

EPPN2020 project management guidelines

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Executive Summary

Objectives: The Management Guidelines is intended for all EPPN²⁰²⁰ project partners. It provides guidelines for the management activities in the project, including TNA and internal communication, to ensure the quality and consistency of project outcomes. It allows partners to have a better understanding of procedures within the project.

The document aims to be a practical reference guide and a managing tool for Committee members, WP leaders and partners through the course of the project.

The Management Guidelines is based on and complying with different reference documents:

- European Commission Contract (Annotated Model Grant Agreement) signed with the Coordinator
- Consortium Agreement (CA) (being signed by all partners)
- Annex I of the GA: Description of Work (DoA)

This document was printed and distributed to all partners at the Kick Off Meeting. It is now available in an e-version on the project's collaborative workspace together with the reference documents.

Authors/Teams involved: Specify the list of EPPN²⁰²⁰ people and other contributors that have worked on this Deliverable (name of authors and organisation).



May 2017

EPPN²⁰²⁰ Management guidelines and project information

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About EPPN²⁰²⁰ Project

EPPN²⁰²⁰: European Plant Phenotyping Network 2020

Horizon2020 Programme: Research Infrastructures

Type: Research and Innovation Action

Project Duration: May 2017 – April 2021 (48 Months)

Total Project EU Grant Aid: €9,708,867.00

Website: www.eppn2020.plant-phenotyping.eu

Internal website: <https://intranet.inra-transfert.fr/EPPN2020>

Project Number: 731013

EPPN2020 will provide European public and private scientific sectors with access to a wide range of state-of-the-art plant phenotyping facilities, techniques and methods. It will aid the community in progressing towards excellence across the whole phenotyping pipeline, involving sensors and imaging techniques, data analysis in relation to environmental conditions, data organization and storage, data interpretation in a biological context and meta-analyses of experiments. It builds upon the starting community project EPPN and will coordinate its activities with the ESFRI infrastructure EMPHASIS and with national programs. EPPN2020 involves:

- Access to 31 key installations (15 infrastructures), chosen for excellence and avoidance of redundancy, with capacity of hundreds of genotypes and dedicated to innovative non-invasive measurement of traits at different levels of plant organization.
- Three Joint Research Activities. JRA1 develops novel techniques and methods for environmental and plant measurements, in particular for assessing the spatial variability of environmental conditions in each platform. JRA2 develops tools for statistical analysis of phenotyping experiments across platforms and scales of plant organization. JRA3 develops a European Phenomic Information System, based on novel information technologies and standardization strategies.
- Networking Activities. NA1 organises access and selection of projects, NA2 establishes cooperation and increases integration between facilities both within and outside EPPN2020.

EPPN2020 (i) extends the infrastructure offered to the community; (ii) develops synergies between infrastructures and cross fertilization between disciplines, via common experiments in JRAs; (iii) builds a European information system to manage the information generated by installations, with an open data strategy; (iv) provides training at all career levels; (v) is closely linked with industry, both SMEs providing technology and breeding companies.

EPPN²⁰²⁰ PARTNERSHIP

PARTNERSHIP

22 Partners
31 Facilities



EPPN²⁰²⁰ PARTNERSHIP: MAIN CONTACTS

N°	Organisation	Short name	Country	First name	Last name	E-mail
1	Institut National de la Recherche Agronomique	INRA	FR	François	Tardieu	francois.tardieu@supagro.inra.fr
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8	Forschungszentrum Julich GmbH	FZJ	DE	Ulrich	Schurr	u.schurr@fz-juelich.de
9	Leibniz - Institut Fuer Pflanzengenetik Und Kulturpflanzenforschung	IPK	DE	Thomas	Altmann	altmann@ipk-gatersleben.de
10	Deutsches Forschungszentrum Fuer Gesundheit Und Umwelt GmbH	HMGU	DE	Jörg-Peter	Schnitzler	j.p.schnitzler@helmholtz-muenchen.de
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PARTNERSHIP: MAIN CONTACTS

Project structure

WP1/ JRA1 Novel techniques and methods for environmental and plant measurements, including model-assisted phenotyping

Leader: Xavier Draye (UCL)

Deputy Leader: Tony Pridmore (UNOTT)

WP2/JRA2 Design and analysis of phenotyping experiments across multiple platforms, scales of plant organization, traits and management conditions

Leader: Fred van Eeuwijk (WU)

WP3/JRA3 Building a consistent Information System in the different nodes and defining standardisation strategies

Leader: Pascal Neveu (INRA Misteau)

Deputy Leader: Björn Usadel (FZJ)

WP4/NA1 Management of Transnational Access

Leader: Roland Pieruschka (FZJ)

WP5/NA2 Networking

Leader: Ulrich Schurr (FZJ)

Deputy Leader: Malcom Benett (UNOTT)

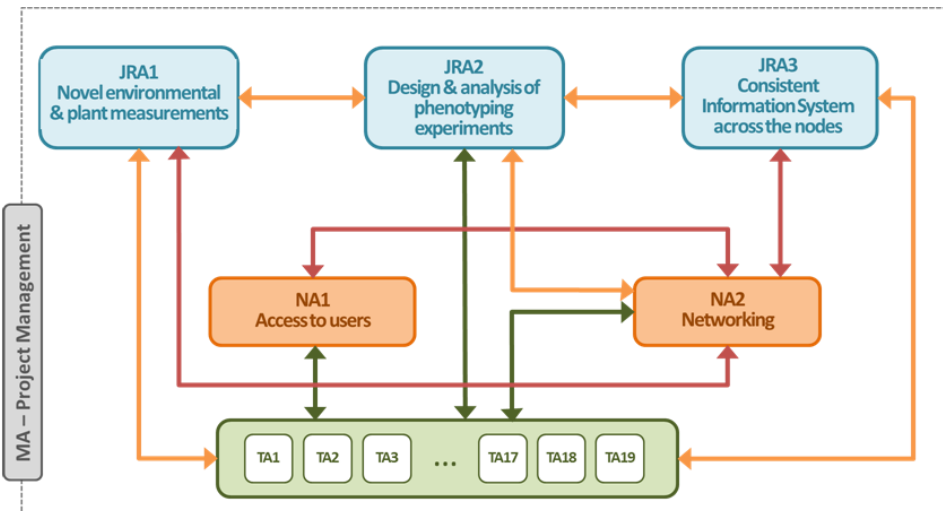
WP6/MA1 Project coordination & management

