



Project acronym: **MATCHIT**
Project title: Matrix for Chemical IT



Deliverable n. 7.7.1: Other, Public (PU) M12
“Kick-off meeting“

Due date of deliverable: M1

Actual submission date: March 31st 2011

Start date of project: **01.02.2010**

Duration: **3 years**

Organisation name of lead contractor for this deliverable: University of Southern Denmark, SDU

Deliverable D7.7.1 Kick-off meeting

The coordinator initiated a kick-off workshop that took place at ECLT in Venice March 2-3, 2010 (See agenda below). At the end of the workshop an inaugural General Assembly meeting was held (see agenda & minutes below).

Agenda

MATCHIT kick-off meeting – 1st partner workshop, March 2-3, 2010, ECLT Venice, Italy

Venue Contact Person: Lone L. Laursen, tel. +45 6550 4436, lol@sdu.dk

Proposed agenda. Changes can be made although we need to cover all included issues. In particular we may decide to add a few ad hoc technical presentations at day 2 (March 3).

Day 1	Agenda Item
12:30 - 13:30	Lunch
13:30 – 14:00	Welcome and Introductions Steen Rasmussen: Welcome, presentation of each other, review of agenda and overview of the project.
14:00– 15:30	State of the art: where are we scientifically today? Gunter: DNA nano-containers (WP1, 15 min) Martin Hanczyc, Pierre-Alain Monnard & Peter Eggenberger: Heterophase containers & container supported reactions (WP2& WP3, 25 min) Benny Gill: DNA computation of container address tags (WP4, 15 min) John McCaskill: Electronically controllable chemical matrix (WP5, 20 min) Doran Lancet: IT architecture (WP6, 15 min)
15:30 – 16:00	Coffee break
16:00 – 16:30	Steen Rasmussen & Lone Laursen: Management, including WP coordination, dissemination and proposed processes (WP7 & WP8, 30 min)
16:30 – 17:30	Work plan Steen Rasmussen & John McCaskill: Presentation of Work plan (20 min) All: Discussion of Work plan
17:30 – 18:00	Tentative conclusions and agenda review for Wednesday
19:30 -	Dinner

Day 2	Agenda Item
9:00 – 10:00	Critical Project Management & Administration Steen Rasmussen & Lone Laursen: Financial management & reporting, Next meetings, Other issues
10:00 – 10:45	All: Scientific discussion of WPs. Planning/coordination of key experiments and computational issues in Year 1. Year 1 Deliverables.
10:45 – 11:00	Coffee break
11:00 – 12:30	Continued All: Scientific discussion of WPs. Planning/coordination of key experiments and computational issues in Year 1. Year 1 Deliverables.
12:30 – 13:30	Lunch
13:30 – 14:40	General Council meeting & group photo
14:40 – 15:00	Coffee break
15:00 – 16:45	Finalize Work plan, detailed WP actions & scientific conclusions
16:45 – 17:00	Other (e.g. logistic) conclusions & farewell

List of participants

Participants in the MATCHIT Kick-off meeting in Venice March 2nd-3rd 2010

Name	Place	Phone-number	Email
Steen Rasmussen	SDUa	+45 6550 2507	steen@ifk.sdu.dk
Martin Hanczyc	SDUa	+45 6550 4438	martin@ifk.sdu.dk
Pierre-Alain Monnard	SDUa	+45 6550 4437	monnard@ifk.sdu.dk
Harold Fellermann	SDUa	+45 6550 3523	harold@ifk.sdu.dk
Wendie H. Jørgensen	SDUa	+45 6550 2526	whj@ifk.sdu.dk
Pernille Lykke Pedersen	SDUa		plp@ifk.sdu.dk
Lone L. Laursen	SDUa	+45 6550 4436	lol@sdu.dk
Peter Eggenberger Hotz	SDUb		eggen@mip.sdu.dk
John McCaskill	RUBa	+49 234-32-27702	john.mccaskill@rub.de
Uwe Tangen	RUBa	+49 234-32-22701	uwe.tangen@ruhr-uni-bochum.de
Patrick Wagler	RUBa		patrick.wagler@biomip.rub.de
Günther Von Kiedrowski	RUBb		kiedro@rub.de
Dmytro Kolmanovskyi	RUBb		
Doron Lancet	WISa	+972-8-934 3683	doron.lancet@weizmann.ac.il
Benny Gill	WISb		benny.gil@gmail.com
Ruedi Füechslin	ECLT	+41 44 635 45 91	fuchslin@ifi.uzh.ch

MATCHIT General Council Meeting

ECLT, Ca Minich, Venice, March 2nd, 2010 (14:00-15.30)

DRAFT AGENDA

1. Approval of agenda
2. Election of a member for the Coordination Committee.
3. General business
4. Date of next meeting

MINUTES

Participants (ordered by affiliation)

University of Southern Denmark, SDU

Center for Fundamental Living Technology (partner 1a)

Steen Rasmussen (Chair)

Lone Ladegaard Laursen (taking minutes)

Mærsk Mc-Kinney Møller Institutet (partner 1b)

Peter Eggenberger Hotz

Ruhr University Bochum, RUB

Biomolecular Information Processing (partner 2a)

John McCaskill

Bioorganic Chemistry (partner 2b)

Günther Von Kiedrowski

Weizmann Institute of Science, WIS

Department of Molecular Genetics (partner 3a)

Doron Lancet

Department of Biological Chemistry (partner 3b)

Benny Gil

University Ca' Foscari

European Center for Living Technology (partner 4)

