

DELIVERABLE 10.1

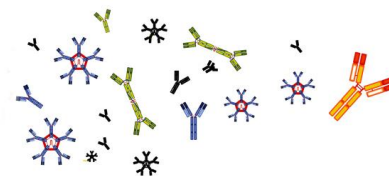
ESTABLISHING GOVERNANCE STRUCTURE

WORK PACKAGE NUMBER: 10

WORK PACKAGE TITLE: PROJECT MANAGEMENT



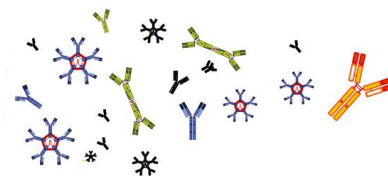
This project is funded by the European Union's H2020 Research and Innovation Programme under Grant Agreement No. 825821 and Canadian Institutes of Health Research (CIHR)



iReceptor Plus Project Information	
Project full title	Architecture and Tools for the Query of Antibody and T-cell Receptor Sequencing Data Repositories for Enabling Improved Personalized Medicine and Immunotherapy
Project acronym	iReceptor Plus
Grant agreement number	825821
Project coordinator	Prof. Gur Yaari
Project start date and duration	1 st January, 2019, 48 months
Project website	http://www.ireceptor-plus.com

Deliverable Information	
Work package number	10
Work package title	Project Management
Deliverable number	10.1
Deliverable title	Establishing Governance Structure
Description	The Governance structure will be implemented in line with the DoA (section 3.2.1), which defines the roles, responsibilities and activities of the different committees and other decision rules.
Lead beneficiary	Bar Ilan University (BIU)
Lead Author(s)	Gur Yaari, Bracha Ehrman





Contributor(s)	
Revision number	1
Revision Date	28 February, 2019
Status (Final (F), Draft (D), Revised Draft (RV))	F
Dissemination level (Public (PU), Restricted to other program participants (PP), Restricted to a group specified by the consortium (RE), Confidential for consortium members only (CO))	PU

Document History			
Revision	Date	Modification	Author
0.1	25/2/2019	Initial draft	Bracha
0.2	28/2/2019	Final version	Gur, Bracha

Approvals				
	Name	Organisation	Date	Signature (initials)
Coordinator	Prof. Gur Yaari	Bar Ilan University	28 Feb, 2019	GY
WP Leaders	Prof. Gur Yaari	Bar Ilan University	28 Feb, 2019	GY



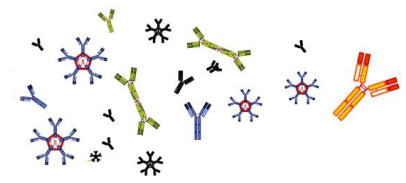
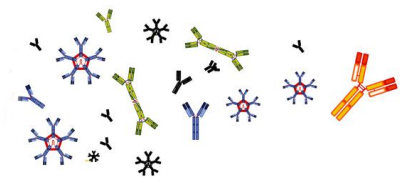


Table of Contents

Establishment of Governance Structure.....	5
Executive Summary.....	5
Role of Governance.....	5
Governance Structure.....	5
Governing Bodies.....	6
Governing Body Roles.....	6
Individuals named for the Governing Bodies above include:.....	8





Establishment of Governance Structure

Executive Summary

The Kick-off Meeting, hosted by the Coordinator and the Israeli partner Interteam, took place in Eilat, Israel on January 14-16, 2019. The meeting was attended by all partners and was dedicated to introduction of partners, an overview of the project as well operational planning on the level of Work Packages and tasks, focusing on implementation of the first activities of the project. Practical aspects of interaction among Work Packages as well as project administration and reporting clarified requirements and set processes in motion.

As part of the Kick-off Meeting, the General Assembly reached decisions: 1- to confirm the Governance structure as detailed in the DoA and the CA, which is the essence of D10.1. The details of this structure are enumerated in this document.

