Deliverable 1.3

Detailed Consortium Plan for the First Two Years

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Lead Party for Deliverable: Prof. Frank Oliver Glöckner, Jacobs University

Mail: f.gloeckner@jacobs-university.de  Tel.: +49-421-2009167

Dissemination level:

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The Micro B3 project is funded from the European Union’s Seventh Framework Programme (Joint Call OCEAN.2011-2: Marine microbial diversity – new insights into marine ecosystems functioning and its biotechnological potential) under the grant agreement no 287589. The Micro B3 project is solely responsible for this publication. It does not represent the opinion of the EU. The EU is not responsible for any use that might be made of data appearing herein.
Summary

This deliverables is based on the Description of Work as finalized on 14 September 2011. Further details from the Consortium Agreement on the Consortium Plan are summarized. The specific details for the first reporting period which were discussed during the kick-off meeting held in Bremen in February 2012 are not repeated as they are documented in D1.2. However, the consecutive planning parts of the minutes of four monthly electronic conferences (Teleconferences) of the work package leaders are described. All relevant results, including communication within the work packages are summarized in the following text. The full minutes of all meetings can be found in the Micro B3 wiki (https://colab.mpi-bremen.de/micro-b3/trac/wiki/WikiStart) under “Regular WP leader teleconferences” and under the other work package headers, where formal internal meetings were held.

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Introduction

This deliverable will explain and summarize the decisions taken and plans made by the Micro B3 Consortium based on its Description of Work and its Consortium Agreement, which defines the duties related to the Consortium Plan and Budget. Furthermore, detailed discussions on work planning were held at the kick-off meeting, including a General Assembly, an Extended Executive Board and an Advisory Board meeting.

The first part is an extract of the Consortium Agreement with relevance to the Consortium Plan. Action items, and how they were addressed, are inserted.

Consecutive communication, mainly within work packages and through monthly electronic meetings (Teleconferences) of all WP leaders until July 2012, is summarized within the plans for 2012 and 2013 given per work package in the second part of the document.

Consortium Plan (Relevant Passages from Consortium Agreement)

1.2 Additional Definitions

“Consortium Plan”
Consortium Plan means the Description of Work and the related agreed Consortium Budget, including the payment schedule, as updated and approved by the General Assembly.

“Consortium Budget”
Consortium Budget means the allocation of all the resources in cash or in kind for the activities as defined in Annex I of the Grant Agreement and in the Consortium Plan thereafter.

7.3.2
The payment schedule, which contains the transfer of pre-financing and interim payments to Parties, will be handled according to the following:

[A] For SMEs:
Funding of costs included in the Consortium Plan will be paid to Parties after receipt from the EU-Commission in separate instalments in conformity with the decision of the General Assembly on the applicable instalment mechanism: The payments to SMEs (in order to avoid often problems for SMEs of annual carryovers) will be based on following mechanism:

- 25% at Kick-off meeting (covering 12/48),
- envisaged 23,33% after 12 months (percentage equalling the limit of the EU-Advance-Payment),
- following instalments: Funding for costs accepted by the EU-Commission will be paid to the Party concerned, taking into account the amounts already paid for the reporting period concerned, but at a maximum of 12/48 per annum.

[B] For Non-SMEs:
Funding of costs included in the Consortium Plan will be paid to Parties after receipt from the EU-Commission without undue delay and in conformity with the provisions of Annex II of the EC-GA. Costs accepted by the EU-Commission will be paid to the Party concerned, taking into account the amounts already paid for the reporting period concerned.
The Coordinator is entitled to withhold any payments due to a Party identified by a responsible Consortium Body to be in breach of its obligations under this Consortium Agreement or the EC-GA* or to a Beneficiary which has not yet signed this Consortium Agreement. The Coordinator is entitled to recover any payments already paid to a Defaulting Party.

**Action Item:**

The procedure explained in paragraph 7.3.2 was agreed by the General Assembly after being circulated within the CA, which was discussed and changed during several months before and explained during the kick-off meeting (D1.2). The Consortium Budget was considered accepted, when all partners signed the Consortium Agreement, where the budget split is explained.