Ruedi Füchslin

No	Agenda item	Action on
0	The Chairman opened the meeting at 13:40 pm, welcomed the participants and noted that all partners were represented.	
1	Approval of the agenda SR suggested to adopt the agenda by starting discussion of item 3 and then continuing with item 2. This was unanimously approved.	
2	Endorsement of the Consortium Agreement (including Work Annex) with modifications if necessary SR made a brief introduction to the status of the Consortium Agreement (CA). Section 9 ("Background covered") of the CA is an issue for all the partners, as they cannot generally grant access to all of the respective Universities background. To counteract this, the Legal Office at WIS has made a long list of background items to be excluded from the project. This was discussed and the other partners expressed concerns that this solution could create legal issues between the respective Legal Offices, which in the worst case could delay the signing of the CA. The Legal Office of RUB suggests that one way around this would be to exclude every background in Attachment 1 and so propose to change the whole stipulation as follows: "9.1 Background covered Any Party may enter in Attachment 1 any specific Background to which it grants	

	<p><i>Access Right to the other Parties in accordance with the provisions of this Consortium Agreement. All other Background except that listed in Attachment 1 shall not be available for the granting of Access Rights in accordance with the provisions of this Consortium Agreement.</i></p> <p><i>The granting of additional Access Rights to Background not explicitly granted in Attachment 1 shall be subject to bilateral agreement between the Parties concerned.</i>“</p> <p>This way none of the parties grants access unless explicitly stated in Attachment 1 and it saves the other partners from making long exclusion list of background.</p> <p>RUB has no other legal objections against the contract, especially the proposed articles of Steen Rasmussen in his email of the 16th Feb or the letter of the Weizmann Institute.</p> <p>After a brief discussion the General Assembly agreed upon letting the Legal Office at SDU make a new draft of the Consortium Agreement, which includes the suggestion on ”Background covered” from RUB and the requested changes from WIS.</p> <p>If this, against expectations, should not resolve the “Background covered” issues the Consortium Committee should get together to find a solution.</p>	<p>SR</p>
<p>3</p>	<p>Distribution of responsibilities</p> <p>SR gave a short overview of the management structure (Coordinator, Coordination Committee (CC), WP leaders) before distribution of the responsibilities.</p> <p><i>Election of Coordination Committee member:</i> Doron Lancet was unanimously elected.</p> <p><i>IPR Security:</i> SR suggests that the CC comes up with a solution on how to handle this. This was unanimously approved.</p> <p><i>Dissemination of knowledge:</i> DL suggested to ask Martin Hanczyc from FLinT to assume this responsibility. This was unanimously approved.</p> <p><i>System Administration, website and website log:</i> SR suggested to form a working group comprised of Harold Fellermann (SDU), Uwe Tangen (RUB) and Lone L. Laursen (SDU) to assume this responsibility. This was unanimously approved.</p> <p>It was decided, that the WP-leaders are responsible for the content on the frontend of the webpage along with the monthly update of the log-files on the protected side. Coordinator will make guidelines on how to update the frontend.</p> <p>It was decided, that each WP-leader makes a list of who’s responsible for communication on issues/deliverables related to other work packages. The list is to be sent to the Coordinator ASAP.</p> <p>JM requested that all partners uses informative sortable subject lines (ex.</p>	<p>SR</p> <p>SR</p> <p>SR</p> <p>LOL</p>

	MATCHIT_web) when communicating by email.	
4	General business No issues were raised.	
5	Next meeting The next meeting of the General Assembly should take place at the next MATCHIT workshop. It was suggested that workshop meetings in the fall in general should be hosted at the respective partner institutions, starting in Israel (The Weizmann Institute). This would give the partners an option to discover the different lab facilities and equipment used in the project and offers an option to make the workshops more “hands-on”. Since the workshops are scheduled to be held at ECLT in Venice, this change needs approval from the Project Officer. It was unanimously approved that the Coordinator should resolve this. When this is resolved the Coordinator will contact partners asap about place and date. The Chairman closed the meeting at 14:45 pm.	Action Item: SR SR

Decisions List of the 1st meeting of the General Assembly of MATCHIT

No	Decision	Action on
1	Doron Lancet is elected as the 3rd member of the Coordination Committee.	None
2	Martin Hanczyc is asked to assume responsibility of dissemination of knowledge.	SR
3	A working group comprised of Harold Fellermann (SDU), Uwe Tangen (RUB) and Lone L. Laursen (SDU) is set up to assume responsibility of System Administration, website and website log.	SR
4	The WP-leaders are responsible for the content on the frontend of the webpage along with the monthly update of the log-files on the protected side.	None
5	WP-leaders make a list of who is responsible for communication on issues/deliverables that’s related to other work packages. The list is to be send to the Coordinator ASAP.	WP-leaders
6	The next meeting of the General Assembly takes place at the next MATCHIT workshop.	None

Action list of 1st meeting of the General Assembly of MATCHIT

No	Actions	Action on
1	The legal Office at SDU makes a new draft of the Consortium Agreement which includes the suggested solution from RUB to the Background Issues.	SR/LOL
2	The Consortium Committee (CC) finds a solution on how to handle IPR-security.	CC
3	Coordinator makes guidelines on how to update the frontend of the webpage and the log-files.	LOL
4	Coordinator contacts EC Project Officer for approval of moving the fall workshops to the respective partner institutions in Israel, Germany and	SR

	Denmark.	
5	Contact the partners about place and date for the next meeting of the General Assembly.	SR