

EMBRC HQ Update - N.13
15th September – 15th November 2018

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Background: *The EIB requested the ED to regularly prepare an update on the work progress, with a monthly-bimonthly frequency. The present report covers the period 15th September-15th November 2018.*

Scope: *to Update the GA on progress of main items of the work activity at the Headquarters.*

ERIC Status - Towards the operational phase

- EMBRC_HQ recently **finalised administrative issues**.
 - **Insurance contracts** are now signed (Civil Responsibility and Liability, Offices, Travels, complementary Health Insurance);
 - A 1-year, renewable contract was signed with Expertens Cabinet, the **Accounting cabinet**. It is the same Cabinet as ECRIN's.
- **Transfer of Assets** to EMBRC-ERIC. As part of the agreement between SU and EMBRC-ERIC, the transfer of all the membership contributions received by UPMC/Sorbonne Université for the period 2016-2018, for an amount of 508K€ was signed. The transfer will take place by the end of the year. See the Memorandum of Understanding Transfer of Assets from Sorbonne Université to EMBRC-ERIC (Annex I).
- The **Call for contribution**, for the year 2018 has been sent to the partners. Nathalie Marek, the Financial Administration Officer, is managing the collection of the funds.
- **An archiving system** was setup for a more efficient and secure preservation of financial documents (invoices, missions, purchase orders).

- **Establishment of the EMBRC WG on RoOs:** the goal of the Working Group on the EMBRC-ERIC Rules of Operations is to propose a consolidated and agreed draft of the Rules of Operations for comments and approval of the General Assembly. The first Working Group meeting took place on 25th of September and the second WG took place from the 7th to the 8th of November. The objectives of this meeting are to address comments received on the Rules of Operations and refine the policies of EMBRC-ERIC.

HR Recruitment

- EMBRC-ERIC called for a number of **positions to be filled at the Paris Headquarters**. The status for the various positions is as follows:
 - **Executive Director:** negotiation in process with the top candidate.
 - **Scientific Officer and Project Manager:** interviews were held. The chosen candidate received a proposition. Negotiations are in progress.
 - **Administrative Assistant.** Interviews were held. The 1st ranked candidate received a proposition, which was accepted. The start of the contract is in December.
 - **Access Officer:** Interviews were held. The 1st ranked candidate received a proposition, which was accepted. The start of the contract is in January. This position is proposed to be filled through a service agreement with SZN, where the officer is currently located.
 - **Communication Officer:** Interviews were held. The 1st ranked candidate received a proposition, which was accepted. The start of the contract is in February.

Projects

- **Infradev 3:** a writing team took place in Galway on the 9th of October for the drafting of the Infradev 3 proposal. A new session will be in Paris, at the end of November. The full proposal is due in March 2019.
- **CORBEL GA:** The Executive Director participated to the General Assembly of the CORBEL project, 16-17th October, Paris
- **EMBRIC GA,** EMBRC-ERIC was represented during the EMBRIC GA, 18-20th September in Heraklion (GR)
- **Assemble Plus GA,** The Executive Director participated to the Assemble Plus GA , 10-12th October in Galway (IR)

Policy engagement

- **EU-LAC: EMBRC-ERIC selected to host a visit of “Latin American and Caribbean” delegations.** EMBRC-ERIC is one of only four RI invited to showcase at the EU-LAC meeting (with CERN, Lifewatch and BBMRI). A visit in PT (Lisbon + Faro) was proposed. The meeting would take place in early March 2019. At least 5 countries of LAC countries would come and visit (Uruguay, Argentina, Panama, Chile, Colombia: the list shall be finalised soon).

Industry engagement

- EMBRC-ERIC participated to the **Biomarine Business Convention 2018**, which took place in Cascais (PT) from 2nd – 4th of October 2018. The Executive Director and the Liaison Officer of PT and IT were in attendance.

BioMarine is an international platform dedicated to innovation & investment in the blue bio economy, supporting governments, corporations, and entrepreneurs in the implementation of their blue growth strategies, build sustainable businesses within sectors related to marine ingredients, food production, health & nutrition, and energy, as well as encourage the rational use, valorization, and conservation of marine bioresources, of which algae innovation is an integral part.

Negotiations are happening to secure the 2020 edition of Biomarine for EMBRC, in Italy.

