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**Project acronym: NaToxAq**

Marie Skłodowska-Curie Action

Start date of project: 1-January 2017

Duration: 4 years

### **Deliverable reference number and title**

D7.4 Protocol for office operation

Due date of deliverable: Month 3 (31 March 2017)

Actual submission 30 March 2017

### **Organisation name of lead beneficiary for this deliverable:**

University of Copenhagen (UCPH)

<b>Project co-funded by the European Commission within the Horizon 2020 Programme</b>		
<b>Dissemination Level</b>		
<b>PU</b>	Public	X
<b>PP</b>	Restricted to other programme participants (including the Commission Services)	
<b>RE</b>	Restricted to a group specified by the consortium (including the Commission Services)	
<b>CO</b>	Confidential, only for members of the consortium (including the Commission Services)	

## **1. Objective(s) of D1.1**

In order to secure efficient implementation of the NaToxAq project it is a necessity to have an overview of the composition of the administration and the boards.

## **2. Strategy for solving the task**

The strategy was to describe the administration and boards of NaToxAq and clarify who handles what. This is done via distributing this Protocol for office operation.

## **3. Delays and difficulties**

There has been no delays.

## **4. Result**

The protocol is found in the following.

# NaToxAq - Protocol for office operation

## 1) Goals for the administrative function

The goals of the Management Team at University of Copenhagen (UCPH) are to

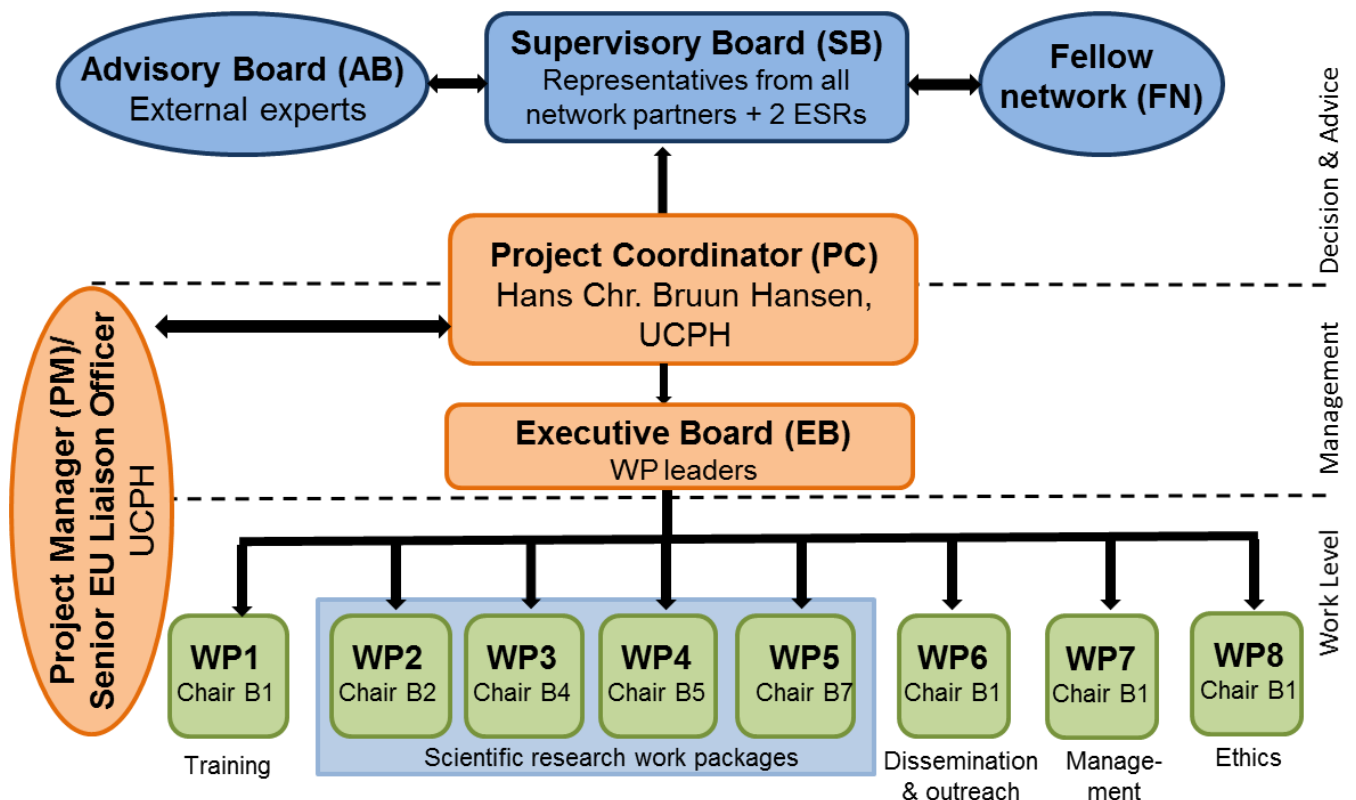
- inspire, initiate, create overviews and to keep a strong focus on the scientific, training and communication goals
- ensure the compliance with the rules in the NaToxAq Grant Agreement
- provide timely and clear guidance as well as support to the consortium regarding all administrative, financial and legal matters related to the implementation of the project manage the project in a transparent way securing knowledge sharing
- be open to and process all input, suggestions, and critique from the consortium and the ESRs.
- give the Supervisory Board sufficient time to comment on agendas, deliverables, course plans etc. We strive to give a minimum of 14 days for such input.
- process and reply incoming questions and suggestions with high efficiency (within few days if possible)
- always provide an answer and if no answer is present to bring the matter further to secure that a solution is found
- secure that the project is coordinated timely, in a proper tone, and with high quality.
- hand in all deliverables and reports to REA in due time