Leader: François Tardieu (INRA Lepese)

Project Manager: Bénédicte Ferreira (IT)

WP7 > WP19 Transnational access to EPPN2020 platforms

Leaders: Each organisation which provides the platforms



Platforms open for Transnational Access

EPPN2020 offers European scientists transnational access to 31 experimental plant phenotyping installations, at 15 different institutions, in 10 countries across Europe between 1st May 2017 and 30 April 2021.

Transnational access offered by the participating research infrastructures within EPPN2020 include:

- free access for eligible user groups to research facilities;
- support for travel;
- free access for eligible user groups to research facilities
- on-site logistic support by the infrastructure staff;
- access to knowledge and know-how at the research infrastructures necessary to complete the proposed experimental work

Access will be granted on the basis of proposals evaluated by independent reviewers.

How are applications for access selected and evaluated?

Access is granted on the basis of proposals. Each proposal will be reviewed and evaluated by an independent EPPN2020 platform scientist and international expert recognized for their expertise in plant phenotyping.

Who is eligible to get access in EPPN2020 platforms?

Access is free for users from EU Member States, EU Associated States, or Developing Countries.

The user group leader and the majority of the users must work in a country other than the country(-ies) where the installation is located. Exceptions (International organization, the Joint Research Centre (JRC), an ERIC or similar legal entities)

Only user groups that are allowed to disseminate the results they have generated under the action may benefit from the access, unless the users are working for SMEs

Applicants may apply for access to two or more installations with a separate application for each installation i.e. access to two or more installations requires two or more applications.

More information soon on the EPPN2020 website!

EPPN2020 Platforms open for TNA

Institution	TA	Platform	type*	trait**/ organ
INRA LEPSE	TA1	M3P - Phenoarch	i	structure and function/ shoot
		M3P - Phenodyn	i	structure and function/ shoot
		M3P - Phenopsis	i	structure and function/ shoot
INRA GDEC	TA2	Phéno3C	iii	structure and function/ canop
INRA AGROEC	TA3	4PMI	i	structure and function/ root
INRA BEP	TA4	HiTMe	ii	metaboloc profiling
INRA Angers	TA5	PHENOTIC	i	disease symptopms
ABER	TA6	Large Plant Platform	i	structure and function/ root a
		Small Plant Facility	i	structure and function/ shoot
		Nutrient Flow Facility	i	nutrient status/ plant
AU	TA7	Dynapheno	i	structure and function/ shoot
ALSIA	TA8	Scanalyzer 3D System	i	structure and function/ shoot
IPK	TA9	IPK-APPP	i	structure and function/ shoot
		IPK-MP	ii	metabolic profiling
HMGU	TA10	SunSCREEN	i	VOC emission/ plant
		ExpoSCREEN	i	structure and function/ shoot
		SignalSCREEN	i	disease symptopms/ tissue
UHEL	TA11	NaPPI Helsinki	i/ii	structure and function/ shoot bolic profiling
FZJ	TA12	GrowscreenChamber	i	structure and function/ shoot
		GrowscreenRhizo	i	structure and function/ root a
		Plant-MRI	i	structure/ root
		BreedFACE	iii	structure and function/ canop
MTA	TA13	PSDS	i	structure and function/ root
SUA	TA14	Slovak PlantScreen	i	structure and function/ shoot
UCL	TA15	Root Platform	i	structure and function/ root
UCPH	TA16	Phenolab	i	structure and function/ shoot
UNOTT	TA17	Hounsfield Facility	i	structure/ root
		RootNav/RootTrace	i	structure/ root
		lonomics	ii	macro-, microelements/ tissu
VIB	TA18	WIWAM	i	structure and function/ shoot
WU	TA19	Phenovator	i	structure and function/ shoot

* (i) non-invasive trait measurements under controlled conditions (ii) destructive sampling

**structure refers to architectural properties of root and/or shoot based on assessed by non-destructive methods
function refers to properties such as growth, photosynthesis, water relations etc. which require destructive sampling

	Throughput	typical measurement
	up to 1680 plants	abiotic stress
	up to 420 plants	abiotic stress
	up to 500 plants	abiotic stress
by	up to 384 plots	elevated CO ₂
	up to 1200 rhizotubes	abiotic stress
	up to 5000 samples	metabolic analysis
	up to 200 plants	biotic stress
and shoot	up to 300 plants	abiotic stress
	up to 1000 plants	abiotic stress
	up to 192 plants	nutrient availability
s	up to 200 plants	abiotic stress
s	up to 494 plants	abiotic stress
	up to 1584 plants	abiotic stress
	up to 400 samples	metabolic analysis
	up to 3360 plants	biotic/abiotic stress
	up to 320 plants	environmental simulation
	up to 1000 samples	biotic interactions
s/ meta-	up to 1080 plants	abiotic stress
	up to 3000 plants	abiotic stress
and shoot	up to 244 plants	abiotic stress
	up to 100 plants	abiotic stress
by	up to 252 plots	elevated CO ₂
and shoot	up to 400 plants	abiotic stress
s	up to 108 plants	abiotic stress
	up to 1000 plants	root growth/ development
s	up to 468 plants	abiotic stress
	up to 160 plants	abiotic stress
	up to 400 plants	root growth/ development
e	up to 1200 samples	element analysis
	up to 396 plants	abiotic stress
s	up to 1440 plants	abiotic stress

(iii) controlled field facilities

non-invasive methods resulting in a large number of specific traits
represent traits related to physiological processes

Your contacts in the Joint Research Activities

WP1/JRA1 - Novel techniques and methods for environmental and plant measurements, including model-assisted phenotyping



Prof. Xavier Draye

Université Catholique de Louvain (UCL)- Belgium

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Prof. Xavier Draye, Chair of Crop physiology and plant breeding, is an agronomist with 67 publications and an H-Index of 21. His research focuses on root physiology, phenotyping and genetics in crop plants. He is affiliated to the Faculty of Bioengineering and the Earth and Life Institute of UCL. Xavier leads WP1/JRA1.



