PRO-iBIOSPHERE
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Coordination & policy development in preparation for a European Open Biodiversity Knowledge
Management System, addressing Acquisition, Curation, Synthesis, Interoperability & Dissemination

SEVENTH FRAMEWORK
PROGRAMME

Project Acronym:	**pro-iBiosphere**
Project Full Title:	**Coordination & policy development in preparation for a European Open Biodiversity Knowledge Management System, addressing Acquisition, Curation, Synthesis, Interoperability & Dissemination**
Grant Agreement:	**312848**
Project Duration:	**24 months (Sep. 2012 - Aug. 2014)**

D1.2. Management report (month 1 to 3)

Deliverable Status:	**Final**
File Name:	**pro-iBiosphere_D1.2_NATURALIS_VFF_30112012.pdf**
Due Date:	**Month Year (M3)**
Submission Date:	**Month Year (M3)**
Dissemination Level:	**Public**
Author:	**pro-iBiosphere consortium (all@pro-ibiosphere.eu)**

European
Commission

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REVISION CONTROL

Version	Author	Date	Status
1.0	Naturalis	20.11.2012	Draft
1.1	MfN, Naturalis, Pensoft	29.11.2012	Draft
Final	Naturalis	30.11.2012	Final

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Executive summary

The present document is a deliverable of the pro-iBiosphere project, funded by the European Commission's Directorate-General Information Society and Media (DG INFSO), under its 7th EU Framework Programme for Research and Technological Development (FP7).

The pro-iBiosphere project is divided into Work Packages (WP), each of them being sub-divided into Tasks (T). One of the objectives of T1.2. "Quality management, assessment and reporting" is to provide a transparent financial management and control of the project.

Within this task Quarterly Management Progress Reports will be prepared and submitted to the EU. The present deliverable (D1.1 – Management report (month 1 to 3), prepared by Naturalis (Project Task Leader), is the first report related to this activity. The purpose of the document is to describe the major achievements and difficulties per task, work performed per each partner, provide an indication of the resources spent and justifications, a.o.

Workpackage 1: Management and coordination

T1.1 Administrative and financial management (Lead: Naturalis. Start: M1, End: M24)

Progress meetings. In order to discuss progress of activities with the consortium and workplan for the next months, several meetings were organised with the various WPs and Task leaders. These online meetings concern, the: (i) organization of the pro-iBiosphere meeting with stakeholders that will take place on the 11-14 of February in Leiden the Netherlands (see Ref. 12 on page 13), organised on 09.10.2012, 11.10.2012; (ii) pilot and training activities, WP3 review and WP4 workplan (see Ref. 5) organised on 05.11.2012, 15.11.2012; and (iii) review of WP6 activities (organised on 26.10.2012).

Meetings with stakeholders. A list including all planned project meetings and workshops with stakeholders is available on the pro-iBiosphere wiki (see Ref. 9). The list includes the target audience, dates, location, etc.

Meetings with governing bodies. A list including all planned project meetings with pro-iBiosphere governing bodies is available on the pro-iBiosphere wiki (see Ref. 4). The list includes who is required, the frequency, purpose, date and place.

Advisory Board (AB). The AB of pro-iBiosphere has been assembled. At present, it consists of 4 members representing data providers, IT infrastructure, publishers and users of taxonomic information.

Deliverables. Deliverable 1.1. Project Quality Assessment Plan (month 1) was submitted to the EU in September 2012. The deliverable can be downloaded from the pro-iBiosphere website (see Ref. 1).

T1.2 Quality management, assessment and reporting (Lead: Naturalis. Start: M1, End: M24)

Reporting tools. The EU-Xpert (management) and EU-Fin (financial) tools are being used by the consortium to elaborate the quarterly and annual reports, and to facilitate the management of the project tasks. The financial status reflecting actual vs. planned effort and actual vs. planned expenditures for each partner is available on Annex 1.

Internal Quality Manager. In order to warranty the high quality of contents of deliverables and reports, an Internal Quality Manager (Dr. Jeremy Miller – Naturalis) has been appointed. The template for peer review of deliverables prepared by SIGMA is available on the website and was included in D1.1 (see Annex). In order to facilitate the peer review of deliverables a table with deadlines, and the institutions that will be in charge of the peer review is available on the pro-iBiosphere wiki (see Ref. 7).