The first payments were disbursed to all partners as disclosed by the financial manager from Jacobs University during the kick-off meeting until End of February. The first budget table can be found in the Wiki, under WP1 and is also attached as Annex 1.

**6.3.2 Extended Executive Board**

6.3.2.3.4 The EEB shall monitor the effective and efficient implementation of the Project.

6.3.2.3.5 In addition, the EEB shall collect information at least every 6 months on the progress of the Project, examine that information to assess the compliance of the Project with the Consortium Plan and, if necessary, propose modifications of the **Consortium Plan** to the General Assembly.

**9.2 General Principles**

9.2.1 Each Party shall implement its tasks in accordance with the **Consortium Plan** and shall bear sole responsibility for ensuring that its acts within the Project do not knowingly infringe third party property rights.

9.2.3 If the General Assembly considers that the restrictions have such impact, which is not foreseen in the **Consortium Plan**, it may decide to update the **Consortium Plan** accordingly.

**Action Item:**

This passage is implemented with the help of monthly electronic meeting of the WP leader providing updates on jobs achieved and plans made. Especially for the preparation of this deliverable all WP leaders have provided updated information on the status of planning until mid/end of 2013.
Finally two parties mention the Consortium Plan in the attachments in relation to IPR restrictions.

**Attachment 1: Background included**

**Access Rights to Background made available to the Parties:**

**Party 31:**

3DM Client System: Bio-Prodict B.V. will use its proprietary software system, “3DM Tool”, in the framework of Micro B3 to generate “3DM Client Systems” in accordance with the Consortium Plan. Bio-Prodict will grant Access Rights to the 3DM Client Systems by the “3DM Viewer” to present and visualize the relevant selections from the “3DM Database” in accordance with the Consortium Plan and solely as needed for the implementation of the tasks in accordance with the Consortium Plan during implementation and for a period of six month after the end of the project.

**Attachment 2: Background excluded**

**Background excluded from Access Rights:**

c) **CSIC**

CSIC hereby informs that the following Background is excluded:

all Background generated by personnel, scientists or students at CSIC other than those directly involved in the MICRO B3 Project; all Background generated by personnel, scientists or students at CSIC that are directly involved in the MICRO B3 Project, which is unrelated to the Consortium Plan of the MICRO B3 Project; all Background which CSIC, due to existing or pending third party rights, is unable to grant access rights to; the Background under current patent applications or patented but subject to third party’s rights.”

**Action Item:**

No action had yet to be taken towards IPR issues.
Summary of Work Package Plans for 2012 and 2013

The detailed results of the WP discussions can be found in the Minutes of the Kick-Off Meeting (Del 1.2) on pages 33 - 47 and will not be repeated here.

A summary of the plans for the next 18 months for each work package is given in the following text.

Work Package 1, Frank Oliver Glöckner and Johanna Wesnigk

This WP consists mainly of services provided to the 32 partners of Micro B3 as an ongoing permanent task. Also liaison with other projects and initiatives is provided, for which the highlights are listed below.

Major activities are planning for, organizing and documenting overall project-related meetings like the kick-off, which entailed the first advisory board meeting and the first EEB meeting. It was agreed to hold monthly teleconferences among the WP leaders, of which the minutes are first circulated to all those present and then archived in the internal project wiki (https://colab.mpi-bremen.de/micro-b3/trac/wiki/WikiStart) and thus available for all participants and for the Commission.

Besides the day-to-day work for Micro B3 the management team was instrumental to organize the EU-US training “Joint EU-US Theoretical and Practical Training Course on Marine Bioinformatics "Marine Omics" (17.06-30.06.2012) together with US chair Jennifer Biddle and the meeting of the EU US Taskforce for Biotechnology Research in Bremen. Financing was provided by the EU project BioTriangle and the National Science Foundation in the US.

