

Project Management in SysMO

The "Project Management in SysMo" brochure is a component part of the announcement by the Federal Ministry of Education and Research of the "Regulations governing funding for transnational research projects "Systems Biology in Microorganisms (SysMO)". It describes the structure of and players in the project management described in para. 4.2. of the above-mentioned announcement.

1. Structure of SysMO: The SysMO research and funding measure consists of **projects** that are organized transnationally which in turn consist of several **work packages** (cf. image 1+2). The research objectives pursued in the individual work packages of a project contribute in their entirety to achieving the overarching project aim.

The research activity within the individual work packages and scientific cooperation between the work packages must therefore be organized in the sense of the overarching project aim on the basis of work-sharing and interdisciplinary cooperation.

A **project coordinator** is responsible for the necessary scientific and administrative coordination of all the **working groups** participating in the work packages of a project. The project coordinator should be supported in his coordination work by a **project assistant**. The project coordinator represents the project vis-à-vis the Steering Committee (cf. para. 5) and the SysMO Office (cf. para. 3).

Working groups from **at least three** countries participating in SysMO must be involved in each project.

2. Scientific Coordination Committee: All project coordinators together form the Scientific Coordination Committee. The **Scientific Coordination Committee** represents SysMO in all scientific matters internally and externally vis-à-vis the scientists involved in SysMO, the Steering Committee, the SysMO Office and the general public. The Scientific Coordination Committee will meet for the first time within six months after the start of all projects of the SysMO funding initiative. At the first meeting, it will establish terms of reference which are to be agreed with the Steering Committee. The Scientific Coordination Committee ensures the coordination of the scientific work in SysMO and is, *inter alia*, responsible for the annual "SysMO" status seminars to be organized in agreement with the Scientific Advisory Board (cf. para. 4).

3. SysMO Office (in former times SysMO Secretariat): The SysMO research and funding measure is supported by an **Office located at the PTJ project management agency**. The Office reports to the SysMO Steering Committee and supports its activities. Another task of the Office is the organizational support of the Scientific Coordination Committee (organization of workshops, seminars, round tables, PR events, drafting of press releases, writing of brochures). The Office pools all flows of information between Scientific Coordination Committee, Steering Committee and the individual national funding institutions. This refers in particular also to the reports which are to be drafted by the project coordinators within the framework of their duties to report. The Office develops an internal administrative database on SysMO and operates the SysMO website. The Office is supported in all its tasks by the project assistants (PA) assigned to the project coordinators.

4. Scientific Advisory Board: The Scientific Advisory Board consists of nine independent scientists who are not involved in any of the projects applying for funding or funded under SysMO. The members of the Scientific Advisory Committee are proposed by the national funding institutions involved in SysMO and are appointed by the Steering Committee. The appointment to the Scientific Advisory Board is initially for three years. After three years, six members must leave the Scientific Advisory Board and new members must be appointed by

the Steering Committee. The Scientific Advisory Board will meet for the first time directly after publication of the announcement of the regulations governing funding for transnational research projects SysMO and will establish rules of procedure at its first meeting which are to be agreed with the Steering Committee. The main tasks of the Scientific Advisory Board are the scientific monitoring of the SysMO research and funding measure, the securing of its internationally competitive strategic orientation and the counselling of the Steering Committee. Herein lies also the evaluation of applications.

5. Steering Committee: The Steering Committee is SysMO's highest body. The Steering Committee consists of representatives of the national funding institutions involved in SysMO. The Steering Committee will meet for the first time directly after publication of the announcement of the SysMO regulations governing funding for transnational research projects and will establish rules of procedure at this meeting. The tasks of the Steering Committee include taking funding decisions for projects, appointing members of the Scientific Advisory Board and monitoring progress achieved in SysMO.

6. Contact Points at national funding agencies: Every national funding agency will establish a contact point, which is in permanent contact with the SysMO Office. The contact point is responsible for all local matters, including funding.

