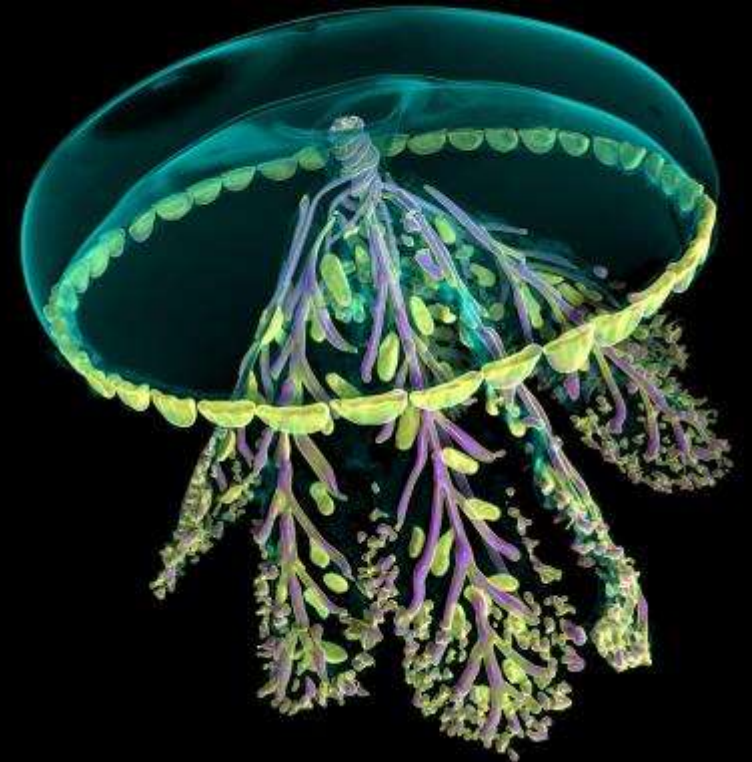


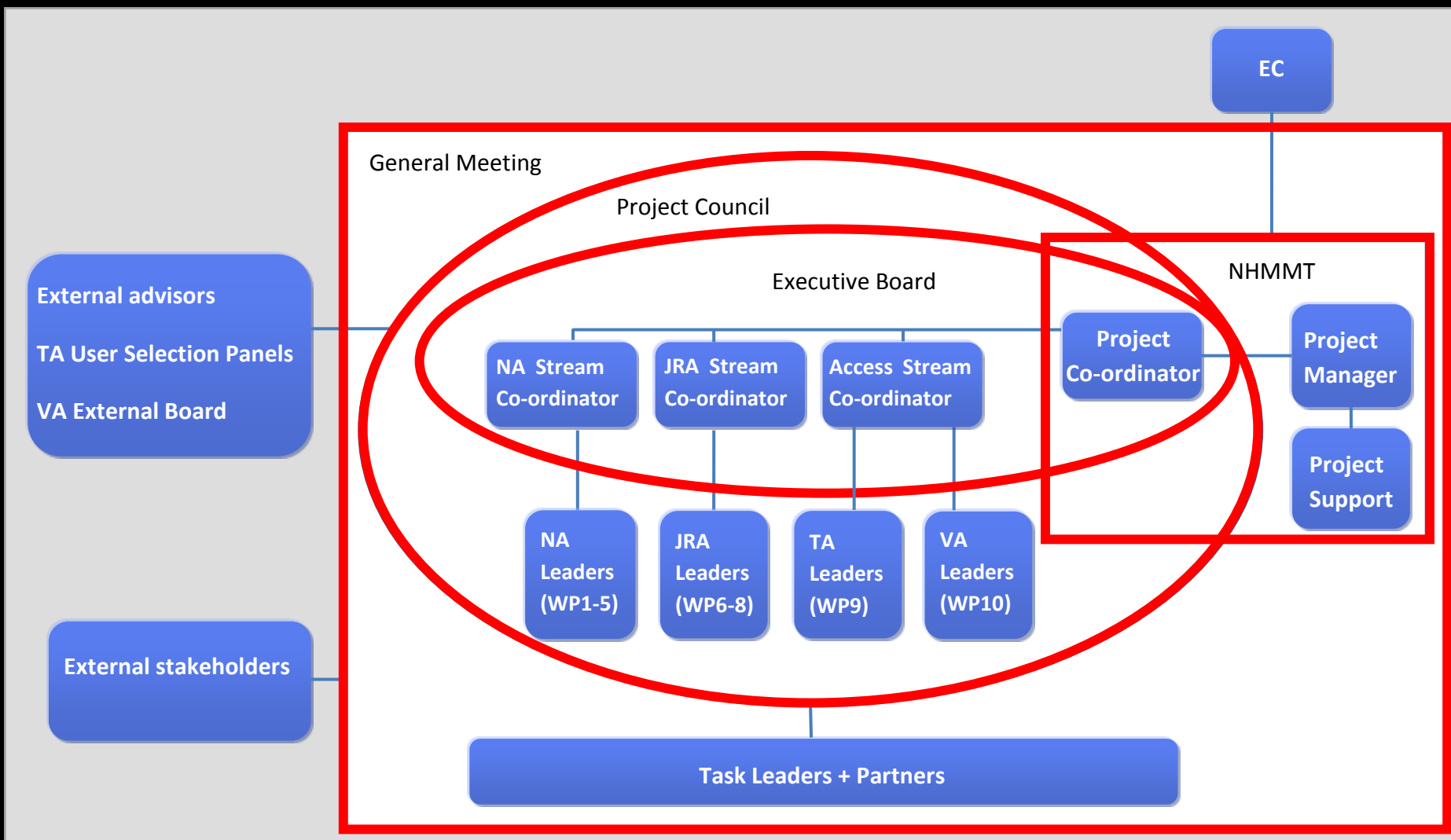
## Work package 1: NA1: Management

Kristina Gorman, SYNTHESYS Project Manager



- Management structure & governance
- Introduction to NHM Management Team
- Budget explanation
- Dissemination & communications plan
- Ethics
- Risks
- NA1 deliverables





### Steering Committee Team

Project co-ordinators, Stream coordinators, WP Leaders & TA/VA leaders  
 Annals of Synthesis  
 Project manager & project support  
 3 monthly teleconferences  
 Ensures the teleconferences are of weekly/monthly project activities across all WPs  
 Integration of 3 streams (JRA, NA & Access)  
 Communications, admin, risk monitoring, events & dissemination  
 Decides on changes to GA

**Vince Smith**      Project Coordinator      v.smith@nhm.ac.uk      +44 207 942 5127



**Kristina Gorman**      Project Manager      k.gorman@nhm.ac.uk      +44 207 942 5816

on maternity leave from  
15<sup>th</sup> March 2019



**Katherine Dixey**      Project Support      k.dixey@nhm.ac.uk      +44 207 942 6099

Project Manager maternity  
cover from 15<sup>th</sup> March 2019



**Scott Wilson**      Project Support      Scott.wilson@nhm.ac.uk      +44 207 942 5849



**Stephen Crawley**      Project Support      s.crawley@nhm.ac.uk

March19 – March20

**synthesys@nhm.ac.uk**

1<sup>st</sup> point of contact for admin and Access queries



Distributed System of Scientific Collections

### Categories

- All Files 18
- Meetings 2
- Promotional material 4
- Reference Documents 1
- Budget + financial... 1

