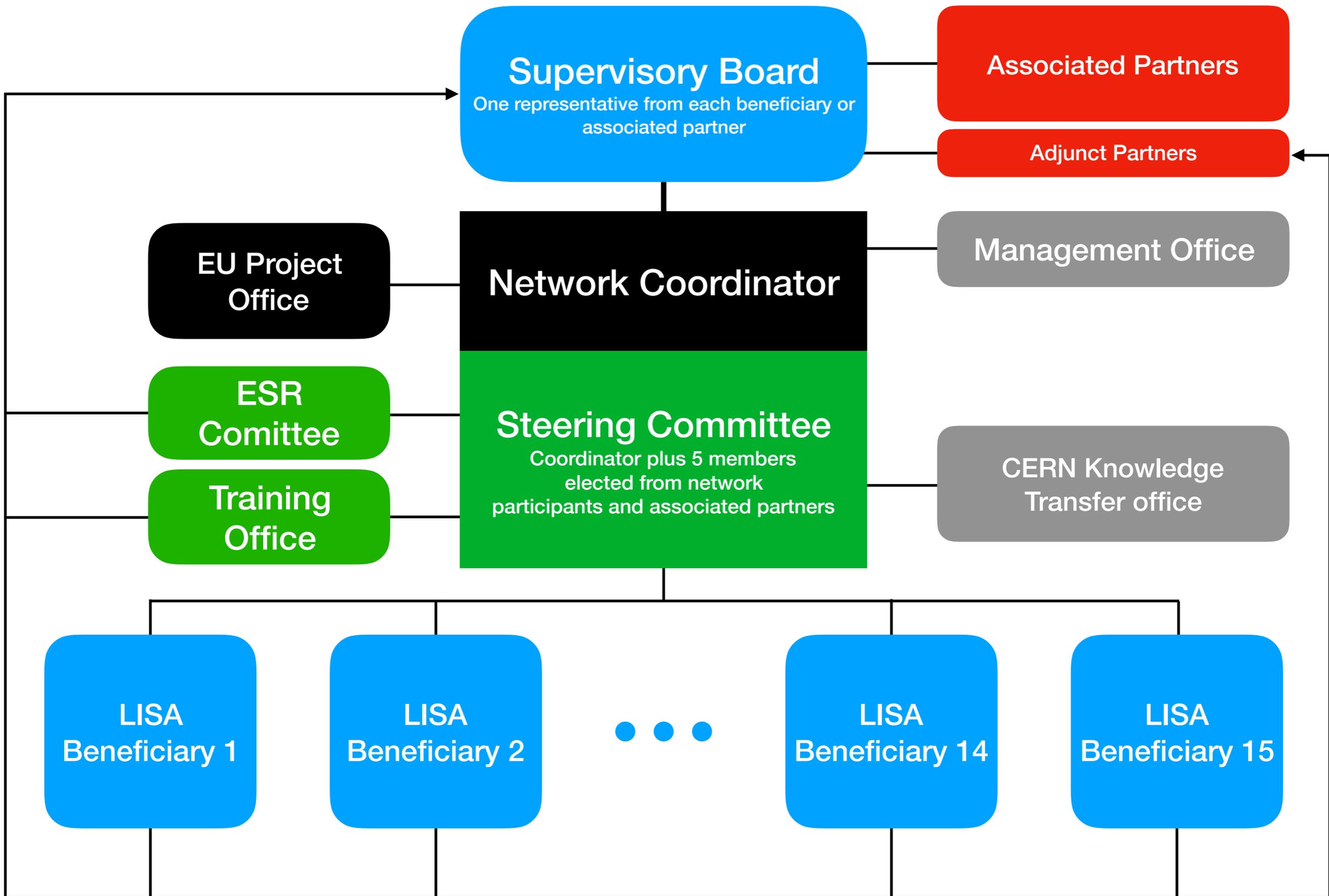
isabelle.fontaine@cern.ch

Ingrid.Haug@cern.ch

lucie.pocha@cern.ch

florence.pesce@cern.ch

nicolas.friedli@cern.ch



# Supervisory Board

*Discusses the ideal training strategies for each ESR and ensures that industry-relevant aspects are considered.*

## **Coordinator + one delegate from each beneficiary.**

*Representatives of partner organisations are welcome at the SB meetings but will not vote on aspects related to financing of the project*



