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Call

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FuturEnzyme:

Technologies of the Future for Low-Cost Enzymes for Environment-Friendly Products

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PROJECT MEETINGS AND BODIES ORGANIZATION PLAN

D1.1

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Document information sheet

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PROJECT MEETINGS AND BODIES ORGANIZATION PLAN

1. Scope of Deliverable

This deliverable will consist in a report summarizing the different bodies within the project Consortium and the tentative meeting plan, which was established during the kick-off meeting. The bodies or committees will monitor the pertinent activities by meeting when indicated in the described schedule or continuously. The plan for the meetings of the Consortium also includes the general guidelines of procedure regarding the timing for noticing the event, sending/modifying agenda, etc.

2. General structure and bodies organization

The general structure of the different bodies conforming the project, and how they interrelate is summarized in **Figure 1**. The General Assembly is the Consortium's body that acts as principal decision-making authority. The main elements in project management and decision-making are described below.

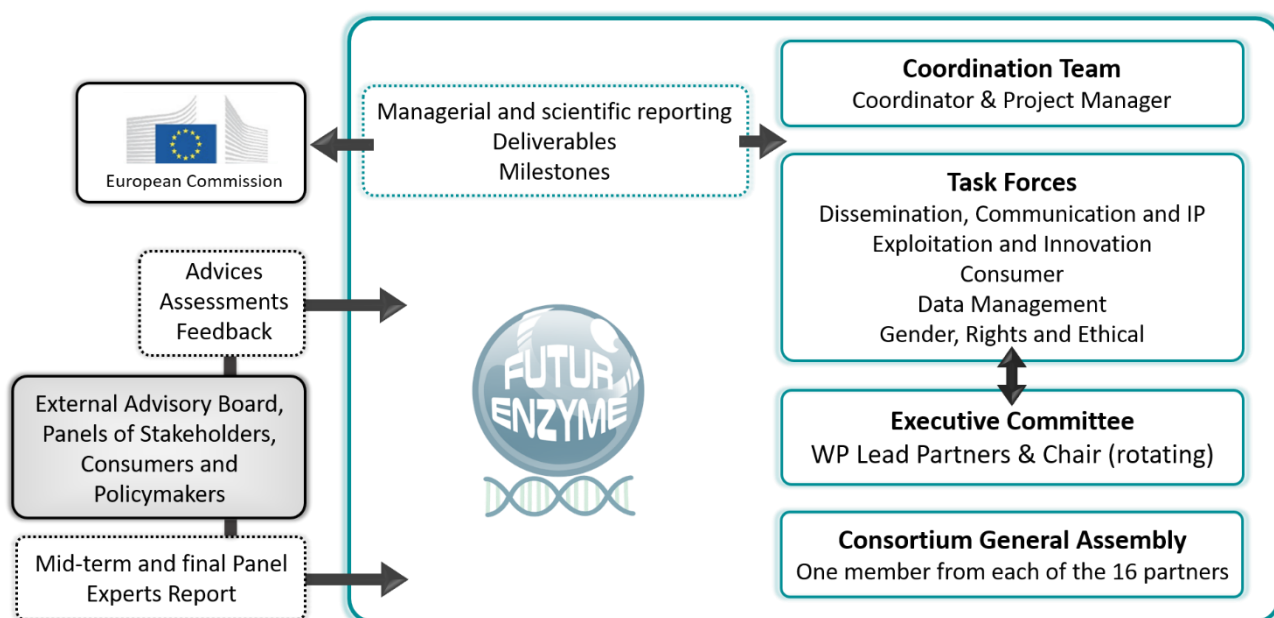


Figure 1. General structure of the Consortium, showing the different bodies organization and their interrelation.

2.1. Coordination team

The Coordinator Manuel Ferrer (CSIC) is the only valid communicator between the Consortium and the European Commission mainly through the Project Officer (Colombe Warin for FuturEnzyme), and will take care of the following issues:

1. To carry out the overall leadership in the project.
2. To keep a steady contact with Commission representative(s).
3. To organize the distribution of EC funding.
4. To prepare the cost statements and progress reports and submit those to the Commission.
5. To organize and chair Executive Committee sessions (12-months regularity from month 6-42).
6. To organize and chair Consortium General Assemblies (12-months regularity, month 1-48).

