



Capacities/Research Potential
FP7-REGPOT-2012-2013-1

Project No. 316254

BASTION

“From Basic to Translational Research in Oncology”

Deliverable D6.2

**Report on organization of Support Team and
Steering Committee meetings**

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Introduction

Deliverable D6.2 corresponds to the task T6.1 in WP6, that was delivered with on time. In order to ensure the proper timing of the project realisation and to obtain expected results, several meetings with different decision and advisory making bodies have been planned.

In the project there are three decision making and advisory bodies with which regular meetings at fixed frequencies occur:

- **Steering Committee (SC)**, which consists of Project Coordinator, Project Manager, WP Leaders and Task Leaders; quarterly meetings to review the project progress in all WP's
- **Full Project Steering Committee (SC&SG)**, which consists of SC and assigned by the MUW's Chancellor Support Group; meetings twice a year to review the project progress
- **International Advisory Board (IAB)**, which consists of internationally recognized eminent scientists from several countries who have experience in basic and translational oncology and represent several Partnering Organisations, local and regional stakeholders and policy makers; three meetings (M1-3, 19-21, and 40-42) to review Project's progress, research quality and impact achieved during three separate meetings. The third IAB meeting will be hold jointly with the Steering Committee and EC appointed Evaluation Experts.

Table I

Project Meetings timing in comparison with the schedule from Annex IB of Grant Agreement

Meeting	Participants	Subject	Planed	Completed
Quarterly meetings	Project Coordinator, Project Manager, selected WP Leaders and Task Leaders	Discussing project's progress, sharing experience, troubleshooting problems	M21 M24 M27 M30 M33 M36	M20 – 22.04.2014 M25 – 22.09.2014 M27 – 17.11.2014 M29 – 13.01.2015 M30 – 10.02.2015 M31 – 17.03.2015 M34 – 15.06.2015
Tree meetings during the project curse	Full Project Steering Committee and all Support Group	Reviewing project's progress	M24 M30 M36	M20 - 22.04.2014 M21 – 22.05.2014 M29 - 29.01.2015



1. Steering Committee Meetings

BASTION project Steering Committee (SC) was formed to provide executive oversight, advocacy, support and decision making for the project. Steering Committee is called upon to make various decisions and to release various directives to guide the project to the desired results. Success of the Committee depends on the ability to execute governing responsibilities, at the same time allowing the Study Coordinator and Project Manager "to manage" and the project teams to "perform".

BASTION project SC consists of:

- 1 Project Coordinator – Prof. Jakub Golab, WP6 – Leader; WP5 Co-Leader
- 2 Project Manager – Iwona Drozdowska-Rusinowicz, WP6 Co-leader
- 3 WP1 Leader – Dr. Dominika Nowis, - WP4 Co-leader
- 4 WP1 Co-leader – Dr. Tomasz Stoklosa,
- 5 WP2 Leader – Prof. Zbigniew Gaciong,
- 6 WP2 Co-leader – Michal Gieraltowski – Communication Manager (till 6th December 2014)
- 7 WP2 Co-leader – Ewa Debudaj-Krywult (since 9th January 2015)
- 8 WP2 Co-leader – Anna Fogler (since 9th January 2015)
- 9 WP3 Leader – Dr. Magdalena Winiarska,
- 10 WP4 Leader – Prof. Rafal Ploski,
- 11 WP5 Leader – Dr. Karolina Dzwonek Innovation Manager
- 12 WP7 Leader – Prof. Slawomir Majewski – WP3 Co leader
- 13 Task leader Dr. Krystian Jazdzewski,
- 14 Task leader Dr. Pawel Wlodarski
- 15 Task leader Dr. Magdalena Krol (since 1st October 2014)

For the first 18 months of the Project it has been decided that SC meetings, instead of every quarter, will meet on the third Monday every month, except for vacation months and allowing slight deviations due to holidays. That solution, has been approved by all members of the Committee. More frequent meetings, lasting for up to one hour, preserved time for fulfilling planned tasks to ensure smooth communication between project staff represented by WP leaders and co-leaders. Such meetings schedule turned out to be more productive. In the second half of the Project (M19-M36) the meetings occurred on a less regular basis, as originally planned, as many of the tasks have been completed, and many ongoing tasks were well planned in the first half of the Project and did not require major changes or adjustments. The meetings are not very formal but allow for earlier identification of potential problems and lead to finding appropriate solutions.



Table II shows detailed information about dates of SC meetings in conjunctions with Project Month.

Table II

Participant	Purpose of the Meeting	No of the Meeting	Month of the Project	Date of the meeting
Project Coordinator, Project Manager, WP Leaders, Co-leaders and Task Leaders	Discussing project's progress, sharing experience, troubleshooting problems, planning project meetings and forthcoming tasks and events	2/2014	M20	April 22 nd 2014
		3/2014	M25	September 22 nd 2014
		4/2014	M27	November 11 th 2014
		1/2015	M29	January 13 th 2015
		2/2015	M30	February 10 th 2015
		3/2015	M31	March 17 th 2015
		4/2015	M34	June 15 th 2015

1.1 Meetings in 2014

Altogether there were four SC meetings in 2014. The first one was described in D6.1 submitted on February 28th, 2014.

