

Project Acronym: MDDB

Project title: Molecular Dynamics Data Bank. The European Repository for Biosimulation Data

Call: HORIZON-INFRA-2022-DEV-01

Topic: HORIZON-INFRA-2022-DEV-01-01- Research Infrastructure Concept Development

Project Number: 101094651

Project Coordinator: Institute for Research in Biomedicine (IRB Barcelona)

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Deliverable 5.1: Project Handbook

Work Package: WP5: Project Management and Communication

Lead beneficiary: IRB-CERCA

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Document history

Version	Contributor(s)	Partner	Date	Comments
0.1	Anna Montras	IRB-CERCA	22/06/2023	First draft
0.2	Adam Hospital	IRB-CERCA	02/07/2023	Added information on internal organization procedures
0.3	Suresh Raman	IRB-CERCA	24/07/2023	Added templates
1.0	Anna Montras	IRB-CERCA	25/07/2023	Final version

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Executive summary

A good management strategy is essential for a smooth project progress and is a key tool in ensuring excellence at all levels in project execution.

The present report compiles operational information and tools aimed at facilitating organization in daily project execution and communication. The tools and strategy defined in this document respond to the guidelines established in the Grant Agreement and the Consortium Agreement.

1 PROJECT TEAM AND ROLES

The hierarchy defined by the management structure is aimed at guaranteeing excellence in MDDB project activities. This involves ensuring the highest quality of the technical solutions adopted by the consortium as well as developing a proper strategy for the future development of the envisaged MDDB infrastructure beyond this 3-year project. Given the moderate size of the consortium, the management structure has been designed with the aim of being flexible and allowing a high degree of interaction between Work Packages (Figure 1.1).

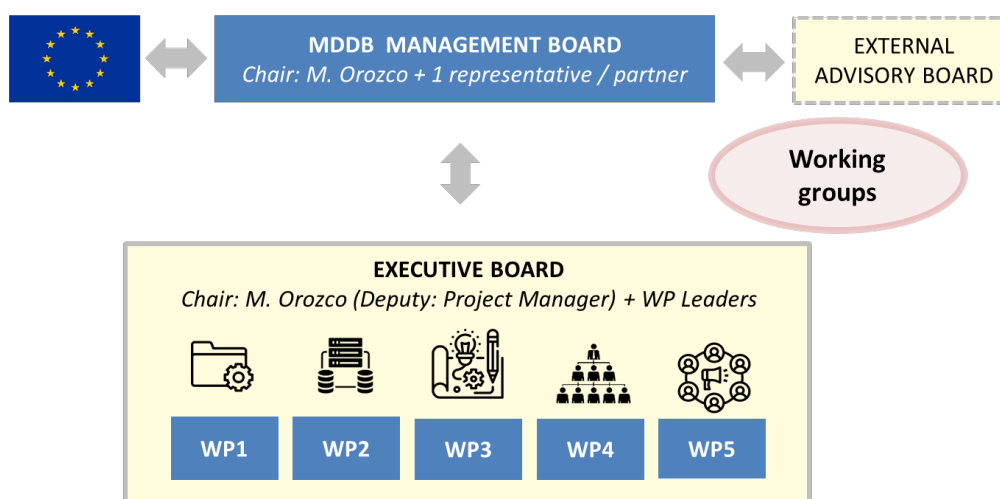


Figure 1.1: The MDDB management structure is simple and has been designed to smooth up communication between WPs.

1.1 Project Coordinator

The coordinating organization, IRB Barcelona, is ultimately responsible for monitoring project progress and ensuring all means are in place to achieve the project's objectives with the expected excellence at all levels. The coordinator also acts as a liaison between the consortium and the EC in all aspects related to project implementation.

Dr. Modesto Orozco, as scientific coordinator, is the project leader and promoter of MDDB, and has the full support of the project management team at the international strategic support office of IRB Barcelona. A project manager works hand in hand with the coordinator and the work package leaders to ensure the harmonized progress towards the project objectives and the compliance with Grant Agreement and Consortium Agreement obligations.

