



Agreement on Project Plans for Commissioned Services

ELIXIRHON/2020/26



1. Action required

- **Heads of Nodes are asked to review the following project plans for Commissioned Services. The HoN should send any comments and feedback to Susanna Repo (susanna.repo@elixir-europe.org) by 2 December or raise feedback at the HoN TC taking place 3 December.**
- HoN should consider if the project plan:
 - Is ready to be approved as is;
 - Need minor modifications and with these modifications the study can be initiated as indicated in the project plan (please specify required modifications);
 - Need major revisions e.g. redistribution of funds or addition of new Nodes and would therefore need more time to be refined. Project cannot be initiated as indicated in the project plan.

2. Background for projects related to 2019 Work Plan

- The HoN reviewed the 2019 Work Plan at the HoN meeting 13 September ([ELIXIRHON/2018/28](#)) and the ELIXIR Board approved the 2019 Work Plan at their meeting 12-13 November ([ELIXIR/2018/34.1](#)).
- The updated 2019 Work Plan was reviewed by the HoN at the TC on 28 February 2019 ([ELIXIRHON/2019/9](#)), and the updated plan was subsequently approved by the ELIXIR Board on 15-16 April 2019 ([ELIXIR/2019/11](#)).
- Project plans for the Training Platform Task 2 and Task 4 were agreed by the HoN on 28 February 2019. Here, updates to both plans are presented to the HoN for agreement.
- Specifically for Task 2: A second call selected a shortlist of ten training events which will receive funding from the Training Platform to cover the travel of the trainers during 2021. Eight Nodes will host the training events (ELIXIR-DE (two events), FR, GR, NL, PT (two events), SE, SI, UK) and the training will be delivered with the contribution of additional Nodes (ELIXIR-DE, FI, ES, GR, NL, SE).
- Specifically for Task 4: The Training Platform has allocated resources to four Nodes to hold a Train-the-Trainer event during 2021: ELIXIR-BE, CZ, ES, and HU, and additional resources to ELIXIR-PT to transform the planned Train-the-Trainer event to a virtual course.
- The changes are indicated in the attached projects plans.
- The remaining resources in Task 2 are expected to be allocated early in 2021.



3. Updated Project Plans

The following project plans are available for review:

Project name	Total PM	Work Plan year
Project Plan for the Training Platform Task 2: Gap analysis, training materials development and training delivery	12.4	2019-2021
Project Plan for the Training Platform Task 4: Training Capacity Building	5.1	2019-2021

Annex 1: Project Plan for the Training Platform Task 2

Annex 2: Project Plan for the Training Platform Task 4

Project Plan for the Training Platform Task 2

Title: Gap analysis, training materials development and training delivery

Abstract/Purpose

The objectives of this task, from the perspective of the TrP, are to: 1) identify training gaps, 2) facilitate the development of training materials, and 3) support the organization of training events.

The need for bioinformatics training evolves constantly, due to the continuous development of new technologies, as well as the increasing number of ELIXIR Services and Communities. The ELIXIR Training Platform, jointly with all other ELIXIR Platforms, Communities and Nodes, will continue to identify emerging gaps in training provision across Europe, and ensure that appropriate training solutions are developed and delivered, either by ELIXIR or the Nodes, in order to tackle such gaps.

The ELIXIR Platforms, Communities and Nodes are composed of **experts** (scientists, developers, platform managers, etc.) who master the ELIXIR Services, Resources and scientific domains. In the context of this task, they have the role of course content providers, producers of training materials, and trainers on ELIXIR courses. The ELIXIR **TrP** is composed of experts in course organization, course development (identification of target audiences, curriculum design, learning design, etc.), training material development, training new trainers (TtT), training coordination and impact assessment. All the tasks associated with a training event, from conception to delivery, need a tight collaboration between these two “expertises”.

All training events (courses and hackathons) will be organized as “**co-productions**” between the TrP and the collaborating Platform, Community or Node. In the co-production model a specific training event or hackathon can only be organized if there is commitment (expertise and/or funding) from the Nodes, Platforms or Communities. For hackathons, the TrP will cover travel/accommodation for a maximum of 10 experts; for courses, the TrP will cover travel/accommodation costs for a maximum of 2-3 trainers. All other organizational costs (costs pertaining to event’s coordination, teaching and participation to the hackathons) are expected to be covered by the local organizers, with funding from a Node or Platform or Community; local organizers are also free to charge a registration fees to recover part of such costs if funding from a Node/Platform/Community is not available.