## 2) Description of office structure and responsibilities

Central Administration at UCPH

**The Management Team** provides support and counseling, and manage the project, and it is responsible for smooth operation of the project within all aspects. This team consists of Scientific Coordinator, Prof. Hans Chr. Bruun Hansen ([haha@plen.ku.dk](mailto:haha@plen.ku.dk)), Project Manager Kristine Groth Kirkensgaard ([krki@plen.ku.dk](mailto:krki@plen.ku.dk)), and Senior EU Liaison Officer Karin Norris ([karin.norris@adm.ku.dk](mailto:karin.norris@adm.ku.dk)) (see Figure 1).

**Figure 1:** Management Structure of NaToxAq. The WPs are the following: **WP1** ‘Complementary and scientific training’ (lead beneficiary UCPH), **WP2** ‘Emerging natural toxins with potential impact on drinking water quality’ (lead beneficiary UFZ), **WP3** ‘Emission and distribution of natural toxins in drinking water resources’ (lead beneficiary CSIC)’, **WP4** ‘Fate and Transport of natural toxins in aquatic and terrestrial environments’ (lead beneficiary WBF), **WP5** ‘Safe Water Supply’ (lead beneficiary FERA), **WP6** ‘Dissemination and Outreach’ (lead beneficiary UCPH), **WP7** ‘Project management’ (lead beneficiary UCPH), **WP8** ‘Ethics requirements’ (lead beneficiary UCPH)’.



The Coordinator, University of Copenhagen (UCPH), has its own **central EU Office** (location of Senior EU Liaison Officer Karin Norris), which assists the consortium with project administration when the University is Coordinator for an EU-funded project. This EU Office handles legal and financial aspects, and provides support for interpretation of the EU-regulations, the Grant Agreement and Consortium Agreement, Amendments if needed, support on Participant Portal, IPR, bilateral agreements etc. Senior Executive Officer and master of law Karl Hansen is CO-Head of

the EU Office. Mr. Karl Hansen has a strong expertise within legal counselling primarily concerning negotiation of agreements in EU Framework Programmes.

Project Manager Kristine Kirkensgaard is responsible for day-to-day management of the project, interaction with beneficiaries and partner organisations, handles deliverables, reports to REA, project homepage including newsletters, data sharing and management of the project via Absalon, assists in coordination of the training events and meetings, administration of the common budget for 'Research, training and networking costs' etc.