7. To organize regular virtual meetings with Dissemination, Communication and IP, Exploitation and Innovation, Consumer, Data Management, and Gender, Rights and Ethical Task Forces leaders.
8. To conduct mid-term and final evaluations with the External Scientific Advisory Board and other Panel members (months 24 and 48).
9. To serve as the contact point for FuturEnzyme affairs and other consortia.
10. To conduct public relations (website hosting, social media, etc.).

The Project Manager Patricia Molina (CSIC) will assist the Coordinator in all the above-mentioned issues.

2.2. Task Forces

Five Task Forces have been determined in order to closely watch for the correct compliance and implementation of relevant aspects of the project. **Table 1** shows the leads of each of them and the periods for their monitoring.

1. Dissemination, Communication and IP Task Force. Ilaria Re (ITB) will be the Dissemination, Communication, and IP Coordinator (Task 8.1). She will regularly liaise with appointed contact persons in each of the partner institutions to coordinate effective project-wide dissemination and communication in relation to internal IP relevant issues. This Task Force will work in close relation with the Exploitation and Innovation, Consumer, Data Management, and Gender, Rights and Ethical Task Forces.

2. Exploitation and Innovation Task Force. The project's Coordinators for Exploitation and Innovation, Tatjana Schwabe-Marković (CLIB) and Manuel Ferrer (CSIC), will lead this Task Force, which will meet once a year (starting from month 1) together with the General Assembly. This body is supported by appointed exploitation contact persons in each of the partner's institutions (see deliverable 8.3: Plan for using, communication, and disseminating project information and knowledge), and will be responsible for the early screening and communication on commercial valuable results, and monitoring and coordinating the innovation-related activities (knowledge, IPR, exploitation issues, the set-up of follow-up activities) of the project (Task 8.5). The Exploitation and Innovation Coordinators will be also supported by ITB, the Knowledge Transfer Office and the Department of Commercialization at the Institute of Catalysis (CSIC) and the Intellectual Property Department at CSIC. Contact to the Panel of Stakeholders will be maintained, as well as contacts to other projects funded under the same call (FNR-16-2020, Enzymes for more environment-friendly consumer products), and relevant initiatives for possible joint exploitations.

3. Consumer Task Force. A Consumer Task Force will be implemented to involve organizations of consumers and users, societal actors and policy actors with the idea of giving a strong return/gain to the community. CSIC (Manuel Ferrer) and ITB (Ilaria Re) will co-lead this action, and they will organize face to face and remote meetings. This Committee will also be in charge of organising a consumer survey and product testing and, then, producing short report on the outcomes (see Task 8.5) in collaboration with Consumer Organisations, e.g. Altroconsumo.

4. Data Management Task Force. The FuturEnzyme's Project Manager at CSIC, Patricia Molina, will be appointed Data Management Coordinator, whom will regularly liaise with appointed contact persons from each institution to coordinate effective management of products/datasets generated during and after the project life time (Task 8.6, see deliverable 8.4: Data Management Plan).

5. Gender, Rights and Ethical Task Force. Lead by Ilaria Re (ITB) and Manuel Ferrer (CSIC), this body will meet once a year (starting from month 1) together with the General Assembly. It will also maintain regular remote meetings via online meeting tools to guarantee that gender equality as well as rights whatever race, ethnic, and cultural and educational backgrounds are defended and integrated within the project in activities inside and outside the Consortium, e.g. consumer surveys. This Task Force will also collect statistics and will organize

the public event European Green Deal aligned to Rights, Ethics, and Equality. The Task Force leaders will be available to Consortium members in case of problems or conflicts due to equality violations.

Table 1. Lead beneficiaries and monitoring of the Task Forces present in FuturEnzyme.