1.2 Management Board, Executive Board and Working Groups

The **Management Board** is the ultimate decision-making body of the consortium. It is composed of one senior representative from each partner and chaired by the project coordinator. Ordinary meetings of the Management Board are held in the context of the consortium annual meetings. As stated in the consortium agreement, additional meetings may be organized upon request.

The detailed functions and decision-making procedures agreed among the partners are described in the Consortium Agreement.

Operational decisions (e.g. those that do not involve an amendment of the grant agreement or other significant changes in the work plan) are taken by consensus among all members of the **Executive Board**, in which all work packages are represented.

The Executive Board is chaired by the scientific coordinator or his designated deputy, and reports to the Management Board. The executive board meetings are the forum in which all work packages share their progress and work towards ensuring the harmonized advance towards global project objectives. The project manager will convene and take part in quarterly executive board meetings, prepare the agenda, keep a register of undertaken discussions and escalate strategic decisions to the management board.

An additional layer of internal communication has been established at **work package** or **working group** (multiple work packages) levels, allowing for informal day-to-day communication around different tasks. The frequency of meetings is established by the work package leaders or team members participating in active tasks. Work-package and/or working group meetings typically take place monthly, but frequency may be adjusted depending on the needs of the work package and the ongoing tasks at a given stage of the project. Working groups will be constituted around different topics as the project advances.

1.3 External Expert Advisory Board (EEAB)

The EEAB has been established with the aim to assist and facilitate the decisions made by the Management Board. EEAB members will cover different levels of expertise required at the different stages of development of MDDB, including representatives from key end user communities, infrastructure developers, EU research infrastructures, pharma and biotech industry.

The members of the EEAB will be published in MDDB's public website as soon as they are appointed (<https://mddbr.eu/people/>).

2 COMMUNICATION CHANNELS

Internal communication tools already in place are integrated in the Google platform, which combines the functions as a repository of project-related documentation and the collaborative work on documents in a single place.

2.1 Google Suite



The use of Google Drive facilitates daily communication and interaction among consortium partners, offering not only a repository for project-related documents, templates, etc. but also a collaborative platform to work on project tasks and documents, smoothing up interaction.

The use of the MDDB Google drive collaborative platform is restricted to project partners.

Documentation to be shared with third parties outside the consortium will be accessible from the project website (see section 2.2)

2.1 Consortium meetings

The consortium agreement signed between all partners has established a reference schedule for consortium meetings, aimed at guaranteeing the achievement of key project milestones.

	ORDINARY MEETING	EXTRAORDINARY MEETING
Management Board	Presential: 1 year (Remote: 6 months)	At any time upon request of the Executive Board or 1/3 of the Members of the Management Board
Executive Board	All (1 month) Working groups (2 weeks)	At any time upon request of any Member of the Executive Board

2.1.1 Face-to-face meetings

The kick-off meeting took place in Barcelona on 24th-25th April 2023. Annual face-to-face meetings will be co-located with relevant project events (e.g. community meetings, workshops, etc.) whenever possible and will include management board and executive board formal discussions.

2.1.2 Remote meetings



Daily communication at work package and working group level will be managed through regular email as well as regular videoconferencing. Executive board meetings held quarterly will also take place remotely.

2.2 Internal mailing lists

We foresee that the relatively small size of the consortium would allow the use of two to three mailing lists to provide sufficient resources for communication, although the creation of additional mailing lists is contemplated once the working groups are consolidated and additional needs for both internal and external communication arise. Currently, MDDB has operative an internal mailing list and a single email address for communication with external stakeholders, as follows:



mddb_all@irbbarcelona.org: this email address includes all partners involved in project execution and management. Its main function is to facilitate consortium-wide internal communication. The use of this mailing list is restricted to MDDB consortium members

2.3 External communication: Website and Social Media

The following channels have been established for interaction with external stakeholders. All accounts are administered by IRB Barcelona as coordinator. IRB will seek consensus over contents to be published through all channels. Partners will be granted management rights based on their needs along the project.



Contact email: mddb_info@irbbarcelona.org: messages sent through the website contact form are directed towards the MDDB management team through this mailing list.



