

IMI2 Project 802750 - FAIRplus
FAIRification of IMI and EFPIA data

WP5 – Project management, dissemination and sustainability

D5.01 Website, project governance and communication assets and guidelines available

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| Version | Date | Description |
|---------|---------------|----------------------------|
| V0.1 | 08 April 2019 | First Draft |
| V0.1 | 24 April 2019 | Reviewed by Dorothy Reilly |

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1. Executive Summary

This report provides an overview of the project management tasks completed by months 4 of the IMI2 JU FAIRplus project, including: delivery of the project website; a governance structure including a mobilised Managing Board, Scientific and Industry Advisory Board, Ethics Advisory Board, Associated Partner Working Group and project ‘Squad’ teams; Communication Assets including project logos, a social media channel, brand guidelines, and template documentation; and finally, project guidelines including the first draft of the Project Handbook, and the Communication Toolkit.

2. Methods

The FAIRplus Project Management Team, consisting of the Project Lead and Project Coordinator (Janssen and ELIXIR Hub respectively), quickly grouped to identify the key roles and responsibilities of the two and where efforts would be combined for a joint output. Weekly meetings were scheduled between the two Project Managers in order to keep the early project management objectives on track, as well as an open communication channel at all times, via email and telephone.

3. Results

The results accomplished have been outlined below.

3.1 Project Governance

A project governance structure, following the format proposed in the grant proposal, has been implemented. Each working group has been outlined below.

Managing Board (WPLs)

The FAIRplus Managing Board, consisting of the Work Package Leaders (WPLs) across the 6 work packages, and the Project Managers from Janssen and the ELIXIR Hub had their first teleconference on 11th January. Since then, they have met every four weeks for 1.5hrs via teleconference. The rolling agenda includes a review of the action items outstanding from the last meeting, an update from each work package and the Squads, a review of the Key Performance Indicators and risk registry, and other key agenda items of importance that month.

The minutes from the Managing Board meetings are stored on the private FAIRplus Google Drive. Should you wish to review the minutes, please contact fairplus-pm@elixir-europe.org.

Originally proposed for month 6, the Managing Board will have their first face-to-face meeting in Berlin on 1st-2nd July.

Ethics Advisory Board (EAB)

After discussions between the Project Coordinator and the partner UPS who leads on all ethical and societal aspects and tasks in the project, it was agreed that three people should compose the ethics board; one jurist, especially competent in data protection issues, one philosopher and one social scientist so that all facets of the ethical aspects of the project can be addressed along the project lifecycle and not only the legal data protection issues.

Anne Cambon-Thomsen and Emmanuelle Rial-Sebbag at UMR 1027 (UPS) mobilised their network as they are both experienced in ethics reviews/screening at the European Commission. They identified numerous candidates with the mandate to consider gender balance from different countries. The candidates were then proposed to the Project Coordinator before being invited to be a member of the board.

The three EAB members; Pilar Nicolas a jurist from Bilbao, Spain; Alessandro Blasimme with expertise in philosophy and bioethics from Zürich, Switzerland; and Klaus Høyer a social scientist from Copenhagen, Denmark were invited to the kick off meeting, with Klaus able to attend in person. The EAB had a breakout session during the kick off meeting and were able to present back their initial thoughts and advice to the consortium. The minutes from their breakout session as well as their presentation slides are stored on the FAIRplus Google Drive. Should you wish to view either, please contact fairplus-pm@elixir-europe.org.

Subsequently, the EAB have been asked to review deliverable 6.3/Milestone 1.1 (ELSI Procedure) and will meet with Anne Cambon-Thomsen on 24th April to discuss this and provide feedback.

The FAIRplus legal advisor at Janssen has drafted the Advisory Agreements and these are out for signature with each of the EAB members. They are expected to be in place by mid-May 2019.

Table 1. EAB Members

| Contact person | SME Legal name |
|-------------------------|--------------------------|
| Alessandro Blasimme (M) | ETH Zürich |
| Pilar Nicolas (F) | University of Deusto |
| Klaus Høyer (M) | University of Copenhagen |

Scientific and Industry Advisory Board (SIAB)

The SIAB was pre-identified prior to the project launch and were invited to attend the

kick off meeting in January 2019. Of the seven board members, three were able to attend the meeting in person and the others provided input prior to the event and/or dialled in during the meeting.

During the meeting, the SIAB had their own breakout session and were able to present back their initial thoughts and advice to the consortium. The minutes from their breakout session, as well as their presentation slides are stored on the FAIRplus Google Drive. Should you wish to view either, please contact fairplus-pm@elixir-europe.org.