The aims of the meetings addressed all issues related to the Project progress. A short overview of the activities in every work package was presented by Project Coordinator, followed by discussion on future activities, nearest plans, encountered and arising problems as well as solutions to mitigate them.

Table III presents the brief description of all relevant topics that concern BASTION Project WP's and were raised during SC meetings in 2014. WP4 has not been discussed as all activities in this WP had ended and were reported in D4.1 and D4.2.



Table III

Meeting No	Project Month	Meeting date	WP1	WP2	WP3	WP5	WP6	WP7
			Twinning	PR	Recruitment	Innovation	Management	Evaluation
2/2014	M20	22 nd April, 2014	<p>Twinning visits to partnering institutions are developing very slowly. We need to emphasize this issue internally with our teams and prepare better plans of visits. The major problems include heavy engagement of our team members in ongoing research projects, and team leaders in teaching activities. More visits are planned during summer due to summer break of medical students</p> <p>Dr. Piotr Religa became employee of the Karolinska Institutet. Therefore, he would be eligible for in-coming visits.</p>			<p>The date for the first Pharma Day will take place on 25th April, 2014. The event was met with great enthusiasm and interest from all invited researchers and companies. The final plans, agenda and all details are set and only minor arrangements have been discussed</p>	<p>The first version of the periodic report has been prepared and the details were discussed.</p> <p>The final details of the second IAB meeting have been discussed. The meeting will take place on 22nd April 2014.</p>	



3/2014	M25	22 nd September, 2014	<p>Due to maternal leave of dr. Dominika Nowis, the leader of WP1, her duties and responsibilities were taken over by the Project Manager starting from 1st September, 2014</p> <p>Several twinning visits were carried out during summer break. The situation is better, but still needs improvement.</p>	<p>Since September 2014 the project will be supported by additional employees of the University administration, helping with organization of workshops and international conference. The nearest workshops will take place in October (on 15-16th Oct and on 28th Oct, 2014). The leaders of workshops (Dr. Winiarska and Prof. Ploski) have presented details and agenda and informed about the preparation status for the events.</p> <p>Since 1st October, 2015 we will employ (part time) Dr. Magdalen Krol, as a consulting person, supporting PR Specialist in organization of the International Conference. Dr. Krol has a significant experience in organizing similar events.</p>	<p>Dr. Joanna Drzewinska-Chanko gave birth and will be on maternal leave until the end of the BASTION project. Therefore, we have organized recruitment procedure to hire a researcher to replace Dr. Joanna Drzewinska-Chanko. The open competition won Dr. Iwona Solarska and has joined the team of Dr. Tomasz Stoklosa beginning from 1st September, 2014.</p>			
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4/2014	M27	11th November, 2014	We observe that incoming twinning visits are insufficient. Discussions on how to improve this.	<p>The contract with Communication manager has been terminated by parties mutual agreement. We will need to open a new recruitment procedure to fill the position.</p> <p>Considering huge interest of workshop participants in having practical training on flow cytometry we needed to ask Project Officer for a possibility of spending some of the other costs associated with workshops for buying reagents for the second part of workshops The permission was granted.</p>		<p>Innovation Manager together with Andrzej Kusmierz PhD, associate professor at Kozminski University and a director of Center for Management in Health Sector will organize two 4-day long workshops on business model generation. The first event will take place on 16th November, 3rd, 10th and 17th December 2014. The date for the following one remains to be established, but should occur in the second quarter of 2015.</p>		European Commission has assigned three experts for BASTION project evaluation. The first meeting with evaluators is scheduled at the end of January 2015.
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1.2 Meetings in 2015

Altogether there were four SC meetings in 2015. Since increasing numbers of Project Tasks had become completed the meetings have become shorter and focused on the remaining activities. All twinning visits and participation in international conferences have been planned so the discussions focused mainly on approaching events to be organized in 2015 including workshops, Pharma Day, preparation of Policy Paper as well as international conference. As usually all meeting was started with a short overview of the activities in every work package presented by Project Coordinator.

Table IV presents the brief description of all relevant topics that concern BASTION Project WP's and were raised during SC meetings in 2015.