OVERVIEW TASKS MILESTONES MESSAGES FILES NOTEBOOKS RISKS LINKS COMMENTS PEOPLE SETTINGS

## Files

1 result

January 30



SYNTHESYS+ Budget v5.2.xlsx

by Kristina Gorman in [Budget + financial tables](#) 19 days ago - 261.07 KB



Edit

Preview

View

	A	B	C	D	E	F	G	H	I	J	K	L	M
		Acronym	CETAF	GGBN	TDWG	GBIF	Naturalis	HCMR	NHM	NHM	NHM	Management	TOTAL cl
			NA2	NA3	NA4	NA5	JRA1	JRA2	JRA3	TA	VA	NA1*	From EU
	1	NHM	22,500.00	33,398.44	31,171.88	1,125.00	34,218.75	25,312.50	93,375.00	683,043.54	75,660.56	561,753.86	1,561
	2	NHMW	31,898.91	19,789.92	50,104.69	1,125.00	13,361.25	13,361.25	0.00	226,261.92	57,504.31	2,500.00	415
	3	RBINS	38,437.50	0.00	13,530.23	656.25	0.00	94,348.75	0.00	116,833.02	56,105.94	0.00	319
	4	RMCA	18,582.42	0.00	13,243.36	1,125.00	11,615.63	77,193.75	0.00	77,748.56	57,643.75	0.00	257
	5	BGM	15,089.30	24,546.09	59,182.27	656.25	11,570.63	71,294.69	18,607.97	73,527.29	38,986.31	0.00	313
	6	CETAF	93,281.25	5,000.00	0.00	95,473.22	9,187.50	0.00	0.00	0.00	0.00	0.00	202
	7	NMP	0.00	6,093.75	0.00	1,125.00	3,281.25	0.00	0.00	133,652.09	57,636.81	0.00	201
0	8	BGBM	0.00	67,007.81	69,257.81	1,125.00	0.00	7,734.38	23,789.06	34,893.68	38,986.31	0.00	242
1	9	MfN	48,703.13	31,429.69	37,781.25	90,276.79	23,343.75	44,375.00	31,921.88	87,192.44	57,500.00	2,500.00	455
2	10	SGN	0.00	40,781.25	22,971.56	656.25	13,920.00	0.00	0.00	141,195.85	56,680.99	0.00	276
3	11	SMNS	0.00	19,968.75	12,937.50	656.25	0.00	0.00	0.00	54,291.77	39,018.06	0.00	126
4	12	ZFMK	0.00	67,767.19	14,671.88	656.25	0.00	0.00	0.00	174,075.40	0.00	0.00	257
5	13	UCPH	13,125.00	60,969.38	0.00	1,125.00	0.00	0.00	0.00	227,288.29	56,161.81	0.00	358
6	14	GBIF	0.00	0.00	0.00	1,125.00	0.00	0.00	0.00	0.00	0.00	0.00	183
			3	RBINS	PM	1.25	1.0	1.75	1.0	0.0	5.0		

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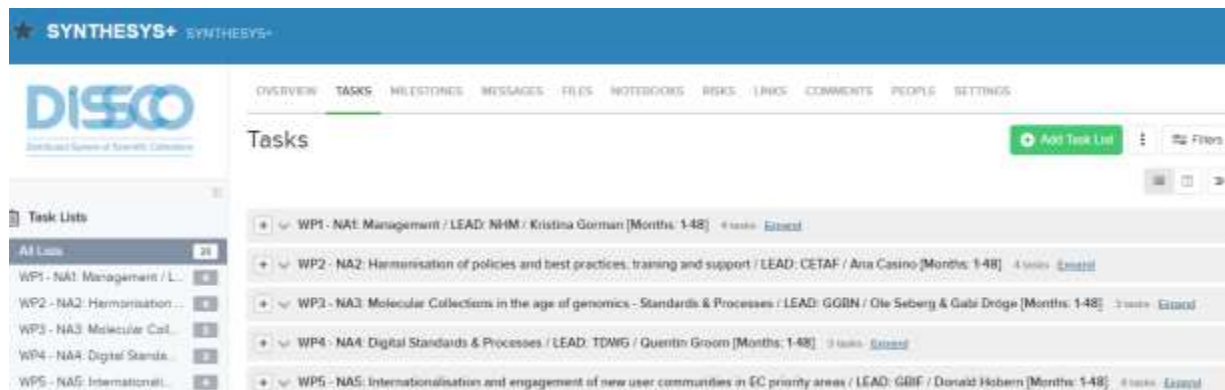


- Personnel costs for NHMMT
- Personnel costs for stream coordinators
- Travel & subsistence for:
  - all partners to annual General Meetings (x4)
  - dissemination activities
  - User Selection Panel meetings monitoring by NHMMT
- Audit costs for partners, IT, dissemination materials & consumables
- Indirects costs



Claiming from this budget: submit evidence (receipts) for T+S costs to your institution's project administrator in accordance with your institution's usual accounting practice. Administrator to add costs under WP1 in first SYNTHESYS+ financial statement.