Prof. Tony Pridmore

The University of Nottingham (UNOTT)- UK

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Prof Tony Pridmore is Professor in the School of Computer Science at UNOTT, where he leads the Computer Vision Laboratory. His research interests centre on image-based plant phenotyping. Previous work has addressed computer vision problems in both root and shoot phenomics, including the use of X-ray micro-computed tomography to study plant roots grown in soil. H-index 29. Tony is the deputy leader of WP1/JRA1.

Tasks in WP1/JRA1:

Task TJRA1.1. Progress in environmental characterization
Task TJRA1.2. Camera and sensor control with real-time image analysis methods
Task JRA1.3. Calibration procedures
Task JRA1.4. Joint cross-platform experiments

WP2/JRA2 - Design and analysis of phenotyping experiments across multiple platforms, scales of plant organization, traits and management conditions



Prof. Fred van Eeuwijk,

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Prof Dr Fred van Eeuwijk, chair of Applied Statistics, has >125 papers in refereed journals, Google Scholar h-index = 43. His research concerns the statistical modelling of genotype by environment interactions and the statistical analysis of multi-environment data. He is currently president of the International Program Committee for the International Biometric Conference 2016 in Vancouver, president of the Netherlands Society for Statis-

tics and Operations Research, and editor of Genetics . Fred leads WP2/JRA2.

Tasks in WP2/JRA2:

Task TJRA2.1: Outlier identification and statistical quality control protocols for phenotyping platform data
Task TJRA2.2: Statistical design & analysis of single and multiple platform experiments
Task TJRA2.3: Data integration between platform and field across traits, biological organisation levels

WP3/JRA3 - Building a consistent Information System in the different nodes and defining standardisation strategies



Dr Pascal Neveu
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Dr. Pascal Neveu - MISTEA, is the Director of the MISTEA Joint Research Unit since 2009 and is the Leader of the CODEX Centre. His work is focused on the development of data integration and computer science methods devoted to analysis and decision support for Agronomy and Environment, with particular emphasis on modelling, dynamical systems and complex systems. He is leader of the PHENOME MCP2 collaborative Project - Consistent distributed information system, and JRA leader in EPPN2020. Pascal leads WP3/JRA3.



Prof. Björn Usadel
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Prof. Dr. Björn Usadel, Director at IBG-2 is specialized in bioinformatics and data management and visualization. He was work package leader for data management or related tasks in the EU FP7 program s DROPS and EPPN and is work package leader for the Horizon2020 program funded GoodBerry. In addition he is involved or coordinating several national programs in data management and analysis and has (co)authored more than 90 publications. He is deputy leader of WP3/JRA3.

Tasks in WP3/JRA3:

Task TJRA3.1 Data interoperability methods in plant science
Task TJRA3.2 Local data management
Task JRA3.3 Data integration and high level Web Services
Task JRA3.4. Deployment and assessment of a Distributed Information system

Your contacts in the Networking Activities

WP4/NA1-Management of Transnational Access



Dr Roland Pieruschka

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Trained as plant ecophysiologicalist with experience in plant physiology, ecology, systematics, biogeochemistry and modelling, Roland held the position of Project Manager for the FP7 funded EPPN. He leads WP4/NA1.

Task NA1.1 Communicating the TNA projects to users through presentations and dedicated user workshops in EU member states that are not partners in EPPN

Task NA1.2 Establishment of a web based portal for TNA
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Task NA1.3 Access to the EPPN2020 facilities
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Task NA1.4 Transnational Access documentation

WP5/NA2-Networking



Prof. Ulrich Schurr

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Tel: +49 2461613073

Prof. Dr. Ulrich Schurr. Director of IBG-2, Plant physiologist by training, has been working intensively in the field of plant performance in the environment and the development of novel applications of plant use in KBBE. He is the coordinator of the ESFRI listed project EMPHASIS, the German Plant Phenotyping Network (DPPN), the European Plant Phenotyping Network (EPPN) and the International Plant Phenotyping Network (IPPN). He is the member of the executive board of the European Technology Platform Plants for the Future, and coordinates the Bioeconomy Science Centre (BioSC). He leads WP5/NA2.



Prof. Malcolm Bennett

The University of Nottingham (UNOTT)- UK

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Tel: +44 115 951 3255

Prof Malcolm Bennett is Professor of Plant Science in the School of Biosciences at UNOTT. He has published >150 research papers and review articles about root growth and development and is ranked in the 100 most highly cited animal and plant biologists (H-index 62). BBSRC Professorial Research Fellowship (2010) and ERC Advanced Investigator (2012) awards have helped fund the creation of the Hounsfield Facility for Rhizosphere Research, of which he and Prof Pridmore are co-Directors. Malcolm is deputy leader of WP5/NA2.