Table IV

Meeting No	Project Month	Meeting date	WP1	WP2	WP3	WP5
			Twining	PR	Recruitment	Innovation
1/2015	M29	13 th January, 2015	We have asked Project Officer if we can send PhD students to partnering institutions for twinning visits. The permission was granted	As a result of the open competition for PR specialist our team will be supported by two persons - Ewa Debudaj-Krywult and Anna Fogler. Both have started their activities on 9 th January, 2015 The date for the international conference: “Translational Research in Oncology in New Member State Economies (TRON)” has been set. The event will take place on days 21-22 May, 2015.		
2/2015	M30	10 th February, 2015	The administrative authorities of the University have changed the policy for long-term leaves of absence, which caused problems with a 6-month twinning exchange of Dr. Marzena Łazarczyk to Karolinska Institutet. Project Coordinator will need to discuss the outcomes of this change in regulations and potential ensuing problems for the Project with the University Finance Officer	The programme of the TRON conference, including the agenda, list of invited speakers, associated events have been discussed		



			The evaluators suggested to organize more short-term twinning visits to partnering organizations.			
3/2015	M31	17th March, 2015	We are still not informed on how twinning visits to partnering institutions will be aware of the impact of changed policy on our twinning exchanges	Update on the organization of the TRON conference, changes in the list of invited speakers (due to rejected invitations)	In mid-April the contracts with the members of the Bio-Info team come to an end. The employment extension till 31 st August'15 will be beneficial for the project and also for the MUW as a whole. We need to apply to the Project Officer with the request to prolong their employment.	The second workshop on business model generation will be organized in July.
4/2015	M34	15th June, 2015	<p>The University Finance Officer informed us that researchers participating in twinning visits will not receive daily allowances (as planned in the Project), but instead will receive scholarship payed from the Project funds. This requires signing an additional agreement between the researcher and the University. Despite our information that this changed policy may be discordant with the grant agreement with European Commission the University Finance Officer neglected our opinion.</p> <p>It seems that most of the planned out-going visits to partnering institutions will be successfully completed.</p>		<p>Dr. Magdalena Banach-Orłowska decided to end the contract and leave from the team of Prof. Paweł Włodarski. We need to announce open recruitment procedure to fill the position in the team.</p> <p>In June the contracts with Dr. Anna Wójcicka and Dr. Małgorzata come to an end. The employment extension till 31st August'15 will be beneficial for the project and also for the MUW as a whole. We need to apply to the Project Officer with the request to prolong their employment.</p>	



2. Steering Committee and Support Group Meetings

The **Support Group** consisting of MUW finance and administrative staff (Chancellor’s Office, University Finance, Grant Office) should deal with the financial aspects of the project. Engaging the best scientists and administrators for the BASTION project will ensure high quality of research results and optimal management.

The members of Support Group were appointed by the Chancellor of MUW were:

- Joanna Sobczak – MUW’s Grant Office – Finance administration of the project,
- Anna Zdobych – Head of Registration Costs and Materials Management Department,
- Karolina Kocela– employee of the Human Resources Department.

During the second half of the BASTION project there were three joint meetings of the project Steering Committee with Support Group (SC&SG).

Table V shows the dates of the meetings and corresponding project months.

Table V

Participant	Purpose of the Meeting	No of the Meeting	Month of the Project	Date of the meeting
Steering Committee, Support Group and MUW’s Authorities meetings	Reviewing project’s progress, solving problems	4 th	M20	22 nd April, 2014
		5 th	M21	22 nd May, 2014
		6 th	M29	29 th January 2015

Since most organization-related challenges and uncertainties have been solved during the first three meetings we have mainly focused on providing our support team with updated information on the Project’s progress. All arising problems were rather solved during individual meetings or discussions of the Project Manager or the Project Coordinator with administrative authorities that were capable of making decisions. Therefore, the major aim of the meetings with Support Team was to keep the administration informed about the planned activities (mainly associated with twinning, participation in conferences as well as organization of Project events such as workshops, Pharma Day, international conference, etc.). The type of information-based meetings was entangled into other Project activities such as meeting with external Evaluators, indicated by EC or International Advisory Board meeting.



Conclusions

We have successfully completed the all 36 months of the project. The huge increase in the research potential results from the employment of 13 experienced postdoctoral fellows, creation of a new bioinformatics group and purchase of the modern research equipment necessary for further development. Newly hired, as well as existing members of our research groups carried out out-going missions to Partnering Organizations that allowed exchange of know-how, tightening of research contacts, increase in research potential and development of novel research projects, many of which resulted in the preparation of research articles. Newly hired researchers were successful in obtaining independent funding for their research from the grant-funding government agencies in Poland. With the help of newly hired researchers we have started novel, very promising research projects, and finished them with numerous publications in peer-reviewed research journals.

BASTION project is the first undertaking of such a large scale at our University, so it is natural that we encountered a number of organizational problems. We have managed to cope with most of them and have gained tremendous experience with project management that will be of significance in future applications to EU and other funding agencies.

Corresponding estimated budget for D6.1

Table IV

PERSONNEL, TRAVEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY "1" FOR M19-M36			
	Item description	Amount/* [EUR]	Explanations
WP6 Task 6.1&6.3	Personnel costs (T6.1)	10,264.27	Fee of the WP6 leader (0,91PM) Salary of the Project Manager (1,69PM)
	Organisation of events	330.70	Tea, coffee and materials for meetings
TOTAL DIRECT WP6 (T6.1+ T6.3) COST		10,594.97	

/* - exact costs for M19-M36 will be presented in the IInd Period Report and Form C (October 2015)

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BASTION Project Manager - T6.1 Leader

Warsaw, September 2015