Activities and events:

Prof. Glöckner, the coordinator is involved in many activities which relate to Micro B3 and where he can promote our aims and objectives. Links to the ESFRI project EMBRC are actively maintained as he is associated partner in WP3 with direct contacts to Chuck Cook (EMBL/EBI), and regularly gives input to their activities. Also he is a member of the Marine Research Infrastructure Expert Group, which is important for Micro B3 in order to ensure that our planned outputs are linked to future RI initiatives. In this context it should be noted that he is WP leader in the ESFRI project MIRRI (Microbial Resource Research Infrastructure), which will start in November 2012. Prof. Glöckner is furthermore involved in the FP7 projects MAMBA, Symbiomics, BioVel as well as EuroMarine.

Further events where Micro B3 will be represented are the following

Planned activities for 2012:

- 16 – 19 September: The 14 GSC meeting (Genome Standard Consortium) in Oxford will focus on Genomic Observatories and will be linked to our Ocean Sampling Day
(OSD) by several Micro B3 members attending. Therefore the opportunity was chosen to held our next WP leader back-to-back directly after the meeting.

- 08-12 October: Prof. Glöckner will teach in the 1st Micro B3 Bioinformatics training course.
- 24-25 October: EMPA and Prof. Glöckner are providing input to two think tanks planned for the next BioMarine conference, held in London (www.biomarine.org) which they will attend to liaise with CSA Marine Biotech and MG4U as well as with marine industry representatives.
- 16/17 November: Prof. Glöckner will attend a Tara Oceans Advisory Board meeting in Paris.
- 27 – 29 November: MIRRI project kick-off meeting.

Planned activities for 2013:

- March 2013: The VAAM (meeting of German Applied Microbiological Society, in English) will be held in Bremen, with a focus on marine microbiology. Prof. Glöckner is in the organisation committee. He and Oscar Kuipers (University Groningen), are responsible for the topics “Omics and bioinformatics”, for which at least one session on marine bioinformatics is planned, with EMBL input (Peer Bork) secured. It is a contributed session with lectures and posters to be selected. 30 November 2012 is the deadline for submission.
- 22-24 April 2013 GSC 15 meeting in Maryland US with back-to-back WP leader meeting in person or via telecon
- 6 - 10 May 2013 (2 days in this calendar week): Extended EEB meeting in Bremen

WP2, Dawn Field

Micro B3 originally planned to undertake only one Ocean Sampling Day in month 30 (June 21, 2014). To improve logistics and planning, we decided to run a pilot in the first six months of the project. Due to the very positive reaction of many parties, we have decided to continue to sample each solstice with the main OSD event still taking place in summer 2014 in conjunction with the summer school (WP9) and a call for funding so that external participants can join the main OSD (WP1).

Planned activities for 2012:

- July - November: Work on obtaining metadata and data from OSD 2012 pilot (DNA prep, sequencing, M1xS compliance, preliminary analysis of data)
- June - August: Questionnaire for collection of information on suitable marine sites developed, circulated, analysed and submitted (D2.1)
- September: Presentation of initial list of suitable sampling sites. Deliverable submitted and available to EEB members for selection and (D2.2)
- September: GSC 14 meeting - including 20+ OSD participants (most sites)
• 20/21 December: Second pilot OSD planned during winter solstice.

Planned activities for 2013:
• March: Deliverable of the possible content of the OSD call including a first version of the Micro B3 data policy submitted (D2.3)
• June: Creation of a first pass map of sites and tally of environmental parameters finalized (D2.4) and deliverable on the final call for sampling sites finished (D2.5)
• June: Third pilot OSD events during summer solstice
• December: Fourth pilot OSD events during winter solstice
• End December: Sites selected which will receive OSD support and deliverable submitted (D2.6)
• End December: Deliverable on all OSD pilot results and preparation for 2014 for midterm meeting submitted (D2.7)

