



Brussels, 28 June 2016

Minutes of the First Management Committee Meeting of COST Action CA15124: “A new Network of European BioImage Analysts to advance life science imaging (NEUBIAS)”

*Brussels, Belgium
03/05/2016*

1. Welcome to participants

The participants were welcomed by Dr. Rossella Magli, Science Officer and by Mr Leo Guilfoyle, Senior Administrative Officer of the Action. Dr. Rossella Magli chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Selection of Grant Holder Institution that was carried out under agenda item 8.

2. Verification of the presence of two-thirds of the participating COST Countries

CSO Approval: 30/10/2015

Start of the Action: 03/05/2016

End of Action: 02/05/2020

Total number of COST Countries having accepted the MoU: 33 (**Annex 2-Action Fact Sheet**)

Total number of COST Countries intending to accept the MoU: 0

Number of parties present at the meeting: 26

Due to the terrorist attacks in Brussels and its airport earlier in March, the meeting initially planned on March 2th was postponed until May 3rd. 26 COST Countries attended the meeting and The quorum (2/3 of COST Countries participating in the Action) was reached.

3. Adoption of the agenda

The agenda (**Annex 1**) for the 1st Management Committee (MC) meeting was adopted.

4. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 3**.

5. General information on COST mechanism and the funding and reporting of coordination activities

Dr. Rossella Magli presented the COST Overview, policies, and COST Actions : participation, Management Monitoring (**Annex 4**). Mr. Leo Guilfoyle continued with an introduction to the COST Grant System and presentation of the financial rules (**Annex 4**).

Relevant information is on the COST website at <http://www.cost.eu/participate> and <http://www.cost.eu/participate/networking>, including the following reference documents:

- Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)
- COST Grant System Vademecum (<http://www.cost.eu/download/COSTVademecum>)
- Guidelines for Action management, Monitoring and Assessment (http://www.cost.eu/download/Guidelines_Action_management_monitoring_assessment)



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6. Agreement on the internal rules of procedure for the MC of the COST Action

The Rules of Procedure for the Management Committee (**Annex 5**) were presented to the MC.

7. Setting the frame for the Action

The budget allocated to the Action for the 1st Grant Period was communicated prior to the meeting to the Main proposer (**Annex 4**). A budget of 141 000 EUR for the first Grant Period of the Action, from May 1st, 2016 to April 30, 2017.

8. Election of the Chair, Vice-Chair,

Dr. Julien Colombelli (ES) was unanimously elected as the Chair.

Prof. Kota Miura (DE) was unanimously elected as the Vice-Chair.

9. Selection of the Grant holder institution (GH Scientific representative appointment) and FSAC rate

The FUNDACIO INSTITUT DE RECERCA BIOMEDICA (IRB Barcelona) was selected as the Grant Holder Institution.

Dr. Julien Colombelli (ES) was appointed as the Scientific Representative of the Grant Holder Institution.

15% rate for FSAC was decided by MC for GP1.

10. Presentation and discussion of the Action

- USA, Singapore and Brazil may be joining the Action, nobody against, no abstention. Chair will inquire to them to check they agree with conditions.
- The status of Early Career Investigator (ECI) is strictly defined as less than 8 year after PHD (at the start of the action). Having no PhD is understood as not being a ECI.
- Julien Colombelli, Kota Miura, Sébastien Tosi and Perrine Paul-Gilloteaux then proceeded to present the background and aims of NEUBIAS, and explain the deliveries of each Workgroup.
- In relation to WG6, Paulo Aguiar wanted to know what return Wiley wants for supporting the online book. Kota reported on the novelty aspect of Open Textbooks being offered and sponsored by a publisher. For Wiley, it is a kind of proof of concept, and it was sponsored by Olympus as well (relatively free of charge for Wiley).
- For WG7, instead of an open call to establish STSMs, we should discuss here how we can push for 20x quickly (within 7 months) because budget in GP1 is more difficult to execute for time constraints. Host Labs and candidates to be found within NEUBIAS primarily, but open to external Hostlabs. In practice, to comply with COST rules, there will be an open call, but Hostlabs will be determined in the first months from inside NEUBIAS (note: Host Labs do not get financial benefit and contribute *in kind*).
- Paulo Gargiulo, asks how we will fund the ambitious WG4 developments. Julien & Perrine reminded that a lot has been done already in previous meetings via taggathons, not so much as development but in identifying existing tools, and how they apply to specific problems. The main idea is not to develop new tools like ImageJ or FIJI, but a supporting repository of information beyond software platforms boundaries.

To support this: the <http://biii.info> project has been a fund-free pilot product which has been developed during 2 Taggathons: about 40 people for 2,5 days, and 20 people for 3 days. Everyone should look into it to understand the extent of the work that can be done in such limited amount of time. The goal of WG4 is to proceed with this work and develop the graphic interface and, above all,

develop the platform to answer the needs of Life scientists, Analysts and developers equally, which is not obvious in BIII so far because too preliminary.