Governance Meetings

- **CoN Meeting XI**, 8th October 2018, Galway, Ireland. The Minutes of the event have been provided to the GA.

Other events

- EMBRC-ERIC was represented during **EMBS 53** (European Marine Biology Symposium), which took place in Ostend (BE) from 17th–21st of October 2018.
- EMBRC-ERIC participated to the **BLUE&GREEN meeting**, 1st October in Porto (PT), aims at enhancing the research and innovation capacity of its partners and help to raise the research profile of the staff in the field of research planning, involving industry through the implementation of a vast number of joint activities.

Coming events

- **ESFRI meeting**, 19-20 November, Milan (IT).
- **3rd EMBRC-ERIC General Assembly**, 20th-21st of November (Ghent, BE).
- **AIR Centre**, the 4th High Level Industry-Science-Government Dialogue – Implementing the Atlantic International Research Centre (Air Centre), 25-27th November, Las Palmas (PT).
- **3rd ERIC FORUM Meeting**: 27-28-29 November 2018 in Seville (ES).
- Infradev III, a new writing session of the project proposal is organised on the 29-30th November in Paris.

Annex I

Memorandum of Understanding

Transfer of Assets from Sorbonne Université (formerly UPMC) to EMBRC-ERIC

At the onset of the establishment of EMBRC-ERIC as a legal entity, Sorbonne Université will transfer to the new entity all assets that were held by UPMC in the name of EMBRC, and establish new contracts with EMBRC-ERIC in order to implement the hosting of EMBRC-ERIC HQ in Sorbonne Université premises, the transfer of an annual monetary Host premium contribution, and the provision of the annual memberships fees of France as a partner.

1- Monetary Assets

a) Membership fees of EMBRC member countries (other than France) for 2016-2017

Sorbonne Université has signed financial agreements for the payment of EMBRC membership contributions with all eight Member countries (other than the host country). These Membership fees have been invoiced for 2016-2017 and received in a dedicated account of Sorbonne Université.

- Contributions 2016 and 2017 of Italy, paid by Stazione Zoologica Anton Dohrn : 95 946,00 euros
 - Contributions 2016 et 2017 of Greece, paid by HCMR: 63 962,00 euros
 - Contributions 2016 et 2017 of Portugal, paid by FCT: 64 047,00 euros
 - Contributions 2016 et 2017 of Israël, paid by MOST: 72 907,00 euros
 - Contribution 2016 et 2017 of the United Kingdom, paid by MAST-Scotland: 112 201,00 euros
 - Contributions 2016 et 2017 of Spain, paid by UVIGO et UPV/EHU: 83 144,00 euros
 - Contribution 2016 of Belgium, paid by BELSPO: 20 944,00 euros
 - Contribution 2016 of Norway, paid by UiB: 26 217,00 euros
 - Partial contribution 2018 partielle of Spain, paid by UPV/EHU: 34 137,50 euros
- Total of 573 505,50 euros.**

During the implementation phase, Sorbonne Université has provisioned 65 000 euros on this account for the payment of the salary of Mrs Nathalie Marek, EMBRC-ERIC financial officer. The total amount to be transferred to EMBRC-ERIC is thus 508 505,50 euros, to be transferred in full and in one single payment to EMBRC-ERIC through a specific contract, called "Convention de Reversement", between Sorbonne Université and EMBRC-ERIC (Document 1). Any residual amount due to a partial use of the 65 000 euros provision, will be likewise transferred to EMBRC-ERIC at the end of Mrs. Marek current employment contract with Sorbonne Université.

b) Residual from monetary account for the PP2 EMBRC project

The Preparatory Phase 2 project of EMBRC has ended in 2016 but overheads are still available for an amount of € 34,000.00. This account is open for expenses by EMBRC HQ until the establishment of the legal entity, at which date the account will be closed and any accounted residual transferred to EMBRC-ERIC through the “Convention de reversement”.

