

iDAAlert

Infectious Disease decision-support
tools and Alert systems

D1.1 Governance structures for IDAlert

November 2022

D1.1 Appointment of various governance structures for iDAAlert	
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R=Document, report; **DEM**=Demonstrator, pilot, prototype; **DEC**=website, patent fillings, videos, etc.; **OTHER**=other
PU=Public, **CO**=Confidential, only for members of the consortium (including the Commission Services), **CI**=Classified

Project Overview

As our planet heats up due to climate change, outbreaks of zoonotic diseases are increasing and expanding to new parts of the world, in particular Europe. The COVID-19 pandemic brought the interaction between humans, animals, and the environment, and its impact on health to the forefront. To face this threat, a wide variety of stakeholders, including citizens, need to be aware of the risks and the existing tools to act. In any new scenario of such scale, we need to explore current evidence and generate new knowledge that shall help to make the right decisions and facilitate the adaptation of health systems and societies in effective ways.

IDAAlert is one such project funded by the Horizon Europe programme of the European Union, which aims to tackle the emergence and transmission of zoonotic pathogens by developing novel indicators, innovative early warning systems and efficient tools for decision-makers, and by evaluating adaptation and mitigation strategies to build a Europe that is more resilient to emerging health threats.

IDAAlert is a five-year Research and Innovation Action (RIA) project coordinated by Umeå University (Sweden). The consortium comprises 19 organisations from Sweden, Germany, France, Spain, Greece, The Netherlands, Italy, the UK, and Bangladesh, with world-leading experts in a wide range of disciplines including zoonoses, infectious disease epidemiology, social sciences, artificial intelligence, environmental economics, and environmental and climate sciences.

Deliverable overview

Deliverable 1.1 is a report describing the appointment of various governance structures for IDAAlert. This is the WP 1 deliverable, where coordination and management of the project are facilitated. In accordance with that role, we provide details about the governance structures (like Executive Board, Scientific Advisory Board, Cluster coordination Cross-consortia Collaborative Working Groups).

IDAlert Governance Structures

IDAlert has set up a functional project management structure. The responsibilities, decision-making processes, and procedures, as well as the rights and obligations of the management bodies' members, are agreed upon in detail in the IDAlert Consortium Agreement (CA). The management structure of IDAlert is designed to facilitate effective and efficient internal communication, progress monitoring, reporting, and decision-making.

The main responsibilities, roles and composition of the management bodies are summarized in the Description of Action/Grant Agreement that forms the framework around which the project will be governed and implemented.

Here, in this document, we provide an account of the main governing bodies that will support the functioning of IDAlert over the five years of its operations.

1. Executive Board,
2. Project Office,
3. Scientific Advisory Board,
4. Climate Change and Health Cluster Coordination

1. Executive Board (EB)

The responsibility for the management of the project activities is delegated to the Executive Board (EB). The EB is the central coordinating body in IDAlert, that is responsible for:

- (i) monitoring that all activities are aligned across the WPs,
- (ii) monitoring the progress of the activities toward the project's objectives and milestones,
- (iii) assessing the scientific quality of the outputs produced,
- (iv) monitoring project-level risks and proposing mitigative measures to the GA for decision-making,
- (v) monitoring the utilization of WP budgets.

It also functions as the central committee overseeing all knowledge management and data management activities in accordance with the Data Management Plan and the Communication, Dissemination and Exploitation Plan.

The Executive Board consists of the coordinator, the co-coordinator, the work package leaders, and the project manager(s) at the Project Office.
Short profile statements of the WP leaders are provided below.

WP 1: Prof. Joacim Rocklöv (IDAlert Coordinator), **leads the WP with the support of the Project office based at Umeå University.**

Prof Rocklöv is an acclaimed researcher in the field of EcoHealth and infectious disease epidemiology. He has an extensive track record investigating disease etiology, predictive models for the purpose of early warning and response systems using AI.

WP 2: Prof. Elizabeth Robinson is an esteemed environmental economist with an interest in policy design and tracking the co-benefits of climate change mitigation and health; she is the chair of WG1 of the Lancet Countdown. This team is joined by all the leads, co-leads and institutional representatives comprising economists, meteorologists, ecologists, entomologists, social scientists and policy analysts to translate the findings into public health practice.

WP 3: Prof. Rachel Lowe is WP3 Lead and IDAlert Co-Coordinator. She is a leading expert in spatio-temporal modelling of climate-sensitive infectious diseases and early warning systems for public health and the Executive Director of the Lancet Countdown in Europe.