TASK FORCE	BENEFICIARY	LEAD	MONITORING
DISSEMINATION, COMMUNICATION AND IP	8 - ITB	Ilaria Re ilaria.re@italbiotec.it	Continuous
EXPLOITATION AND INNOVATION	10 - CLIB	Tatjana Schwabe-Marković schwabe@clib-cluster.de	Every 12 months, after General Assembly
	1 - CSIC	Manuel Ferrer mferrer@icp.csic.es	
CONSUMER	8 - ITB	Ilaria Re ilaria.re@italbiotec.it	Continuous
	1 - CSIC	Manuel Ferrer mferrer@icp.csic.es	
DATA MANAGEMENT	1 - CSIC	Patricia Molina patricia.molina@icp.csic.es	Continuous
GENDER, RIGHTS AND ETHICAL	8 - ITB	Ilaria Re ilaria.re@italbiotec.it	Every 12 months, after General Assembly
	1 - CSIC	Manuel Ferrer mferrer@icp.csic.es	

2.3. Executive Committee

This body will be composed of the Coordinator and WP lead partners.

The lead beneficiaries for each project work package are enlisted in **Table 2**. These participants will be responsible for the coordination of the various tasks within the WP and will act as an extended arm of the Coordinator. They will control the scientific progress of the partners, organize specific WP activities, and synthesize the WP progress reports. The WP lead participants will also control the achievement of the milestones and deliverables. In addition, WP lead partners will suggest and control the technical procedures to be implemented and thus ensure the high standards of research within the WP.

This body will meet remotely every 12 months, although it can be adjusted as required. This Committee will then produce short reports on the work progress, with special attention to be paid to the progress in deliverables and achieving project milestones in a timely fashion (see presentations and minutes). The chair of this body will be rotative (see section 3).

Table 2. Work packages that conform the activities to be performed by the FuturEnzyme Consortium and their leaders.

WP	BENEFICIARY	WP LEADS
WP1	1 - CSIC	Manuel Ferrer, mferrer@icp.csic.es Patricia Molina, patricia.molina@icp.csic.es
WP2	2 - BSC	Víctor Guallar, victor.guallar@bsc.es

WP3	3 - BANGOR	Peter N. Golyshin, p.golyshin@bangor.ac.uk
WP4	4 - UHAM	Wolfgang Streit, wolfgang.streit@uni-hamburg.de Jennifer Chow, Jennifer.Chow@uni-hamburg.de
WP5	9 - FHNW	Patrick Shahgaldian, patrick.shahgaldian@fhnw.ch Philippe F.-X. Corvini, philippe.corvini@fhnw.ch
WP6	16 - EUCODIS	Jan Modregger, modregger@eucodis.com
WP7	10 - CLIB	Tatjana Schwabe, schwabe@clib-cluster.de Tobias Klement, klement@clib-cluster.de
WP8	8 - ITB	Ilaria Re, ilaria.re@italbiotec.it Sara Daniotti, sara.daniotti@italbiotec.it
WP9	1 - CSIC	Manuel Ferrer, mferrer@icp.csic.es Patricia Molina, patricia.molina@icp.csic.es

2.4. Consortium General Assembly

This body is chaired by the Coordinator and composed of one representative per partner each having one vote. It will be the main official decision-making body and meetings will be held every 12 months to ensure the decision-making upon the progress of the project. These meetings will provide the platform for discussing further planning, reporting of scientific results, re-focusing the research efforts if necessary, undertaking dissemination efforts, and dealing with major project management issues. Decisions on the major changes in the work plan will be taken at a meeting in presence of all participants, who have the right to vote. Major changes in the work plan will be passed with a simple majority of 50 % plus one, and action against a partner by a majority of 100% minus the vote of the defaulting partner. Any proposed changes will be reported to and agreed with the EU Project Officer. Meetings will be held over at least two days and hosted by different partners. Because of climate change and the COVID-19 health emergency, the meetings will be online whenever the General Assembly considers convenient.