Role of Governance

As presented by the Coordinator and the Management team, the role of governance in the project is to:

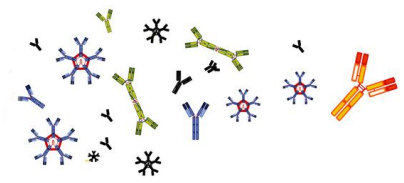
- Ensure effective management of the iReceptor Plus Project;
- Establish clear procedures for making decisions and resolving conflicts effectively;
- Establish quality control procedures with respect to all outputs and deliverables;
- Ensure the project proceeds within the framework of the project budget and according to administrative, financial and legal principles defined by European and national regulations;
- Ensure that the participants conform to their obligations under the contract and the Consortium Agreement;
- Monitor occurring ethical issues effectively and efficiently;
- Manage Background and Results intellectual property taking due account of the rights of the participants as specified in the Consortium Agreement;
- Address gender issues appropriately.

Governance Structure

The iReceptor Plus governance structure outlined below was officially established based on the DoA, approved with the signing of the CA, and confirmed at the kick-off meeting by the



This project is funded by the European Union's H2020 Research and Innovation Programme under Grant Agreement No. 825821 and Canadian Institutes of Health Research (CIHR)



Consortium. The consortium is comprised of 20 organisations, all of which take part in the Governance. They include: Bar Ilan University, Simon Fraser University, Sorbonne University, University of Toronto, German Cancer Research Center, Leitao Technology Centre, Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência, University of Haifa, University of Oslo, Mitmynd, Ascora, MedGenome, Infinidat, 10X Genomics, Beilinson, UT SouthWestern, Assistance Publique-Hopitaux de Paris, Oslo University Hospital, Timelex and Interteam. The Consortium is coordinated by Bar Ilan University (BIU).

Governing Bodies

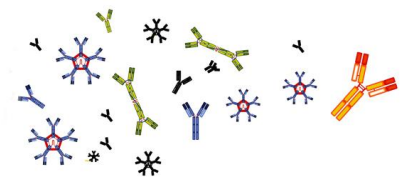
Coherently with the DESCA model of Consortium Agreement, the internal organizational structure of iReceptor Plus Consortium will comprise the following Governing Bodies:

- a) The **Coordinator**, which is the institution ultimately responsible for the overall project coordination and functions as the intermediary between the Consortium and the European Commission.
- b) The **Project Executive (PE)**, is the supervisory body for implementing the Project and includes the Coordinator, an RTD Manager, a Technology Manager, An Innovation Manager and an Administration Manager.
- c) The **General Assembly (GA)**, is the ultimate authority in the project.
- d) The **Management Support Team**, appointed by the Coordinator, assists the Coordinator and PE.
- e) **Work Package Leaders (WP Leaders)** are responsible for the daily management of their work package/s; the **Task Leaders** are responsible for the daily management of their task/s within the work packages.

Governing Body Roles

- a) The **Coordinator**
 - Overall responsibility for the project
 - Technical issues
 - Administrative issues
 - Legal issues
 - Financial issues
 - Knowledge management
 - Intermediary between consortium and EU
 - Receipt and allocation of EC financial contribution
 - Establish effective and efficient review & control mechanisms
 - Strategic planning and direction of the project



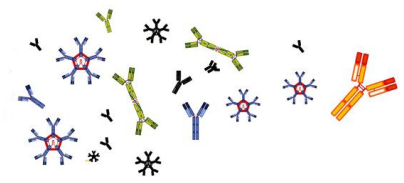


- Overall project planning and associated budgets
 - Ensure timely periodic reports
 - Assisted by the Administration Manager & the Management Support Team

- b) The **Project Executive (PE)**
 - Monitor all ethical issues
 - Ensure that activities are progressing according to the agreed schedule
 - Collect all information needed for the submission of the annual reports
 - Act through the Coordinator as the contact point between the Project and the EC
 - Address external risks which may impair progress towards the Project's objectives and propose strategies to the General Assembly to address those risks
 - Define global performance indicators of progress towards the project's objectives
 - Prepare and update quality assurance procedures and guidelines
 - Direct the project according to the present work plan taking preventive and corrective actions as needed
 - As necessary propose modifications to the work plan, the contract and the consortium agreement for approval by the General Assembly and the EC if so required
 - Present project budgets to the General Assembly for approval
 - Address and document all issues raised by external regulatory and other relevant bodies
 - Discuss and record all relevant IPR issues raised by participants in conformity with the Consortium Agreement
 - Document and manage withdrawal, inclusion and exclusion of participants as appropriate
 - Approve or otherwise, publications resulting from the iReceptor Plus project