Scientific Coordinator, Prof. Hans Chr. Bruun Hansen secures the orchestration of the scientific projects and the interconnection between the four scientific WPs. He is responsible for the scientific overview and progress of the entire project, and is WP leader of WP6 'Dissemination and Outreach', WP7 'Project Management', and WP8 'Ethics Requirement'.

The Management Team is supported by Project Finance Administrator Nelly Schack Nielsen, who handles the part of the funds administered by UCPH. The other beneficiaries and partner organizations are responsible of administrating their own share of the funds with local support, with advice from the Management Team where needed.

The Management Team reports to Project Officer Stanka Miteva from The Research Executive Agency (REA). REA is a funding body for research and innovation, located Brussels. It manages EU research grants.

### 3) Supervisory Board and Executive Board

The **Supervisory Board** (SB) is the highest level of decision-making in NaToxAq. The SB consists of one representative delegated from each of the network members, including all beneficiaries and partner organisations, and is headed by Coordinator Prof. Hans Chr. Bruun Hansen. In addition, two ESRs will be elected to the SB by their peers, to facilitate efficient communication between the ESRs and the management.

Each Beneficiary has a single vote, whereas Partner Organizations and ESRs are in legal terms 'observers' and thus do not have voting rights. However, input from Partner Organizations and ESRs is still very important and will be thoroughly considered. Members of the board are listed in Appendix 1 (at the end of this document).

#### 4) Executive Board

There are 23 persons in the Supervisory Board so it is not feasible to have Skype meetings with all at the same time and we do not meet frequently. Therefore, an **Executive Board** has been established. The Executive Board consists of the Coordinator and the Work Package Leaders. The role of the Executive Board is to assist the Coordinator in the day-to-day management of the Project. The Executive Board reports to and is accountable to the Supervisory Board. The Executive Board will have desktop meetings (via Scopia) every 3 months or more often when needed, to ensure coordination.

The WP-leaders and involved beneficiaries and partner organizations are the following:

Associate Professor Bjarne Strobel (**UCPH**) is WP leader of WP1 ‘Complementary and scientific training’ and is assisted by the Project Manager responsible for the planning and implementation of the training programme in collaboration with the Supervisory Board and with inputs from the Advisory Board. **All beneficiaries and partners organisations participates in this WP.**

Management and coordination of all training activities in NaToxAq to achieve a well-organized course programme, courses with the best possible lecturers and outcome, and with clear and efficient organisational support for lecturers and participants. Management is carried out by the WP leader in close collaboration with the course providers.

Dr. Werner Brack (**UFZ**) is WP leader of WP2 ‘Emerging natural toxins with potential impact on drinking water quality’. Division of tasks between beneficiaries and partner organizations: 1) Development of *in silico* tools for prioritization of natural toxins according to their potential impact on drinking water quality (**SU, WBF**), 2) Development of non-target screening approaches for natural toxins in surface waters based on LC-HRMS platforms (**CSIC, UFZ**), 3) Identification of natural toxin fingerprints in soil leachates (**UPCH, WBF, UFZ**) and surface waters (**CSIC, VEOLIA, UFZ, AB**) along climate gradients in Europe, 4) Identification of toxicity fingerprints and new toxins from water extracts of invasive species integrating bioanalytical, analytical and *in silico* tools (**UFZ, WBF, MU**).

Dr. Marinella Farré (**CSIC**) is WP leader of WP3 ‘Emission and distribution of natural toxins in drinking water resources’. Division of tasks between beneficiaries and partner organizations: 1) HR-MS analytical methods for targeted analysis of natural toxins (**CSIC**), 2) Targeted screening for natural toxin fingerprints in waters from different regions and climatic zones (**UFZ, USGS**), 3)

Source and distribution of toxins and their transfer to water reservoirs (**CSIC, Fera, UB, UCPH, USGS**), 4) Spatial and temporal variation in the production and release of natural toxins from different land uses (**MUC, AT, UCPH, WBF**), and 5) Identification of risk factors (**UCPH, MUC, UFZ, CSIC**).