Based on the costs incurred for event organization in EXCELERATE, we envision that, with the current budget of 5 PM allocated to these tasks in WP2 and WP3, the TrP will be able to support a maximum of 3 hackathons (3 PMs in WP2) and 10 courses (2 PMs in WP3) per year from the ELIXIR Core Funding. Topics for these hackathons and courses will be selected carefully (see further below in the WP descriptions). For additional events that are requested by Platforms, Nodes and Communities, the TrP will not be able to provide financial support, but will provide the Training Toolkit and training expertise of the TrCG to set these events up.

Time

Starting from 01/06/2019 for a period of 31 months



Participants

Name	Node (Institute)	Role	PMs	Optional information: in-kind contribution in PMs (Source: Institution, Grant, other)
Fotis Psomopoulos	ELIXIR-GR	<i>lead</i>	1** 1 0.2***	Task 2 co-leadership 1PM equivalent for WP2 Workshop funding
Brane Leskošek	ELIXIR-SI	<i>lead</i>	1** 1.2* 0.2***	Task 2 co-leadership 1PM equivalent for WP2 Workshop funding In kind contribution of up to 5% FTE
Jessica Lindvall	ELIXIR-SE	<i>lead</i>	1** 0.2***	Task 2 co-leadership
Yvonne Kallberg	ELIXIR-SE	<i>member</i>	0.2*	
Celia van Gelder	ELIXIR-NL	<i>member</i>	1 0.2***	1PM equivalent for WP2 Workshop funding
Patricia Palagi	ELIXIR-CH (SIB)	<i>member</i>	0	
Marco Chiapello	ELIXIR-IT	<i>member</i>	0	
Balint L. Balint	ELIXIR-HU (UD)	<i>member</i>	0	
Pedro Fernandes	ELIXIR-PT	<i>member</i>	0.4***	
Ståle Nygård	ELIXIR-NO	<i>member</i>	0	
Erik Hjerde	ELIXIR-NO	<i>member</i>	0.2*	
Roland Krause	ELIXIR-LU	<i>member</i>	0.4*	
Allegra Via	ELIXIR-IT	<i>member</i>	0	
Loredana Le Pera	ELIXIR-IT	<i>member</i>	0.2*	
Hélène Chiapello / Olivier Sand	ELIXIR-FR	<i>member</i>	0.2***	
Eija Korpelainen	ELIXIR-FI	<i>member</i>	0.2*	
Naveed Ishaque / Alizera Khanteymooori (CHARITE)	ELIXIR-DE	<i>member</i>	0.4***	

Krzysztof Poterlowicz	ELIXIR-UK	<i>member</i>	0.2***	
Workshop Funding according to co-production model	ELIXIR-Hub		3	Held at the Hub
Total			12.4	

Notes:

1. Prompt financial settlement relies on a Node having a CA.
2. *Resources added as of February 2020.
3. **Resources added as of 23 September 2020.
4. ***Resources added as of 17 November 2020.

Planned Work

WP1 - Gap analysis in ELIXIR Platforms, Communities, Nodes and Industry	
Lead	Fotis Psomopoulos (ELIXIR-GR)
Members	Brane Leskosek (ELIXIR-SI), Patricia Palagi (ELIXIR-CH), Jessica Lindvall (ELIXIR-SE), Roland Krause (ELIXIR-LU)
Estimate	1PM in year 3 for ELIXIR-GR for Task 2 co-leadership ¹
<p>The ELIXIR TrP surveyed the training needs of its scientific communities in 2013 and 2016, and consequently took measures to fill the gaps identified with appropriate training. To ensure that new training gaps are identified and the appropriate training courses are put in place to fill such gaps, the needs of the ELIXIR Platforms, Communities, Industry, Resource providers and Nodes will be investigated in a continuous and joint effort with all stakeholders.</p> <ul style="list-style-type: none"> o Outcome: A biannual report on the training needs and gaps for all ELIXIR Platforms and Communities with a prioritization of training courses. o How it is going to be accomplished: The training needs for each Platform and Community will be identified through dedicated surveys and in a limited number of dedicated meetings between the TrP and representatives of the Platforms, Communities, Nodes, resource providers and Industry; such meetings could be colocated with AHM or other ELIXIR events. It is foreseen that the Training Platform Coordinator will execute this task. o Risks & Opportunities: The main risks are the inadequacy of surveys or meaningless questions (survey designs must be carefully done), and to be effectively able to reach the right target audiences of those surveys. This task is a good opportunity to engage with ELIXIR Platforms, ELIXIR Communities, resource providers, Nodes and Industrial partners (all ELIXIR users). The lack of manpower for this task is another risk. We plan to put this task on the Training Platform Coordinator and will evaluate after the first year if the task could be executed as foreseen in the plan. 	