WP3, Dick Schaap
Planned activities for 2012:
• Mid July: Meeting in Bremen of MARIS with MPI to discuss interoperability with the bioinformatics analysis system (WP5); and MARIS with UniHB to discuss connectivity of PANGAEA to SeaDataNet and the Data Management Plan for Tara Oceans.
• End of August: Deliverable 3.1: Analysis and selection of oceanographic services for Micro B3 submitted
• End of September: Deliverable 3.2: Plan for supporting data management for Tara-Oceans cruise submitted
• August - November: Analysis and discussion of WP3 partners with EMBL-EBI concerning interoperability of the ocean environmental data infrastructures with the microbial data infrastructure, as operated by EMBL-EBI, giving input to WP4 activities and providing the basis for Deliverable 3.3. Also ongoing discussion with MPI for WP5 requirements for interoperability.
• August - November: Analysing with OSD organiser and WP5 leader which oceanographic data sets could be made available and for which geographic areas.
• End of December: Deliverable 3.3: Analysis and definition of interoperability of oceanographic services with Micro B3 submitted.
• End of December: Deliverable 3.4: Selection and definition of geographical pilot areas for Micro B3 cases submitted.
Planned activities for 2013:

- January - November: Developing and implementing interoperability between the oceanographic data management infrastructure and the MB3-IS. WP3 will establish access as part of the infrastructure that will bundle the underlying individual systems (EurOBIS, ICES, PANGAEA, SeaDataNet) for the relevant data types that will interface with the MB3-IS as developed by WP5.

- End December: **Deliverable 3.5:** Portal, supporting OGC and ISO standards, bundling the selected oceanographic services and interfacing with the Micro B3 established, tested and operational.

WP4, Guy Cochrane

Planned activities for 2012:

Two workshops were already held at EBI to obtain input from Micro B3 members from several WPs for the planned work within WP 4. The presentations given and the minutes can be found in the Wiki under WP 4.

Continuous work over the period is planned for ongoing communication with WP2, 3, 5 and 8 to develop joint outputs and products. A gradual growth of communication with WP9 will be phased in as we move towards dissemination of WP4 products.

- July: posting of online survey for sample groups to understand full set of sample sites, procedural and data handling aspects (generation, analysis and archiving) within the fields that are compiled in the survey.

- September: use case document to be submitted (D4.1). It will include discussion of two use cases (L4 LTER site and diatom genomic data) and their transformations to produce checklists, including legally relevant interpretations.

- August - September: best sampling practice assessment, to be delivered as Deliverable 4.2, presenting results of the sample group online survey and workshop discussion and interpretation for consensus building.

- October - November: further liaison with WP3 to understand and harmonise oceanographic data standards.

- December: resolve MiXs checklist into mandatory, recommended and optional elements for Micro B3 purposes, based on consensus from sample group workshop and survey.

Planned activities for 2013:

- January: formalise interoperability structures and use case testing against these structures.

- February - March: further discuss and finalise data routing requirements between ENA, Pangaea and SeaDataNet.
- March - July: writing of ocean sampling handbook, with input from sample groups and other stakeholders for **Deliverable D4.3** (due after 18 m)
- End of December: Interoperability concepts finalized (**D4.4**)

**WP5, Renzo Kottmann**

**Planned activities for 2012:**
- July: Submission of **Deliverable 5.2** on the functional specification of MB3-Information System (MB3-IS)
- End of July: first version of Micro B3 Catalogue for OSD questionnaire established (**D5.3**).
- December: deliverable on evaluation and tests of ecological analysis techniques ready for distribution (**D5.4**).
- December: data structures and retrieval services for georeference- and sample variable-oriented ENA data access implemented (**D5.5**).
- December: deliverable on interoperability with third party resources submitted (**D5.6**).
- December: first early web release of MB3-IS including issue tracker for user feedback made available to consortium and external beta users.

