

**Third Interim Board Meeting  
held at the Wellcome Trust, London, UK on 22 and 23 October 2012  
Summary of Conclusions**

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## **1. Adoption of the agenda (ELIXIR/2012/10 v2)**

The agenda was approved

## **2. Approval of the minutes from the last meeting**

The minutes of the last ELIXIR Interim Board meeting, held on 11 and 12 April 2012 were approved, with no additional comments received.

## **3. Presentation and discussion of draft International Consortium Agreement (ICA)**

The draft ICA would be revised following comments received at the meeting and recirculated to legal representatives within two weeks. The aim will be for the ICA to be finalised and made available for signing by the end of 2012. Members are requested to send details of the legal expert within their Ministry or funding body to Vera Herkommer (EMBL). All comments raised by the legal experts will be circulated to the Interim Board.

## **4. Progress towards appointing the ELIXIR Director**

No candidate had fulfilled all the requirements for the role of the ELIXIR Director in the first round. The job description had since been revised and the position re advertised. A headhunter has been recruited and an interview date has been tentatively scheduled for 17th December.

## **5. Report from Working Group on the ELIXIR Node selection process**

The process for ELIXIR Node Selection, as proposed by the ELIXIR Node Process Working Group in ELIXIR/2012/12, was approved with no comments raised.

## **6. Approval of the template for the SAB report on Node applications**

The template for the ELIXIR SAB report on the ELIXIR Node Applications (ELIXIR/2012/13) was approved, subject to the following changes being made:

- The requirement for the SAB to comment on the appropriateness of the individuals involved in the application was removed
- A statement was added that comments raised regarding the appropriateness of organisations involved in carrying out the services detailed in the application should be 'in the context of ELIXIR'
- The section on 'Services to be provided' was removed
- The requests for feedback regarding the 'scientific and technical impact of the Node', 'the uniqueness of the services' and 'the extent to which they will be adopted by the community' was added to the 'expected impact' section

Node applicants are asked to make themselves available by telephone during the SAB review on 14<sup>th</sup> of December in case queries arise.

## **7. Presentation and discussion of the ELIXIR Node applications**

Node Applications were received from all countries signatory to the MoU, with the exception of Portugal, Israel and Italy.

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Applicants will now have the opportunity to revise their applications in advance of their submission to the SAB. Applications should be sent to Nicola Kay ([nkay@ebi.ac.uk](mailto:nkay@ebi.ac.uk)) by 12<sup>th</sup> November 2012.

It was agreed that the Chair of the Working Group for the Node Selection Process, Tommi Nyrönen would send an email suggesting applicants may want to consider taking the following general points in to account:

- Aim for uniform financial part
  - define allocated human work for the ELIXIR Node in FTE
  - define whether the Node is funded and how long for
- The synopsis will now also form part of the SAB evaluation
  - Revise and structure the synopsis
  - Include laymen's abstract
- Services
  - Define the target audience (national v international)
  - Express the Node's policy in supporting requests
  - Make clear extent of current service operation v ELIXIR services
- Clarify Node relationship with industry
- Consider collaboration opportunities with other Nodes now these have been presented

Countries that have not yet submitted an application can still do so. They should aim to submit their application before the 12<sup>th</sup> November deadline, however there will be the possibility to submit an application after this deadline if necessary.

All applications received by 12<sup>th</sup> of November will be sent ELIXIR SAB for discussion at the SAB meeting to be held in Hinxton on the 14<sup>th</sup> of December 2012. The applications will also be circulated to the Interim Board. EMBL-EBI will also submit a proposal to the SAB, including information on affiliated services.

## **8. Approval of mechanism for new countries joining ELIXIR in the Interim Phase**

ELIXIR/2012/15 a 'transitional mechanism for new countries joining ELIXIR in the Interim Phase was unanimously approved by the Interim Board. A mechanism for handling contributions in 2013, when some countries would be under the ICA and others the MoU will be presented for approval at the Interim ELIXIR Board meeting in April 2013.

## **9. Approval of 2012 Interim Hub Budget**

The reallocation of the already approved 2012 budget, as described on page 3 of ELIXIR/2012/16 the '2012 Interim Budget for the ELIXIR Hub', was unanimously approved, with the Czech Republic and Portugal choosing to abstain from voting.

## **10. Approval of Interim Hub Budget for 2013**

The Interim Board approved the 2013 Budget for ELIXIR, under the following conditions

- Contributions would be voluntary
- Funding could come from institutional or governmental organisations
- Each country will contribute their percentage according to NNI with the exception of Spain
- The contribution for Portugal in 2013 will be calculated

- EMBL provides clarification of the overhead rate and what is included.

EMBL will shortly issue requests for Member State to confirm their contributions before issuing invoices.

### **11. Establishment of Working Group for the drafting of Collaboration Agreements**

A Working Group for the drafting of a template for ELIXIR Collaboration Agreements will be established in early 2013. Interim Board Members will be asked to appoint representatives to join this group.

### **12. Discussion regarding response to feedback from SAB and integration of Nodes**

A workshop will be held between ELIXIR Node Representatives in the Netherlands in February/March 2013. A doodle poll to identify a suitable date for this workshop will be circulated shortly.

The SAB reports on ELIXIR Node Applications will be circulated to the Interim Board as soon as they become available.

### **13. ELIXIR Interactions with Industry**

Barend Mons will ensure that 'ELIXIR Interactions with Industry' is on the agenda for the workshop for ELIXIR Node representatives to be held in the Netherlands in early 2013, with the suggestion that a Working Group could be formed following the workshop.

### **14. PR update and other interactions**

A private members area of the ELIXIR Website for Interim Board Members is now available. Nicola Kay ([nkay@ebi.ac.uk](mailto:nkay@ebi.ac.uk)) can provide further information as to how to access the area.

The ELIXIR website is to be redeveloped to include more scientific and technical content. Representatives are asked to send suggestions for improving the website and volunteer for user testing to Lindsey Crosswell (by email to: [crosswel@ebi.ac.uk](mailto:crosswel@ebi.ac.uk))

If a country would like to be profiled in the ELIXIR quarterly e-newsletter they should contact, Andrew Smith (by email to: [asmith@ebi.ac.uk](mailto:asmith@ebi.ac.uk))

### **15. Meeting with Robert Jan Smits, Director General of DG Research**

A delegation of ELIXIR Representatives met with Robert Jan Smits and his colleagues in Brussels on 4<sup>th</sup> October. As an outcome from this meeting ELIXIR Representatives are asked to:

- Lobby their countries' ESFRI representatives to help ensure ELIXIR is high on the agenda during the ESFRI prioritisation process

Andrew Smith (EMBL-EBI) will circulate a list of persons for Interim Board members to contact regarding structural funds in their country.

### **16. Next meeting**

The next meeting will be held in Copenhagen, Denmark on the 22<sup>nd</sup> and 23<sup>rd</sup> April 2013