

# Euro BioImaging

## Preparatory Phase II Project

### D3.4 Report on the successful launch meetings of the EuBI Board and Scientific Advisory Board at the EuBI ERIC

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**Abstract**

In Task 3.2, the EuBI PPII consortium partners in WP3 and the Hub-hosting IB Members Finland, Italy, and EMBL develop the management structure of the EuBI Hub, also in collaboration with WP2 *Legal Support*, considering in particular the related deliverable D2.6 *Draft Rules of Procedure for EuBI Governance and Advisory Bodies*.

The PPII grant proposal, including the amendment for cost-neutral extension, had foreseen that the launch of the EuBI ERIC takes place in mid 2018. However, because of significant delays in negotiating and finalizing EuBI ERIC Statutes (EES) Article 29 ‘*Tax and excise duty exemptions*’ between the Finnish and the Italian ministries as well as the EC DG TAXUD, the progression of the EuBI ERIC statutes after step-2 application into the inter-service consultation was delayed by more than 6 months. Therefore, the first inaugural meetings of the EuBI Board and the set-up of the EuBI SAB could not take place during the EuBI PPII project and are now foreseen to take place starting in the spring 2019 instead.

In collaboration with the future Statutory Seat in Finland, WP3 presents here the plan for organizing the first meeting of the Euro-BioImaging Board during the period of 60 days after the official EC announcement on the EuBI ERIC launch will have been announced to Finland. Furthermore, the set-up of the EuBI Scientific Advisory Board and organizational plans for their first meeting are described.

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## 1. Background

With the launch of Euro-BioImaging (EuBI) ERIC in 2019, the major governance bodies – the EuBI Board, the Scientific Advisory Board, the Panel of Nodes and the EBIB Advisory Panel – will be established according to the EuBI ERIC statutes<sup>1</sup>, and their respective Terms of Reference (ToR) and Rules of Procedure (RoP)<sup>2</sup>.

During the first 60 days after official notification from the EC on the launch of EuBI ERIC, Finland as the Statutory Seat of EuBI ERIC will organise the constituting meeting of the EuBI Board. At this meeting, the Board will take the essential decisions necessary to start EuBI operation. These include, among others, approval of the Directorate recruitment process and appointment of an Interim Directorate, approval of the first budget, and approval of critical policies and Terms of Reference as prepared by the EuBI PPII consortium in D2.6<sup>2</sup>. The EuBI Hub Office at the Statutory Seat will organise and communicate the venue and meeting date, and prepare the agenda and other documents as required for this meeting. A first draft agenda for the EuBI Board is attached to this document.

## 2. EuBI governance structure

The EuBI ERIC is governed by the EuBI Board, which comprises all EuBI ERIC members. It is supported by the Director General (DG), the two Section Directors (SD) of the community-specific sections (Bio-Hub and Med-Hub), the EuBI Hub Office in all administrative matters and by an independent Scientific Advisory Board (EuBI SAB).

### 2.1 EuBI Board

The EuBI Board is the principal decision-making body for the overall strategy and policy for integrated operation and further development of EuBI ERIC. The EuBI Board is composed of Delegates of the EuBI Members (countries and EMBL). The EuBI Board takes all strategic decisions, including for example the adoption of the strategic plan, budget, and inclusion of new and exclusion of existing Nodes. Furthermore, it oversees the performance of the Hub's and Nodes' activities based on advice from the EuBI SAB and reports by the EuBI Directorate, establishes advisory bodies as deemed necessary, and adopts rules of procedure for the EuBI ERIC. The EuBI Board meets at least twice a year. EuBI Observers have the right to participate in the EuBI Board meetings, but have no voting right.

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<sup>1</sup> [https://wap-test.eurobioimaging.eu/upload/archive/document\\_gallery/Statutes\\_EuroBioImaging\\_1.pdf](https://wap-test.eurobioimaging.eu/upload/archive/document_gallery/Statutes_EuroBioImaging_1.pdf)

<sup>2</sup> <https://drive.google.com/file/d/1ovOk5EoxpkTyujKwcpqz4HxUVuxb8364/view>

## 2.2 EuBI Scientific Advisory Board

The EuBI Board, the DG and the SDs are advised by the independent EuBI SAB, which oversees the quality of the EuBI activities at the coordinating Hub and the Nodes, including the evaluation of new Nodes. The EuBI SAB comprises highly qualified, international scientists that are widely recognized as leading experts in the different imaging technologies and research communities reflecting the Node composition and user demand of the EuBI infrastructure, selected on the basis of their excellence in all aspects of EuBI. The EuBI Directorate, after consultation with EuBI Members, shall propose a list of candidates from which EuBI SAB members shall be appointed by the EuBI Board.