WP 4: Fredric Bartumeus is a Professor in Computational and Theoretical Ecology working at CEAB and CREA. His research is focused on the emerging field of movement ecology, which aims to reveal the complex forces that drive movement and dispersal patterns of animals (including humans).

WP 5: Prof. Till Bärnighausen is a distinguished researcher on the causal impacts of large-scale global health interventions on health, economic and social outcomes.

WP 6: Dr. Laurens Bouwer is a leading expert on climate risk assessment and adaptation and the author of the IPCC Fifth Assessment Report.

WP 7: Chloe Chavardes is a communications expert with more than 15 years of experience at the international level. She works closely with clients, partners, and stakeholders to design, coordinate and implement communication strategies, plans and actions. Her areas of expertise are citizen engagement, awareness raising, stakeholder coordination, and outreach campaigns in the field of sustainable development and innovation.

WP 8: Dr. Meghan Bailey leads the portfolios on climate-responsive social protection and the climate-health nexus for the Red Cross Red Crescent Climate Centre. They are also an adviser on the design of forecast-based financing systems for extreme weather events and have contributed to the design and operationalization of programs within the Red Cross Red Crescent Movement around the world to support populations to cope with the effects of a changing climate and climatic variability.

There are other members who are not leads but will have a substantial role in the progress of work in all aspects of the project. These leads are:

- **Prof. Marion Koopmans** is a world-renowned expert in emerging infectious diseases and veterinary medicine and will bring her expertise in vector-borne, zoonotic diseases and in OneHealth to IDAlert.
- **Prof. Jan C. Semenza** has worked over 25 years on climate change and health, is a lead author of IPCC AR6, and led the efforts on climate change and infectious diseases at the ECDC in Stockholm; currently, he is the co-chair of WG1 (climate change impacts, exposures, and vulnerabilities) and WG2 (adaptation, planning, and resilience for health) of the Lancet Countdown in Europe.

Below is the description of the Executive Board as written in the IDAlert Consortium Agreement

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The Executive Board shall consist of the coordinator, the co-coordinator, the work package leaders, and the project manager(s) at the Project Office. The coordinator shall chair all meetings of the Executive Board unless decided otherwise by the two-thirds. If a work package leader cannot attend a meeting, then the co-lead shall represent the leader.

Minutes of meetings

Minutes of Executive Board meetings, once accepted, shall be sent by the coordinator to the General Assembly Members for information.

Tasks

The Executive Board shall prepare the meetings, propose decisions and prepare the agenda of the General Assembly according to Section 6.3.1.2. It shall function as the central committee overseeing all knowledge management and data management activities in the Project, and shall oversee the compliance of activities concerning ethics requirements.

The Executive Board shall seek a consensus among the Parties

The Executive Board shall be responsible for the proper execution and implementation of the decisions of the General Assembly.

The Executive Board shall monitor the effective and efficient implementation of the Project.

In addition, the Executive Board shall collect information at least every six (6) months on the progress of the Project, examine that information to assess the compliance of the Project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the General Assembly.

The Executive Board shall:

- support the coordinator in preparing meetings with the Granting Authority and in preparing related data and deliverables
- prepare the content and timing of press releases and joint publications by the consortium or proposed by the Granting Authority in respect of the procedures of the Grant Agreement Article 17 and Annex 5 Section “Communication, Dissemination, Open Science and Visibility” and of Section **Error! Reference source not found.** of this Consortium Agreement.

In the case of abolished tasks as a result of a decision of the General Assembly, the Executive Board shall advise the General Assembly on ways to rearrange tasks and budgets of the Parties concerned. Such rearrangement shall take into consideration any prior legitimate commitments which cannot be canceled.

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Furthermore, the WP leaders are supported by WP co-leads (as seen in the table below) and the work package teams.