T1.3 Internal Communication (Lead: Plazi; participants: PENSOFT. Start: M1, End: M24)

The **Internal Communication Platform (ICP)** of pro-iBiosphere has been developed by Pensoft's IT team, in close collaboration with Naturalis. It is an integral part of the project's website (see Ref. 1) and provides a medium for communication among project participants. The ICP serves for exchange of various types of information: datasets, results, coordination decisions, timetables, presentations, materials, and for reporting among partners. It allows each partner, the work packages leaders, and coordinator to regularly monitor progress in data collation, analysis, and accomplished deliverables. The ICP is also used as an internal discussion forum for items emerging within work packages between the project meetings and which need rapid decisions. The ICP has the following main features: i) **Mailing module –** project members can send emails to one or more project participants after logging into the system. Users are assigned to one or more mailing groups depending on their role in the project. Collective emails can be sent to one/more mailing groups and individual users. All emails are properly archived and can be sorted by date / sender, etc. which helps the quick discovery of older correspondence. ii) **Internal Document Library -** all documents deriving from the ongoing activities are stored in the Internal Document Library. All consortium members are given access and can upload files there. Documents are arranged in folders depending on their content and aim. Publications and

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other information (deliverables) that are open for access/download to the external users will be made public at the "results page" of the website. iii) **Internal events** – this feature of the ICP provides opportunity for monitoring of the project tasks, which facilitates the overall project management. By sending regular reminders of approaching tasks, this tool helps consortium members to follow the time frames and submit their reports on time.

The **pro-iBiosphere wiki page** (see Ref. 2) was created by Plazi primarily for dissemination of the project outputs (e.g. information on meetings/workshops, including purpose of meetings, expected results, agendas and list of participants; pilot information and training activities).

T1.4 Consortium and review meetings (Lead: SIGMA; participants: all partners. Start: M1, End: M24)

Kick-off meeting. The Kick-off meeting of pro-iBiosphere took place in Leiden, the Netherlands on the 27 & 28th of September 2012. This meeting allowed partners to meet, discuss the project envisaged outcomes and planned activities, review tasks and work plan and answer questions. The agenda and presentations of the meeting are available on the project website. The minutes are available on the wiki (see Ref. 8).

Consortium meetings. The first Advisory Board and Management Committee meetings will take place on the 15th of February 2013, in Leiden the Netherlands. A list of the planned meetings with the consortium bodies is available on the wiki (see Ref. 4).

Evaluation of meetings. An example of an event evaluation questionnaire will be prepared by SIGMA in collaboration with the consortium and will be shared among partners at M4.

Templates for meetings. Two specific templates for meetings preparation (i.e. meeting agenda and meeting minutes) were designed by SIGMA and shared with partners. The templates are available on the pro-iBiosphere website.

Workpackage 2: European and international policy coordination

T2.1 Coordination and routes for cooperation across organizations, projects and e-infrastructures (Lead: Plazi; participants: Naturalis, NBGB, FUB-BGBM, PENSOFT, RBGK. Start: M6, End: M13)

The task that will begin in month 6 (i.e. February, 2013). The task leader will meet various interested parties in the US (i.e. BHL project, Missouri Botanical Garden; Kansas University; University of Arizona) to discuss what cooperation across organizations will foster. A list of participants of the pro-iBiosphere May 2013 workshop will be prepared by mid December 2012, a wiki-page for the workshop has been created (see Ref. 10), the main speakers will be invited and the workshop announced among potential participants.

T2.2 Stakeholder requirements (Lead: RBGK; participants: Naturalis, NBGB. Start: M2, End: M12)

Scope. Following discussion at the Kick-off meeting it was agreed that T2.2 "Stakeholder Requirements" will concentrate on aspects of information requirements, whereas T2.3 will cover software systems.

