
The national board of Science for Life Laboratory

Minutes from board meeting nr 19 2016-05-24

Present members: Carl-Henrik Heldin (chair), Staffan Edén (GU), Henrik Grönberg (KI), Sophia Hober (KTH), Anders Karlhede (SU), Margareta Olsson Birgersson (industry representative), Stellan Sandler (UU), Marianne Sommarin (UmU).

Absent members: Gunilla Westergren-Thorsson (LU)

Other participants: Olli Kallioniemi (Director), Lena Claesson-Welsh (Co-Director), Annika Jenmalm-Jensen (Infrastructure Director), Fredrik Sterky (secretary), Maria Sörby, Karl-Eric Magnusson (until lunch), Hans Adolfsson (until lunch), Johan Rung (§4), Sverker Lundin (§5)

Appendices:

1. Preparation of Steering documents for Platforms and Facilities.
 2. Recruitment process for Co-Director.
 3. Recruitment process for Infrastructure Director.
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1. Introduction

Carl-Henrik Heldin opened the meeting.

Decisions:

- The board approved the minutes from meeting nr 18.
- The board appointed Stellan Sandler to adjust the minutes in addition to the chair.

2. Update from the Director

Olli Kallioniemi presented a quarterly update about SciLifeLab, current work within the management group, and first reflections on the recent site visit of the panels evaluating SciLifeLabs platforms and facilities. The general major outcome of the evaluation include i) new facilities entering, ii) restructuring and changes to existing platforms, iii) user fees, iv) access to multiple platforms at a time, v) the importance of data handling, bioinformatics and data storage before accepting new projects.

3. The evaluation process

Annika Jenmalm-Jensen presented the plans for decisions about future infrastructure funding based on the evaluation results and suggestions from the management group. Preliminary decision may be taken in the September-meeting of the board and final decisions in November. If needed, an extra board meeting will be held on October 11.

4. SciLifeLab Data office

Johan Rung presented the plans for creating the SciLifeLab Data office,

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which would facilitate data access, data archival, coordination and data tracking of data produced at SciLifeLab. It would fundamentally change the scope of SciLifeLab and to make data a main outcome.

5. National projects

Sverker Lundin informed the board about the status of the National sequencing projects, funded by KAW and SciLifeLab. The next announcement is planned for the fall 2016 in order to be able to finish the project within the time frames of the KAW grant.

6. Rules for changes within platforms

Lena Claesson-Welsh presented a process to establish directives for the platforms and facilities (appendix 1), and the change of name for two of the platforms.

Decisions:

- The board approved the plan presented in appendix 1 and asked the management to present the documents in November.
- The board decided that the platform "Clinical Diagnostics" will change name to "Next-Generation Diagnostics (NGD)".
- The board decided that the platform "Bioinformatics" will change name to "National Bioinformatics Infrastructure Sweden (NBIS)".

7. Legal aspects for national facilities

Carl-Henrik Heldin informed the board about SciLifeLabs work to clarify some important legal aspects of the platform activities, including the problems the transparency act ("offentlighetsprincipen") causes for the possibility to patent discoveries, how to find a way to employ user fees in a legally correct manner, and how to make contracts and agreements when SciLifeLab is not a legal entity. The work will continue in collaboration with the host universities and representatives from the government.

8. Reports to the board of KTH

Fredrik Sterky informed the board about questions from the KTH board that has to be reported preliminary in October 2016 and finally in February 2017. The reports include new rules of procedure ("arbetsordning"), reporting structure and content in the annual report, routines for handling personal data, routines for IT security, a statement about potential responsibility of handling biobanks.

9. Management reorganization and interim management group

Olli Kallioniemi presented a suggestion for a new organization of SciLifeLab management that has been presented to the vice Chancellors. The aim is to create closer interactions between management of the national resource with management of SFO-based activities, and also to integrate the Stockholm and Uppsala nodes even further. Before final approval from the host universities, a document must be presented that clearly describe the roles of the different entities and positions.

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Decision:

The board accepted for its part the principle of the MOU reflecting the organization change

Olli Kallioniemi informed the board that the mandate for some of the current members in the management group need to be extended temporary awaiting the decision about the new management structure.

Decision:

The Board decided to extend the mandate for the following persons of the management group until December 31, 2016:

Mats Nilsson, Site Director Stockholm

Johan Elf, Site Director Uppsala

Peter Nilsson, KTH

This decision is taking effect only after approval of the vice Chancellors.

10. Recruitments

Olli Kallioniemi presented a suggested process for recruitment of a Co-Director and infrastructure director.

Decision:

The Board approved the process for recruitment of Co-Director according to appendix 2. Lena Claesson-Welsh was appointed Co-Director during the process but no longer than June 30, 2017.

The board approved the process for recruitment of the Infrastructure Director according to appendix 3. Annika Jenmalm-Jensen has been appointed interim Infrastructure Director until April 30, 2017.

11. Next meeting

Carl-Henrik Heldin suggested that the September meeting will be held in Uppsala, which was approved by the board.