Task NA2.1 Virtual EPPN2020 network for sharing information between EPPN2020 partners, users and developers
Task NA2.2 Workshops with technology developers
Task NA2.3 Creation of an Industrial Advisory Board; workshops with breeding cies
Task NA2.4 Round table meeting
Task NA2.5 EPPN Training Schools
Task NA2.6 International Phenotyping Conferences
Task TNA2.7: Outreach to new users and EU countries
Task NA2.8: A strategic roadmap for European Phenotyping and sustainability plan.

Your contacts in the Management WP (WP6)



Prof. François Tardieu

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Coordinator

The Coordinator François Tardieu (ISI H index: 48), PhD in Ecophysiology, has worked at the interface between Ecophysiological modelling and Genetics over the last 15 years, after a period during which he analysed and modelled the relations between root system, hormones, stomatal control and plant growth in field and controlled conditions. He has published 135 papers in journals of Physiology, Ecophysiology and Agronomy and has developed pioneering phenotyping platforms from the early 2000s onward. He has coordinated DROPS, a EU-FP7 project (2008-2015) which combined new approaches of phenotyping, association genetics and modelling on three species. He was WP leader in the former FP7 project EPPN. He currently coordinates PHENOME-FPPN, the French Plant Phenotyping Network (PIA infrastructure) and coordinates EMPHASIS, the ESFRI infrastructure of phenotyping.



Mrs Bénédicte Ferreira

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Project Manager

Bénédicte Ferreira has over 10 years' experience in the operational management of large collaborative research projects from FP6, FP7 and H2020 including Infrastructure Projects. As Project Manager, she is in charge of the daily administrative management work and handling of the project logistics of EPPN2020.

Task TMA.1 – Strategic steering
Task TMA.2 – Scientific management
Task TMA.3 - Administrative and financial management of the Consortium

YOUR CONTACT FOR EACH TNA FACILITY

Partner	Installation/Platform	WP-Infra name	e-mail of contact person (organisation)
INRA	Phenopsis	TA1-INRA LEPSE	francois.tardieu@supagro.inra.fr
	Phenoarch	TA1-INRA LEPSE	bertrand.muller@supagro.inra.fr
	Phenodyn	TA1-INRA LEPSE	claudewelcker@supagro.inra.fr
	Phéno3C - Clermont ferrand	TA2-INRA MCP3	Jacques.LEGOUIS@clermont.inra.fr
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	HiTMe - Bordeaux	TA4-INRA HITME	yves.gibon@bordeaux.inra.fr
	PHENOTIC - Fungus damage detection (<i>for pathology only</i>)	TA5-INRA PHENOTIC	marie-agnes.jacques@angers.inra.fr
ABER	Large Plant Platform	TA6 ABER- NPAC	jhd2@aber.ac.uk
	Small Plant Facility	TA6 ABER- NPAC	
	Nutrient Flow Facility	TA6 ABER- NPAC	
ALSIA	Scanalyzer 3D System	TA8 ALSIA-APS	fcellini@agrobios.it
AU	Planteye system & Drought spotter merged	TA7 AU-Food	coo@food.au.dk
FZJ	GrowscreenChamber	TA12 FZJ-IBG2	f.fiorani@fz-juelich.de
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UNOTT	Hounsfield Facility	TA17 UNOTT	k
	RootNav/RootTrace merged	TA17 UNOTT	tony.pridmore@nottingham.ac.uk
	Ionomics	TA17 UNOTT	
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VIB	WIWAM conveyor (aka Phenovision)/WIWAM-line /xy merged	TA18 VIB-PSB	diinz@psb.vib-ugent.be

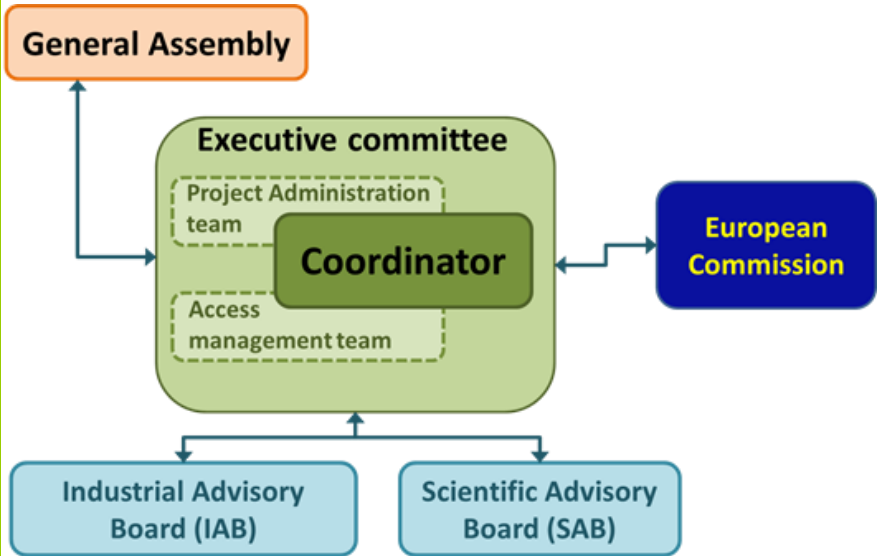
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Governance: EPPN²⁰²⁰ bodies



Orange: decision-making body / green: executive bodies / blue: advisory bodies.

The **General Assembly** is the decision-making body of the project. Chaired by the project Coordinator, it is composed of one representative per partner, each having one vote for decision making. The General Assembly will be responsible for the strategic and political orientation of the project, i.e. overall direction of all activities and re-orientation whenever necessary (budget revision, incorporation of new contractors, measures towards defaulting partners).

To ensure the relevance of the project implementation plan with respect to the project progress, the General Assembly will (i) analyse performance indicators, activity scorecards and all other relevant information provided by the Ex. Com. and (ii) take into account analyses on the evolution of the context in which the project is carried out, notably, scientific, legal, societal and economic aspects.