In the project proposal it was stated that the SIAB would be invited to have their own face-to-face meetings every six months, to be co-located with the Managing Board meeting and the General Assembly meeting. At month six the decision has been taken not to have a face-to-face meeting. Later in the project there will be a significant need for input from the board which is less pressing at this early stage. Rather than wasting the time of the board members and project budget, it is deemed more appropriate to not have this first meeting. Instead, the board will be asked to provide feedback on the project status ahead of the meeting.

The FAIRplus legal advisor at Janssen has drafted the Advisory Agreements and these are out for signature with each of the SIAB members. They are expected to be in place by mid-May 2019.

Table 2. SIAB Members

| Contact person | SME Legal name |
|---|--|
| Holmfridur (Frida) Thorsteinsdottir (F) | Roche |
| Peter Doorn (M) | Data Archiving and Networked Services (DANS) |
| Dipak Kalra (M) | i-HD |
| Maryann Martone (F) | UCSD and Force 11 |
| Abel Ureta-Vidal (M) | Eagle Genomics |
| Sarion Bowers (F) | WT Sanger Institute |
| Johan van der Lei (M) | University Medical Center Rotterdam |

Associated Partners Working Group (APWG)

Like the SIAB, the initial nine APWG members were identified prior to the project launch, with each providing a 'letter of intent'.

As planned, the APWG were invited to join the Squad (formerly the FAIR-CMMI Team) meetings and discussions and at this early stage in the project, BITAC want to be involved.

The FAIRplus legal advisor at Janssen is working to prepare a Associated Collaborator

Agreement which would facilitate BITAC's involvement in the meetings and the project more generally, and would also become the template agreement for these scenarios throughout the project with other APWG members. It is expected that the agreement will be ready for signature by mid-May 2019.

In addition, in March 2019 the Project Coordinator was approached by another SME who would like to be part of the project and join the APWG. Once the template Associated Collaborator Agreement is in place we will consider having other SMEs join the APWG where there is value in doing so.

Table 3. APWG Members

| Contact person | SME Legal name |
|-------------------------|--|
| Abel Ureta-Vidal | Eagle Genomics |
| Nora DIEP | One Point |
| Marcos Sacristán Cepeda | Tree Technology |
| Hans Constandt | ONTOFORCE |
| Rhonda Facile | Clinical Data Interchange Standards Consortium (CDISC) |
| Mireia Rodriguez | BITAC |
| Eva Molero | Synapse |
| Andreas Kremer | Information Technology for Translational Medicine |
| Mark Davies | BenevolentAI |

Squads (replacing the FAIR-CMMI Team)

During the proposal phase of the project, the FAIR-CMMI (Capability Maturity Model Integration) Team was described and planned. However, since project launch the concept of the FAIR-CMMI Team has evolved and subsequently been renamed as Squads.

The Squads are composed of key Work Package experts (both public and EFPIA), however, the process transcends and crosscuts the work package administrative structure. In addition to the work package tasks, which are focused on areas of work and leadership of them, the Squads swarm their work around a specific problem, maintaining accountability at all times.

The Squad technical team is broken down into two sub-teams (sprint teams) called Squad 1 and Squad 2, composed of a maximum of 10 persons per subteam. The teams comprise a team leader, with additional roles assigned to other members. For example, problem holder (WP1), additional task representatives from WPs 2, 3 and 4, as well as a 'skeptic' and 'floating' roles to enable transitory participation to subtasks as required.

A squad is responsible for iteratively developing and refining FAIRification techniques that are used in the FAIRification of a specific dataset. Each squad will run for multiple releases, with each release refining the techniques used and aiming to ensure the datasets become incrementally more FAIR. Each release cycle will be 3 months long. At the end of each release, each squad must produce several outputs, to be shared with the other squad(s) after each release. Outputs will be compared and techniques contrasted in a shared retrospective. Retrospectives occur between releases, and inform the approach taken by the squad for its next release. The Squad team members may change after each release based on the expertise needed to swarm the new problem/use case.

The squad teams meet on a weekly basis during a 1 hour teleconference per squad (two hours in total). They held their first face-to-face meeting on 16-17th April in Hinxton, Cambridge, UK (at the EBI site) and have scheduled subsequent face-to-face meetings:

- 9-10th July, Lilly office, Heathrow, UK
- 10-11th October, Bayer office, Berlin, Germany.