12. Other issues

Lena Claesson-Welsh leaves the room.

Carl-Henrik Heldin informed the board about present salary compensations and that SciLifeLab strive to establish a unified model for this between the host universities.

Decision:

The board decided that the Co-Director will obtain a salary supplement of 10 000 SEK per month, taken from the national budget, from January 1, 2016 and until the appointments ends.

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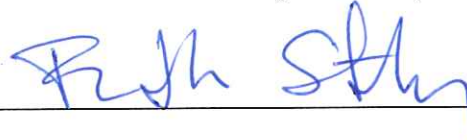
Upcoming meetings:

September 7, 2016, at 10.00-15.00 in Uppsala

(Save the date: If needed, October 11, at 10.00-15.00 in Stockholm)

November 15, 2016, at 10.00-15.00 in Stockholm (Gamma 6)

Fredrik Sterky, secretary



Minutes approved by:

Carl-Henrik Heldin



Stellan Sandler



Appendix 1

Board meeting nr 19

Preparation of steering documentation of the SciLifeLab National Research Infrastructures

Background

At the start of the National Infrastructures, based on the guidelines for the VR National Infrastructure, the National Board of SciLifeLab decided on the steering document "PM Styrning nationella plattformar SciLifeLab" (found at: <https://www.scilifelab.se/about-us/organization/>)

In connection to the development of the SciLifeLab operations, and with the international evaluation carried out in order to decide on national facilities to be included in SciLifeLab operations from 2017 and onwards, there is a need to develop and clarify the governance of the national infrastructures.

Documents to be developed and approved

Steering and process document

A document replacing the existing policy document as described above, will be developed, where the following parts will be described / strengthened:

- ***Steering groups:*** Assignments and reporting need to be developed and clarified
- ***Start of new national platform or facility***
The process should be described. The mutual agreement to serve as a SciLifeLab platform/facility on the stipulated terms should be regulated in a contract.
- ***Designation:*** Preferably, each platform/facility should have only one designation, irrespective of the number of sources for grants/supports and affiliations.
- ***Process for the replacement of executives***

Contracts

When a SciLifeLab facility is to be established, the SciLifeLab board is to approve upon the operations of the facility. The mutual agreement to serve as SciLifeLab platform/facility on the stipulated terms should be regulated in a contract. The contract should include

- The activities supported by SciLifeLab
- The naming of facilities and platforms
- The appointment of executives and steering groups.
- Reporting of the activities performed by the facility

The Board instructs SciLifeLab management team to prepare steering documents and templates for contracts, the use of which will be implemented from January 2017.

Appendix 2

Board meeting nr 19

SciLifeLab Co-director recruitment

Background

SciLifeLab is led by the Director assisted by the national management group. One position in the management group is the Co-director, who has a special mandate regarding the national implementation of SciLifeLab. The position as acting Codirector is held by Prof. Lena Claesson-Welsh until June 31, 2016. Lena Claesson-Welsh has explained her willingness to hold the position as co-director until a new person has been recruited to fill the role, but no longer than until June 31, 2017. Since the national implementation of research infrastructures is a significant part of the SciLifeLab operations, it is important to immediately initiate the recruitment.

Suggested recruitment process

- An open call with clearly communicated decision process.
- The position will be advertised as a 50 % FTE during 6 years and that it can be combined with a role as a researcher at Uppsala university.
- The recruitment should be led by the Uppsala University in close communication with the SciLifeLab Director, Prof. Olli Kallioniemi.
- The chair of the national Board will participate in the later stages of the process in order to prepare for a Board decision.

Time plan

- May 24, 2016 – The National Board approves on the process for recruitment
- June 1, 2016- Communication with the Uppsala University Vice Chancellor in order to immediately initiate the search.
- Sept 7, 2016 - the deputy Vice Chancellor Prof. Stellan Sandler reports action taken in this matter to the SciLifeLab board.
- Nov 15, 2016 - the deputy Vice Chancellor Prof. Stellan Sandler reports on proposed candidate(s) for the post, to the SciLifeLab board.

Appendix 3

Board meeting nr 19

Research Infrastructure Director

Background

SciLifeLab is led by the national management group. One of the roles of the management group is the Research Infrastructure Director, who has a special mandate regarding the technology platforms. Since may 2016, an Interim Research Infrastructure Director has been appointed (one-year assignment). To recruit a person to the permanent position, a process needs to be initiated.

Suggested recruitment process

- An open call with a clearly communicated decision process.
- The position will be advertised as a 50 % assignment, which is to be combined with a role as a researcher at one of the four host universities.
- The recruitment should be led by the Director and the Co-Director in communication with the host university.
- The chair of the national Board will participate in the later stages of the process in order to prepare for a Board decision.

Suggested Time plan

- May 24 – The National Board approves on the process for recruitment
- September 7 - The National Board is informed on the announcement.
- September – Announcement
- October - Expressions of interests are read. Interviews conducted.
- November 15 or *per capsulam* (if necessary) - Decision by the Board