2.5. External Advisory Board (EAB)

The External Scientific Advisory Board (ESAB), Panel of Policymakers, Stakeholders and Consumers has already been established to maintain direct linkages with renowned scientists, representatives of industry, policymakers and consumer organisations. To get early input from them, ESAB and the Panel members have signed a confidentiality agreement with the Consortium to get prior access to the project matters. At each General Assembly meeting, the EAB will have the opportunity to give lectures on their current research activities or ongoing projects relevant to the development of FuturEnzyme. All reports will be made accessible to all members for critical assessments of the progress of the project. Individual sessions with the Coordinator and WP leaders as well as relevant partners will be arranged to allow the members to give feedbacks and advice on the development of the project. The EAB will be asked to assist in outreach and dissemination activities by distributing information related to FuturEnzyme. The involvement of representatives from industry outside the project was carefully addressed in the first General Assembly to avoid conflicts of interest.

The following high-profile scientists are members of the **ESAB**:

- Prof. Víctor de Lorenzo, CNB-CSIC, Spain. Professor De Lorenzo pioneered research in gene expression regulation in pseudomonads and is a world-leading scientist in synthetic biology and biotechnology.

- Prof. Daniele Daffonchio, KAUST, University of Science and Technology, Saudi Arabia. He is an expert in microbiology, marine research, extremophiles, genomics, and metagenomics.

The following representatives of industries, with no competing interests with consortium industries, are members of the External Panel of **Stakeholders**:

- Dr. Ksenia Niesel, Bayer AG Research & Development, Germany. She is an expert in biotechnology and in the use of enzymes in products and processes in multiple settings others than those in FuturEnzyme.
- Dr. Jog Raj, R&D Manager, Patent Co. Doo, Republic of Serbia. Dr. Raj is an expert in the global industry, particularly the animal feed industry, where the value of enzymes for formulating new products is highly recognized.

The representatives of the Panel of **Policymakers/Consumers** are:

- Italian Consumers Association (Altroconsumo), which agree to give advice on consumer surveys and other issues related to consumers. Main contact: Luisa Crisigiovanni.

All the already selected members have no conflict of interest with FuturEnzyme.

In **Table 3** are summarized the members of the EAB.

The final EAB review, in collaboration with the Panels of Stakeholders, Policymakers, and Consumers, will judge the overall project success, both in terms of the quality of scientific results and the potential impacts. The performance within the primary defined activities will be assessed in relation to the initial specifications and targets set by the Consortium. The Implementation Plan, to be prepared as a draft in the format throughout the project, will provide an estimation of the expected benefits as well as further exploitation and dissemination plans.

Table 3. Members, entity and contact of the External Advisory Board (EAB) for FuturEnzyme.

EXTERNAL ADVISORY BOARD	ENTITY	MEMBER
EXTERNAL SCIENTIFIC ADVISORY BOARD (ESAB)	CNB ¹	Prof. Víctor de Lorenzo vdlorenzo@cnb.csic.es
	KAUST ²	Prof. Daniele Daffonchio daniele.daffonchio@kaust.edu.sa
STAKEHOLDERS	PatentCo	Dr. Jog Raj jog.raj@patent-co.com
	Bayer AG	Dr. Ksenia Niesel ksenia.niesel@bayer.com
POLICY MAKERS AND CONSUMER ORGANIZATIONS	Altroconsumo	Luisa Crisigiovanni luisa.crisigiovanni@altroconsumo.it

¹Biotechnology National Center, Spanish National Research Council - CSIC.

²King Abdullah University of Science and Technology, Saudi Arabia.

3. Project meetings organization

The following information is gathered in Articles 6.2.2 (1-4) and 6.2.5.1 from the Grant Agreement.

3.1. Consortium General Assembly

The Consortium General Assembly meetings will take place once a year in the convened locations or online (see below), with the assistance of at least one member from each partner.

Extraordinary meetings can be requested at any time by the Executive Committee or 1/3 of the members of the General Assembly.

The chairperson of the General Assembly (the Coordinator, Manuel Ferrer) will:

- Convene the meeting of the General Assembly.
- Give notice in writing via e-mail of a meeting to each member of the General Assembly as soon as possible and at least 45 calendar days previous to the meeting when ordinary, 15 when extraordinary (**Table 4**).
- Prepare and send to each member of the General Assembly a written (original) agenda at least 21 calendar days previous to the meeting when ordinary, 10 when extraordinary.
- Produce written minutes of each meeting which shall be the formal record of all decisions taken. He/she will send the draft minutes to all members via e-mail within 15 calendar days of the meeting.
- Send the accepted minutes to all the members of the General Assembly and to the Coordinator, who will safeguard them. If requested, the Coordinator will provide authenticated duplicates to parties.