Meetings of the General Assembly are held once a year, unless the interest of the project requires intermediate meetings. In this case, the General Assembly meetings are held by decision of the Coordinator or by at least 50% of its members. The General Assembly makes decisions upon simple majority with a casting vote for the Coordinator, in the case of equality of votes. The secretariat of the General Assembly is ensured by the Administrative Team.

The **Executive Committee (Ex. Com.)** is the decision-implementing body. In order to ensure coordination with the ESFRI project EMPHASIS, it involves countries

that are partners of EMPHASIS. It is made up of WPs leaders and co-leaders and is chaired by the Coordinator. The Ex. Com. will be in charge of the operational management of all activities of the project. It will prepare the decisions to be taken by the General Assembly (description of work, budget and allocation of the contribution, etc.) and ensure that these decisions are properly implemented, integrate recommendations from the Scientific Advisory Board (SAB) and the Industrial Advisory Board (IAB). The Ex. Com. will also be in charge of financial management of WPs. It will supervise the work of the Administrative Team including quality control and preparing meetings with the Commission, including preparation and transmission of deliverables.

Meetings of the Ex. Com. will be held every second month, unless the interest of the projects require intermediate meetings, usually via Visio conference. The Ex. Com. makes decisions upon simple majority with casting vote for the Coordinator in case of equality of votes. It is also the responsibility of the Ex. Com. to identify and assess risks and provide their contingency plans.

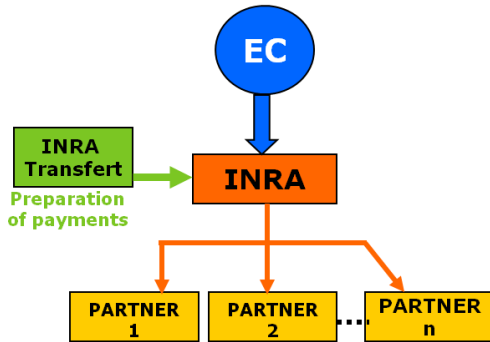
The **Scientific Advisory Board (SAB)** is a consulting body to the Ex Com to advise about the progress of JRAs, of NAs and of the quality and quantity of access that the facilities should provide. The SAB consists of 4-5 internationally renowned scientists skilled in at least one of the domains covered by EPPN2020. The SAB has also a view of current trends and potential innovation aspects at the plant phenotyping community level. The SAB is expected to make suggestions to the Ex Com on specific topics that could open new application areas and attract new users. Meetings of the SAB: yearly within NA2.

The **Industrial advisory Board (IAB)** will provide external points of view on the way to conduct the project to bring maximum outcomes to society/industry and to advise the consortium about how exploit the most promising results for transfer. It is composed of private companies actively involved in plant phenotyping. The IAB will be of help in keeping the project in line with users' needs. It will interact with the Ex Com. about strategic and methodological choices and may propose new targets to maximise the relevance of the infrastructure to the industry. Representatives of SMEs already involved in the conception and building of plant phenotyping facilities prototypes will also participate. Meetings: essentially via video conference every year. The members will be involved in EPPN2020 Networking activities (WP4-5).

The project administrative Team (INRA Transfert) will assist the project coordinator to ensure the daily administrative management and handling of the project logistics for smooth-running of the project.

Financial issues

The Coordinator will receive the EC financial contribution and distribute it to the partners as below:

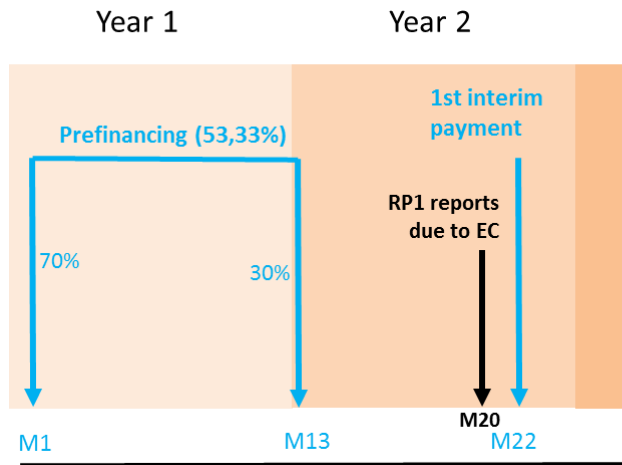


- **A Pre-financing** of 48.33% of (=53.33 % of the total EC funding - 5% of the total EC contribution for the project as contribution to the Guarantee Fund) will be made in 2 steps (70% at the beginning of the project and the resting 30% by M13 upon the submission of an internal report)
- **3 payments (=2 interim and 1 final payments):**

Following approval by the EC of each Interim or Final Reports, INRA will receive and distribute to the partners a **payment** which settles the amounts justified and accepted by the EC during the reporting period concerned by those reports.

The same procedure will apply for each Reporting Period until the end of the Project.

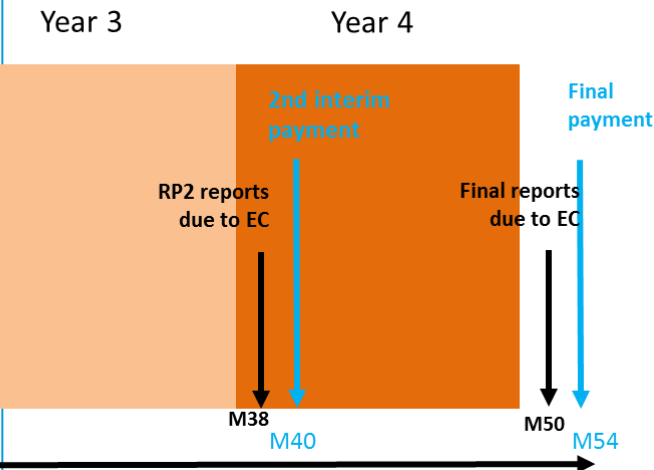
Payment planning:



In H2020, the reimbursement rate and the overhead rate are the same whatever the type of organisation and the type of activity:

	Direct cost	Indirect cost	
JRA (WP5-8)	100% One project = one rate	25% of all <u>direct costs</u> (excepted subcontracting)	Private companies
Networking (WP1-4)			
Management (WP9)			Public institutes
Support (TNA WP)			

The “payments” by the EC correspond to the **reimbursement of accepted eligible costs** for the period concerned. The costs incurred must justify the **attained objectives**. If it is not the case, the Coordinator and the Project Manager can refuse the reimbursement. For example, if 50% of the budget is claimed, 50% of the objectives of the project must have been done.