- Grant Agreement preparation & sign-off
- Consortium Agreement preparation
- TA helpdesk function: Access Call 1 launched, TAF training held, Access website updated
- Social media updates
- Preparation of promotional materials
- Public website updated: [www.synthesys.info](http://www.synthesys.info)
- Project pages updated on Teamwork: <http://dissco.org> (for all tasks, objectives, deliverables, milestones and deadlines for each work package)



### Our four core strands of work

How the four strands tie together



- Facebook
- Twitter
- SYNTHESYS website
- Promotional materials
- Deliverables & reports publication
- Communications plan

**Tweets**

SYNTHESYS retweeted

**Quentin Groom**  
@cabbageleek  
Feb 9

I've been looking what people on Twitter make of @SynthesysEU it sums up the project nicely. Thank you @Rbloggers  
pic.twitter.com/Cx9NualrVP  
View photo · ↩ ↻ 🤖

**SYNTHESYS**  
@SynthesysEU

Here's our press release in @NHM\_London, framing the importance of the SYNTHESYS+ programme in a wider global context:  
nhm.ac.uk/press-office/p...  
View summary · ↩ ↻ 🤖

SYNTHESYS retweeted

**CETAF**  
@eurotaxonomy

The first @SynthesysEU access call launched TODAY! Get access to 21 #naturalhistory collections in 13 European countries. More information and application submission via synthesys.info. #H2020  
n3EL5KQhm

**facebook**

**SYNTHESYS**  
Synthesis of systematic resources

Synthesys  
@SynthesysEU

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SYNTHESYS+ is a project of the European Union Horizon 2020 research and innovation programme. It aims to create a network of natural history collections across Europe, providing access to their collections and expertise for researchers in the natural sciences.

Interview with Manuel Rödel | Hungarian Natural History Museum

**SYNTHESYS+**  
Synthesis of systematic resources

**SYNTHESYS+**  
Synthesis of Systematic Resources a DiSSCo project

**Access to research infrastructures**

SYNTHESYS offers unique research opportunities to scientists from all over Europe. Access is provided to:

- European collections containing more than half of the world's natural history specimens
- world class libraries
- state-of-the-art facilities including imaging, chemical, and molecular laboratories
- support from in-house scientists, including researchers, facilities staff, and collections managers

Participation is free of charge and is provided on the basis of scientific excellence of a proposal, reviewed by a Selection Panel. Priority is given to new users and projects addressing EC Societal Challenges. A typical project is 1-6 weeks in duration.

Virtual access will also be provided to digital material held at the collections, free of charge. Digitisation on-demand requests will be reviewed in two annual calls.

The 21 partner institutions offer access via 13 national Taxonomic Access Facilitators (TAFs):

AT-TAF: Naturhistorisches Museum, Vienna	ES-TAF: Museo Nacional de Ciencias Naturales & Real Jardín Botánico, Madrid
BE-TAF: Royal Belgian Institute of Natural Sciences, Brussels; Royal Museum for Central Africa, Tervuren; Botanic Garden, Meise	FI-TAF: Finnish Museum of Natural History, Helsinki
CH-TAF: Herbarium Museum, Pöschel	FR-TAF: Muséum National d'Histoire Naturelle, Paris
DE-TAF: Botanischer Garten und Botanisches Museum Berlin-Dahlem, Berlin; Museum für Naturkunde, Berlin; Senckenberg Gesellschaft für Naturforschung, Frankfurt; Gärten, Gärten, Münster; Tübingen and Württemberg; Staatliches Museum für Naturkunde, Stuttgart; Zoologisches Forschungsmuseum Alexander Koenig, Bonn	GB-TAF: Natural History Museum, London; Royal Botanic Gardens, Edinburgh
DK-TAF: University of Copenhagen	HU-TAF: Hungarian Natural History Museum, Budapest
	IL-TAF: National Natural History Collections of the Hebrew University of Jerusalem
	NL-TAF: Natural History Centre, London
	SE-TAF: Natural History Museum, Stockholm