Website: <https://mddbr.eu/> : the domain mddbr.eu will be the point of entry to information on project activities and to activities and resources developed by the MDDB consortium.



Twitter: <https://twitter.com/mddbEU>

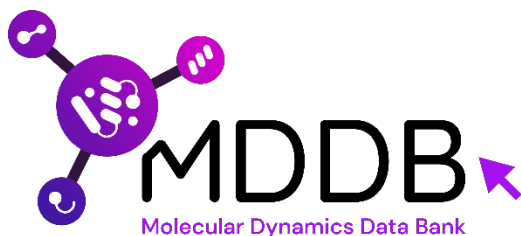


Linkedin: <https://www.linkedin.com/company/mddbeu/>

3 MDDB VISUAL IDENTITY AND TEMPLATES

3.1 Logo and brandbook

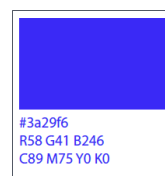
The key elements that constitute the MDDB visual identity, such as the logo and the colour palette, are summarized below. The complete brandbook with description of the concept behind the logo, typography and technical specifications as well as high quality and alternative versions of the logo are available to all partners for download from Google Drive.



Main Colours



Secondary Colours



3.2 MDDB Templates

The management team has generated templates for Deliverables and other documents, PowerPoint slide decks, Social Media posts, etc. based on the MDDB visual identity.

The templates are available to partners in a shared Google Drive Folder. Partners will be informed whenever updates are made or new materials are added in the folder.

4 COMMUNICATION, DISSEMINATION AND VISIBILITY

All activities organized by or in collaboration with the MDDDB project, results including data, infrastructure, or any other research activities undertaken and funded totally or partially by the MDDDB project or using resources generated in the context of the MDDDB project should include the acknowledgement to the EU funding (Grant Agreement Project 101094651-MDDDB, Article 17).

4.1 Visibility - European flag and funding statement

The EU support must be acknowledged by displaying the European flag (emblem) and funding statement (translated into local languages, where appropriate).

The EU emblem with the funding statement can be downloaded in high resolution from the following link:

https://ec.europa.eu/regional_policy/information-sources/logo-download-center_en



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4.2 Quality of information

All partners commit to using only factually accurate information in their dissemination and communication activities. For the avoidance of doubt, materials should include the following disclaimer:

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5 PROJECT MONITORING

The MDDDB project is divided into two official reporting periods: M1-M12 and M13-M36.

Internal assessment measures have been implemented by the coordination team to ensure the progress towards objectives.

Every 6 months, all partners will be requested to fill in internal reports (this internal reporting process will not only smoothen the completion of periodic reporting duties with EC, but also be instrumental to monitoring the harmonized use of resources of both beneficiaries and associated partners that do not receive their funding from EC), detailing the following:

- Use of effort per work package

- Summary of technical contributions made to each work package
- Dissemination and communication actions undertaken related to MDDB