The minutes of these meetings are kept on the private FAIRplus Google Drive. Should you wish to view them, please contact fairplus-pm@elixir-europe.org.

These face-to-face meetings replace the CMMI Construction BYOD Workshops which were identified in the project proposal.

Tasks, issues and risks identified by the Squads in their meetings are kept in a log again stored on the FAIRplus Google Drive to promote openness, visibility and strong collaboration across the Consortium. The top-three issues and risks in each area are included on the Management Board's standing agenda for review on a monthly basis.

Throughout the project duration the Squads will meet 16 times at Bring Your Own Data (BYOD) workshops.

As well as via weekly teleconferences and face to face meetings, the Squad communicate via Slack with a Slack channel per Squad and manage their tasks, milestones and actions using Workast.

Table 4. Squad composition

| | Squad 1 | | Squad 2 | |
|------------------------------|------------------------|----------------|------------------------------|----------------------------|
| Datasets | Oncotrack | eTOX | ReSolute | ND4BB |
| Problem Holder (WP1) | David Henderson, Bayer | Vassilios, SIB | Andrea Zaliani, Fraunhofer | Manfred Kohler, Fraunhofer |
| Squad Leader | Nick Juty, Manchester | | Melanie Courtot, EBI | |
| WP2.1 - FAIR standards stack | Laura Furlong, UPF | | Philippe Rocca-Serra, Oxford | |
| WP2.2 - BYOD workshops | Oya Beyan, Fraunhofer | | Oya Beyan, Fraunhofer | |

| | | |
|--|----------------------------|-------------------------------------|
| WP3.1 - FAIRification hosting solutions | Venkata Satagopam, UL | Wei Gu, UL |
| WP3.2 - Transfer of IMI databases | Ibrahim Emam, Imperial | |
| WP3.3 - Identification of sustainable solution options | Nick Lynch, OPF | |
| WP4 | Kees van Bochove, The Hyve | |
| Floating rep | Francesco Ronzano, UPF | Andrea Splendiani, Novartis |
| Floating rep | Jorge Kageyama, Bayer | Dorothy Reilly, Novartis |
| Floating rep | Dominique Batista, Oxford | Jolanda Strubel, The Hyve |
| Floating rep | Chris Evelo, UM | Chris Evelo, UM |
| Floating rep | Salvador Capella, BSC | Gesa Witt, Fraunhofer |
| Floating rep | | Ulrich Goldmann, ReSolute |
| Floating rep | | Vitali, Resolute |
| Floating rep | | Egon Willighagen/ Nuno Nunes, UM |
| Floating rep | | Dominique Batista, Oxford |
| Identifier Mappings | Nick Juty, Manchester | |

An up to date list of Squad members and more information about the Squads is kept on the private FAIRplus Google Drive. Should you wish to review it, please contact fairplus-pm@elixir-europe.org.

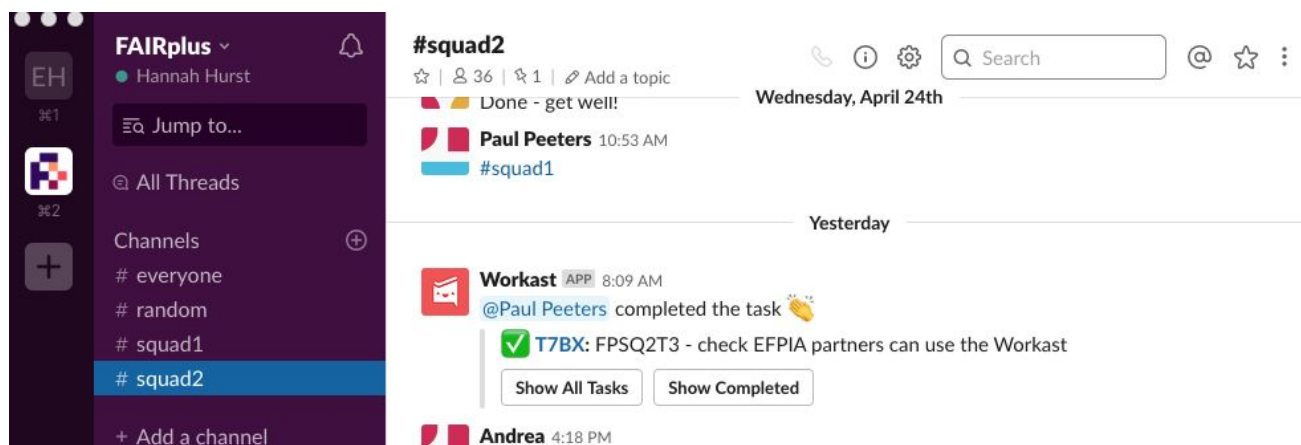


Fig. 1. The Squads making use of Slack and Workast

3.2. Project Website

The FAIRplus website launched in January 2019: <https://fairplus-project.eu>

It includes comprehensive sections including:

- About the Project
 - How the project is organised
 - The KPI dashboard
 - The Deliverables and Milestones
 - Governance structure
- Choosing a Dataset
 - The datasets selected so far
- Making Data FAIR
- How to get involved
 - Fellowships
 - BYOD workshops
 - SME events
- Impact
- Resources



Home About Choosing a dataset Making the data FAIR Get involved Impact Resources

The FAIRplus project aims to develop tools and guidelines for making life science data FAIR (Findable, Accessible, Interoperable, Reusable). The project has 22 partners from academia and industry, and runs from January 2019 to June 2022. See [About the project](#) and the [news story on the ELIXIR website](#).



Project participants at the kickoff meeting in January 2019

Upcoming events

- 29 January 2020: [FAIRplus Innovation and SME event](#)
- 30 January 2020 (morning): Scientific and Industrial Advisory Board, Ethics Advisory Board, and Work Package leaders F2F meetings
- 30-31 January 2020 (lunch-to-lunch): FAIRplus General Assembly

Location: Wellcome Genome Campus, Hinxton, Cambridge, UK

Leadership



Herman Van Vlijmen
(Head of Computational Chemistry, Janssen)
Project Leader
hvvijme@its-jnj.com



Serena Scollen
(Head of Human Genomics and Translational Data, ELIXIR)
Project Coordinator
serena.scollen@elixir-europe.org



Hannah Hurst
Project Manager at ELIXIR
hannah.hurst@elixir-europe.org



Fig. 2. The FAIRpus Website

3.3 Communication Assets and Guidelines

Ready for the project kick off meeting in January, the Consortium was provided with brand guidelines including fonts, logos and colours.

In addition, templates were created including slide decks, template documents, agendas, registration forms and project overview slides. All documents include the project logo, the EU flag, IMI2 and EFPIA logos, and the funding acknowledgement (and disclaimer where needed), as well as the correct fonts, so from day one of the project we have promoted the ‘FAIRplus brand’.



Brand guidelines

Summary

| | |
|--|---------------------------------------|
| 1. Logotype 03 | 3. Font 12 |
| 1.1 Main version 04 | 3.1 Effra 13 |
| 1.2 Black and white version 05 | |
| 1.3 Minimum size 06 | 4. Graphic System 14 |
| 1.4 Composition grid and exclusion zone 07 | 4.1 Rational / Emotional 15 |
| 1.5 Correct use 08 | 4.2 Dynamic System 26 |
| 1.6 Don't use 09 | |
| 2. Colors 10 | |
| 2.1 Color palette 11 | |

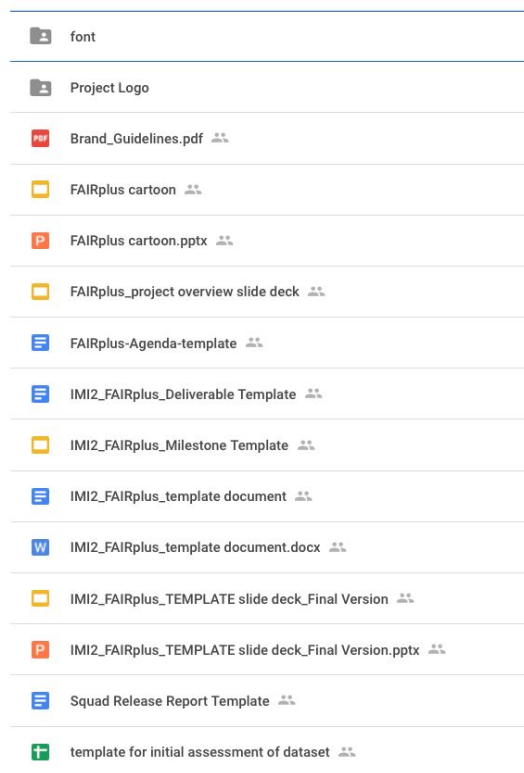


Fig 3. Brand Guidelines

Fig 4. Template documents saved on the FAIRplus Google Drive.