For a more detailed description of EuBI governance, please see the *Technical and Scientific Description of Euro-BioImaging research infrastructure*<sup>3</sup>.

## 3. Plan for first meetings of EuBI Board and EuBI SAB

The PPII grant proposal including the amendment for cost-neutral extension had foreseen that the launch of the EuBI ERIC takes place mid 2018. However, because of significant delays in negotiating and finalizing EuBI ERIC Statutes (EES) Article 29 'Tax and excise duty exemptions' between the Finnish and the Italian ministries as well as the EC DG TAXUD, the progression of the EuBI ERIC statutes after step-2 application into the inter-service consultation was delayed by more than 6 months. Therefore, the first inaugural meetings of the EuBI Board and the set-up of the EuBI SAB could not take place during the EuBI PPII project and now are foreseen to take place starting in the spring 2019 instead. In D3.4, instead of a report on the successful launch meetings of these two Boards, we present the objectives, first draft agenda and plans for the organisation of these meetings as detailed as currently possible.

### 3.1 First meeting of EuBI Board

In the period of 60 days after the EuBI Statutory Seat in Finland will have been informed on the implementation decision by the EC, the EuBI Hub Office at the Statutory Seat will organise the first EuBI Board meeting.

This meeting is essential to start the Euro-BioImaging ERIC operation, as the EuBI Board will take essential decisions during this meeting. As described above in section 2.1, nominated delegates from the signatory members and observers of the EuBI ERIC will be invited to participate in this meeting.

To support the EuBI Board in their work from the start, the PPII consortium has prepared draft Rules of Procedure (RoP), covering e.g. the description of members, voting of Chair and Vice-Chair, voting rules and

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<sup>3</sup> [https://wap-test.eurobioimaging.eu/upload/archive/document\\_gallery/Technical\\_and\\_Scientific\\_Description\\_rev04102108.pdf](https://wap-test.eurobioimaging.eu/upload/archive/document_gallery/Technical_and_Scientific_Description_rev04102108.pdf)

other procedural aspects. The draft RoPs for the Board can be found in D2.6 *Draft RoP for EuBI governance and advisory bodies*<sup>2</sup>.

The EuBI Board will be responsible for the overall direction and supervision of EuBI ERIC. Therefore, tasks of the EuBI Board related to the full initiation of the EuBI ERIC include for instance the following:

- Adopt Rules of Procedure, by a Two-thirds Majority
- Appoint the Chair and Vice-chair(s) by a Two-thirds Majority;
- Approve the Directorate recruitment process, by a Two-thirds Majority;
- Appoint an Interim Director and Interim Section Directors, as suggested by the Hub-hosting ERIC members, by a Two-thirds Majority;
- Approve the EuBI Strategic Plan, by a Three-fourths Majority;
- Approve the EuBI Financial Plan, by a Three-fourths Majority;
- Approve EuBI ERIC budget for 2019, by a Three-fourths Majority;
- Approve internal policies, including those referred to in EES Chapter 1, by a Two-thirds Majority;
- Approve Terms of Reference of EuBI SAB, Panel of Nodes, and EBIB Advisory Panel, by a Two-thirds Majority;
- Approve EuBI Nodes from among the 1<sup>st</sup> generation of EuBI Node Candidates, by a Two-thirds Majority;
- Approve a Service Level Agreement template to be signed with EuBI Nodes, by a Two-thirds Majority;
- Approve the list of candidates for the EuBI SAB, by a Simple Majority;
- Approve the criteria and the procedure for proposal, evaluation and approval of EuBI Nodes, by a Two-thirds Majority;

The first meeting will be held in Finland, and it is currently expected to take place in April-May 2019 (depending on when the EuBI ERIC implementation decision is issued by the EC). There are numerous items the meeting should cover, more than what can fit into a one-day agenda, but the meeting cannot realistically last more than one day, as it has to be announced at a fairly short notice. The EuBI Hub Candidate and the Finnish Ministry of Education and Culture therefore plan to have the second meeting of the EuBI Board relatively soon after the first meeting, and currently estimate the second meeting to take place in September-October 2019. The first meeting will only cover topics that are absolutely necessary for EuBI ERIC to become operational, and the second meeting will cover other items related to the full initiation of EuBI ERIC.

The tentative agenda of the first EuBI Board meeting, as outlined by the Hub Candidate and the Finnish Ministry of Education and Culture, is in Annex 1.