**James Bain**



**Clemens Walther**



UNIVERSITY OF  
GOTHENBURG

**Dag Hanstorp**



**Dag Von Gegerfelt**



**Michael Block**



**Anastasia Borschevsky**



**Klaus Wendt**

Christoph Duellmann



**Nathalie Lecesne**

**KU LEUVEN**

**Thomas Cocolios**

Piet Van Duppen



**Stephan Fritzsche**



**Iain Moore**

# Supervisory Board

---

*Discusses the ideal training strategies for each ESR and ensures that industry-relevant aspects are considered.*

Content, finances and intellectual property rights

Evolution of the consortium

Appointment of the chair of the Ethics Board

**Meetings:** At least **once per year**, at network-wide events

# Steering committee

is responsible for the overall network strategy and implements the decisions made by the SB

---

**Coordinator + 5** representatives elected by the parties in the consortium  
+ **one** elected representative from the **ESRs**

Responsible for the proper execution and implementation of the decisions of the Supervisory Board

Monitor the effective and efficient implementation of the Project.

Collect and examine progress reports

If needed, propose modifications of the Consortium Plan to the Supervisory Board

Propose decisions and prepare the agenda of the Supervisory Board

**Meetings:** At least **twice per year**, at network-wide events

# Progress monitoring

## **The Role of the Supervisory Board in progress monitoring and evaluation of ESR projects, supported by the Training Office**

- oversee and critically assess the training and communication/dissemination/outreach activities by reviewing the work of the respective WP; - follow closely the milestones and deliverables of individual projects;
- stimulate ESRs and plan for workshop and conference talks and presentations;
- ensure all available documentation and results are appropriately added to the LISA website;
- submit the publications resulting from the project as open-access pre-prints and journal publications, in line with the recommendations of the EU on open access to scientific information;
- strengthen the networking and collaborative activities, even beyond the scope of this project.

## **The Role of the ESR Fellows and their supervisors in progress monitoring and evaluation of ESR projects**

- monthly updates of their project on the network website for internal distribution;
- periodic highlights using the network social media pages;
- a featured article in the LISA newsletter (also advertised and available through our social media channels); - bi-annual update of the ICDP;
- produce bi-annual status reports (submitted to the SC via the WP leaders).

| <b>The ESR Committee</b>   | LISA events           |
|--|-----------------------|
| <p>It includes all ESRs plus one representative from the SC. In an effort to compensate any unintentional gender imbalance of the SB and ensure an overall more gender-neutral influence on the network policies and decisions, we will particularly encourage a female representative of the SC to take on this role. The ESR Committee will first gather in M8 at the Training Kick-Off Meeting and will meet at every network-wide training event. The ESR Committee will elect a representative from amongst the ESRs to provide a report to the SB meeting and to directly liaise with the SC and NC, raising any concerns or issues flagged by the ESR committee. A new representative will be democratically elected every 12 months.</p> | <p>At LISA events</p> |

# Management WP milestones and deliverables

| Management, Training, Recruitment and Dissemination Deliverables |                                      |   |      |       |    |             |
|--|--------------------------------------|---|------|-------|----|-------------|
| D1.1   | Kick-off meeting                     | 1 | CERN | OTHER | PU | M2          |
| D1.2   | Recruitment                          | 1 | CERN | ADM   | PU | M8          |
| D1.3   | Assessment from the Ethics Committee | 1 | CERN | R     | PU | M12         |
| D1.4   | Data Management Plan                 | 1 | CERN | R     | PU | M12         |
| D1.5   | Mid-term review                      | 1 | KUL  | OTHER | PU | M24         |
| D1.6   | Closing meeting                      | 1 | CERN | PDE   | PU | M48         |
| D6.1   | Individual career development plans  | 6 | KUL  | ADM   | PU | M10         |
| D6.2   | Enrolment in PhD programs            | 6 | KUL  | ADM   | PU | M14         |
| D6.3   | Open training events                 | 6 | KUL  | OTHER | PU | M26<br>M38  |
| D6.4   | PhD award                            | 6 | KUL  | ADM   | PU | M42-<br>M60 |
| D7.1   | Website                              | 7 | CERN | ADM   | PU | M6          |
| D7.2   | Promotional material                 | 7 | CERN | PDE   | PU | M13         |
| D7.3   | Public lectures                      | 7 | CERN | PDE   | PU | M21<br>M45  |

| No   | Title                              | Related WP | Leader | Due Date                     | Means of Verification<br>Mostly presented in the form of a LISA report defined by WP7. |
|------|------------------------------------|------------|--------|------------------------------|--|
| M1.1 | Formation of the Management Office | 1          | CERN   | M2                           | Reporting at Kick-off Meeting  |
| M1.2 | Formation of the Ethics Committee  | 1-5        | CERN   | M8                           | Publishing the name of the committee members on the LISA website                       |
| M1.3 | Supervisory Board Meeting          | All        | CERN   | M8, M14,<br>M20, M32,<br>M38 | Attendance & minutes   |
| M1.4 | Periodic report                    | All        | CERN   | M12, M36                     | Report submission on the EC portal   |

