



Kick-off meeting minutes

Deliverable D9.1

27 June 2019

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UGENT

B-GOOD

Giving Beekeeping Guidance by cOmputatiOnal-assisted Decision making



Prepared under contract from the European Commission

Grant agreement No. 817622
EU Horizon 2020 Research and Innovation action

Project acronym: **B-GOOD**
Project full title: **Giving beekeeping guidance by computational-assisted decision making**
Start of the project: June 2019
Duration: 48 months
Project coordinator: Prof. Dirk de Graaf
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Deliverable title: Kick-off meeting minutes
Deliverable n°: D9.1
Nature of the deliverable: Report
Dissemination level: Public

WP responsible: WP9
Lead beneficiary: UGENT

Citation: De Smet, L. & de Graaf, D.C. (2019). *Kick-off meeting minutes*. Deliverable D9.1 EU Horizon 2020 B-GOOD Project, Grant agreement No. 817622.

Due date of deliverable: Month n°1
Actual submission date: Month n°1

Deliverable status:

Version	Status	Date	Author(s)
0.1	Draft	20 June 2019	De Smet, de Graaf UGENT
0.2	Review	24 June 2019	Ulrich, Leufgen SCIPROM
0.3	Review	24 June 2019	Schoonman BEEP
0.4	Review	27 June 2019	Sousa UCOI
0.5	Review	27 June 2019	Verbeke UGENT
1.0	Final	27 June 2019	De Smet, de Graaf UGENT

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Preface

The objectives of this official project Kick-Off Meeting (KOM) are:

- 1st General Assembly Meeting
 - Set the Constitution of Project Bodies
- Decisions to be taken
- Set up project organization
 - Administrative and management
 - Communication channels
- Planning of first project period
 - Work Breakdown of first period **and more particularly until M6**
 - Milestones and Deliverables

Summary

The kick-off meeting of the B-GOOD project was held in Ghent, Belgium, from 12 to 13 June 2019.

At this meeting the different project bodies were installed. A representative of each partner is member of the General Assembly, the ultimate decision-making body of the consortium. The Coordination Team was also established with the different responsible Supports of the Coordinator and a Data Officer was assigned. These bodies will conference on a regular base.

The administrative and financial aspects of the project were clarified. An internal communication platform and file repository will be installed to facilitate the internal communication and information-exchange.

The overall aim of the B-GOOD project is to pave the way towards healthy and sustainable beekeeping within the European Union by following a collaborative and interdisciplinary approach. Fifteen of the seventeen partners were present and presented their background, interests, contribution and desired outcomes of the project. The project is composed of ten integrated and interconnected work packages (WPs), where each WP has specific and clearly defined objectives. The general aim of each work package was presented by the work package leaders. The specific tasks with emphasis on the first six months were discussed in detail. The first agreements and arrangements between the different partners were made to guarantee a smooth start of the project. The WP leaders were encouraged to organize regular conference meetings.

The next consortium meeting is scheduled at the end of 2019 and will be hosted by one of the partners.

1. Meeting agenda

1.1. Day 1 – 12 June 2019

Time	Item	Speaker
9:00	Welcome	Dirk de Graaf
9:05	B-GOOD at a glance	Dirk de Graaf
9:20	Presentation by partners and invited guests (5 min each)	

11:00	Coffee break	
11:30	EC DG Agriculture	Jean-Charles Cavitte
12:00	General Assembly meeting	Kirsten Leufgen
12:15	Group picture	
12:20	Lunch	
13:15	Management, administration, reporting, finances	Kirsten Leufgen
13:45	UGENT EU-Cell support	Lieve Huys
	<i>WPs break down and planning of the next 6 months and beyond</i>	
14:00	WP9: Coordination and Management	Dirk de Graaf
14:30	WP10: Ethics Requirements	Wim Verbeke
15:00	Coffee break	
15:30	WP7: Communication and Exploitation	Iliyana Kuzmova
15:30	WP8: Multi-Actor Co-Development	James Henty Williams
17:30	WP2: Beekeeping and Innovation	Martin Bencsik
18:30	End of Day 1	
19:30	Consortium dinner (in town)	