### **3.2 Set-up of the EuBI SAB and first meeting**

After the EuBI Board has approved a list of candidates for the EuBI SAB as suggested by the Interim Directorate (after input from EuBI members), the Interim Director General will contact the approved candidates about their willingness and availability to become EuBI SAB members. The EuBI SAB will oversee the scientific, technical, managerial and ethical quality of the EuBI ERIC activities at the EuBI Hub and EuBI Nodes. It represents the EuBI Board's main instrument in assessing the infrastructure performance and impact of the EuBI ERIC in supporting the needs of European researchers in imaging technologies.

The set-up and work of the EuBI SAB is based on its Terms of Reference as approved by the EuBI Board. In addition, the PPII consortium has prepared draft RoPs for the EuBI SAB, which they will be invited to edit and adopt during their first meeting. Furthermore, the EuBI SAB will be invited to appoint a Chair and Vice-Chair from among its members.

It is foreseen that the EuBI SAB will have up to 15 members unless otherwise decided by the EuBI Board. The EuBI SAB will be composed of highly qualified, internationally recognized senior experts for biological and medical imaging technologies, image data management, research infrastructure management and ethical issues related to imaging technologies, each selected on the basis of their competence and covering all aspects of the activities of the EuBI ERIC. Members will be appointed for a period of three years. They may be reappointed for further periods of three years, provided that in the case of members who have served for more than one period on the Committee, at least one year has elapsed since the expiry of their previous appointment. The EuBI SAB members shall be appointed in their own right and not as representatives of any particular EuBI Members. The EuBI Board should strive for a scientifically, geographically, and gender balanced composition of the EuBI SAB. The composition of the EuBI SAB will be published on the EuBI Web Portal and in other EuBI communications.

The EuBI Board is likely to approve the list of candidates for the EuBI SAB at the second EuBI Board meeting (see also section 3.1 above). After the members of the EuBI SAB have been confirmed, the first meeting of the EuBI SAB is foreseen to take place as soon as possible, currently estimated for November-December 2019. The meeting will be a one-day meeting held in Finland. The tentative agenda of the meeting, as outlined by the Hub Candidate and the Finnish Ministry of Education and Culture, is in Annex 2.

## **ANNEX 1: Draft agenda for the 1<sup>st</sup> EuBI Board meeting**

1. Opening of the meeting
2. Introduction of the meeting participants and meeting organisation
  - i. statement of quorum (Two-Thirds of EuBI Members present)
3. Approval of the agenda
4. Approval of new members and observers (if any)
5. Approval of the Rules of Procedure for the EuBI Board, by a Two-Thirds Majority
6. Appointment of the Chair and Vice-chairs of the Euro-Bioimaging Board, by a Two-Thirds Majority
7. Approval of the EuBI ERIC budget for 2019, by a Three-Fourths majority
8. Introduction and discussion on the EuBI Strategic plan
9. Introduction and discussion on the EuBI Financial plan
10. EuBI Internal policies
  - i. Approval of the Access policy for users, by a Two-Thirds Majority
  - ii. Approval of the Data Policy, by a Two-Thirds Majority
  - iii. Approval of the Employment Policy, by a Two-Thirds Majority
11. Recruitment of Director General and Section Directors
  - i. Approval of the recruitment process of the Director General and the Section Directors, by a Two-Thirds Majority
  - ii. Appointment of the Interim Director General and the Interim Section Directors, by a Two-Thirds Majority
12. Approval of the Terms of Reference of Panel of Nodes, by a Two-Thirds Majority
13. Approval of the Terms of Reference of EuBI Industry Board Advisory Panel, by a Two-Thirds Majority
14. Approval of EuBI Nodes from 1st Generation of EuBI Node Candidates, by a Two-Thirds Majority

15. Approval of the Service Level Agreement template to be signed with a EuBI Node, by a Two-Thirds Majority
16. Approve the criteria and procedure for proposal, evaluation and approval of EuBI Nodes, by a Two-thirds Majority
17. Any other matters
18. Upcoming EuBI Board meeting(s)

## **ANNEX 2: Draft agenda for the 1<sup>st</sup> EuBI Scientific Advisory Board meeting**

1. Opening of the meeting
2. Introduction of the meeting participants and meeting organisation
  - i. statement of quorum
3. Approval of the agenda
4. Approval of the Rules of Procedure for the EuBI Scientific Advisory Board, by a Two-Thirds Majority
5. Appointment of the Chair and Vice-chairs of the Euro-BioImaging ERIC Scientific Advisory Board
6. Introduction to Euro-BioImaging ERIC
7. Introduction to Euro-BioImaging Nodes
8. Discussion on the role and tasks of the SAB
9. Practical operations and frequency of meetings
10. Updates to technology descriptions and technologies (as applicable)
11. Any other matters
12. Upcoming EuBI SAB meeting(s)