¹ Resources added 23 September 2020

WP2 - Development of Training materials for identified gaps and for ELIXIR Services, Resources, and Communities	
Lead	Brane Leskosek (ELIXIR-SI)
Members	Celia van Gelder (ELIXIR-NL), Fotis Psomopoulos (ELIXIR-GR), Patricia Palagi (ELIXIR-CH), Jessica (ELIXIR-SE)
Estimate	2 PM equivalent/year for workshops ² 1PM in year 3 for ELIXIR-SI for Task 2 co-leadership
<p>In recent Implementation Studies (CWL, Beacons, bioschemas), the ELIXIR TrP has allocated, in each one of them, 1PM to support the development of training materials and to ensure their availability through TeSS. In the past, the TrP has also organized hackathons where domain experts got together to produce training materials; two examples are the hackathons for metagenomics and Galaxy, whose training materials are now available in TeSS for anyone to use. For the topics identified as training gaps in Task 2.1, and for those prioritized directly by the ELIXIR Platforms and Communities, the TrP aims to organise hackathons, BYOD and BYOL (Bring your own lesson) events to collaboratively develop training materials, to consolidate existing training materials according to best practices, and at the same time empower Nodes to develop skills in preparing such materials. Some topics already prioritized are AAI, proteomics and metabolomics.</p> <p>The TrP will then promote the usage of the developed training materials into courses that will be provided by the Nodes or ELIXIR Platforms/Communities and organized in a collaboration with the TrP (Task 2.3). As indicated above, all hackathons will be co-productions.</p> <p>Considering the very limited Core budget for this task the TrP will launch annual competitive RFPs for Platforms, Communities and Nodes to select topics for a limited number of training development hackathons. In addition, the TrP will participate and provide expertise in additional training development hackathons which are organized and funded by other Platforms, Communities or Nodes.</p> <ul style="list-style-type: none"> o Outcome: Training materials produced for topics identified in the gap analysis and/or by the Platforms or Communities. Training materials available in TeSS, adhering to the concepts of FAIR (also in relationship with the respective group of the TrP), and tracking of their reuse available. o How it is going to be accomplished: The TrP will organize hackathons to gather the experts in the identified topics and together produce training materials. These materials should be available to the Nodes/Platforms/Communities, exposed in TeSS, and their usage promoted in dedicated courses and in Train-the-Trainer courses. Trainers will be trained also in delivering the content of the training materials, through the staff exchange programme. o Risks & Opportunities: The main risk is to ensure commitment (manpower and funding) of the Platforms and Communities to co-organize the hackathons. <p>June 2019 - April 2020: 3 Hackathons hosted by Celia van Gelder (ELIXIR-NL), Fotis Psomopoulos (ELIXIR-GR), and Brane Leskosek (ELIXIR-SI)</p>	