**Planned activities for 2013:**
- January - June: work on incremental update of MB3-IS
- June: documenting complete Micro B3 Catalogue (**D5.7**)
- July - November: work on incremental update of MB3-IS, including preparatory work for the following four deliverables in conjunctions with several other WPs
- December:
  - Deliverable describing processing pipelines and associated software ready (**D5.8**)
  - “Ecological Analysis Tools” software package implemented (**D5.9**);  
  - MB3-IS Database documentation written (**D5.10**) and MB3-IS Community Service documented (**D5.11**).
  - Mature, tested standards and interoperability structures will be made available for dissemination, together with a publishing portal and OGC based service, bundling the selected oceanographic services for Micro B3 (link to WP 3, D3.3, and D3.5, both due after 12 m) in order to demonstrate complete core functionality of MB3-IS.
WP6, Chris Bowler

Planned activities for 2012:

- October - December: A dedicated work package meeting is being planned with all WP6 partners, to be scheduled in Istanbul in October (doodle poll active).
- December: Completion of a V1.0 reference database for annotation of prokaryotic and eukaryotic genes in marine metagenomes and metatranscriptomes using sequence information available in different public databases. This resource will be of great value for addressing Deliverables 6.3, 6.5, 6.6, 6.8, 6.9.

Planned activities for 2013:

- January: Completed re-annotation of reference viral and giral genomes from public databases (D6.1).
- October: Description of plankton community structure and composition in its environmental context in at least one pelagic study, which represents an important objective within Deliverable D6.8.
- December: Completion of taxonomic annotation for at least two novel viral/giral metagenomes, based on resources generated in D6.1 (D6.2).
- December: Work started towards the generation of functional parts lists for microbial communities (D. 6.9, due month 30). Refined global maps of marine microbe distributions based on Tara Oceans data as a first major objective that will lead to Deliverable 6.10.

WP7, Dick Janssen

Ongoing and planned activities for 2012:

- Bioinformatics:
  - prediction of activities starting in Groningen (UGRO, P19) and at Bio-Prodict (P31), both focusing initially on an epoxide hydrolases which will be connected to experimental work done at UGRO.
  - August: part of this will be discussed via teleconference with MPI Bremen in August with the new PostDoc, to match with experimental data. The first deliverable needs strong links between this new person at MPI and new part time scientist at Univ. Groningen. The meeting will focus on first results, and on how to involve further partners (prep. For D7.1)

- Ongoing experimental work:
  - at Matis (P27), cultivation-dependent screening: about 100 thermo-tolerant strains (belonging to eleven genera) are isolated from hydrothermal vent coastal site in an incubator mimicking the in situ temperatures (low and high tides). The
samples are also used for DNA extraction. The sites are: seawater, sediments and petroleum-degrading samples from Milazzo refinery; heavy metal, sulfur and hydrocarbon-polluted anoxic sediments from Priolo refinery; weathered (20-years old) tar samples from the tanker Haven, which sunk in 1991 near Genoa (all sites in/near Italy); brine and sediments from deep hypersaline anoxic lakes; and Mediterranean sediments collected from 5270 m depth, (Atalante basin, west of Crete).

- Library construction for experimental screening for isolated enzymes is ongoing at Bangor (P21) and Bio-lliberis (P28, phosphatases, long chain alkane hydroxylases)
- Experimental screening for bioactives at PharmaMar (P32) and Bioliberis (P28). Samples are collected at Motril Harbor and estuary of the RioTinto River (Spain).
- Other enzymes to be screened: cellulase, chitinase, DNA enzymes (polymerase etc.), starch modifying enzymes, hyaluronidase, chondroitin sulfate lyases and protease (Matis, P27)
- From September onwards: Del 7.2 needs further bilateral discussion with Chris Bowler, who is hiring a PhD student to work on this from Sept 2012 onwards.

November (12/13 and 14 – 16): a full WP 7 meeting is planned one or two days before the Conference with the title Marine Microbiology and Biotechnology 2012 - Biodiscovery, Biodiversity and Bioremediation - organised by Fergal O’Gara (Partner Biomerit) in Cork, Ireland.