**SYNTHESYS will provide access for:**

- research costs
- international travel and accommodation
- per diem contribution towards living costs
- logistical support of the host institution

Contact SYNTHESYS for access at the online application process and bookable:  
Web address: [www.synthesys.info](http://www.synthesys.info)  
Email: [synthesys@nhm.ac.uk](mailto:synthesys@nhm.ac.uk)  
Access call for proposals for February 2021 - 2022  
Apply with the following deadline: June 2021 and September 2021  
Initial access call to February 2021 and February 2021

SYNTHESYS+ is a funded research infrastructure project under the Horizon Europe programme, funded by the European Union, Horizon Europe, 101019167

Creating an integrated European infrastructure for researchers in the natural sciences

We provide:

- Collections access
- Digital & genomic research
- Networking support



- Gender & diversity action plan to monitor equal opportunities
  - monitoring Access requests
  - gender balance on selection panels
- Research ethics based on CETAF Framework for Responsible Research & Innovation
  - e.g. biodiversity resources held within collection-holding partner institutions to be utilised following ethical codes
  - report on activities relating to ABS & best practice of usage of molecular collections
- Links to WP11



- Maintaining & updating project risk register
- Planning mitigation measures
- Working with WP leaders to identify & manage risks
- Reduce likelihood of risks becoming issues

### Examples:

- ELViS not sustainable after project end
  - Mitigation: long-term maintenance & management transferred to DiSSCo
- One or more TAFs do not meet TA user day targets
  - Mitigation: promotion of calls, monitor demand & reallocate user days based on demand
- Development of sequencing technology a moving target
  - Mitigation: Keep track of recent developments in technology + adapt workplan as required



### Deliverables:

- Meetings: KOM, AGM1, AGM2, Final Meeting
- Risk management: 6-monthly risk register updates
- Data Management Plan

### Milestones:

- Project Council 6-monthly teleconferences
- Executive Board 3-monthly teleconferences

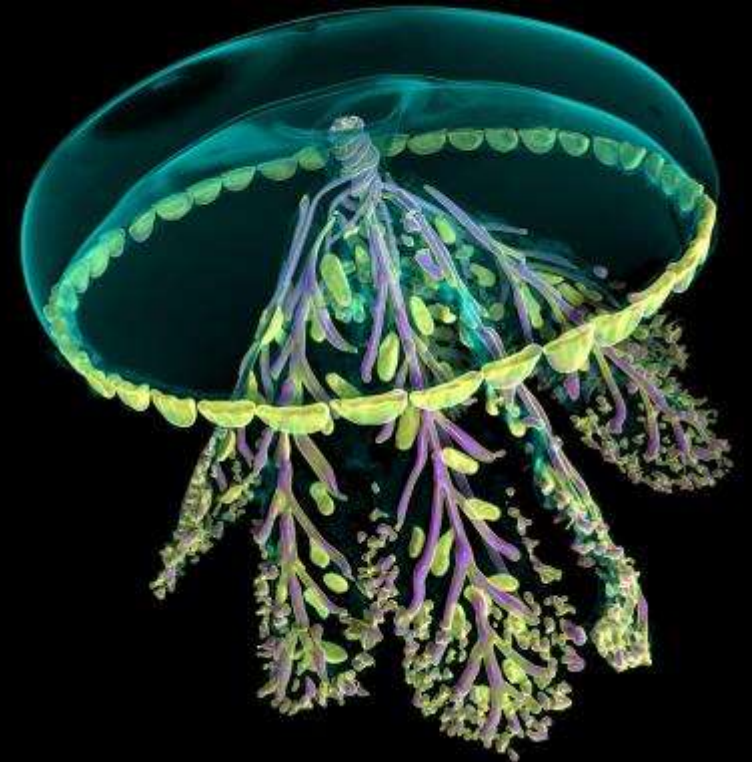


# SYNTHESYS+

Synthesis of Systematic Resources

a DiSSCo project

**Any questions?**



✉ [synthesys@nhm.ac.uk](mailto:synthesys@nhm.ac.uk)

📘 <http://on.fb.me/1KrD2Ko>

🐦 @SYNTHESYSEU

[www.synthesys.info](http://www.synthesys.info)