² Resources amended 23 September 2020

WP3 - Scaling up ELIXIR Training	
Lead	Jessica Lindvall (ELIXIR-SE)
Members	Brane Leskosek (ELIXIR-SI), Celia van Gelder (ELIXIR-NL), Patricia Palagi (ELIXIR-CH), Marco Chiapello (ELIXIR-IT), Balint L. Balint (ELIXIR-HU), Pedro Fernandes (ELIXIR-PT), Fotis Psomopoulos (ELIXIR-GR), Allegra Via (ELIXIR-IT), Loredana Le Pera (ELIXIR-IT), H�el�ene Chiapello (ELIXIR-FR)
Estimate	1.4 PM equivalent in year 1 and 1 PM equivalent in years 2 and 3 for workshops ³ 1PM in year 3 for ELIXIR-SE for Task 2 co-leadership
<p>To be able to reach ELIXIR users in all Nodes and Communities we need to scale up ELIXIR Training, both by rolling out established courses and by running courses on new topics (e.g. for which the materials have been created in T2.2). Established courses are for example those that have been successfully developed during EXCELERATE, such as the ‘Genome assembly and annotation’, Galaxy, Chipster, SWC/DC to name a few. New topics such as biocuration, biocontainers, Data Management & Data Stewardship, are currently being tackled in specific Implementation Studies and the respective training materials are under development.</p> <p>For established courses it is expected that Nodes and Communities can run these courses rather easily, with minimal support from the TrP. For newly developed courses (e.g. from T2.2) more support from the TrP is needed. Due to the limited funding available, training courses to be organized will be prioritized through competitive calls. Priority will be given to activities which can be co-funded by other Nodes/ELIXIR Platforms/Communities.</p> <p>The TrP will collaborate with the other Platforms, Communities and Nodes to co-organize the courses selected through competitive calls. The Nodes, Platforms and Communities will contribute to this Task by bringing in their specific expertise and manpower related to a certain topic for the teaching part. The TrP will support them with the expertise of organizing courses, best practices, usage of the Training Toolkit (T1), etc. Costs are to be divided as described in the Task 2 introduction.</p> <p>This approach will allow to align the Node activities with the overarching goals of the ELIXIR training programme. It will also empower the Nodes to build and expand their national training portfolios and communities, and it will increase training capacity within the Nodes. It is to be expected that in particular the Nodes that have Training in their Service Delivery Plan (SDP) will contribute in this Task, but the TrP offer is open for all Nodes who want to organize training.</p> <p>It is the ambition that in due time, established courses, identified as core courses in constant need (such as on AAI, Genome Assembly and Annotation, etc), will continue to be run by the Nodes and evolve into a set of training resources, representing what we consider fundamental training for all European Life Scientists and could become part of a future “ELIXIR Core Training Resources” (Task 2.4).</p> <ul style="list-style-type: none"> o Outcome: <ul style="list-style-type: none"> • New courses delivered based on the training materials developed in T2.2, following the T1 best practices and guidelines. All course deliveries will 	

³ Resources amended 23 September 2020

follow the quality and impact ELIXIR KPI and best practices guidelines (Toolkit, T1).

- **Established** courses delivered based on needs and contribution of Platforms, Communities and Nodes
- **How it is going to be accomplished:** The TrP will collaborate with the other Platforms, Communities and Nodes to co-organize the courses that need to be rolled-out. The TrP will launch a competitive RFP for Platforms, Communities and Nodes to select topics for a limited number of training courses. In addition, the TrP will support running of new or established courses which are organized and funded by other Platforms, Communities or Nodes.
- **Risks & Opportunities:** The main risk is to ensure commitment of the Platforms, Nodes and Communities to put in their expertise, manpower and funding. The opportunities are to align the Node training activities with the overarching ELIXIR training program goals, to empower the Nodes to provide training independently and with quality, to extend the ELIXIR training program with the active participation of Nodes.

June 2019 - April 2020: Training events will be based on the topics already prioritized in the programme. In January 2020, a first call was open to select a shortlist of 7 training events which will receive funding from the Training Platform to cover the travel of the trainers during 2020. 6 Nodes will host the training events (ELIXIR-NO, SI, FI, SE, LU (two events) and IT) and 7 Nodes will send trainers to deliver the training: ELIXIR-SE, FR, SI, DE, NO, NL and FI.

Assignment as of May 2020 - December 2021: A second call has led to the selection of 10 training events to be delivered by the end 2021. 8 Nodes will host the training events (ELIXIR-NL, FR, PT (two events), DE (two events), SE, GR, UK, SI) and the training will be delivered with the contribution of additional Nodes (ELIXIR-DE, GR, NL, SE, ES, FI).