Stakeholder Survey. The list of attendees to the February 11-14 2012 workshops is being used as a basis for the stakeholder survey. The list mainly includes taxonomists who work in European and non-Europeans institutions on plant, animal and fungal groups and leading e-taxonomy initiatives. The list is being expanded to include a wide range of producers, providers and users of flora and fauna information, together with other data that will allow a sampling matrix to be drawn up; the type of organisation, what information/services do they use (e.g., names, identification geography, morphology), what information/services do they provide (as above, plus associated data, covariates, etc.). This is on target for circulation to

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partners for comment/additions in **M4** and will provide the basis for planning the fact finding visits and stakeholder interviews (**MS20 M5-M11**), invitees to the stakeholder workshop (**MS7** due in **M9**) and the stakeholder report (**D2.2** due **M12).**

T2.3 State-of-the-art tools to facilitate acquisition of core biodiversity data (Lead: NBGB; participants: Naturalis, Plazi, RBGK, FUB-BGBM. Start: M1, End: M12)

Planning of the pro-iBiosphere workshops (February 11-14.2012). The pro-iBiosphere agenda for all three workshops is available on (see Ref. 12). This has allowed the consortium to view, discuss and contribute to the agenda and will be continually used to disseminate information on the presentations and programme, both to consortium members and participants. The collaborative and instant update features of the wiki format have and will be a useful tool to work on other collaborative documents and for the dissemination of information.

At present, a total of 75 persons have confirmed their participation to the three workshops (see Ref. 3). Participants includes a wide range of taxonomists who work in European and non-Europeans institutions on plant, animal and fungal groups. The invitees also include members of all the leading e-taxonomy initiatives and global projects in biodiversity.

To manage invitations we have used the event organization tool "Eventbrite" (see Ref. 13). The tool allows to keep track of who has been invited, who has accepted the invitation, communicate with all the attendees and create name badges for the event.

T2.4 Legal issues of data acquisition, curation and dissemination (Lead: Plazi; participants: all partners. Start: M9, End: M23)

Initial contacts with other EU-initiatives covering the topic of related legal issues have been made during the Global Biodiversity Informatics Conference in Copenhagen (July, 2012) and the OpenAIRE conference in Göttingen (November 21/22 2012). A background document covering the issues related to building and maintaining a knowledge management system and their legal ramifications will be prepared. From May 2013 onwards it will be circulated among specialists in representative EU countries to be able to compare the various national and EU legislation.

Workpackage 3: Scientific content and workflow coordination

T3.1 Data acquisition and curation (Lead: Naturalis; participants: NBGB, FUB-BGBM, RBGK. Start: M3, End: M9)

A workshop on 'Prospective Literature – Toward Best Practices for data acquisition and curation using e-tools for taxonomy' will take place on the 14th of February 2013 in Leiden, the Netherlands. The workshop is targeted at editors of Floras and Faunas and online data curators. Main objective is to identify and promote good practices for entering new field data and collaboratively writing of taxonomic treatments. Expected results are, to: (i) establish what are the new and standardized editorial policies that are needed for the curation and publication of biodiversity data in an e-environment; (ii) establish how to address IPR management and (iii) collect data that will facilitate writing the Best Practices e-Guide on Editorial Policies. The agenda is available on the wiki (see Ref. 8).

T3.2 Semantic mark-up generation, data quality, and user-participation infrastructure (Lead: Plazi; participants: FUB-BGBM, PENSOFT, Naturalis, RBGK. Start: M3, End: M12)

The planning of the workshop on "Legacy literature - Semantic mark-up generation" is well advanced and with few mutations, all the necessary domain experts were mobilized and confirmed their participation (see Ref. 3). To run the workshop

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successfully, a preliminary draft of the planned report will be prepared to guide the discussion to be as inclusive as possible. Possible, the speakers will be asked to cover specific topics that will allow readers to get a comprehensive overview of the breadth of the topics covering legacy literature. The workshop is also intended to figure out gaps in the representation of the biodiversity domain knowledge to prepare schemas and production workflow that fill in those gaps, such as very fine grained data like characters and their state that build the bases for the description of species. The organizational tools (skype conference call, wiki, web site, emails) proved to be very useful in the organization of the workshop.

T3.3 Semantic integration of biodiversity literature (Lead: MFN; participants: FUB-BGBM, PENSOFT, Plazi. Start: M1, End: M24)

The deliverables and milestones for T3.3 are in the second half of the project. For the first months of the project it was important to coordinate and align this task with the other tasks of WP3 (in particular T3.2) and the pilot development work in WP4. In personal discussions during the Kick-off meeting and in a Skype meeting with Plazi and Pensoft a roadmap for the coming months towards the MS11 workshop in February 2013 was agreed. A preliminary version of D3.3.1 should be available for this workshop to ensure a close collaboration between T3.2 and T3.3 and to feed the pilot development.