1.2. Day 2 – 13 June 2019

Time	Item	Speaker
8:30	Coordination Team meeting	Dirk de Graaf
	<i>WPs break down and planning of the next 6 months and beyond</i>	
9:00	WP1: Beekeeping and Health Indicators	Coby van Dooremalen
10:00	Coffee break	
10:30	WP3: Ecology and Environmental Drivers	José Paulo Sousa
11:30	WP4: Socio-Economic Drivers	Wim Verbeke
12:30	Lunch	
13:30	WP5: Data Analysis and Decision Making	Christopher Topping
14:30	WP6: Operationalization and Application	Marten Schoonman
15:30	Coffee break	
16:00	Conclusions, action items, take home messages	Dirk de Graaf
16:30	Official end of the meeting	

2. Participants

Partner Institution	Name	12/06/2019	13/06/2019
01. UGENT	Dirk de Graaf	x	x
01. UGENT	David Claeys Bouúaert	x	x
01. UGENT	Lina De Smet	x	x
01. UGENT	Ludwig Lauwers		x
01. UGENT	Marleen Brunain	x	x
01. UGENT	Wim Verbeke	x	x
02. WR	Coby van Dooremalen	x	x
02. WR	Jeroen Peters	x	x
04. PENSOFT	Iliyana Kuzmova	x	x
04. PENSOFT	Pavel Stoev	x	x

05. INRA	Cédric Alaux	x	x
05. INRA	Yves Le Conte	x	x
06. MLU	Robert Paxton	x	x
06. MLU	Sarah Keil	x	
06. MLU	Tabea Streicher	x	x
07. UCLUJ	Daniel Dezmirean	x	x
08. AU	Christopher John Topping	x	x
08. AU	James Henty Williams	x	
09. UCOI	Fátima Alves	x	x
09. UCOI	Joana Alves	x	x
09. UCOI	José Paulo Sousa	x	x
10. TNTU	Martin Bencsik	x	x
10. TNTU	Ramsey Michael	x	x
11. FLI	Marc Schäfer	x	x
13. BEEP	Marten Schoonman	x	x
13. BEEP	Pim Van Gennip	x	x
14. SML	Stanislav Jas	x	x
15. UJAG	Michal Filipiak	x	x
16. SCIEN	Severine Matthijs	x	x
17. SCIPROM	Kirsten Leufgen	x	x
DG Agriculture and Rural Development	Jean-Charles Cavitte	x	
DG Agriculture and Rural Development	Valeria Mariano	x	x
EFSA	Agnes Rortais	x	

3. Report of the General Assembly meeting

The governance structure of the project was reviewed.

- The Coordinator: Dirk de Graaf (UGENT; Coordinator Contact: Lina De Smet)
- Science support: Wim Verbeke (UGENT) and José Paulo Sousa (UCOI)
- Administration support: Kirsten Leufgen (SCIPROM)
- Dissemination support: Iliyana Kuzmova (PENSOFT)
- Exploitation support: Marten Schoonman (BEEP)
- Data support: Christopher John Topping (AU)

The WP leaders are like assigned in the Grant Agreement.

- WP1: Coby van Dooremalen (WR)
- WP2: Martin Bencsik (TNTU)
- WP3: José Paulo Sousa (UCOI)
- WP4: Wim Verbeke (UGENT)
- WP5: Christopher John Topping (AU)
- WP6: Marten Schoonman (BEEP)
- WP7: Peter Neumann (UBERN)
- WP8: James Henty Williams (AU)
- WP9: Dirk de Graaf (UGENT)
- WP10: Wim Verbeke (UGENT)

The General Assembly representatives for each partner are:

- UGENT: Dirk de Graaf
- WR: Coby van Dooremalen
- BSOUR: Raffaele Dall'Olio
- PENSOFT: Iliyana Kuzmova
- INRA: Yves Leconte, Cédric Alaux (only one vote allowed)
- MLU: Robert Paxton
- UCLUJ: Daniel Dezmirean
- AU: Christopher John Topping
- UCOI: José Paulo Sousa
- TNTI: Martin Bencsik
- FLI: Marc Schäfer
- UBERN: Peter Neumann, Alexis Beaurepaire (only one vote allowed)
- BEEP: Marten Schoonman
- SML: Jas Stansislav
- UJAG: Elżbieta Ziółkowska
- SCIEN: Severine Matthijs
- SCIPROM: Kirsten Leufgen, Peter Ulrich (only one vote allowed)

Consortium meetings are scheduled every 6 months and will be hosted by different consortium partners. Project review meetings will be held in Brussels and are foreseen in Month 21 – 39 and 50.

Regular conference calls will be organized. The Coordination Team, General Assembly and separate Work Package leaders will organize different conference calls. It was suggested to work with 'GoToMeeting' platform as an alternative for Skype. This will be provided by SCRIPROM. Each group can have a different line in the virtual meeting room. A fixed slot per month will be scheduled to organize these conference calls.