Planned activities for 2013:

- T .b. c.: WP 7 will use DNA sequence data provided by other WPs, e.g. the data from the pilot ocean sampling day, to search for genes for specific enzymes, e.g. epoxide hydrolases and enzymes involved in the synthesis of bioactive compounds
- Jan – June 2013: Collaboration UGRO, MPIMM, CNRS
  - Development of an integrated coherent information system linking marine metagenomic DNA and protein sequences to enzyme activities, physiological processes and physico-chemical conditions (MPIMM, P2). Sequence data should be explored in such a way that the results allow selection of sample sites for metagenomic screening and discovery of enzyme functions (D7.1, due month 18)
  - CNRS (P6) will explore the use of bioinformatics to identify new eukaryotic (diatom) genes that can be linked to the biosynthesis of target metabolites, including bioactive compounds. This may require experimental validation of key unknown enzymatic steps. (D7.2, due month 18).
- Jan-Dec 2013:
  - screening for bioactives will be continued, using functional tests under development at different partners (in prep. for Del 7.4 and 7.5). This includes
work at BIOMERIT (P20) aimed at approaches for discovery of new bioactive compounds and screening technologies for new bioactives from metagenomic libraries. Complementary activities are planned at other partners.

- screening for enzymes will be continued, using both experimental and sequence-based approaches. Focus: cellulase, chitinase, DNA enzymes (polymerase etc.), starch modifying enzymes, hyaluronidase, chondroitin sulfate lyases and protease at Matis (P27). Again, different partners are involved according to the DoW.

- December: Deliverable on hypothetical functions of ecosystem-specific new prokaryotic genes submitted (D7.3, due month 24).

**WP 8, Tom Dedeurwaerdere**

**Planned activities for 2012:**

- September: collection of model contracts on ABS, MTAs and database licenses finalized.
- October: WP 8 partners meeting in Bonn (date to be confirmed).
- October - December: test questionnaire to be circulated within MICRO B3 consortium on best ABS, MTAs and database licenses.
- December: drafting of model agreements:
  - Model agreement materials (D8.1)
  - Model agreement databases (D8.2)
- February: outreach workshop with stakeholders to be held in Louvain-la-Neuve (link to WP 9)

**Planned activities for 2013:**

- March: Draft data policy ready (D 2.3, linked to WP 2)
- March - June: large scale survey within the microbial science communities on model ABS, MTAs and database licenses performed.
- June: Deliverable on survey on materials (in situ) submitted (D8.3)
- December: Deliverable on survey on databases submitted (D8.4)

**WP9, Johanna Wesnigk**

WP 9 has started with producing and circulating widely a questionnaire on training and information needs. The resulting stakeholder analysis is available in the project wiki and was delivered, together with the draft dissemination & training plan (D9.1 and D9.2) to the Commission on time. EBI and a manager from the Gordon and Betty Moore foundation have expressed interest in the training needs analysis.
Planned activities for 2012:

- Ongoing: Web Portal with events, links, downloads of information relevant to MicroB3 alive and active, press work if and when occasions arise (**D9.3, submitted**).

- 8 - 12 October: first theoretical and practical training course on bioinformatics held in Bremen and evaluated.

- October & November: for Dissemination purposes as well as to further plan and get input for TT workshops, Johanna Wesnigk will participate in the **Cork conference** on marine microbes and biotechnology (see WP 6), in the **BioMarine** conference (see WP 1) and in the **EFIB** conference in Düsseldorf (16 – 18 Oct) (the latter are both related to the CSA projects MG4U as well as to the Marine Biotech, an emerging ERA-Net).

- December: Dissemination and training activities i.e.
  
  - Three-page overview article in Research Media magazine ready and distributed (30.000 copies), Template send to interested partners (PR departments) for optional national language versions.
  
  - First set of fact sheets produced

- Selection of main content and formats for courses and workshops for 2013 and 2014 done (**D9.6**)
  
  - Update of dissemination & training plan (**D9.22**).

Planned activities for 2013:

- March: First set of roll-ups produced

- Spring (exact dates t.b.c.): in February first stakeholder workshop (see WP8) and in spring first biotech workshop held (planned together with Partner Univ. Groningen, MetaExplore project) (**D9.5**)

- September: Concept for film developed and company to implement it selected

- December: Second bioinformatics training course held, summer school planned (**D9.6**).
Annex 1: Table on Transfers of First Advance Payment

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Marine Microbial Biodiversity, Bioinformatics and Biotechnology
Deliverable No 1.3: Detailed Consortium Plan for the first two years, 8 August 2012

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