
INTEGRANO Executive Committee Meeting

4th June 16:00-17:00

Meeting Link: <https://meet.google.com/bpg-mhtx-bfb>

Agenda

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| 1 | INTEGRANO 6M General Assembly
Updates on the organisation, agenda, participation and key points of focus. | UNIMIB/PRJ |
| 2 | Updates on recent and upcoming deliverables. <ul style="list-style-type: none">• D7.1 – Quality Control Plan (M6).• D6.9 - IT platform for stakeholders engagement - SSbD Think tank (M8).• D7.2 - Tools for operational, technical and contractual management periodic reporting (M9). | UNIMIB
PRJ
UNIMIB |
| 3 | Integrano advisory board: status update and nominated candidates. | UNIMIB |
| 4 | Status of the amendment adding the JRC to the consortium. | PRJ |
| 5 | Next Executive Committee meeting. | All |
| 6 | Any other business | All |

Attendees: Paride Mantecca (PM), Stefania Truffa (ST), Massimo Perucca (MP), Ben Murray (BM), Irantzu Garmendia Aguirre (IG), Rossella Bengalli (RB), Lorena Coelho (LC), Bruno Marco, Ilaria Zanoni, Juliana Oliviera, Andreia Monteiro, Sara Marchetti.

Meeting minutes

BM welcomed attendees and summarised the agenda, highlighting the main point of focus is the forthcoming INTEGRANO 6M GA.

Point 1 - INTEGRANO 6M General Assembly

BM provided an update, following a meeting with Dermatest on the morning of 4/6/24, on the organisation of the meeting.

- 6M GA will be held at the Novotel Munster City 17th-18th June.
- 24 in-person attendees including representatives from the host DRT. 26 participants have so far confirmed remote participation at some of the sessions.
- Meeting room holds 30 people, so we are within capacity.
- Remote participation will be possible – CS4, WP3 and PRJ representatives will present remotely.
- Presentations will be linked together where possible to smooth transitions. Presentations will be requested in advance.

- BM led participants through the agenda. Relative to the provisional agenda, changes made to the lunch slot on the 2nd day to reduce the Data Mining slot. This provides time for sideline discussions between partners.
- WP1 summary will also be moved before lunch.

PM mentioned that if partners do not have urgent travel connections, then the meeting room is available after the proposed meeting finish time for further discussions with other partners.

PM also suggested shortening the conclusion of actions slots to provide 30 minutes of free discussion at the end of day 2.

Point 2 - Updates on recent and upcoming deliverables

BM reported that previous deliverables (PDER, INTEGRANO website, and Data Management Plan) were all submitted before the deadline.

Forthcoming deliverables:

- D7.1 – Quality Control Plan (M6).
PM reported that this deliverable has already been drafted and will be sent to PRJ for review in the next few days.

- D6.9 – IT platform for stakeholders engagement - SSbD Think tank (M8).
BM reported that this deliverable is under construction, with AITEX contributing to the planning and development of material to host within the website and identification of stakeholders.

IG mentioned analogous initiatives under development within the PARC project – will contact them to clarify what the status is, areas for collaboration and to avoid unnecessary repetition/overlap.

MP and ST emphasised that INTEGRANO wants to complement other projects and is actively seeking to engage extensively with other projects and stakeholders.

PM suggested a discussion on collaborative activities at the 6M GA.

- D7.2 – Tools for operational, technical and contractual management periodic reporting (M9). PM reported that UNIMIB plan to draft this deliverable over the summer and pass onto PRJ for their contributions.

MP mentioned that the INTEGRANO DMT contributes to this activity.

Point 3 - Integrano advisory board: status update and nominated candidates.

PM updated participants about the status of the advisory board.

Accepted:

Lang Tran – experienced in nanosafety, supported ASINA and provides continuity.

Roland Hirshier – expert in environmental assessment, LCA etc at EMPA. Involved in other SSbD projects and familiar with safety aspects within the field.

Cecilia Bossa – NCP for PARC. Participated in NanoReg. Following SSbD in Italian Institute of Health.

MP – Roland Hirshier is a good choice as he is experienced in tackling one of the main challenges in integrating env, tox and safety aspects and he was one of the early contributors to the field.

PM – Three advisory board names confirmed but space for two more. We are looking for confirmations/suggestions. We need expertise in:

1. Chemical and Physical aspects of materials chem, physics, engineering. Nanomaterial synthesis.
2. Expertise in Regulatory aspects.

If anyone has any suggestions to please provide these over the next few days.

Point 4 - Status of the amendment adding the JRC to the consortium.

BM – The PO has been notified about the amendment about to be opened. All text has been drafted and simply needs to be incorporated into the F&T Portal. This will be done this week.

PM – For the tasks the JRC will contribute to, it is essential all respective WP leaders know about the inclusion of the JRC within these activities and update mailing lists. The JRC participation within INTEGRANO does not have any impact on the budget of the project.

BM – Will email the respective WP leaders with the contact details of IG.

Point 5 - Next Executive Committee meeting.

BM – Asked the attendees about the best dates for the next Executive Committee meeting, proposed a date between 3rd-6th September, to be decided by doodle.

Some attendees reported other commitments during these dates.

BM proposed to extend the doodle into the following week to try and find a slot suitable for everyone so that all WP leaders can attend the next meeting.

Point 6 - Any other business.

- **Project partner attendance at conferences: 01/09/2024 – (31/12/2025)?**

PM - The PO has requested that a list of conferences be provided that will be attended by INTEGRANO partners. Do partners foresee any events that they will attend and that can be reported.

BM - Additional note. We have a DEC register. All partners should inform AITEX/PRJ before attendance at any events/submission of any manuscripts so that this can be updated and that the ok can be obtained from PM/relevant partners for any disclosure of results.

- **Future reporting of WP progress and tasks.**

PM – From the next Executive Committee meeting onwards, would like that WP leaders (and task leaders if/when in attendance) provide a brief update about the progress of WP's and tasks. Brief details to include extent of progress, is the activity keeping to the projected timeframe, will deliverables be delivered on time, any issues to report.

- **12M INTEGRANO AGM. Proposed location and doodle.**

BM – Planning for the next AGM should begin.

PM & ST – Best time would be middle of January 2025.

LC – CENTI could host, will enquire internally and report whether this would be possible.