A preliminary agenda for the MS12 workshop in February 2014 is available on the wiki (see Ref. 11). During this workshop, one of the pilots developed in WP4 will be demonstrated and reviewed: interoperability between taxon treatments from both legacy and prospective literature. Eventually, this pilot may be used as one of the tools necessary to create semantic documents coming from the Biodiversity Heritage Library (BHL) and integrate these documents into the Plazi treatment repository and CDM or Encyclopedia of Life (EoL).

With regard to T3.3, the change of leadership is an important aspect. The current task leader for MfN, Henning Scholz, is leaving MfN by 31 December 2012. At present, a new task leader is being identified by the MfN to take over T3.3 from 1 January 2013 onwards. Handover processes need to be implemented in the next weeks to ensure a smooth transition and a successful continuation of the work started in this reporting period.

Workpackage 4: Technical and infrastructure coordination

T4.1 Improve technical cooperation and interoperability at the e-infrastructure level (Lead: FUB-BGBM; participants: Naturalis, PENSOFT, RBGK. Start: M4, End M24)

Pilots. At the starting phase, in close cooperation with all partners, Naturalis and Pensoft drafted a proposal for a workflow for realisation of the pilots and the basic criteria for selection of taxa. Taxa and criteria have been discussed during face to face and online meetings, which lead to a successful selection of pilot taxa and refining the levels of mark-up. The description of the pilots and associated workplan are presented on the project wiki (see Ref. 5). The following groups will be included in the pilots: animals, higher plants, fungi and bryophytes. The pilots will focus on key groups, on which the workflow can be effectively tested and deliverables can be achieved. Inclusion of more groups will be possible, after refining the workflow and tools that be used for mark-up.

Distribution of duties between work package leaders, task leaders and participants as laid out in the workplan for WP4. The start of mark-up activities (5 months in total, in collaboration with WP3) was decided to follow some basic principles:
- Allocation of data for selected taxa per responsible project partner.
- Selected publications will form part of a mark-up trial run, to test time frame and ensure timely delivery of results for further integration of data into e- infrastructures and for reports to EU, and also to identify best mark-up tool.

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- Training of staff, who will be involved in the mark-up and the integration, will receive training on software that is needed for the task. The training will take place in January 2012 (Leiden, the Netherlands). It will be organized by Naturalis and be given by Plazi.

Organisation of October 2013 meeting. The meeting will consist of three workshops and will be organised together with other two project partners. The purpose of the workshop is to build a user group to identify problems in the interoperability from a user perspective.

T4.2 Promote and monitor the development and adoption of common mark-up standards and interoperability between schemas literature (Lead: Plazi; participants: Naturalis, FUB-BGBM, PENSOFT, RBGK. Start: M4, End M24)

Task 4.2 activities started with a review of the implementation of TaxPub XML schema, which is used to mark-up prospectively published taxonomic literature. The review was prepared by Pensoft and Plazi, and presented at the National Library of Medicine Yearly Conference in Bethesda USA, 15-17 Oct 2012. The review was published as a Conference Proceedings open access paper (see Ref. 14) and is also posted on the project website.

Workpackage 5: Dissemination, communication and public awareness

T5.1 Development of the project image, documentation and external communication web platform (Lead: PENSOFT; participants: SIGMA, Plazi. Start: M1, End M24)

Dissemination and Communication Implementation Plan. In order to start preparing the dissemination strategy, Sigma created a first draft (prior to the Kick-off meeting) of the Dissemination and Communication Implementation Plan along with dissemination tables that were shared among partners for gathering their inputs at M1 and M2. These tables correspond to, the:
- list of other EU projects and biodiversity initiatives (in relation with task 2.1) so as to foster synergies and engage in cross-promotion activities with such initiatives;
- list of social networks to follow-up online dissemination external channels;
- contribution to events, publications and other dissemination activities (linked to task 5.2); and,
- draft of the Dissemination Action Plan detailing the target stakeholders, relating dissemination activities and KPIs.
All these documents were initially shared on Google Drive for partners' inputs, and then placed on the website. The final version of these documents will be integrated into the Dissemination and Communication Implementation Plan (DCIP) to be produced at M4.