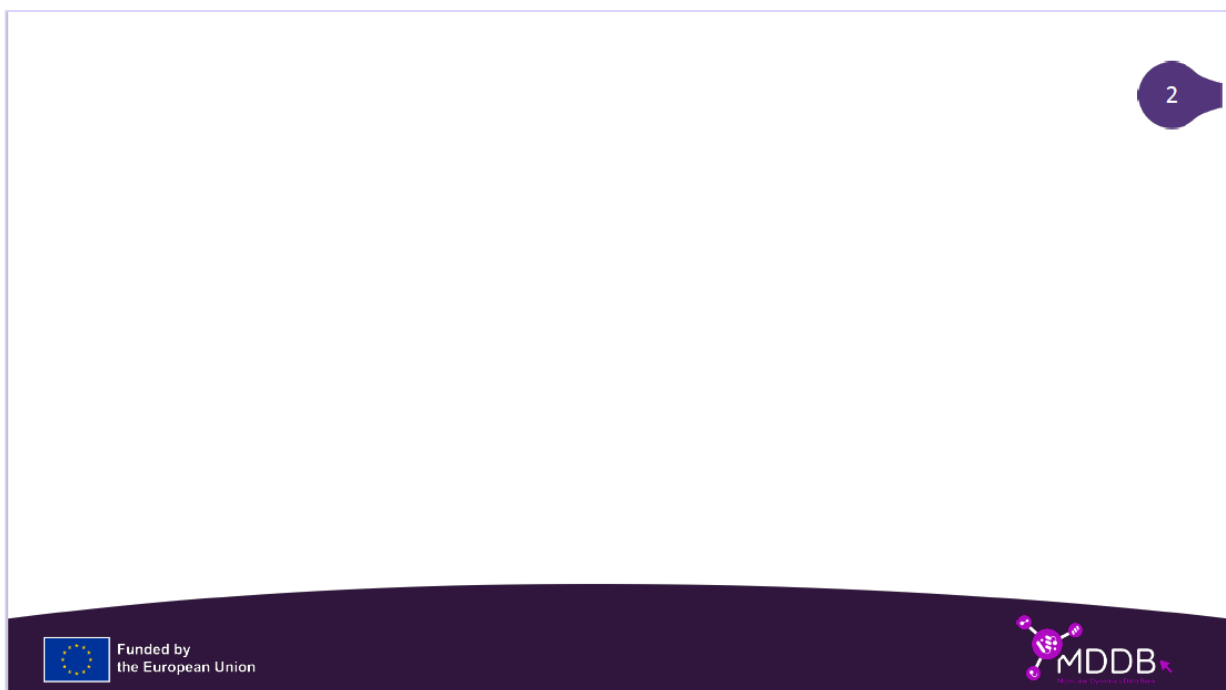
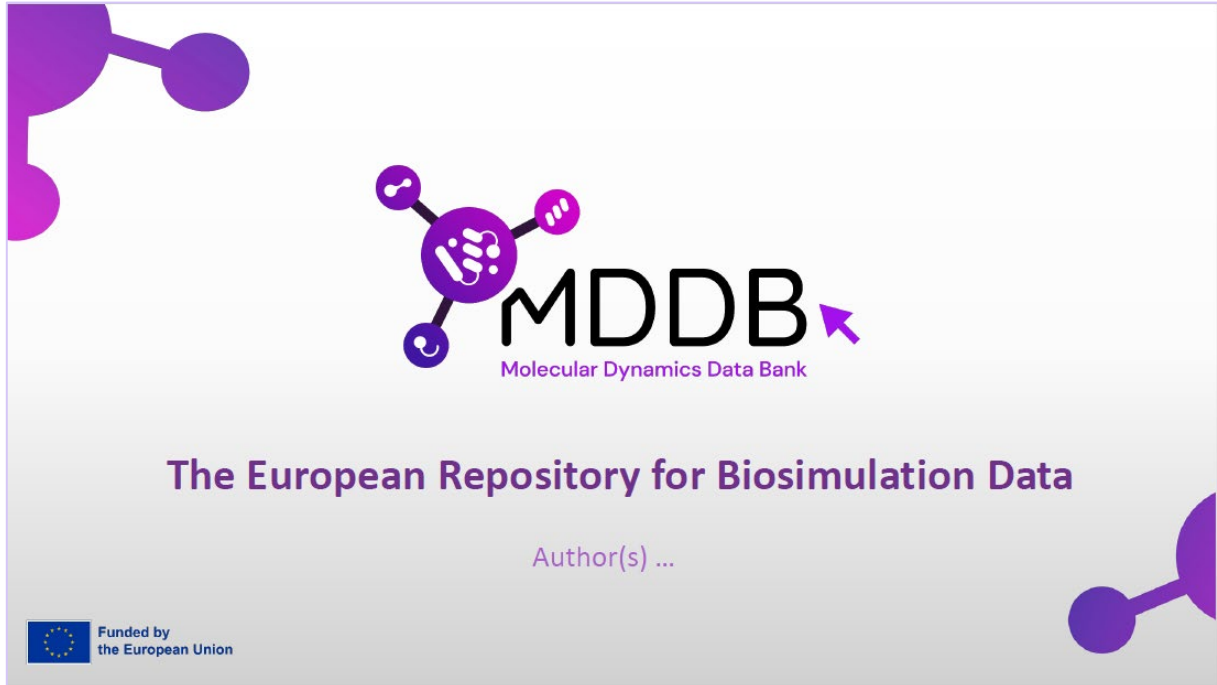
The coordinator, through the figure of the project manager, will keep a register of the potential risks identified at the beginning of the project. Their materialization, contingency planning and the identification of additional unidentified risks will be addressed in Executive Board meetings (every three months). The Executive Board will also be in charge of monitoring the Key Performance Indicators. Collaborative documents will be shared by all WP leaders for the purpose of tracking both the Risks and the KPIs.