Reporting

There will be **3 reporting periods** during the project lifetime:

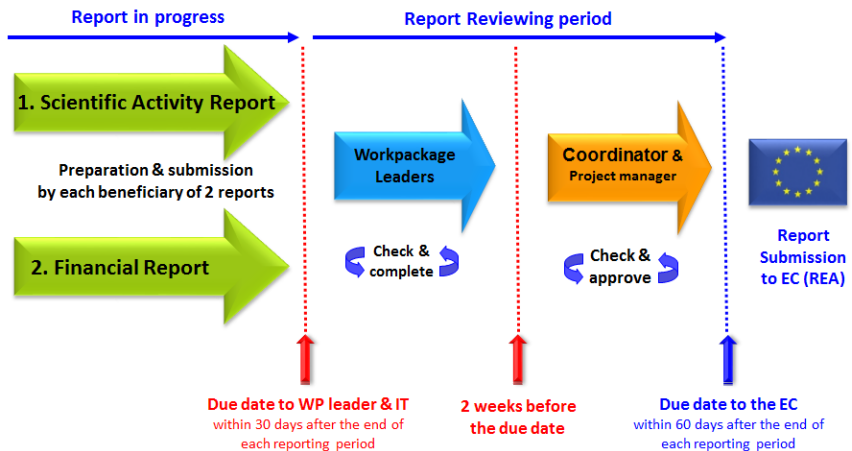
- M1-M18 (1 May 2017 to 31 Oct 2018): report due in Dec 2018
- M19-M36 (1 Nov 2018 to 30 April 2020): report due in June 2020
- M37-M48 (1 May 2020 to 30 April 2021): report due in June 2021

At the end of each reporting period, a **technical and financial** reports have to be delivered to the EC (2 Interim Reports + 1 Final Report). This report presents:

- The state of progress of the project (scientific and financial issues including transnational access)
- Potential problems or delays in project progress and corrective actions to be taken if necessary

These reports will be restricted to the description of the work done during the reporting period and the associated costs. The technical information is requested to justify the costs declared by the partners and to understand how the project is progressing towards the initial objectives. The technical report needs to be **factual**, but the actual results of the project will be described in more details during the Annual Meetings and especially in the deliverables.

Overview of the Interim reporting process:



Regarding **Transnational Access Activities (TNA)**, the reporting is more simple than in FP7 (Yes it is!). Here are the main differences.

FP7	H2020
1 method: unit cost	3 methods: Unit cost, actual cost or combined method
The unit cost needs to be recalculated based on actual costs at least at the end of the project	The unit cost is decided once for all, (it could change only in case of audit)
	Changing method needs an amendment
Reporting was in the excel sheets	No more TNA excel sheet.
7% indirect costs	25% indirect costs
Investment costs not eligible!	
Each partner should keep track of: <ul style="list-style-type: none"> -the number of units of access delivered, -number of projects, -number and name of users, -dates of visit (number of days) -ensure that the same numbers and names are registered by your financial department!	
→ NEEDED FOR THE REPORTING!	

For more information, there is a specific document edited by the EC available on the collaborativeworkspace.

File your documents! The EC may ask for a partner’s audit concerning any aspect of the project at any time (until 5 years after the end of the project). For this reason, not only the documents (reports etc) but also the time worked on the project must be recorded precisely by each partner and certified by the signature of their timesheets.



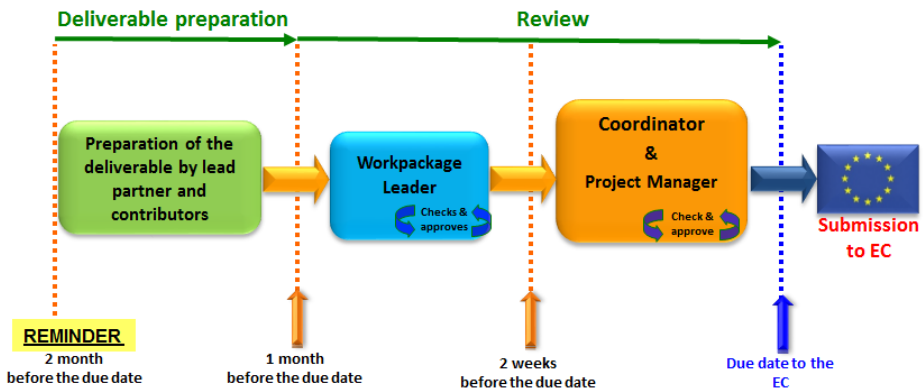
Deliverables & Milestones

Deliverables are contractual elements to be provided at a specific delivery date to the European Commission whereas Milestones are control points at which decisions are needed. A template for each is available on the workspace.

Deliverables are the scientific results of the project whereas periodic reports are factual and must reflect the progress of the project towards the initial objectives and resources' consumption.

Each **Deliverable** has to be provided at the date announced to the EC. If a delay is foreseen or if the content is different from what was planned, please inform the Coordination Team as soon as possible.