In relation to the agenda, any item requiring the decision by the members of the General Assembly must be identified as such on this document. In addition, any member of the General Assembly may add an item to the original agenda by written notification to all of the other members of the General Assembly up to 14 calendar days previous to the meeting when ordinary, 7 when extraordinary.

Regarding the minutes, the document will be considered as accepted if, within 15 calendar days from sending, no member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

Table 4. Timeline for the organisation of the Consortium's General Assembly meetings.

GENERAL ASSEMBLY		
	Ordinary meeting	Extraordinary meeting
NOTICE BEFORE	45 calendar days	15 calendar days
SEND AGENDA BEFORE	21 calendar days	10 calendar days
ADD ITEM TO AGENDA BEFORE	14 calendar days	7 calendar days

Dates and venues (tentative):

8th June 2021 – Kick-Off Meeting (KOM). It took place online (MS1)

9th July 2022 – Hamburg, Germany (face-to-face, in the frame of the ESSIB summer school, <http://www.essib.eu/index.php/view/home>)

June 2023 – Messina, Italy (we expect face-to-face meeting)

June 2024 – Düsseldorf, Germany (face-to-face, in the frame of the Workshop on RRI issues or biotech/bioeconomy conference)

April 2025 – Madrid, Spain (face-to-face)

3.2. Executive Committee: WP Lead Partners and Chair

The Executive Committee meetings will take place once per year in the convened locations or online (see below).

Extraordinary meetings can be requested at any time by the Executive Committee or 1/3 of the members of the Executive Committee.

The chairperson (rotative, see below) of the Executive Committee will:

- Convene the meeting of the Executive Committee.
- Give notice in writing via e-mail of a meeting to each member of that Executive Committee as soon as possible and at least 14 calendar days previous to the meeting when ordinary, 7 when extraordinary (**Table 5**).
- Prepare and send to each member of the Executive Committee a written (original) agenda at least 7 calendar days previous to the meeting when ordinary.
- Produce written minutes of each meeting which shall be the formal record of all decisions taken. He/she will send the draft minutes to all members via e-mail within 15 calendar days of the meeting.
- Send the accepted minutes to all the members of the Executive Committee and to the Coordinator, who will safeguard them. If requested, the Coordinator will provide authenticated duplicates to parties.

In relation to the agenda, any item requiring the decision by the members of the Executive Committee must be identified as such on this document. In addition, any member of the Executive Committee may add an item to the original agenda by written notification to all of the other members of the Executive Committee up to 2 calendar days previous to the meeting when ordinary.

Regarding the minutes, the document will be considered as accepted if, within 15 calendar days from sending, no member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

Dates and venues (once a year):

8th November 2021 - Online. Chair: Manuel Ferrer (CSIC).

November 2022 - Online. Chair: Patrick Shahgaldian (FHNW).

November 2023 - Online. Chair: Jan Modregger (EUCODIS).

November 2024 - Online. Chair: Peter Golyshin (Bangor).

Table 5. Timeline for the organisation of the Consortium's Executive Committee meetings.

EXECUTIVE COMMITTEE		
	Ordinary meeting	Extraordinary meeting
NOTICE BEFORE	14 calendar days	7 calendar days
SEND AGENDA BEFORE	7 calendar days	-
ADD ITEM TO AGENDA BEFORE	2 calendar days	-

4. Save the dates

The dates and places indicated in this deliverable may be subjected to changes, as a consequence of which the final dates and venues of the events or meetings will be organised among all members and will be officially communicated according to the timetable set out.