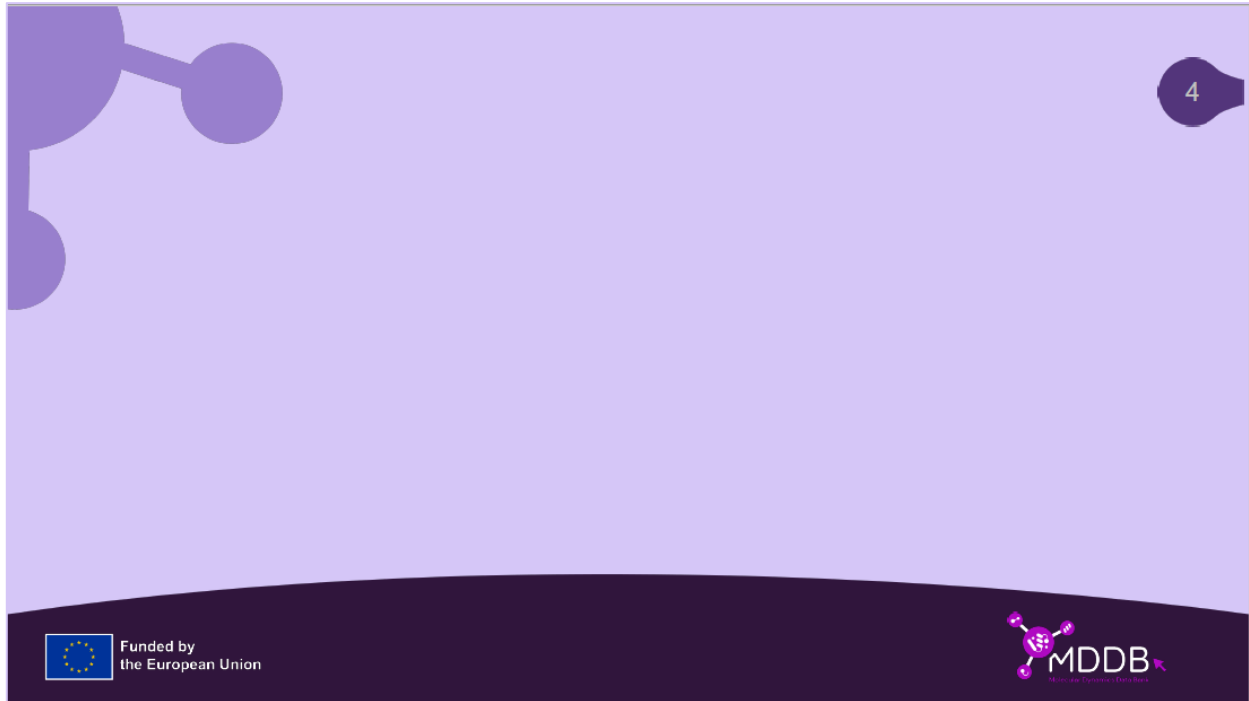
Internal procedures for the preparation of Deliverables, including leader, assigned internal reviewers and timeline of writing and review process, has been made available to partners in the shared Google Drive.

For the preparation of the periodic report, the template will be made available by the coordinator at the end of each reporting period. The project manager will coordinate the collection of the contributions to the technical periodic report through the Executive Board representatives. Contact lists are also kept on file to facilitate the gathering of financial information and the harmonization between the progression of tasks and the use of resources.

6 ANNEXES

6.1 MDDB Powerpoint slide deck template:





6.2 MDDB general document template



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