Image 1: Project management of SysMO

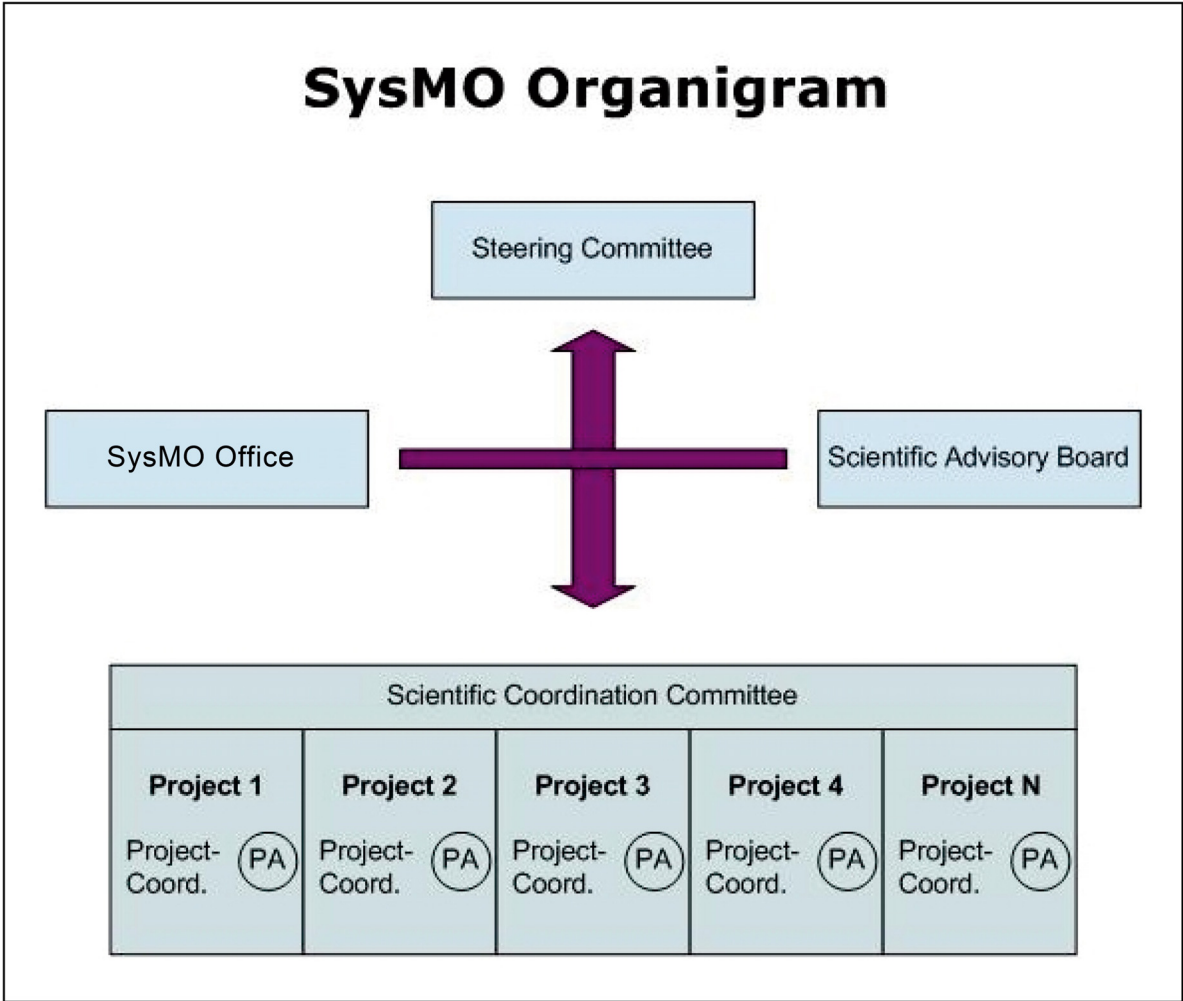
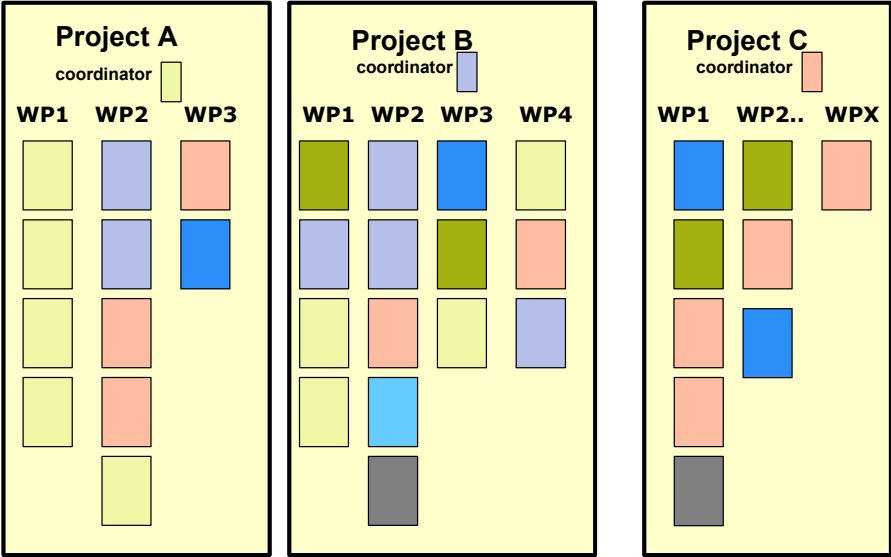


Image 2: Examples of Project Organization



WP = Workpackage; different colours of WP represents workgroups of different countries