

## **BioICEP Kick Off Meeting minutes**

**Location:** Athlone, Co. Westmeath, Ireland

**Date:** 10-11<sup>th</sup> February 2020

**Attendees:** Reference signature page

**Time:** 10-2-2020 09:00 – 18:00; 11-2-2020 09:30 – 16:00

### **Minutes 10<sup>th</sup> February 2020**

- I. BioICEP coordinator Dr Margaret Brennan Fournet opened the meeting by greeting the parties present and the Chinese parties who were present virtually via the zoom video conferencing facility and relayed the apologies of the Project Officer who due to unforeseen circumstances could not join the meeting. Dr. Brennan Fournet then outlined the objectives of the Kick-off meeting listed below.
  - a) For the consortium to meet and network to develop strong links with the consortium
  - b) Maximise the impressive and diverse global skill set
  - c) Benefit from ECs extensive administration facilities
  - d) Maximise impact for stakeholders and global citizens
- II. AIT president Prof Ciaran Ó Catháin gave a welcoming address and overview of AIT.
- III. Dr Declan Devine, Director of the MRI introduced research in AIT and within the Materials Research Institute (MRI)
- IV. The Irish NCP for NMP-B Dr Sergio Fernandez Ceballos gave an overview of the supports offered by Irish NCP's and outlined the timeline involved in the engagement between Dr Fournet and Irish governmental supports towards the development of the BioICEP project emphasizing the need for good planning and preparation ahead of the submission deadline.
- V. Delegates from the National Chinese Science Foundation presented via Zoom its international engagement strategy and an overview of its operational procedures and supports for Chinese researchers engaging in H2020.
- VI. Project partners gave a brief overview of their Institutions and their Research Facilities and activities in the BIOICEP project. Project partners AIT, ACT, AIM, AVE, CUT, IBET, IMGGE, LIT, LOG, NTUA, presented slides live at the meeting while BIT, CAS

and SDU presented online. Due to time constraints both NTUA and TCD presented their overview on second day 11<sup>th</sup> February. All presentations are made available on the BioICEP Consortium Portal (TEAMS)

- VII. At 13:00 the meeting was adjourned for lunch and networking activities with the consortium going by bus to a local science museum and castle for a guided tour.

### Minutes 11<sup>th</sup> February 2020

**All EU partners were present and Chinese partners attended virtually using zoom conferencing facility.**

- VIII. The following morning resumed with the following on presentation by consortium partners NTUA and TCD who presented their institution and research facilities as per point VI the previous day.

Each of the partners during the morning also took an opportunity to record a 5 minute presentation for inclusion in a BioICEP video outlining their institutions and their involvement in the BioICEP project which will be released in the coming months.

- IX. Two presentations on the Overarching BioICEP Technology Approaches from each of the EU and Chinese coordinators

EU: Margaret Fournet, AIT, Ireland 10 mins

China: Prof Qingsheng Qi, SDU, China 10 mins

- X. Each of the consortium work package leaders presented their work packages (WP) and deliverables for the coming 48 months, any challenges foreseen and requirements from their WP partners. Each WP leader presented for in the region of 30 mins including robust discussion.

	<b>Work Package Leader</b>	<b>WP No</b>
	<p>The Provost, Fellows, Foundation Scholars &amp; The Other Members of Board of the College of the Holy &amp; Undivided Trinity of Queen Elizabeth near Dublin <b>TCD</b></p> <p><b>WP 3 – To develop and optimise the pre-treatment technologies to enhance the microbial degradation of plastic waste</b></p> <p><b><u>Issues identified:</u></b></p> <ul style="list-style-type: none"><li>• When will plastic samples from WP3 be available for partners carrying out biodegradation work</li></ul>	WP3

	<ul style="list-style-type: none"> <li>• In what format can the plastics be supplied</li> <li>• When will standardized samples and pretreated samples be available?</li> <li>• To agree a trial sharing and posting of materials to ensure materials are received and any issues that could effect the sharing of materials by couriers and posting.</li> </ul> <p>Discussed with partners and solutions were outlined and agreed including sample tracking facility to be prepared and made available on BioICEP Teams</p>	
	<b>Athlone Institute of Technology</b> <b>WP1 – Ethics</b> <b>WP2 – Project Management &amp; Co ordination</b>	WP1 & 2
	<b>Avecom</b> <b>WP 8 – Establishment BioICEP Pilot Plant for mixed plastics degradation and bioproduct production</b>	WP8
	<b>Aimplas</b> - Asociacion De Investigacion De Materiales Plasticos Y Conexas <b>WP 9 – Dissemination, Exploitation &amp; Communication</b> AIMPLAS presented the work package and the requirements for all partners to assist in achieving the output of this work package which spans the life of the project	WP9
	<b>IMGEE</b> Institut Za Molekularnu Genetiku I Geneticko Inzenjerstvo <b>WP 4 – Development of Enzymatic and Biocatalytic Solutions for single and mixed plastic degradation</b> <u><b>Issue identified:</b></u> <ul style="list-style-type: none"> <li>• Request by Chinese partner CAS for IMGEE prepared monomer and dimer samples</li> <li>• To develop Standing Operating Procedures (SOPs) which ensure consistency among partner laboratories in how they conduct laboratory- screening.</li> <li>• Discussed with partners and a plan for SOP preparation agreed.</li> <li>• Plan to prepare and supply Monomer and Dimer plastic samples to CAS and other partners agreed.</li> </ul>	WP4
	<b>Instituto De Biologia Experimental E Technologica IBET</b> <b>WP 7 – Conversion of waste synthetic plastics degradation molecules and monomers into value – added microbial products, namely PHA, nanocellulose and rhamnolipids</b>	WP7
	<b>Limerick Institute of Technology LIT</b> <b>WP 5 – Establishment of a catalogue of high performance microbial strains for plastic degradation and bioplastic production</b> <u><b>Issues identified:</b></u> <ul style="list-style-type: none"> <li>• Other partners linked to the WP5 must make known what biobanks they intend on screening</li> </ul>	WP5