- c) The **General Assembly (GA)**
 - Delegate responsibility for the day-to-day running of the project to the Project Executive
 - Decide upon the inclusion and exclusion of participants
 - Approve project budget changes if required
 - Discuss any amendments to the contract and consortium agreement
 - Assess the performance of the Project Executive and take appropriate measures if performance is found to be lacking





- Ensure that complete minutes of all General Assembly meetings are sent to all participants
- d) **Management Support Team**
- Assists the Coordinator and PE on daily level to implement project activities
- e) **Work Package Leaders**
- Ensure progress according to budget and plans for each of the tasks in the WP with the **Task Leaders** taking responsibility to lead the activities within their task/s
 - Synchronise the tasks internally within the Work Package;
 - Coordinate the activity with the Technical Manager and other WP Leaders to ensure streamlining of the entire project activity. The coordination can be affected electronically, or if the PE so decides, a meeting will be convened to resolve any problems which could affect the project;
 - Report progress in the WP regularly to the PE and in writing to the Coordinator. They will advise in real time any potential delay in the performance of the WP activities, proposing solutions to mitigate negative effects;
 - Ensure the timely production of deliverables and reaching of milestones for the WP;
 - Provide warning to the PE and the Coordinator if, and when one of the risks listed in the contingency plans materializes and prepare proper action;
 - Provide the necessary inputs for the timely submission of the reports to the Commission

Individuals named for the Governing Bodies

Project Coordinator: Prof. Gur Yaari (BIU)

Project Executive:

- Prof. Gur Yaari, Coordinator (BIU)
- Prof. Felix Breden, RTD Manager (SFU)
- Dr. Brian Corrie, Technology Manager (SFU)
- Mr. Tobias Hinz, Innovation Manager (Ascora)
- Mr. Simon van Dam, Admin Manager (Interteam)

General Assembly:

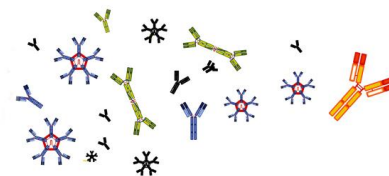
- The PE
- One duly authorized senior representative nominated by each partner not otherwise represented.

Management Support Team:

- Ms. Bracha Ehrman (Head- invited to PE Meetings as observer)



This project is funded by the European Union's H2020 Research and Innovation Programme under Grant Agreement No. 825821 and Canadian Institutes of Health Research (CIHR)



- Ms. Estelle Waise
- Ms. Pazit Polak
- Ms. Pam Borghardt
- Ms. Liza Dobrovin

Work Package Leaders

The Work Package Leaders are listed in Table 1.

Table 1: Work package leaders

WP 1	End user experience & User Case Demonstration	Brian Corrie, Tobias Hinz
WP 2	“Scale Up” and “Scale Out” the AIRR Data Commons	Felix Breden, Brian Corrie
WP 3	Layered Data Security	Artur Rocha
WP 4	Analyses pipelines	Lindsay Cowell, Scott Christley
WP 5	Advanced algorithms for mining AIRR-seq repositories	Gur Yaari
WP 6	Systems Immunology	Encarnita Mariotti-Ferrandiz
WP 7	Single cell data integration	Christian Busse
WP 8	Innovation Management, Exploitation & Business Planning	Tobias Hinz
WP 9	Dissemination, Communication and Visibility	Dan Gerstenfeld, Boaz Babai
WP 10	Project Management	Gur Yaari
WP 11	Ethics	Gur Yaari, Jos Dumortier

Advisory Boards

External to the Consortium, two Advisory Boards will be established by the Consortium.

- Scientific Advisory Board** will be established with the participation of 3 to 5 well known experts specialising in the relevant fields, who will be kept informed of the project development and the achieved results, and provide scientific advice to the project. They will be invited to one iReceptor Plus event each year.
- Ethical Advisory Board** will provide guidance on ethical and legal issues to ensure full compliance with all relevant ethical issues. The Ethics Advisory Board will consist of the project members as selected in the Kick-off Meeting, the consortium’s Data Protection Officer (DPO) from Timelex (P19), and an independent ethics expert specialised in data protection. The setting up of the ethics advisory board and all details of the functioning of the board will be detailing under task 11.5 and in deliverable D11.5, due M12.