2- France Membership fees contribution

The contribution of France as a member of EMBRC-ERIC is provisioned on a separate account of Sorbonne Université and is part of a state subsidy to Sorbonne Université, which is not transferrable to another entity (PIA, Plan d’investissement d’Avenir). The amounts for 2016 and 2017 have been opened for expenses in 2017.

| | Credit | Debit |
|-------------------|-----------|------------------|
| Contribution 2016 | 28 987,00 | |
| Contribution 2017 | 79 551,00 | |
| Expenses 2017 | | 65,848,43 |
| TOTAL | | 42,689,57 |

Due to the non-transferrable nature of the funds, this account will remain open for EMBRC-ERIC related expenses when the legal entity is created, and dedicated to functioning expenses of the HQ. This arrangement will be formalized in the Sorbonne Université – EMBRC-ERIC agreement for France and host premium contribution (Document 2). If and when a different source of funding is allocated to the French Membership fees contribution, a new financial agreement, will be implemented, to transfer the Contribution.

3- Host Premium Contribution

Sorbonne Université committed to fund annually the following contribution:

| Host Premium | EMBRC HQ Personnel | HQ Fonctionning | Other staff supporting the EMBRC-ERIC HQ | TOTAL |
|--------------|--------------------|----------------------------------|--|----------------|
| In-kind | | HQ 104 000 Back-office 36 000 | 120 000 | 260 000 |
| Monetary | 240 000 | 60 000 | | 300 000 |
| TOTAL | 240 000 | 200 000 | 120 000 | 560 000 |

With the establishment of the EMBRC-ERIC, the monetary host premium contribution will be transferred annually to EMBRC-ERIC as a subsidy and subject to a specific agreement contract (Document 2).

For year 2018, the subsidy amount will be calculated by deducing all already engaged amounts from January 1st 2018 to the effective date of EMBRC-ERIC establishment which include:

- All expenses since 01/01/2018 in Monetary HQ functioning (budget 60k)
- All expenses related to the salary of HQ staff employed by Sorbonne Université (budget 240k), currently: Ilaria Nardello, Arnaud Delimoges, Florence Guillot

The rest of the contribution will be provided in-kind: Back-office for EMBRC-HQ functioning (€ 36 000); other staff supporting the EMBRC HQ (€ 120 000 for HR coordinator Elena Billi Rizza;

EIB Secretary Lucie Salvaudon ; EU project officer Anaïs Desclos ; Contract officer Fanny Schultz ; Legal officer Melindy Matthews/Lucie Salvaudon)

The agreement contract (Document 2) will include the annual subsidy of the host premium, including its monetary and in-kind elements, and the access to EMBRC-France resources as part of the French Member contribution.

4- Hosting of EMBRC-ERIC Headquarters on Sorbonne Université premises

Sorbonne Université will host EMBRC-ERIC Headquarters on the Pierre et Marie Curie campus, in the office space already allocated to EMBRC with all the equipment acquired since the establishment of the Headquarter in 2015. The offices are described as follows:

- 1 office - 25,5m²,
- 1 executive office 17,75m²,
- 1 office 17,75m²,
- 1 meeting room 38,7m²,
- 1 entrance/photocopy space 15,1m² ;

As an independent legal entity under private law, EMBRC-ERIC will contract a «Convention d'Hébergement» ("Host contract", Document 3) with Sorbonne Université in order to be hosted in the public domain. This contract will list the hosted premises and associated services provided by Sorbonne Université.

5- Financial Accounting at the date of the transfer

For each financial reporting period of EMBRC-ERIC, Sorbonne Université will produce an account report (Document 4), with the necessary advance to allow for a revision by the Executive Director and presentation to the EMBRC-ERIC General Assembly for final approval.

Documents and timeline

| Document | Contract | Description | Deadline | actions |
|------------|-----------------------------------|--|----------|--|
| Document 1 | Convention de reversement | Transfer of all monetary assets received by Sorbonne Université on behalf of EMBRC-ERIC during the implementation phase | Sep 2018 | Lucie Melindy Ilaria |
| Document 2 | Convention de subvention annuelle | Annual subsidy for the monetary host premium contribution + in-kind services + acces to resources for EMBRC-France membership contribution | Oct 2018 | Lucie Melindy Ilaria Elena |
| Document 3 | Contrat d'hébergement | Host contract for the hosting of EMBRC-ERIC headquarters on SU premises + associated services | Oct 2018 | Lise TR David Michel Ilaria |
| Document 4 | Sorbonne Université accounting | Sorbonne Université accounting of EMBRC-ERIC monetary assets held by SU | Feb 2019 | Inma Meryem Veronique Jacques |