

## **NFDI4Chem, Chemistry Consortium in the NFDI**

### Deliverable D1.2.1

Continuously updated protocols and minutes of consortium and TA meetings

#### TA1 – Management

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TA lead: Christoph Steinbeck (FSU)

Contributing partner(s): all consortium partners

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## Executive Summary

To ensure timely and precise execution of the work plan, regular meetings are being held in the steering committee (SC). Discussion points, decisions and action items are minuted in a rolling agenda, which is accessible to all participants of the meeting. The meetings are organized by the project manager of TA1.

Additionally, regular meetings of the participants of the single task areas (TAs) are being held. As in the steering committee meeting, decisions and action items are noted in order to transparently monitor the status quo within the task areas and clearly distribute tasks. The TA meetings are organized by the respective project managers (PMs) of the task areas.

The PMs of all task areas also meet regularly for mutual exchange and to discuss recent updates in the TAs, to inform each other about cross-consortial activities, and to prepare documents and decisions for the SC.

## Project objectives

With this deliverable, the project has reached/this deliverable has contributed to the following objectives:

- a) This deliverable contributes to all objectives in the project.

## Detailed report on the deliverable

### Description of Work

**SC:** The SC meets on a weekly basis. Topics to be discussed are prepared beforehand in a rolling agenda, which is accessible to all participants of the meeting at any time. In the same document, main discussion points, decisions and distributed tasks are noted, and relevant information sources are linked. Decisions and action items are summarised after every meeting in the same document.

**PM:** The project managers meet on a bi-weekly basis. Updates from all TAs and topics to be discussed are noted in an agenda and notes document before the meeting, notes are taken during the meeting on the same document. The PM meeting is organised by the project manager of TA1.

**TA1:** The Speaker, Co-Speaker and their project managers meet on a weekly basis to inform each other about relevant updates from the consortium and NFDI-wide activities, and to take coordinative decisions.

**TA 2:** TA2 meetings are held on a monthly basis, and all TA2 members are invited via email beforehand. The meeting structure is always similar, consisting of a presentation on updates followed by an open discussion among the TA2 community. Notes are taken during the meeting.

**TA 3:** In order to collect information on the status of the repositories that have been identified by the consortium as relevant for the chemical community, we periodically conduct interviews with both repository- and technical-staff. This information, which can be

accessed by all members of the consortium, provides an overview of the different repositories and allows us (TA3) to define our strategy. Topics that overlap with other task areas are discussed in the TA 15 meetings.

**TA 4:** TA4 meetings are held regularly every two months with all people involved in TA4. The meetings are announced beforehand via the TA4 mailing list. During the meetings, notes are taken and made accessible to all TA4 members.

**TA 5:** Virtual meetings and in-person retreats open to all TA5 co-workers and members of other TAs take place irregularly approximately twice per year. Instead, regular meetings in the subgroups of TA5 have proven to be much more useful, owing to the high number of people involved in this TA. Notes of the meetings are shared within the subgroups and, upon request, with all interested parties.

**TA 6:** Meetings of the coordinating TA6 TIB team Hannover take place three times a week, with notes being deposited in the TIB-internal confluence wiki. TA6 General Meetings with all relevant partners are usually held on a quarterly basis, with the agenda (incl. notes) accessible in the appropriate GDrive folder.

**TA 15:** The task areas that deal with technical infrastructure and services (TA2, 3, 4, 6) meet additionally to their internal TA meetings. The TA15 meetings take place bi-weekly and focus on TA-overlapping topics.

The consortium meeting with all NFDI4Chem applicants, participants and partners is being held twice a year, usually as an online event in spring and in-person event in fall. Due to the pandemic, the first consortium meetings were held virtually only. The agenda is compiled mainly by the steering committee, in close consultation with the project managers and co-workers in the respective Task Areas. In online-events, the notes of the meeting are created collaboratively in a shared document, which is accessible to all participants. It also contains a link to the agenda and presentations. During events in-person, few people, usually the project managers of the TAs, share the task of documentation. The final protocol will later be uploaded as a shared document and made available to all applicants, participants and partners of the NFDI4Chem.

### Next steps

The meeting structure in the TAs, the SC and between the PMs will continue as described above. Similarly, consortium meetings will take place twice per year in the future.

### References

not applicable

## Abbreviations

PM – Project Manager  
SC – Steering Committee  
TA – Task Area

## Delivery and schedule

On time.

## Adjustments made

The steering committee meets weekly instead of monthly as originally proposed. This way, decisions can be made timelier and updates can be shared more frequently to ensure efficient monitoring and adjustments of the work plan.

The hiring of one or two project managers for each TA was also not foreseen in the proposal, but has proven to be very useful for complete and regular information flow across the consortium.

## Appendices

not applicable