Logo. Several alternative versions of the project logo were designed by Pensoft and Sigma (the two dissemination leaders) and offered to partners to vote before the start of the project. Following the logo selection, Sigma designed the overall graphical identity at M1, setting up the project font and colours. Three project templates were created: letter, deliverable, and PowerPoint templates. All these templates were shared among partners for improvement and approval at M1, on the occasion of the Kick-off meeting. These templates are available on the internal library of the website.

Press release. A press release communicating the start of the project was drafted by Sigma in cooperation with the consortium (see Ref. 6). The press release was posted for distribution to world news media (see Ref. 16) and to various bioinformatics and biodiversity related mailing lists (e.g. TDWG Structure of Descriptive Data, TDWG Content, Open Science, Flora Malesiana, etc.). The document was translated and distributed to important biodiversity institutions in Bulgaria.

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Website. The web domain www.pro-ibiosphere.eu was registered for a period of 10 years. The website was discussed with partners during the Kick-off meeting. Recommendations and suggestions provided were considered. The website was designed, developed and tested by Pensoft. All partners have been registered as users and is fully operational. The Guidelines for use of the website and internal communication platform (ICP) were distributed to all partners. The platform consists of several informational and operational subpages and tools, such as:

- registration module,
- external and internal document libraries that allow upload and archiving of different types of documents alongside with their descriptions (metadata),
- ICP to facilitate easy communication between partners by workpackages and task groups,
- electronic newsletter with email subscription module,
- media centre and social network profiles,
- RSS feeds to disseminate news and events,
- feedback/comment options at the level of documents and for the project website as a whole.

Leaflet. In collaboration with the consortium partners, Pensoft drafted and designed a concise presentation of the project goals and outcomes in a promotional leaflet (see Ref. 15). At present, 1000 copies have been printed by Pensoft for initial on-site distribution.

T5.2 Dissemination of the project results through outreach activities (Lead: SIGMA; participants: all partners. Start: M3, End M24)

In order to ensure partners' contribution to events and publications, a specific table has been designed by Sigma at M1 to enable partners to conceptualize a timing of their contributions for the project to events and articles. This document lists all the events of interest that are planned to be held in the coming months and year with information on the date, venue, contact, participants and description and will be updated regularly by partners with new events. The table was presented to the partners during the Kick-off meeting and has since been then shared among partners so as to gather their inputs on Google Drive at M2. This document also includes participation of the project in events organized by the European Commission's Unit. Sigma has improved this table at M3 so as to also gather any other dissemination activity undertaken by partners (such as dissemination through targeted databases) but also to report on interfacing with key stakeholders in the field (such as network providers).

Another document named 'contribution to publications and events table' to gather effective partners' contributions has been created by Sigma (and updated in real time with new contributions). The table was also presented to all partners during the Kick-off meeting. In addition, all contributions will be highlighted on the project website.

T5.3 Stakeholder engagement and communication (lead: SIGMA, participants: all partners. Start: M18, End M22)

T5.3 will start in the second reporting period around M18. This task aims at organising a final event at M22 to present the outputs of the project and its sustainability perspectives to a targeted audience. No activities are reported to-date.

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Workpackage 6: Sustainability planning

T6.1 Measuring and Constraining the costs of delivering services (lead: Naturalis; participants: FUB-BGBM, PENSOFT, RBGK, Plazi. Start: M6, End M21)

The landscape of biodiversity informatics is changing rapidly. Larger institutions (e.g., Natural History Museum, London; Museum fur Naturkunde, Berlin; Naturalis Biodiversity Center, Leiden; Museum National d'Histoire Naturelle, Paris) are motivated to increase the visibility of Europe in this field, and realise that the present situation needs a change. Naturalis has recently agreed to negotiate on housing the secretariat of Species 2000/Catalogue of Life. In the near future, closer co-operation with GBIF is also planned. Other institutions such as the NHM London also houses several initiatives, e.g. the secretariat of the International Commission on Zoological Nomenclature (including ZooBank), and Scratchpads. Based on these developments, further assimilation of the present initiatives in this institutional infrastructure is expected, and will be a point of discussion among these institutes. A workshop on the subject will take place in May 2013. Consortium members will contribute to these discussions, facilitating the targets of this task.