WP4 - Define ELIXIR Core Training Resources

Lead	Fotis Psomopoulos (ELIXIR-GR)
Members	Jessica Lindvall (ELIXIR-SE), Celia van Gelder (ELIXIR-NL), Patricia Palagi (ELIXIR-CH), Brane Leskosek (ELIXIR-SI), Marco Chiapello (ELIXIR-IT), Balint L. Balint (ELIXIR-HU), Pedro Fernandes (ELIXIR-PT), Allegra Via (ELIXIR-IT), Loredana Le Pera (ELIXIR-IT)
Estimate	0 PMs/year

ELIXIR and ELIXIR Nodes are delivering high quality, timely training courses. In this task, the TrP, together with the TrCG, will explore the creation of an **ELIXIR Training Certificate**. This will entail: (i) establishing what such Certificate means; (ii) defining criteria for providing and awarding the Certificate; and (iii) identifying 'training resources' that could be recipients of such Certificate, including key training topics, courses and ELIXIR resources/services/tools relevant for the ELIXIR community and European Life Scientists. This approach would be similar to the process that was developed by the Data Platform for the identification of ELIXIR Core Data Resources, and will establish a mechanism for defining ELIXIR Core Training Resources, and an ELIXIR Training Curriculum.

- **Outcome:** a proposal defining ELIXIR Core Training Resources, ELIXIR Training Certificate and an ELIXIR Curriculum.
- **How it is going to be accomplished:** the TrP and TrCG will create a working group who will be in charge of defining these concepts.

- **Risks & Opportunities:** risk - to ensure commitment of Nodes to compose the working group; strategy developed to define ELIXIR Core Training Resources and an ELIXIR training curriculum fails to provide meaningful definitions that would be adopted/accepted by all ELIXIR Nodes. Opportunities: Engage with Nodes, increase visibility of ELIXIR and raise ELIXIR to the top worldwide training stakeholders' list.

Delivery

Milestone = checkpoint through the life of the project

Deliverable = tangible, measurable outcome of the project, aligned with the purpose of the project

	Outline	Responsible Node	Due
M2.1	Training needs identified across representatives of Communities, Nodes, Platforms and Industry.	ELIXIR-GR, ELIXIR-NL	Month 6, 31
M2.2	Launch a competitive call for Platforms, Communities and Nodes to select topics for new courses to be developed.	ELIXIR-SI, ELIXIR-GR	Month 2, 14, 26
M2.3	Hackathons to gather the experts and produce training materials.	ELIXIR-NL, ELIXIR-GR, ELIXIR-CH, ELIXIR-SI	Month 8, 20, 30
M2.4	TrP and TrCG to create a working group who will be in charge of defining the concept of ELIXIR Core Training Resources	ELIXIR-GR	Month 4
D2.1	Report on the training needs and gaps for all ELIXIR Platforms and Communities with a prioritization of training courses.	ELIXIR-GR	Month 9, 28 ⁴
D2.2	Training materials produced for topics identified including in the gap analysis and materials made available in TeSS to ensure tracking of their reuse.	ELIXIR-SI	Month 9, 21, 31
D2.3	17 New and established courses delivered based on identified needs and with contribution of Platforms, Communities and Nodes	ELIXIR-NO, ELIXIR-IT, ELIXIR-LU, ELIXIR-SE, ELIXIR-FI, ELIXIR-SI, ELIXIR-NL, ELIXIR-FR, ELIXIR-PT, ELIXIR-DE, ELIXIR-GR, ELIXIR-UK	Month 7, 19, 31

⁴ Deliverable timing amended

Schedule

	2019		2020				2021			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WP1		M2.1.1	D2.1.1						D2.1.2	M2.1.2
WP2	M2.2.1		D2.2.1		M2.2.2		D2.2.2	M2.2.3		D2.2.3
WP3			M2.3.1 D2.3.1				M2.3.2 D2.3.2			M2.3.3 D2.3.3
WP4		M2.4								

Communication

The project outcomes will be presented in an ELIXIR webinar and communicated at the ELIXIR All Hands meeting. At the end of the project, a scientific end report will be prepared, which is either a scientific publication(s) or a collective report of the project. In addition, each Node receiving funds for a Commissioned Service must complete a Node-specific end report to fulfil requirements of the contract.