2021

8th June

Kick-Off Meeting (KOM), online (MS1)

- Consortium General Assembly
- Exploitation and Innovation Task Force
- Gender, Rights and Ethical Task Force

8th November

6 months - online

- Executive Committee

2022

Around 9th July

12 months - Hamburg, Germany (in the frame of the ESSIB summer school)

- Consortium General Assembly
- Exploitation and Innovation Task Force
- Gender, Rights and Ethical Task Force

November

18 months - online

- Executive Committee

2023

June

24 months - Messina, Italy

- Consortium General Assembly
- Exploitation and Innovation Task Force
- Gender, Rights and Ethical Task Force

November

30 months - online

- Executive Committee

2024

June

36 months - Düsseldorf, Germany (in the frame of the Workshop on RRI issues or biotech/bioeconomy conference)

- Consortium General Assembly
- Exploitation and Innovation Task Force
- Gender, Rights and Ethical Task Force

November

42 months - online

- Executive Committee

2025

April

48 months - Spain, Madrid

- Consortium General Assembly
- Exploitation and Innovation Task Force
- Gender, Rights and Ethical Task Force

5. Roadmap of other planned events

As mentioned above, the precise dates are to be defined as the events approach. Face-to-face events are expected to be performed, always counting on the situation of the COVID pandemic at the moment on the event.

2021

- 14th October: First Cluster FNR-16 meeting
- 17th November: CLIB-organised webinar (forum event). Full Cluster FNR-16
- 9-10th November (to be defined): CLIB-organised event to present the Cluster FNR-16 to the project's network.

2022

- Webinar “Enzymes for more environmental-friendly consumer products” (event 1). Online
- 4-8th July: Workshop on Metagenomics (event 4), in the frame of the European Summer School on Industrial Biotechnology (ESSIB), Hamburg, Germany. Full Cluster FNR-16
- Industry-oriented workshop to evaluate market needs and provide training in the development and pitching of business ideas (event 5), Madrid, Spain. Full Cluster FNR-16
- Intra-consortium exploitation workshop (event 17)
- Round table proposed by OXIPRO. Full Cluster FNR-16
- Policy meeting Cluster FNR-16
- Second Cluster FNR-16 meeting
- All-members Cluster FNR-16 meeting

2023

- 29th September: European Researchers’ Night. It takes place the last Friday of September. Full Cluster FNR-16
- Workshop on RRI issues (e.g., how to take stakeholder and public views to direct R&D towards societal and market needs) (event 6), Düsseldorf, Germany.
- Webinar “Enzymes for more environmental-friendly consumer products” (event 2), online
- June: Course on bioinformatics and computational analysis: “Engineering enzymes for consumer products of higher environmental quality” (event 7), Barcelona, Spain. Full Cluster FNR-16

- Workshop and roundtable on "How to find enzymes that will serve the present and future industrial and consumer demands and habits" (event 8), Madrid, Spain. Full Cluster FNR-16
- June: Workshop on good practice (event 9), Madrid, Spain. Full Cluster FNR-16
- Intra-consortium exploitation workshop (event 18)
- Third Cluster FNR-16 meeting^{1,2,3,4}

2024

- Intra-consortium exploitation workshop with other funded projects (event 12). Full Cluster FNR 16
- Webinar "Enzymes for more environmental-friendly consumer products" (event 3), online
- 4º ESO + Company (event 13), Madrid, Spain.
- Conference on the International biotechnology and bioeconomy (event 10), Düsseldorf, Germany.
- EuroScience Open Forum (ESOF), proposed by RADICALZ. Full Cluster FNR-16
- Round table proposed by OXIPRO. Full Cluster FNR-16
- February: Workshop on European Green Deal (EGD) aligned with Rights, Ethics and Equality (event 11), Madrid, Spain, in the frame of the International Day of Women and Girls in Science (11th February). Full Cluster FNR-16
- Inter-consortia workshop focused on fostering the dissemination and exploitation of results of all projects/initiatives (event 12). Full Cluster FNR-16
- Intra-consortium exploitation workshop (event 19)
- September: Policy event. Professional event 'Market Place and Policy' (event 15), Milan, Italy. Full Cluster FNR-16
- Fourth Cluster FNR-16 meeting

2025

- January: Policy meeting (event 16), Madrid, Spain. Full Cluster FNR-16
- Final Cluster FNR-16 meeting
- 4º ESO + Company (event 14), Madrid, Spain.
- Intra-consortium exploitation workshop (event 20)