# Sharepoint site - internal reporting and communication

<https://espace.cern.ch/LISA-Workspace/>



LISA Official Workspace

Test new subsite

EDIT LINKS

Search this site



## LISA Official Workspace

- Home
- Notebook
- Documents
- Tasks
- Calendar
- Recent
  - Announcement
- Subsites

### Project Summary



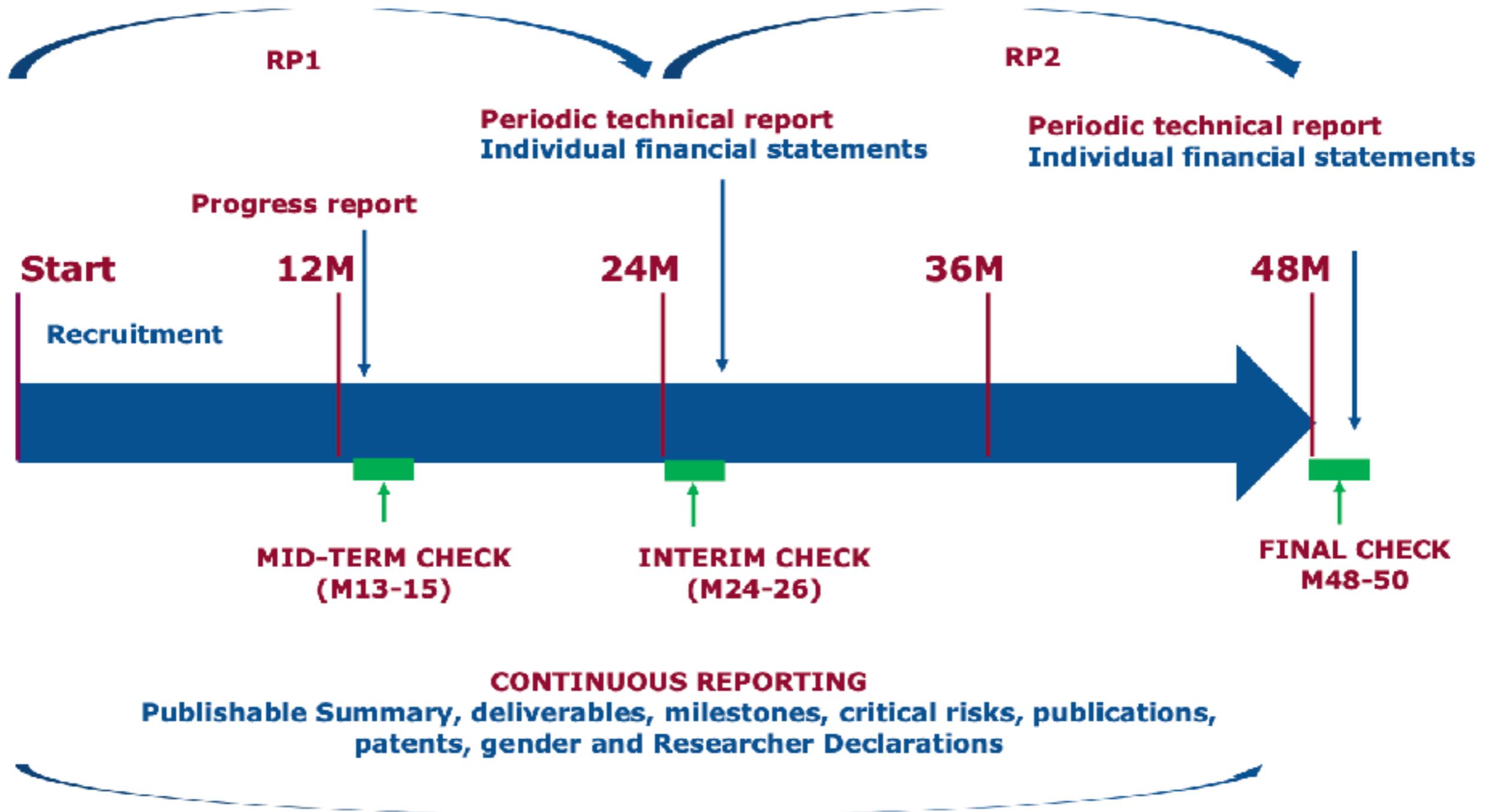
+ ADD TASK / EDIT LIST

Kick-off meeting  
due in  
**1 days**

1 upcoming



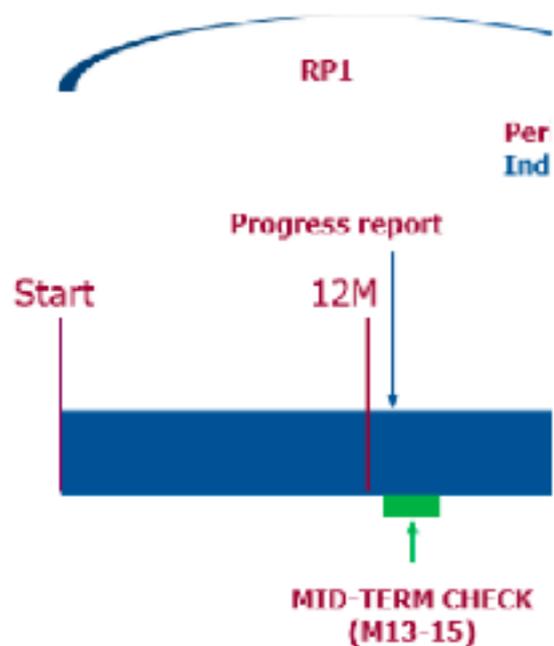
# Timeline of the project



# First progress assessment

---

## Mid-Term check (Article 19.1 of the GA)



- The coordinator must organize a **mid-term meeting at M13-15.**
- A Progress report needs to be submitted beforehand as deliverable via the continuous reporting module,
- Brings together EU officer, consortium members and recruited researchers.

### The objective of the meeting will be to:

- ✓ Assess the recruitment progress and procedure.
- ✓ Clarify the eligibility rules for fellows.
- ✓ Raise awareness on the rights and obligations of fellows and beneficiaries.
- ✓ Assess any deviation of the original training programme.
- ✓ Define contingency plans if necessary.

# EU Portal for continuous reporting

Grant Management | Project Continuous Report | n001z05r (EXTERNAL) | goEand

861198 (LISA) | MSCA-ITN-... | Summary for publication | Deliverables Ethics DMP | Milestones | Publications | Disseminat... | Patents (IPR) | SME Impact | Open Data | Gender | Researchers | Training Activities | ABS Regulation

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION | HORIZON | Call: H2020-MSCA-ITN-2019 | Topic: MSCA-ITN-2019