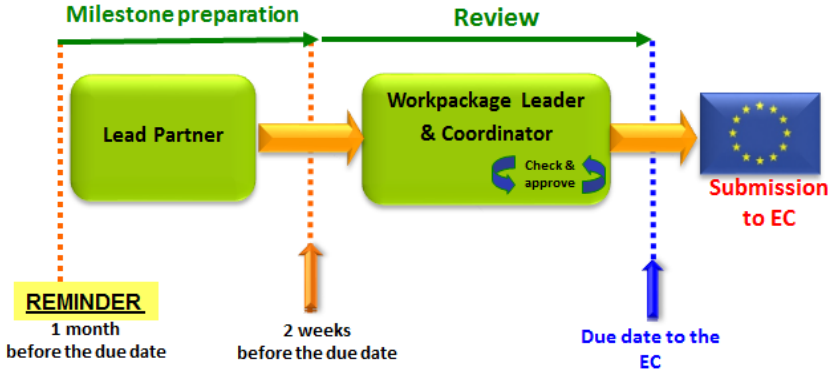
Each Deliverable has to go through a review process before being submitted to the EC, therefore plan to deliver the 1st version for review as follows:





Milestones are control points at which decisions about next steps may have to be made. A milestone can be a prototype, an intermediary report, or a decision to be taken based on previous results to orientate action during the next period.

When achieving a milestone: A short description should present the results or decisions taken at the control point and should be submitted to the following reviewing process:



You will find, on the collaborative workspace, a regularly updated state of progress of EPPN2020 deliverables and milestones as well as the templates.

Risk Register

A new requirement from the EC in the H2020 reports is an update of the risk management plan (contingency plan). We will review the table at each ExCom (WP Leaders') meeting therefore each partner should also keep this in mind and inform task leaders/WP leaders/coordinator on this matter.

EPPN2020 Risk Register Table:

Description of risk	WP	Probability	Impact	Owner	Review date
TJRA1.1. Failure to obtain an operational predictive model for temperature or CO ₂ at the plant level	1	Medium			
TJRA1.2. Variations in the structure and appearance of different organs in different species make identification of generic imaging strategies difficult	1	High			
TJRA2.1. Insufficient phenotyping datasets are available within EPPN ²⁰²⁰ to develop relevant outlier detection protocols, methods for analysis of single and multiple phenotyping experiments, and methods for statistical data integration	2	Low			
TJRA3.1. No commonly agreeable standards are found	3	Low			
TJRA3.2. Data produced by EPPN ²⁰²⁰ cannot be handled by the planned infrastructures	3	Low			
TJRA3.3. Data integration and discovery problems. As data integration requires transmission of data over the internet, accessing raw data (in the case of extremely large image volumes) can pose a threat to usability	3	Medium			
Fewer demand than planned in some installations	4	High			
Demands are associated with number that are not planned in the corresponding WPs (High, frequent case in EPPN).	4	High			
Three main risks regarding the project administration: i) delay in the project progress, ii) delay in the reporting and iii) over/ under-spending of resources	6	Medium			

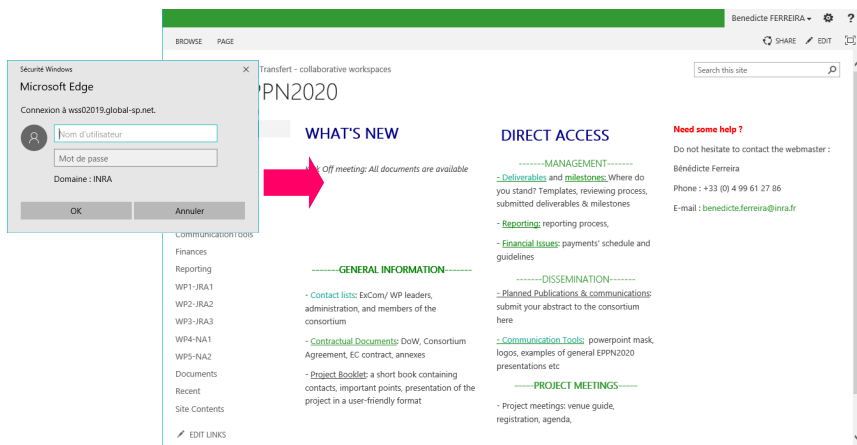
Procedure for publications & dissemination actions

- Intended publication and communication have to refer to the EPPN²⁰²⁰ project and have to **acknowledge that the project received funding from the H2020 programme.**
- Prior notice of any planned publication shall be given to the other Parties at least **45 calendar days before the publication or 15 calendar days before a poster presentation or an oral disclosure.**
- Any **objection** to the planned publication or communication shall be made in accordance with the Grant Agreement in writing to the Coordinator and to the Party or Parties proposing the dissemination **within 30 calendar days after receipt of the notice in case of publication and 10 days in case of oral communication or poster. If no objection is made within the time limit stated above, the publication or communication is permitted.**
- An **online form** is available for this purpose on the workspace (accessible from the homepage). It takes less than 1 mn to submit it:

The screenshot shows the EPPN2020 workspace homepage. The page is titled 'INRA Transfert - collaborative workspaces' and 'EPPN2020'. It features a navigation menu on the left, a 'WHAT'S NEW' section, and a 'DIRECT ACCESS' section. A red box highlights the 'DISSEMINATION' section, which contains the text: 'Planned Publications & communications: submit your abstract to the consortium here'. A yellow arrow points to this text. Other sections include 'MANAGEMENT', 'GENERAL INFORMATION', and 'PROJECT MEETINGS'.

Reminder: Beneficiaries must ensure open, free-of-charge access to the end-user to peer-reviewed scientific publications relating to their results (article 29 of AMGA)

Collaborative workspace & internal communication



A secured extranet platform -the collaborative workspace- dedicated to the project and only accessible to EPPN²⁰²⁰ members is being set up to share and archive information, to enable collaboration between the different partners in order to elaborate working documents, collect information including reports and deliverables and to disseminate results among the EPPN²⁰²⁰ community.