Dr. Thomas Bucheli (**WBF**) is WP leader of WP4 'Fate and Transport of natural toxins in aquatic and terrestrial environments' Division of tasks between beneficiaries and partner organizations: 1) OECD guideline based experimental systems for determination of physical-chemical properties of natural toxins (**WBF, UCPH, SU**), 2) Rates of hydrolysis, photolysis and enzymatic transformation of natural toxins, formation of metabolites, and linking chemical transformation to functional changes (**EAWAG, UCPH**), 3) Field studies to measure and model the emission, transfer ratios and leaching of natural toxins into drinking water supply reservoirs (**UCPH, WBF, VCS, SGS**).

Dr. Carmel Ramwell (**Fera**) is WP leader of WP5 'Safe Water Supply'. Division of tasks between beneficiaries and partner organizations: 1) Select toxins found in surface water reservoirs (WP2-4) and determine, experimentally, toxin removal by microbial dissipation, advanced oxidation and non-thermal plasma technologies (**MU, VEOLIA, LIPS, UCPH, MUC, UY, YW, SGS, AB**), 2) Select toxins likely to be found in groundwater and determine, experimentally, toxin removal/dissipation by sand filters, activated carbon, ozonation and acid/base buffering (**HOFOR, UCPH, MUC, VEOLIA, UCPH, VCS, SGS, AB**), 3) Cell assays to determine mechanisms of toxicity for mainly cyanobacterial toxins and estimation of human health risks (**MU, Fera**), 4) Development of a model to predict toxin concentrations in raw water as a function of land use, catchment properties, and climate (**Fera, UY, UCPH**), and 5) Assessment of the impact of external drives on toxin production/fate via land use change and catchment mitigation measures to reduce exposure risk (**Fera, UY, HOFOR, YW**).

Scientific Coordinator, Prof. Hans Chr. Bruun (**UCPH**) is WP leader of WP6 'Dissemination and Outreach', WP7 'Project Management', and WP8 'Ethics Requirement'. For a description of these Work packages see <http://natoxaq.ku.dk/research/work-packages/>.

## 5) Advisory Board

The Advisory Board (AB) has been established. The SB have selected the following three candidates, which have all confirmed:

- Dr. Valeria Dulio, INERIS, National Institute for Environment and Industrial Risks. Is from the NORMAN network (<http://www.norman-network.net>)
- Dr. Jörg Stroka (co-chair) Joint Research Centre, Institute for Reference Materials and Measurement, Belgium
- Hans-Martin Friis Møller, Director (CEO) at Kalundborg Forsyning A/S (water and heat supply)

The AB contributes with external inputs and evaluations of scientific quality, cross-sector interactions, and training programme. AB will be physically present at the Kick-off meeting and at the 2<sup>nd</sup> annual meeting to provide recommendations with respect to the course curricula of each ESRs, as well as the content and coverage of the NaToxAq courses.

## 6) Fellow Network

The Fellow Network (FN) is a forum of all 15 ESRs for networking and coordination of training experiences among peers. Development of an additional communications forum for ideas, inspiration, discussions, and connecting ESRs cross sectors to facilitate sharing of knowledge and priorities between partners. Tools, skills and training activities are discussed and communicated as well as feedback, and continuous development of the training and research quality between the many partners in the program. The Fellow Network will play an active role in fine-tuning the detailed content of the complimentary skills courses and the pre- and post-course activities, and the design of the career-planning track in the programme.

The Fellow Network is also an alumni group and plays a role for the social interlinking between ESRs cross Europe, smoothening integration in relation to secondment exchange and all the details important to make exchange beneficial and successful. The FN provides an ESR forum and elects two ESRs as members of the Supervisory Board.