## Mid-Term check (Article 19.1 of the GA)

- The coordinator must organize a **mid-term meeting at M13-15.**
- A **Progress report** needs to be submitted beforehand as deliverable via the continuous reporting module,
- Brings together **EU officer, consortium members and recruited researchers.**

**The objective of the meeting will be to:**

- ✓ Assess the recruitment progress and procedure.
- ✓ Clarify the eligibility rules for fellows.
- ✓ Raise awareness on the rights and obligations of fellows and beneficiaries.
- ✓ Assess any deviation of the original training programme.
- ✓ Define contingency plans if necessary.

| WP No | Del. No | Del. No |                        |
|-------|---------|---------|------------------------|
| WP1   | D1.1    | D29     | Kick                   |
| WP1   | D1.2    | D30     | Rec                    |
| WP1   | D1.3    | D31     | Assessn                |
| WP1   | D1.4    | D32     | Data M                 |
| WP1   | D1.5    | D33     | Summa                  |
| WP1   | D1.6    | D34     | Consort                |
| WP1   | D1.7    | D35     | Super                  |
| WP1   | D1.8    | D35     | Prog                   |
| WP2   | D2.1    | D3      | Optim:                 |
| WP2   | D2.2    | D4      | Implem                 |
| WP2   | D2.3    | D5      | Pulsed                 |
| WP2   | D2.4    | D6      | Product                |
| WP2   | D2.5    | D7      | HighPer                |
| WP3   | D3.1    | D8      | Application of task sc |
| WP3   | D3.2    | D9      | Optimized productio    |

Deliverables, Ethics, DM

For each Deliverable, a single... Please download here the terms... Show Filters Clear Filter

Deliverables