Please note that this tool is the internal communication system of the Project and is meant to foster exchanges. It is a place:

- to share and exchange documents, like meeting ppt etc
- to post your reports, deliverables and milestones for review and for the consortium
- to ask for contribution from EPPN²⁰²⁰ partners,
- to disseminate your results among the consortium.

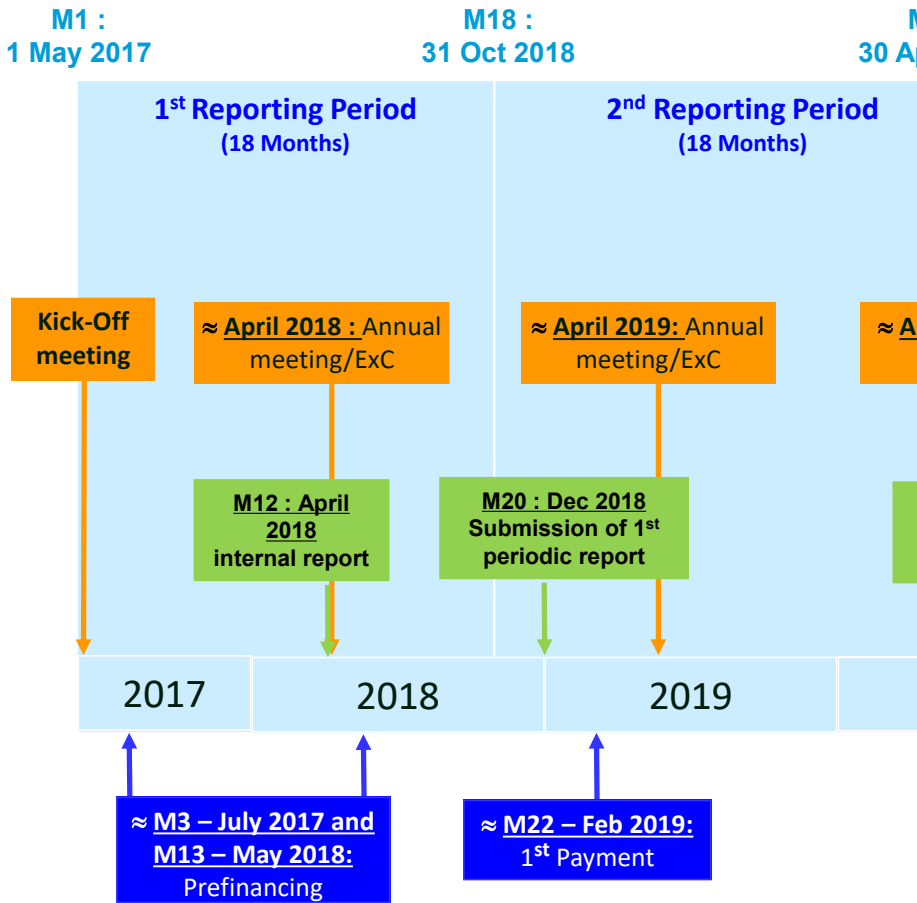
You will receive a personal login and password after the Kick Off meeting.

Access: <https://intranet.inra-transfert.fr/EPPN2020>

NB: Favour the use of internet explorer browser to have access to all functionalities of the tool

INTERNAL COMMUNICATION

GENERAL PROJECT PLANNING (4 years)

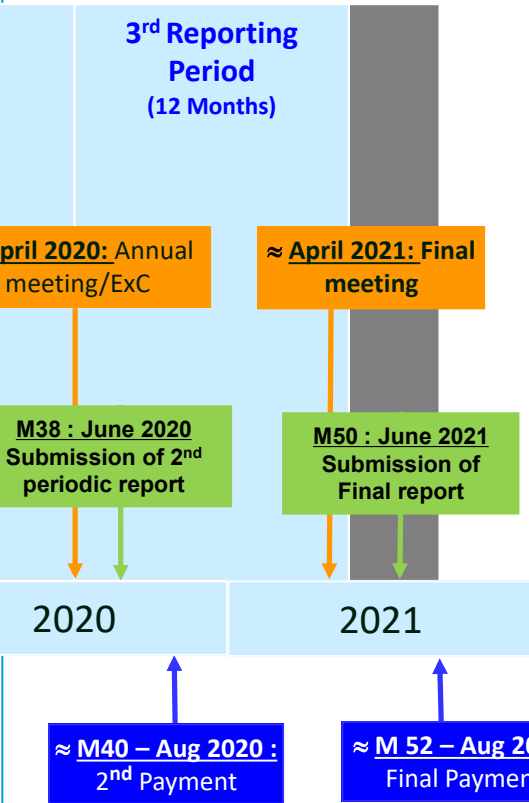


PROJECT CALENDAR IN MONTHS (M)

	January	February	March	April	May	June	July
2017					M1	M2	
2018	M9	M10	M11	M12	M13	M14	
2019	M21	M22	M23	M24	M25	M26	
2020	M33	M34	M35	M36	M37	M38	
2021	M45	M46	M47	M48	M49	M50	

M36 :
April 2020

M48 :
30 April 2021



In addition, ExCom's (WP Leaders) remote meetings are planned each 2 months.



July	August	September	October	November	December
M3	M4	M5	M6	M7	M8
M15	M16	M17	M18	M19	M20
M27	M28	M29	M30	M31	M32
M39	M40	M41	M42	M43	M44

EPPN²⁰²⁰ GLOBAL PLANNING

NEED HELP OR INFORMATION?



CALL ME!

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Reference Documents

- * Grant Agreement which includes the Document of Action (DoA)
- * Consortium Agreement
- * Annotated Model Grant Agreement

...all available on the collaborative workspace!

MORE INFORMATION...