Fig 5. The FAIRplus logo

By mid-April April, the Communication Toolkit was ready to be distributed to all Consortium participants. The toolkit provides guidance and resources to support effective communication of the project’s activities and results. Its objective is to act as

a reference point for all aspects of FAIRplus communications, providing guidelines to partners internally, and harmonising communications to users externally.

The toolkit defines key messages and sets out the main objectives, resources and tools that will be used for FAIRplus communications.

The toolkit is housed of the FAIRplus Google Drive which is only accessible to FAIRplus partners. If you wish to view the toolkit, please contact fairplus-pm@elixir-europe.org.



Introduction

The FAIRplus project Communication toolkit provides guidance and resources to support effective communication of the project's activities and results. Its objective is to act as a reference point for all aspects of FAIRplus communications, providing guidelines to partners internally, and harmonising communications to users externally.

The toolkit defines key messages and sets out the main objectives, resources and tools that will be used for FAIRplus communications.

Communications channels

FAIRplus maintains several communications channels, often directed towards different audiences. Each channel has specific characteristics and requires different content and style. The list below provides an overview of the communications channels:

| Channel | Description |
|--------------|--|
| Web | www.fairplus-project.eu |
| Email | FAIRplus newsletter |
| Social media | Twitter: @FAIRplus_eu |
| Publications | Brochures, leaflets, and postcards |
| Events | Presentation slides |

Website

The primary communications channel for FAIRplus is the main website, www.fairplus-project.eu. The website provides comprehensive information about all activities in the project. The three primary goals of the website are:

1. To communicate clearly what the FAIRplus project is, what its objectives are, and how it's organised
2. To promote activities and achievements of the project (including events)

www.fairplus-project.eu
European Commission Horizon Europe

This project has received funding from the Innovative Medicines Initiative 2 Joint Undertaking under grant agreement No. 802750. This Joint Undertaking receives support from the European Union's Horizon 2020 research and innovation and EFPIA companies.



Fig. 6. Communication Toolkit

In addition to the toolkit, the first draft of the FAIRplus Project Handbook was circulated to all FAIRplus partners on the 8th April.

The Project Handbook provides a complete overview of the management and administrative procedures and principles to ensure an efficient execution of the FAIRplus project, thus contributing to the production of high quality project results. The Project Handbook documents the selected approach for implementing the project goals including the milestones and deliverables and relevant KPIs. It also highlights the key controlling processes to be used, the project policies and rules, and the overall management approach, including, but not limited to management structure, tasks, decision-making procedures, responsibilities and roles.

The Project Handbook is an important document since it contains all relevant planning information that the consortium partners will use as a framework for delivery during the course of the project. It becomes the basis for managing the project throughout its lifecycle and is an important point of reference for all consortium partners and stakeholders.

However, the Handbook is circulated as a guidance document only. It is stressed to partners that it should not be relied upon for making any legal assessments, for which they should always refer to the Grant Agreement and the Consortium Agreement.

The Project Handbook is housed of the FAIRplus Google Drive which is only accessible to FAIRplus partners. If you wish to view the Handbook, please contact fairplus-pm@elixir-europe.org.

Newsletter

The first Newsletter was published on 7th March 2019 and can be viewed here: <https://mailchi.mp/1f8f4e5255ab/fairplus-newsletter-no-1>

To date (as of 15/04/19), the newsletter has more than 210 subscribers and subsequent newsletters will be published three times per annum.

People can sign up to the newsletter via the FAIRplus website, here: <https://fairplus-project.us4.list-manage.com/subscribe?u=751beffce2e491f94d6f66918&id=cfde65c246>.

Twitter

The FAIRplus Twitter account (https://twitter.com/FAIRplus_eu) was set up in time for the project kick off meeting in January 2019 and as of 23rd April, has 211 followers.



Fig 7. FAIRplus Twitter account

4. Conclusion

Over the next 8 months the Project Management Team will work towards the month 12 deliverables and project objectives, with the main focus being on the finalisation of the Project Handbook.

The project website will continue to develop with more Key Performance Indicators added to the KPI dashboard as the project develops and as there is more to report on. The dashboard itself will be updated to make it visually appealing by using graphics to make it more like a traditional dashboard.

Finally, the Advisory Agreements for the SIAB and EAB members and Associated Collaboration Agreements will be finalised so the APWG members can join the Squad meetings as needed.

5. Repository for primary data

All project documentation is stored on the private FAIRplus Google Drive. If you wish to access anything referenced in this deliverable report, please contact fairplus-pm@elixir-europe.org.