An internal communication platform for mailing and repository for all important documents/files/etc. will be set up by PENSOFT in concert with SCRIPROM.

4. Report of the Coordination Team meeting

Members:

- Dirk de Graaf (UGENT)
- Wim Verbeke (UGENT)
- Kirsten Leufgen (SCRIPROM)
- José Paulo Sousa (UCOI)
- Christopher John Topping (AU)
- Marten Schoonman (BEEP)
- Iliyana Kuzmova (PENSOFT)
- Lina De Smet (UGENT) – Coordinator Contact

The Coordination Team will organize a conference call every second week at a fixed time slot. In this meeting the daily work of the project will be followed and if necessary decisions will be made. This meeting will prepare the agenda of the upcoming General Assembly meeting which will be held once a month, immediately following the Coordination Team meeting.

The different WP leaders are encouraged to set up at least a monthly meeting.

Two internal reviewers will be assigned to each deliverables. The following schedule has been agreed to be followed to submit a deliverable.

1. Six weeks before the deadline Kirsten Leufgen will send an alert to the responsible of the deliverable, Dirk de Graaf and Lina De Smet
2. Four weeks before the deadline a draft version should be sent to Dirk de Graaf and Lina De Smet
3. Latest two weeks before the deadline the final version should be sent to Dirk de Graaf and Lina De Smet who will forward the report to the assigned reviewers
4. The reviewer will send the comments to the responsible of the deliverable at least one week before the deadline
5. Latest in the last week the final document should be finalized and sent to Dirk de Graaf and Lina De Smet who will upload it in the EC portal.

Lina De Smet has been assigned as Data Officer. She will be assisted by Marten Schoonman, Christopher John Topping and James Henty Williams depending on required expertise. Each partner should assign a contact person from their group in order to provide the necessary information and most institutes do also have a Data Protection Officer from which the contact details should be communicated to the Coordinator.

PENSOFT will search for and present some examples of internal information platforms. This will be discussed in one of the following Coordination Team meetings. The final decision will be made in the following General Assembly meeting. The requirements are that the platform should facilitate the communication and that there should be a general file repository, contact list, project calendar, follow-up table of deliverables and milestones, meeting pages, report pages, etc. Mattermost is one of the options to facilitate the communication which can replace e-mail.

The next Consortium Meeting will be scheduled end November – beginning December. José Paulo Sousa (UCOI) is willing to organize the meeting but needs to fully confirm after the kick-off meeting.

5. Other decisions made

The most important points from the discussion after the presentation of each WP are:

5.1. WP1

- The vibration measurement device is ready to install. It would be possible to install them when colonies are available, as early as in the summer of 2019.
- Mini-apiaries should be equipped with electricity and WIFI for some of the measurement devices. In places where electricity is not available nearby the apiary, batteries and solar panels will be used instead.
- Beecounter is not ready for integration at the moment. As soon as possible a subset of the mini-apiaries will be supplied.
- A prototype of the lateral flow device (LFD) to detect some pesticides is available but at the moment there are not enough LFDs to be distributed.
- There should be a standard protocol to establish colonies as the variety from the environment and the use of local bees will be high. Coby van Dooremalen will provide protocols but TIER1 is meant to develop the system and to optimize the protocols and will not be focussed to provide statistically significant data. Standardization of the *Varroa* treatments may be a problem as the legislation in the different countries may be different.

- In France a test will be commercialized soon in which SNP can be determined. This was suggested as an alternative for COI-COII determination. The details are not yet available and will be discussed later. In the project the development of the TaqMan assay to genotype honeybees will be developed at UGENT and the genotyping of all samples also will be performed at UGENT. The precise division of labour between the two genotyping labs (UGENT and MLU) will be decided later.
- The definition of a locally adapted bee has to be discussed.

5.2. WP2

- The price of the beecounter will be determinative for marketing the device and make it accessible for the beekeeper.
- If partners have rape seed and sun flower plants available they may be sent to Jeroen Peeters to be used to optimize the lateral flow devices (LFD) for pesticide detection. It was suggested to use the material which will be generated in the POSHBEE project where in semi-field test specific treatments will be performed.
- LFD will be used to detect pesticides in bees. The protocols should be optimized for the different matrixes such as honey.
- LFD for virus detection. How many viruses and which will be discussed and decided later.
- The TaqMan Mutation Detection assay will detect mutations which are responsible for the phenotype reduced mite reproduction in drone brood. In SMARTBEES bees are phenotypically screened for suppressed mite reproduction and hygienic behaviour which is another phenotype. Until now, no genetic data is available from SMARTBEES. It was suggested to set up a collaboration.