Resources

2019-TP2		Total	3	€16,000	€64,650	€20,163	€100,813		
Node (Institution)	Indirect Cost(%)	IC Justification to be provided > 25%	PMs Total	PC	Direct Cost	Indirect Cost	Total Cost	Justification when DC/ PC > 15%	
DE-CHARITE	25%		0	€0	€4,000	€1,000	€5,000		
FI	25%		0	€0	€2,000	€500	€2,500		
FR	25%		0	€0	€2,000	€500	€2,500		
GR-CERTH	25%		1	€4,500	€12,650	€4,288	€21,438	281%	ok
IT	25%		0	€0	€2,000	€500	€2,500		
LU	25%		0	€0	€4,000	€1,000	€5,000		
NL	25%		0	€0	€12,000	€3,000	€15,000		
NO	25%		0	€0	€2,000	€500	€2,500		
PT	25%		0	€0	€4,000	€1,000	€5,000		
SE	25%		1	€6,900	€4,000	€2,725	€13,625	58%	ok
SI	25%		1	€4,600	€14,000	€4,650	€23,250	304%	ok
UK	25%		0	€0	€2,000	€500	€2,500		

Project Plan for the Training Platform Task 4

Title: Training Capacity Building

Abstract/Purpose

The ELIXIR network has grown in recent years, with new Nodes and Communities joining. Empowering the new ELIXIR members to grow their skills and capacities is necessary in order to maintain the quality of ELIXIR training, services and resources. The TP will continue to expand the Train-the-Trainer (TtT) framework, that was developed in EXCELERATE, to increase the skills of ELIXIR trainers as well as their number across Nodes. The Node's capacity in management and operations will be assessed and the appropriate measures will be taken to fill the identified training gaps.

Time

Starting from 01/06/2019 for a period of 31 months

Participants

Name	Node (Institute)	Role	PMs	Optional information: in-kind contribution in PMs (Source: Institution, Grant, other)
Allegra Via	ELIXIR-IT (CNR)	<i>lead</i>	1** 0.2*	Task 4 co-leadership In-kind contribution: Up to 5% of a FTE
Patricia Palagi	ELIXIR-CH (SIB)	<i>lead</i>	1** 0.2*	Task 4 co-leadership In-kind contribution: Up to 5% of a FTE
Pascal Kahlem	ELIXIR-Hub	<i>member</i>	0	In-kind contribution
Pedro Fernandes	ELIXIR-PT	<i>member</i>	0.2 0.1***	In-kind contribution 0.5 PM to organise a TtT event
Terri Attwood	ELIXIR-UK	<i>member</i>	0	In-kind contribution
Sarah Morgan	ELIXIR-EBI	<i>member</i>	0	In-kind contribution
Anne Ferguson-Smith	ELIXIR-UK (UCAM)	<i>member</i>	0.2*	In-kind contribution 0.5 PM to organise a TtT event
Eva Alloza	ELIXIR-ES (BSC)	<i>member</i>	0.2 0.2***	In-kind contribution 1 PM to organise 2 TtT events
Celia van Gelder	ELIXIR-NL	<i>member</i>	0	In-kind contribution
Fotis Psomopoulos	ELIXIR-GR	<i>member</i>	0.2	In-kind contribution 0.5 PM to organise a TtT event

Balint Balint	ELIXIR-HU	<i>member</i>	0	In-kind contribution
Loredana Le Pera	ELIXIR-IT	<i>member</i>	0	In-kind contribution
Danny Ben-Avraham	ELIXIR-IL	<i>member</i>	0.2	In-kind contribution 0.5 PM to organise a TtT event
Roland Krause	ELIXIR-LU	<i>member</i>	0.2	In-kind contribution 0.5 PM to organise a TtT event
Ståle Nygård	ELIXIR-NO	<i>member</i>	0.2	In-kind contribution 0.5 PM to organise a TtT event
Eija Korpelainen	ELIXIR-FI	<i>member</i>	0.2*	In-kind contribution 0.5 PM to organise a TtT event
Victoria Dominguez Del Angel	ELIXIR-FR	<i>member</i>	0.2*	In-kind contribution 0.5 PM to organise a TtT event
Alexander Botzki	ELIXIR-BE	<i>member</i>	0.2***	In-kind contribution 0.5 PM to organise a TtT event
Vojtech Spiwok	ELIXIR-CZ	<i>member</i>	0.2***	In-kind contribution 0.5 PM to organise a TtT event
Balint Balint	ELIXIR-HU	<i>member</i>	0.2***	In-kind contribution 0.5 PM to organise a TtT event
Workshop Funding	ELIXIR-Hub		0	Held at the Hub
Total			5.1	

Notes:

1. Prompt financial settlement relies on a Node having a CA.
2. *Resources added as of February 2020.
3. **Resources added as of 23 September 2020.
4. ***Resources added as of 17 November 2020.