T6.2 Identifying and measuring the benefits of delivering services (Lead: RBGK; participants: Naturalis, FUB-BGBM, PENSOFT, NBGB, Plazi. Start: M7, End: M18)

T6.2 is scheduled to commence in **M6.** Activities are already underway to identify stakeholder groups under WP2 T2.2 and T2.3, as preparatory steps for this task.

T6.3 Evaluating business models currently in use by partners (Lead: SIGMA; participants: all partners. Start: M2, End M21)

During the Kick-off meeting, Sigma shared its suggested methodology for (i) elaborating exploitation plans following its experiences with past projects. Following partners' comments and, in particular, suggestions made by RBGK (WP6 leader), Sigma revised this methodology to adapt it with project objectives and partner profiles. Sigma also designed and proposed to RBGK and Naturalis a specific questionnaire that would be sent to partners to guide them towards describing their envisioned exploitation plans (following an online meeting between RBGK, Naturalis and Sigma at M2). This methodology has been shared with partners at M3 and will further be developed on the occasion of an office meeting in London between RBGK and Sigma (planned at M4). One of the aims of this meeting is to clarify relationships between tasks 6.3 and 6.4. The expertise of RBGK in the field of biodiversity will feed in/be used to agree upon criteria for description/evaluation of the business models currently in use, future exploitation plans and market background. And (ii) preparing a market background document including suggestions for document content and some preliminary suggestions regarding market segmentation of the current services being offered. A draft version will be prepared at M4 and updated with partners' inputs so that a first final version is available in M6. The first deliverable of this task, "D6.3.1 - Report on diversity and strengths of existing business plans", will be available in M6.

T6.4 Towards Sustainability for Services (Lead: RBGK, participants: Naturalis. Start: M15, End M24)

T6.4 is scheduled to commence in **M15**. The task was discussed during the Kick-off meeting. Within this task the costs will be assessed and the benefits to a wider audience will be identified. The task will also identify how can the workflow and system be made sustainable in the future. The information gathered will be used to recommend a model(s) to follow. An inventory of the requirements and services (e.g. services that provide information to our community, services that deliver information to the broader public) will be assessed. This will allow us to address questions such as how can we reduce costs and maximise benefits?. A meeting between Sigma and RBGK to further discuss the relation between Task 6.3 & Task 6.4 will take place in December 2012 in London (RBGK's premises).

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Annex 1. Overview of budged and person months consumed

Table 1: Description of consumed costs per partner (period: September to November 2012)

Partner nr. 1: Naturalis

Partner 1. Naturalis			
Work Package	Item description	Amount (€)	Explanations
WP1-WP6	Personnel costs	18,250.73	Salary costs for personnel involved in the project.
	Indirect costs	1,277.55	7% reimbursement rate x total direct costs.
WP1	Other direct costs	2,761.30	Meeting 1. Kick-off meeting. August , Leiden - the Netherlands (venue and catering costs).
WP1 & WP5		1,637.85	Successful Planning and Management of EU funded projects. Including Discussion of Dissemination Action Plan for pro-iBiosphere project (fee: 600, subsistence costs: 575.58, ticket: 462.27).
WP6		5.11	Seminar on Business Models. Delft, the Netherlands (travel costs).
WP1		6,837.00	EU fun (3,668.50) and EU-xpert (3,168.50) tools for management of pro-iBiosphere project.
	Indirect costs	786.88	7% reimbursement rate x total direct costs.
Total		**31,556.42**	
Requested EU contribution		**218,048**	
Percentage of contribution used		**14,47%**	

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Partner 2. NBGB			
Work Package	Item description	Amount (€)	Explanations
WP2	Personnel costs	6,520.83	50% time for September, October and November for the Organisation for the Training Workshops February 11th-14th.
	Indirect costs	456,45	7% reimbursement rate x total direct costs.
WP2	Other direct costs	191.84	Travel and subsistence expenses related to the participation of (National Botanic Garden, Belgium) in the kick-off meeting held in M1, Leiden - the Netherlands (2 members).
	Indirect costs	13,42	7% reimbursement rate x total direct costs.
Total		**7,182.54**	
Requested EU contribution		**61.067**	
Percentage of contribution used		**11.76%**	