	<ul style="list-style-type: none"> <li>To clearly define what protocols will be used for screening biobanks and outline the exact plastics to be used for screening must be decided on</li> <li>When will pre-treated plastics from WP3 be available for WP5?</li> </ul> <p>Discussed with WP 5 group and solutions were outlined and agreed</p>	
	<b>Microlife Solutions BV</b> <b>WP 6 – Establishment of high performance microbial consortia for plastic degradation and bioplastic production</b>	WP6

XI. AIMPLAS provided details Dissemination, Exploitation and Communication Training to participants.

XII. Lorna Walsh, AIT presented on the Project Management and requirements from AIT. Lorna also presented the project platform (TEAMS) and guided each of the partners through the platform and its workings. Lorna also presented details of the Project Officers presentation around the key points of reporting, communication & dissemination

XIII. Dr Margaret Brennan Fournet Project Coordinator presented a summary of the two days and next steps in moving the project forward within the set timelines and budgets.

Margaret presented the deliverable and the list of project milestones and emphasized the importance of all WP leaders and project partners to monitor their deliverable dates and obligations. Margaret paid particular attention to the coming 12 months in advance of the upcoming reporting period at month 12. All deliverables are presented on the consortium portal TEAMS and linked to a calendar system for ongoing reminders.

### **Actions required**

- WP Numbering + 1**

Partners were confused to the change in the WP numbering different between the Grant Agreement and the Proposal submitted. This is as a result of the addition of the Ethics WP which was introduced in the Grant Agreement as WP1 which moved all other WP's, tasks, deliverables and milestones by +1. (for example WP1 became WP2, and so on)

- PMs budget modifications**

Some partners noted at the meeting that on review they wished to move PM from one WP to another while still maintaining the overall number of PM. Partners were asked to review their PMs and revert by email to the coordinator and project manager with the total PMs and their distribution with each of the WPs. This would in turn would be circulated and discussed with all partners on the partners portal (TEAMS)

- Publication and Dissemination Criteria**

Currently partners are asked to circulate a publication to the review committee of BioICEP 'at least 45 calendar days' in advance however partners felt that this may cause difficulty and have agreed on a working to include in replacement for 'at least' to be replaced by 'to up to 45 calendar days'. This request will be updated in the Consortium Agreement and recirculated to partners for agreement.

- **Governing Structure Document – for Ratification**

The Governing Structure Document was discussed and for further review by partners and for final agreement by all partners over the partners portal.

- **Risk Management Plan for review and ratification**

The Risk Management Plan which is a central part of the Ethics work package was presented to partners, partner will be offered further time to review the document and will be asked for final comments by the Project Co-ordinator and Project Manager and uploaded on the ECAS.

- **Deliverable Table for review**

The table of deliverables are on the partners platform (TEAMS). The deliverables were categorized 1-6 months and 6-12 months. All deliverables upcoming as per the work-packages were discussed with each WP leader and WP group.

All presentations are available on the consortium platform (TEAMS)

### **Next meeting:**

8<sup>th</sup> – 10<sup>th</sup> September in Spain (AIMPLAS). This meeting will also take the opportunity to combine a meeting with the MIXUP H2020 Project. MixUp (Dr Christine Kempchain – Aachen) have sought for BioICEP to part take in a joint meeting on Sept 9<sup>th</sup> in Madrid which the BioICEP partners are happy to partake in.

### **January 2021 – China**

Meeting and workshop to be held in China with one of the Chinese partners hosting.

Details to be finalised.

All partners were present including the 3 Chinese Universities which participated and presented their university presentations and work package inputs online via Zoom for the two days. The interaction of the Chinese partners was facilitated by the BioICEP EU-China Engagement Officer Dr Yuanyuan Chen

The kick off meeting concluded with partners leaving to return to their respective Institutions and other taking a tour of the AIT Research Facilities.



BioICEP Partners at the networking event on Day 1 of the Kickoff meeting February 10<sup>th</sup> Birr Castle and Museum, Ireland