## 7) Communication, knowledge sharing, homepage etc.

The NaToxAq consortium communicates via the homepage [www.natoxaq.eu](http://www.natoxaq.eu) which when fully implemented will provide newsletters, news stories, overview of progress of the individual ESR project, the WPs and the project overall. Furthermore, all fellows and all involved scientists and other personnel will be presented here. The fellows will all receive access to editing their own sub-sides of the homepage in order to display the projects. Furthermore, they will be responsible for input to the newsletter and for providing input to a database of toxins, which will be gradually build during the lifetime of the project.

The NaToxAq consortium will use a secured online platform (i.e. Absalon, which is the University of Copenhagen's Learning Management System) for management of the project and the individual courses. This platform will be used for internal communication and administration and for managing the courses (upload of reading materials for the fellows, teaching schedules, assignments etc). Via Absalon the consortium will have a shared calendar showing deadlines and event, a clear overview of who is responsible of which deliverables, which are due when, a platform for quick communication more efficient than emails, and a place to share central documents. If larger amounts of data are to be shared this will be done via OneDrive for Business, which is a safe sharing platform provided for all staff. It gives access to 1 terabyte space and gives the opportunity to edit documents online, so several persons can edit simultaneously. The Project Manager will provide login information and access to Absalon and One Drive, and can be contacted for support for both the homepage, Absalon and OneDrive.

Central administrative documents will be archived using Workzone, which is the archive system used at UCPH. All beneficiaries are also responsible of archiving all relevant documentation. Scientific data will be stored at the individual beneficiaries and partner organizations under local rules of data management.

## 8) Which matters are handled by whom?

Team/board etc.	Who	Can be contacted for what?
The Management Team	Prof. Hans Chr. Bruun Hansen UCPH ( <a href="mailto:haha@plen.ku.dk">haha@plen.ku.dk</a> ; +45 2494 2607)	WP-coordination, dissemination, publications, scientific issues, advice for scientific matters
	Project Manager Kristine Kirkensgaard UCPH ( <a href="mailto:krki@plen.ku.dk">krki@plen.ku.dk</a> ; +45 3069 5346 )	Homepage, newsletter, outreach, Absalon, OneDrive, deliverables, training events (registration and administration), meetings, reports to REA, common budget, day-to-day managements, advice for admin matters, questions in general
	Senior EU-Liaison Officer Karin Norris UCPH (central EU-Office) ( <a href="mailto:karin.norris@adm.ku.dk">karin.norris@adm.ku.dk</a> ; +45 2034 1987)	Legal, financial and administrative matters, MTA, CA, GA, IPR, contracts, amendments, Participant Portal, interpretation of GA, advice for admin matters, questions in general, contact with the REA regarding non-scientific matters
Executive Board	All WP-leaders: <b>WP1:</b> Associate Prof Bjarne Strobel, UCPH ( <a href="mailto:bjwe@plen.ku.dk">bjwe@plen.ku.dk</a> ; +45 51 51 19 12) <b>WP2:</b> Dr. Werner Brack, UFZ ( <a href="mailto:werner.brack@ufz.de">werner.brack@ufz.de</a> ; +49 341 235 1531) <b>WP3:</b> Dr. Marinella Farré, CSIC ( <a href="mailto:mfugam@cid.csic.es">mfugam@cid.csic.es</a> ; +34 93 4006100 - ext 5316) <b>WP4:</b> Dr. Thomas Bucheli, WBF ( <a href="mailto:thomas.bucheli@agroscope.admin.ch">thomas.bucheli@agroscope.admin.ch</a> ; +41 58 468 73 42) <b>WP5:</b> Dr. Carmel Ramwell, Fera ( <a href="mailto:Carmel.Ramwell@fera.co.uk">Carmel.Ramwell@fera.co.uk</a> ; +44 (0)7866 798962) <b>WP6-8:</b> Prof. Hans Chr. B. Hansen, UCPH ( <a href="mailto:haha@plen.ku.dk">haha@plen.ku.dk</a> ; +45 2494 2607)	Day-to-day management of the WPs as well as coordination between them. Knowledge sharing, discussions, advice, secondments, etc.
Supervisory Board	Representatives from all beneficiaries and partner organizations + 2 ESRs (see Appendix 1 at the end of this document) Is the higher decision making body of NaToxAq	For larger issues which should be discussed and decided. Overall knowledge sharing.
Advisory Board	Three selected external experts (see above) <ul style="list-style-type: none"> <li>CEO Hans-Martin Friis Møller (<a href="mailto:hmm@kalfor.dk">hmm@kalfor.dk</a>)</li> </ul>	Body providing advice on the content and form of the training events, the individual PhD projects and their