Partner 3. FUB-BGBM			
Work Package	Item description	Amount (€)	Explanations
WP 1	Personnel costs	1,164.57	Resources in line with activities detailed in the progress report.
WP 3	Personnel costs	5,328.83	Resources in line with activities detailed in the progress report.
WP 4	Personnel costs	4,231.39	Resources in line with activities detailed in the progress report.
	Indirect costs	750.74	7% reimbursement rate x total direct costs
WP 1	Other direct costs	995.22	Travel and subsistence expenses related to the participation of FUB-BGBM in the Kick-off meeting held in M1, Leiden - the Netherlands (2 members).
	Indirect costs	69.67	7% reimbursement rate x total direct costs

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Total		12,470.25	
Requested EU contribution		191,314	
Percentage of contribution used		6.51%	

Partner 4. PENSOFT			
Work Package	Item description	Amount (€)	Explanations
WP1	Personnel costs	2,666.61	0.4PMs for 2 developers and 1 researcher for development of the Internal Communication platform. 0.19PMs for 1 participant in the kick-off meeting
WP2	Personnel costs	1,011.74	0.20PMs for coordination activities
WP4	Personnel costs	1,394.67	0.28PMs for 2 researchers for coordination activities, definition of criteria and workflow
WP5	Personnel costs	15,707.95	3.5PMs for 2 developers, 2 researchers, 1 designer and 1 project manager for development, maintenance and update of the project website. 0.24PMs for 1 researcher for communication and dissemination activities.
	Indirect costs	1,454.66	7% reimbursement rate x total direct costs
WP1	Other direct costs	820.40	Travel and subsistence expenses related to the participation of PENSOFT in the Kick-off meeting held in M1, Leiden - the Netherlands (1 member).
	Indirect costs	57.42	7% reimbursement rate x total direct costs
Total		23,113.45	
Requested EU contribution		118,768	
Percentage of contribution used		18.18%	

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Partner 5. SIGMA			
Work Package	Item description	Amount (€)	Explanations
WP1 / WP5 / WP6	Personnel costs	11,360	Resources in line with activities detailed in the progress report
	Indirect costs	795.2	7% reimbursement rate x total direct costs
WP1 / WP5 / WP6	Subcontracting	57	Expenses linked to the logo design (picture purchase) together with expenses of dissemination materials print.
WP1 / WP5 / WP6	Other direct costs	1 ,177	Travel and subsistence expenses related to the participation of SIGMA in the kick-off meeting held at M1 in The Netherlands (2 members).
	Indirect costs	86,38	7% reimbursement rate x total direct costs
Total		**12,300.35**	
Requested EU contribution		**158.851**	
Percentage of contribution used		**7.74%**	

Partner 6. RBGK			
Work Package	Item description	Amount (€)	Explanations
WP1	Personnel costs	411	Resources in line with activities detailed in the progress report
WP2	Personnel costs	4,388	Resources in line with activities detailed in the progress report
WP3	Personnel costs	1,251	Resources in line with activities detailed in the progress report
WP6	Personnel costs	790	Resources in line with activities detailed in the progress report
	Indirect costs	478.8	7% reimbursement rate x total direct costs

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WP1	Other direct costs	1,200	Travel and subsistence expenses related to the participation of RBGK in the kick-off meeting held in M1, Leiden - the Netherlands (3 members).
	Indirect costs	84	7% reimbursement rate x total direct costs
Total		**8,602.8**	
Requested EU contribution		**156.008**	
Percentage of contribution used		**5,51**	

Partner 7. Plazi			
Work Package	Item description	Amount (€)	Explanations
WP 1	Personnel costs	3,797	0.6 pm for preparation and participation of Kick-off meeting (4 participants) 0.1 pm used for setting up the project Wiki, and react to requests
WP2	Personnel costs	3,214	0.2pm for participation in OpenAIRE meeting, JATS meeting, preparation and coordination
WP3	Personnel costs	2,762	0.5pm for organization of workshop 2 in Feb. 2013, Leiden
WP4	Personnel costs	615	0.1pm for coordination
WP5	Personnel costs	1,344	0.1 pm for maintaining content on project wiki
WP6	Personnel costs	0	
	Indirect costs	821	7% reimbursement rate x total indirect costs
WP1	Other direct costs	3,782	Meeting 1. Kick-off meeting. August , Leiden - the Netherlands (travel and subsistence)
WP2	Other direct costs	237	JATS conference participation, presentation of workflow