Planned Work

WP1 - Train the trainer	
Lead	Allegra Via (ELIXIR-IT) and Patricia Palagi (ELIXIR-CH)
Members	Pedro Fernandes (ELIXIR-PT), Sarah Morgan (ELIXIR-EBI), Terri Attwood (ELIXIR-UK), Gabriella Rustici (ELIXIR-UK), Eva Alloza (ELIXIR-ES), Fotis Psomopoulos (ELIXIR-GR), Loredana Le Pera (ELIXIR-IT), Balint Balint (ELIXIR-HU), Danny Ben-Avraham (ELIXIR-IL), Roland Krause (ELIXIR-LU), Alex Botzki (ELIXIR-BE), Vojtech Spiwok (ELIXIR-CZ), Balint Balint (ELIXIR-HU)

Estimate	1 PM / year for training workshops ¹ 1PM to ELIXIR-CH for Task 4 co-leadership 1PM to ELIXIR-IT for Task 4 co-leadership
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As one of the flagship programs of the TP, the TtT will continue to promote the development of materials and the delivery of courses. The impact of this program will be measured, in collaboration with T1, by creating a dedicated set of metrics, which should include numbers of new trainers trained, number of events they have trained on after the participation to a TtT event, whether this was facilitated by the ELIXIR Train the Trainers' Exchange Programme, as well as new training partnerships established across Nodes and changes in trainers' practices. During the first year we will also assess the impact of the ELIXIR Train the Trainers' Exchange Programme and will provide a recommendation whether this should be continued or not. We will also consolidate the best practices guidelines of the TtT program, standardise the TtT materials and ensure continued links with GOBLET and establish a mechanism for certifying ELIXIR trainers. By 2023, we aim to have a TtT coordinating point in each ELIXIR Nodes (which could, but does not have to be, the national TrC).

- **Outcome:** At least 4 TtT courses per year (leading to a growing number of trainers, courses and students across ELIXIR), trainers exchange among Nodes, training materials constantly improved, assessment of the ELIXIR Train the Trainers' Exchange Programme.
- **How it is going to be accomplished:** the TP will organize the TtT events, and ELIXIR trainers will volunteer to teach in the TtT events. The Nodes involved in the task will contribute to the development of the training materials. We will ensure that criteria for TtT certification are aligned with those developed in Task 2 - WP4, and TtT materials become part of ELIXIR recommended resources.
- **Risks & Opportunities:** risk - to ensure commitment of Nodes to volunteer to train in TtT courses. Opportunities - engage with Nodes and training community, improve training capacity in Nodes.
- **When will it be accomplished?** Q4 of each year.

Assigned as of June 2019 - April 2020: Delivery of TtT events in ELIXIR-GR, ELIXIR-IL, ELIXIR-LU, ELIXIR-ES, and ELIXIR-NO.

Assigned as of May 2020 - April 2021: Delivery of TtT events in ELIXIR-IT, ELIXIR-PT, ELIXIR-CH, ELIXIR-UK, ELIXIR-FI and ELIXIR-FR.

Assigned as of May 2021 - December 2021: Delivery of TtT events in ELIXIR-BE, ELIXIR-CZ, ELIXIR-HU and ELIXIR-ES.