	<ul style="list-style-type: none"> <li>• Dr. Jörg Stroka (<a href="mailto:Joerg.STROKA@ec.europa.eu">Joerg.STROKA@ec.europa.eu</a>)</li> <li>• Dr. Valeria Dulio (<a href="mailto:Valeria.DULIO@ineris.fr">Valeria.DULIO@ineris.fr</a>)</li> </ul>	interconnection, advice on whole WPs or the project as a whole
Fellow Network	Consists of all 15 ESRs (all contact info will soon be available on the website)	Contact for issues related to the fellows
Supervisors/Co-supervisors	Each ESR is assigned a supervisor and at least 1-2 co-supervisors. The co-supervisors are PIs from the organizations to where the fellow will second and a local co-supervisor may also be assigned to assist with the daily supervision. (all contact info will soon be available on the website)	All matters related to the individual projects, Progress Reports, additional courses besides the once arranged by NaToxAq, secondments, conferences, dissemination etc.
Family and Gender Issues Mentors (FGI Mentors)	Will be selected 5 <sup>th</sup> of April, 2017. One female and one male FGI mentor to be selected among the consortium of NaToxAq.	Matters related to family and gender issues, which cannot be solved by the supervisor or local administration. Issues such as parental leave, work-life balance, discrimination etc. The FGI mentors will receive support and counseling from the Management Team at UCPH.
Mentors	Each ESR will be assigned a mentor from the non-academic beneficiaries or partner organizations. Will be assigned in the beginning of the project. A mentor program will be finished by month 6 (June 2017) defining the duties of the mentors.	Issues related to career advice, working in a company, Personal Career Development Plans, how to make yourself attractive for a company/strengthening your CV etc. (see more in the upcoming mentor program)

## Appendix 1 Composition of the Supervisory Board

As indicated in the Consortium Agreement the SB was established as of 1 October 2016.

The Supervisory Board consists of the following persons:

- B1: Prof. and Coordinator Hans Chr. Bruun Hansen  
+ Assoc. Prof. Bjarne Strobel (UCPH, DK)
- B2: Dr. Werner Brack (UFZ, DE)
- B3: Dr. Klára Hilscherová (MU, CZ)
- B4: Dr. Marinella Farré (CSIC, ES)
- B5: Dr. Thomas Bucheli (WBF, CH)
- B6: Dr. Lars Holm Rasmussen (MUC, DK)
- B7: Dr. Elisabeth (Lilli) Janssen (EAWAG, CH)
- B8: Dr. Ann-Katrin Pedersen (HOFOR, DK)
- B9: Dr. Carmel Ramwell (Fera, UK)
- B10: Prof. Matthew MacLeod (SU, SE)
- P1: Dr. Liselotte Clausen (VEOLIA, DK)
- P2: Research hydrologist Dana W. Kolpin (USGS, USA)
- P3: Prof. Colin Brown (UY, UK)
- P4: Prof Óscar Núñez Burcio (UB, ES)
- P5: Dr. Michael Rodamer (AT, DE)
- P6: Water Quality Specialist Anne Esbjørn (AT, DK)
- P7: Dr. Juergen F. Kolb (LIPS, DE)
- P8: Manager John Haley (YW, UK)
- P9: Dr. Rolf Stettler (SGS, CH)
- P10: Dr. M<sup>a</sup> Rosa Boleda (AB, ES)
- P11: Prof. Kristopher McNeill (ETH, CH)
- + 2 representatives of the ESRs (selected by the ESRs)

More participants are welcome at the SB meetings (from both Beneficiaries, Partner Organizations and ESRs), but are then not officially a part of the SB.