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Indirect costs	281	7% reimbursement rate x total direct costs
Total	**16,853**	
Requested EU contribution	**209,860**	
Percentage of contribution used	**8%**	

Partner 8. MfN			
Work Package	Item description	Amount (€)	Explanations
WP3	Personnel costs	4,128.70	Resources in line with activities detailed in the progress report
	Indirect costs	288.96	7% reimbursement rate x total direct costs
	Other direct costs	0.00	
	Indirect costs	0.00	7% reimbursement rate x total direct costs
Total		**4,417.66**	
Requested EU contribution		**65,996**	
Percentage of contribution used		**6.69%**	

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Table 2. pro-iBiosphere person month consumption (period: September to November 2012)

Partner nr. 1: Naturalis

Work Package	WP1			WP2				WP3		WP4		WP5			WP6			
Task	T1.1	T1.2	T1.4	T2.1	T2.2	T2.3	T2.4	T3.1	T3.2	T4.1	T4.2	T5.1	T5.2	T5.3	T6.1	T6.2	T6.3	T6.4
Contractual PM (whole project period)	2.75	2.75	0.5	1.0	0.5	0.5	0.25	4.0	1.0	1.5	1.5	0.2	0.25	0.5	6	1	1	1
Used PM (first 3 months of the project)	1 .5	0.5	0.2			0.12		0.40	0.10	0.065	0.065	0.2	0.2		0.12			

Partner nr. 2: NBGB

Work Package	WP1	WP2				WP3	WP5		WP6
Task	T1.4	T2.1	T2.2	T2.3	T2.4	T3.1	T5.2	T5.3	T6.3
Contractual PM (whole project period)	0.5	0.5	0.5	4	0.25	0.5	0.25	0.5	1.0
Used PM (first 3 months of the project)				1.5					

Partner nr. 3: FUB-BGBM

Work Package	WP 1	WP 3	WP 4
Task	T#	T#	T#
Contractual PM (whole project period)	0,5	11	8
Used PM (first 3 months of the project)	0,21	1,44	1,15

Partner nr. 4: PENSOFT

Work Package	WP1		WP2		WP3		WP4		WP5			WP6		
Task	T1.3	T1.4	T2.1	T2.4	T3.2	T3.3	T4.1	T4.2	T5.1	T5.2	T5.3	T6.1	T6.2	T6.3
Contractual PM (whole project period)	1	0.5	2.5	0.25	0.5	2.5	4	3	5	0.25	0.5	1	1	1
Used PM (first 3 months of the project)	0,4	0.19	0.20				0.06	0.22	3.5	0.14	0.10			

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Partner nr. 5: Sigma Orionis

Work Package	WP1	WP5			WP6
Task	*T1.4*	*T5.1*	*T5.2*	*T5.3*	*T6.3*
Contractual PM (whole project period)	1,5	2	2	4	3,5
Used PM (first 3 months of the project)	**0,5**	**1**	**0,3**	**0**	**0,2**

Partner nr. 6: RBGK

Work Package	WP1	WP2			WP3	WP6
Task	*T1.4*	*T2.1*	*T2.2*	*T2.3*	*T3.2*	T6.4
Contractual PM (whole project period)	0.5	0.25	3	0.25	0.5	6
Used PM (first 3 months of the project)	**0.25**	**0.03**	**0.54**	**0.06**	**0.06**	**0.75**

Partner nr. 7: Plazi

Work Package	WP1		WP2		WP3		WP4	WP5			WP6		
Task	*T1.3*	*T1.4*	*T2.1*	*T2.4*	*T3.2*	*T3.3*	*T4.2*	*T5.1*	*T5.2*	*T5.3*	*T6.1*	*T6.2*	*T6.3*
Contractual PM (whole project period)	3	0.5	2,5	2	3	1	3	3	0.3	0.5	1	1	1
Used PM (first 3 months of the project)	**0.1**	**0.6**	**0.2**	**0.3**	**0.5**		**0.1**	**0.1**					

Partner nr. 8: MfN

Work Package	WP1	WP2		WP	WP5		WP6
Task	*T1.4*	*T2.1*	*T2.4*	*T3.3*	*T5.2*	*T5.3*	*T6.3*
Contractual PM (whole project period)	0.5	0.5	0.25	5.0	0.25	0.5	1.0
Used PM (first 3 months of the project)				**0.36**			

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