11. Establishment of Action Management structure

a) Election of Working Group Leaders, Co-leaders and STSM Manager

- Every WG lead and co-lead candidate had a brief moment to introduce its ideas and why they are a good team for leading the specific WG.
- All WGs candidates were elected without alternative candidates being individualized from the MC
- (comment from Chair): STSM Manager is not a figure that needs to be voted given the fact that WG7 focuses on STSMs. WG7 Leader and Co-Leader will be managing the STSM programs and will create a STSM committee to run the evaluations of candidates.
- Other management roles: Each WG is free to design Task Leads. The specific cases of tasks involving external relations was exposed by Chair: relation with EuroBioImaging in the context of development of Webtools (interested candidate: Pasi, Finland, to be confirmed by WG4), relation with journals/editors (no candidate so far, but duty of WG6), relation with industry (WG3 will propose a candidate).

b) Implementation of COST policies in Inclusiveness and excellence, Gender Balance and Early Career Investigators

- Igor Weber asked about the difficulty to set more than 50% trainees as ECIs. Suggestion: It should perhaps include PhD students within the class of ECIs, despite the fact that ECIs are not PhD students: Which percentage of ECIs and what room should be left for PhD students? These are discussion that WG7 and WG2 will approach.

c) Implementation of Scientific Committee evaluation and recommendations

- About inclusion of Companies (slide 36). Proposal /idea from Clara Prats regarding the possibility of PhDs being funded by companies as participant. To be discussed within WG7.

d) Election of Other Management Roles

- Sebastian Munck underlined the need also to make sure that WG4 and WG5 start communication with Elixir or other relevant network (in addition to the one mentioned in the slide EuroBioImaging + Global BioImaging -> could be another new specific task in WG4 or WG5
- Lucy Collinson asked not to forget Electron Microscopy -> all WG will keep this in mind, WG3 will try to specifically target this.

12. Action and WG implementation planning

- Some tests on communication tool (e.g. "Go To meeting") with 50 people or so has to be done to determine the best way to organize video conference for free, given the fact that these types of expenses are not eligible for reimbursement.

a) 1st Grant Period (Grant Period Goals, WG tasks and deliverables)

- As part of WG1 tasks, find a maximum of 4 scientists as invited speakers per conference, per year. Only external speakers (no NEUBIAS members).

- WG3/4/5/6 will sit down together to write down specifications for the Web server. These are the main WGs that will need it to store/locate the deliverables of their activity.
- Lucy Collinson mentioned also the infrastructures provided by EBI-Hinxton, (another direction option 1b, 1a being Neubias member institution).

Discussion: It could be considered but only if someone from EBI becomes active member of NEUBIAS, otherwise complex to manage.

Related note: Kota Miura explained that “Neutrality” in the implementation of a server is a must, based on his previous experience. He expressed the opinion that NEUBIAS would better have a task team to set up the server, transversally implemented through out the WGs.

Event of “Flying taggers@Mifobio”: Perrine Paul introduced the idea of organizing a small WG4 meeting during Mifobio, a large Microscopy congress with a lot of hands-on sessions and a strong focus onto Image analysis. A small taggathon would be organized there and test the proof-of-concept of small and exportable “Taggathons” meetings. Perrine showed an example of a workflow that could have been tagged and linked from the previous MifoBio 2014..

Comment from Julien: in fact it is more likely that people who would be sent to MifoBio would be achieving the taggathon concept over all the sessions of the conference: listening and collecting info = tagging, rather than concentrating it into 1 single session. But a concentrated session could attract more people to diffuse the principle of tagging, and spread the tagging force outside NEUBIAS.) Budget simulations were presented.

Some of the concepts introduced during the budget simulations have not been endorsed by the CSO in terms of eligibility.

b) Activity and budget planning (Work and Budget Plan preparation)

- The budget cannot be voted, only discussed, because of no Quorum at that time of the meeting (some participants have left to the airport).

c) Dissemination strategy / planning (Publications and outreach activities)

- Dissemination meetings (where NEUBIAS people could make an oral talk to advertize it). The MC did not come with suggestions of such meetings, the decision will be transferred to WG3 in a later stage. Budget will reflect whether or not this will be maintained because many of MC members attend large meetings anyway. Meetings where a NEUBIAS talk is already confirmed and does not require support are for example: ELMI 2016, CTLS 2016 (included in program for both).
- Comment from Kamal (DK) : Co-located event were happening in other conference. Answer from Chair: It is difficult to implement in our action because it will be hard to identifying an existing conference that would generate interest for everyone, because the background of the Action members is too broad.
- MC meeting: the allocated budget is large but should be done close to “full” mode.
- Training school fees: Can we apply a fee for Trainees at Training Schools ? CSO must check if it is possible (with COST finance aside). A mix of support (e.g. travel support but fee not, or so) is not possible.
Fees seem not to be favored because of the economical discrimination. Training Grants must be offered. To be confirmed by the CSO.
- Renting Server may not be eligible, to be checked with COST Association, same with subcontracting for webtool (WG4) related IT development.
- The Budget will probably require multiple rounds of e-voting.
The Chair will amend the budget proposal with Corrections based on feedback from COST administration and MC comments/discussions.
In the end, a final version it should be e-voted.

In a nutshell, the general line will be to ensure fair reimbursements policy to avoid the risk of losing attendance of MC/WGs participants, the MC meeting will be organized physically once per year during the conference.

d) Events during GP1: Location and candidates.

- **September 2016 workshop** (need to be e-voted)

Candidate place: Universitat Pompeu Fabra, Barcelona (Sept 13 - 16)
where Chong Zhang is (WG4 co-Leader).
No other candidate suggested so far.

- **Feb. 2017 conference** (need to be e-voted)

Candidate: Lisbon, Gulbenkian institute, where Gaby Martins works (WG2 Leader).
No other candidate was suggested so far.

e) E-Vote

3 Main points will be submitted to e-vote:

- Budget,
- Workshop1 location, with supporting documents.
- Conference 1 location, with supporting documents.

13. Any Other Business

- No Topic was raised in this session

14. Closing

Annexes

Annex 1- Agenda



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Annex 2- Action Fact Sheet :



CA15124 Action fact
sheet.rtf

Annex 3- Attendance list



Attendance List for
MC1 of CA15124 Ma

Annex 4- Science Officer & Administrative Officer presentation:



CA15124 MC1
SO_AO.pptx

Annex 5- The Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)
http://www.cost.eu/download/COST_Action_Management_Monitoring_and_Final_Assessment

Annex 6- Chair's presentation



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