WP2 - Management and operations	
Lead	Pascal Kahlem (ELIXIR-Hub)
Members	Allegra Via (ELIXIR-IT), Patricia Palagi (ELIXIR-CH), Celia van Gelder (ELIXIR-NL), Fotis Psomopoulos (ELIXIR-GR), Gabriella Rustici (ELIXIR-UK)

¹ Resources amended 23 September 2020

Estimate	0 PMs/year
<p>A gap analysis will be undertaken in 2019 to assess the needs in training of management and operations across Nodes. A working group will be formed to design and implement this analysis. According to the needs, we will evaluate existing programs and provide recommendations on suitable training available to ELIXIR Nodes' personnel. It is expected that training will not be provided by ELIXIR, which does not have such expertise. Once suitable training is identified, training resources on management and operations will be made available through TeSS.</p> <p>In 2018, ELIXIR has sponsored an ELIXIR team formed by personnel involved in the Nodes' coordination (e.g. Heads of Nodes, Technical Coordinators, Training Coordinators) to participate in the Rltrain Programme on Training in the Management of Research Infrastructures. The TP will assess if the experience is successful and scalable, and will provide recommendation to ELIXIR governance on the continuation of this training.</p> <ul style="list-style-type: none"> ○ Outcome: report on the assessment of the needs in training of management and operations across Nodes, recommendations on suitable training available to ELIXIR Nodes' personnel. ○ How it is going to be accomplished: A working group will be formed to design and implement needs' analysis, and be responsible for producing the assessment and recommendations reports. ○ Risks & Opportunities: risk - to ensure commitment of Nodes to compose the working group; strategy developed for assessing training needs fails to provide a meaningful measure of such needs. Opportunities - engage with Nodes and empower them to build intra-Node capacity. ○ When will it be accomplished? Q4/2019. 	

Delivery

Milestone = checkpoint through the life of the project

Deliverable = tangible, measurable outcome of the project, aligned with the purpose of the project

	Outline	Responsible Node	Due
M4.1.1	5 TtT events organised.	ELIXIR-GR, ELIXIR-IL, ELIXIR-LU, ELIXIR-ES, ELIXIR-NO	Month 7
M4.1.2	6 TtT events organised.	ELIXIR-IT, ELIXIR-PT, ELIXIR-CH, ELIXIR-UK, ELIXIR-FI, ELIXIR-FR	Month 19
M4.1.3	4 TtT events organised.	ELIXIR-BE, ELIXIR-CZ, ELIXIR-HU, ELIXIR-ES	Month 31
M4.2	Form a working group to design and implement needs' analysis, and be responsible for producing the assessment and recommendations reports	ELIXIR-Hub	Month 3

D4.1	Report on the Train the trainer courses delivered, including the impact.	ELIXIR-CH, ELIXIR-IT	Month 7, 19, 31
D4.2	Report on the assessment of the needs in training of management and operations across Nodes, recommendations on suitable training available to ELIXIR Nodes' personnel	ELIXIR-Hub	Month 8

Schedule

	2019		2020				2021			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WP1			M4.1.1 D4.1.1				M4.1.2 D4.1.2			M4.1.3 D4.1.3
WP2	M4.2		D4.2							

Communication

The project outcomes will be presented in an ELIXIR webinar and communicated at the ELIXIR All Hands meeting. At the end of the project, a scientific end report will be prepared, which is either a scientific publication(s) or a collective report of the project. In addition, each Node receiving funds for a Commissioned Service must complete a Node-specific end report to fulfil requirements of the contract.

Resources

2019-TP4		Total	2	€17,661	€33,000	€12,666	€63,327		
Node (Institution)	Indirect Cost(%)	IC Justification to be provided > 25%	PMs Total	PC	Direct Cost	Indirect Cost	Total Cost	DC/PC	Justification when DC/PC > 15%
BE	25%		0	€0	€2,000	€500	€2,500		
CH	25%		1	€13,230	€2,000	€3,808	€19,038	15%	
CZ	25%		0	€0	€2,000	€500	€2,500		
ES	25%		0	€0	€4,000	€1,000	€5,000		
FI	25%		0	€0	€2,000	€500	€2,500		
FR	25%		0	€0	€2,000	€500	€2,500		
GR-CERTH	25%		0	€0	€2,000	€500	€2,500		
HU	25%		0	€0	€2,000	€500	€2,500		



IL	25%		0	€0	€2,000	€500	€2,500		
IT	25%		1	€4,431	€4,000	€2,108	€10,539	90%	ok
LU	25%		0	€0	€2,000	€500	€2,500		
NO	25%		0	€0	€2,000	€500	€2,500		
PT	25%		0	€0	€3,000	€750	€3,750		
UK	25%		0	€0	€2,000	€500	€2,500		