5.3. WP3

- Protocols for landscape scenarios generation in UK and BE and training will be provided by UCOI.
- In order to gather local climatic data to feed the ApisRAM model, a weather station should be installed at the mini-apiaries. José Paulo Sousa will provide a protocol and some recommendations on the type/model of the weather station.
- BEEP also works in this field and will bring UCOI in contact with their specialists.
- Gardens will not be included in the models at the start of the project.
- Lavender-fields (or any other ornamental flower corps) should also be included if possible as the nutritional value is very high.

5.4. WP4

- Ludwig Lauwers and Wim Verbeke will streamline the questions in the questionnaires for stakeholders and beekeepers to be useful for all analysis foreseen in the project.
- The help of local/native language speaking partners will be needed for translations of topic guides and questionnaires, and to establish contacts with the local stakeholders and beekeepers.
- Beekeepers will be interviewed at different stages in the project. The beekeepers with major roles in the project may always be included but for some tasks a random selection of beekeepers will be made.
- It is important to record the date of the interview as the season can have an impact on the response of the beekeeper.
- The selection of the beekeepers will be discussed later with special attention for inclusion of professional beekeepers (define the criteria for a professional beekeeper) and beekeepers involved in WP1. This will be covered in the detailed study protocols.

5.5. WP5

- The model is now optimized for one colony. During the project the model will be optimized to deal with multiple colonies, disease spread, competition for resources etc.
- Decision making based on the model will only be available late in the project.
- It would help to have real data from the colonies, to help the machine learning algorithms.
- We will not determine the parameters that reflect the health of a colony beforehand. We have to do it retroactively, in which the actual fate of the colony can be used in the model.

5.6. WP6

- Beecounters and weather stations can be integrated in the existing protocol.
- The data store will be adopted to the needs of the different partners. The different partners have to deliver an example of the data that will be generated. A survey will be sent out to the different partners to build a data dictionary.
- The existing platform has to be translated, in the short term, to Portuguese, French (manual, app already translated), Romanian and Finnish. The help of native speaking partners is most welcome.
- All partners are encouraged to use the BEEP system and to give feedback to enhance the user-friendliness, functioning, etc.
- The hardware will be available around November, latest in December and will not only be available for the B-GOOD consortium. The data generated by the 'private' systems may also be integrated in the project in case the private persons have expressed their intention to share their data for scientific purposes.
- The data will be stored and if needed minimum requirements may be introduced, this to guarantee the quality of the data. These requirements have to be discussed in further detail.

5.7. WP7

- The need for a communication system and internal information platform is high and it should be launched as soon as possible. Different options are available. PENSOFTE will prepare some alternatives and send it to the Coordination Team members.
- PENSOFTE will draft a press release that will be released in all countries which are involved. On the moment of the press release, the website should be launched.
- Peter Neumann is responsible for the training of local and EU stakeholders.
- PENSOFTE will prepare 10 slides to present B-GOOD in a very basic way using infographic.
- B-GOOD is an Open Data Pilot project.

5.8. WP8

- Everybody is invited to talk with James Henty Williams in order to build a network. Everybody is encouraged to share his/her existing contacts in order to help build up a network and make an analysis of the different actors/stakeholders.
- Partners having contact with different actors/stakeholder should note it in an actor engagement diary for which the templates will be provided.
- A procedure for contacting actors/stakeholders should be developed which describes reimbursement, agreements, etc.
- EFSA also have social scientists dealing with the same topics with whom a possible collaboration can be set up.
- The different partners will be involved in interviewing some actors/stakeholders as native speaking interviewers will be needed.

5.9. WP9

- Agnes Rortais from EFSA will bring Dirk de Graaf into contact with the EU Bee Partnership. The next meeting of the EU Bee Partnership is scheduled in September and most probably Dirk de Graaf will be invited.

5.10. WP10

- Each partner has to provide the contact details from the Data Protection Officer (DPO) from their institutions. If the beneficiaries do not require to appoint a DPO a detailed data protection policy for the project must be kept on file. This information should be supplied to the Data Officer Lina De Smet.
- The project falls within the scope of the EU Regulation on Access and Benefit Sharing (EU ABS Regulation). Lina De Smet will take care of the necessary administration.