Work Package Leads and Co-Leads

WP	Title	WP Lead	WP Co-Lead
1	Coordination and management	Joacim Rocklöv, UMU	Rachel Lowe, BSC
2	Indicators for monitoring climate-induced infectious disease risk and emergence	Elizabeth Robinson, LSE	Shouro Dasgupta, CMCC
3	Seasonal indicator platform for targeted early warning and response	Rachel Lowe, BSC	Jan Semenza, UKHD
4	Integrating novel data streams into early	Frederic Bartumeus, CSIC	John Palmer, UPF
5	Evaluating local interventions for resilience to	Till Bärnighausen, UKHD	Elizabeth Robinson,
6	Projecting infectious disease risk under	Laurens Bower, HEREON	Joacim Rocklöv,
7	Integrating stakeholder engagement, impact	Chloe Chavardes, 3OC	Isadora Jimenez,
8	Capacity building and strengthening	Meghan Bailey, RCCC	Maria Manez,

2. Project Office

Umeå University, Sweden is the coordinating body of IDAlert. It will provide organisational, administrative, and secretarial support to the EB and the Coordinator in particular. This involves preparing and organizing meetings, maintaining project documentation, and implementing the internal progress monitoring and reporting system in support of the annual reporting procedure to the EC.

The dedicated project office for IDAlert is based at the Unit of Sustainable Health of the Department of Public Health and Clinical Medicine. The main responsible members are:

Dr. Raman Preet, Scientific Research Manager, is a dental professional with a specialization in dental public health and public health. She has more than a decade of experience in coordinating and co-leading transnational global health research consortia, in infectious diseases and climate change; leading communication teams, and overseeing the coordination of complex large projects, especially EU-funded grants.

Junwen Guo, PhD, Project Manager, a researcher & research coordinator trained in animal science, ecology, and population dynamic modeling and works with questions arising in ecology, climate change, and infectious diseases. She is involved in several EU projects which are conducting interdisciplinary research on climate change and health.

There are additional staff - 1. Tobias Karlström (Finance Manager), 2. Tina Nordström (Legal Officer, and 3. Sussi Mikaelsson (Financial Coordinator) - who will also support the operations of the project in their expert capacities.

3. Scientific Advisory Board

The project of IDAlert size and complexity requires the inclusion of an external, independent expert **scientific advisory board (SAB)** that provides solicited and unsolicited expert advice and feedback on the project's activities and results. We have a commitment from key stakeholders who have confirmed to be our Scientific Advisors. They represent various disciplines and are willing to support IDAlert for the duration of the project

We anticipate that this independent expert outside-in perspective would also be provided through cooperation with other projects funded through this call.

The main responsibilities of the SAB are to:

- through advice and guidance, bring a wide range of skills and expertise, to enhance its ability to facilitate and support medical and scientific studies and collaboration according to the projects' established work plans;
- provide support in data management and datasharing discussion;
- provide guidance to avoid unnecessary duplication and enhance synergies;
- advice and support in terms of external communications and dissemination;
- if needed, discuss strategies and contingency plans in case of obstacles or delays to the envisioned implementation of the project;
- perform such other functions as may be deemed necessary or convenient in efficiently carrying out the foregoing; and
- perform such other functions as the executive board may from time to time assign to the SAB.

Advice, Guidance & Expertise

The SAB will provide independent advice and guidance, in particular relating to:

- (i) the suitability of the vision and objectives of the projects especially facilitating the cross-cutting themes.
- (ii) the development and execution of strategies to achieve the vision and objectives of IDAlert.

The SAB's expectations

Consideration of its advice and guidance by the receiver

The SAB expects that any advice or guidance it gives will be carefully and respectfully considered by the receiver and that the receiver will provide the SAB with a reasonably detailed explanation if the advice or guidance is not followed.

The SAB will have access to the Description of Action of IDAlert.

Membership

The SAB will consist of four members (the "Members"). The experts who have agreed to be Members are:

1. **Dr. Fairouz Larfoui**, Animal Health officer, One Health Technical Working Group Secretariat, Joint Centre for Zoonoses and Anti-Microbial Resistance, of the Food and Agriculture Organization of the United Nations (FAO), Rome, Italy
2. **Laure Weber-Vintzel**, Head of Data Integration Department, World Organisation for Animal Health, Paris France
3. **Dr. David Powell**, Medical Advisor of the International Air Transport Association (IATA).
4. **Jolyon Medlock**, Vector borne Disease Expert, UK Health Security Agency

Duty

Members of the SAB agree that in the exercise of their duties as a Member, they have a duty to, and will, act in the best interests of the Project IDAlert.

Values

Members of the SAB agree that in the exercise of their duties as Members, they will act in good faith and in an open, honest, transparent, fair, and professional manner.

Chair

The SAB will appoint one of its members as the chair of the board. The role of the Chair is to:

- determine the agenda for meetings of the SAB;
- chair meetings of the SAB and take reasonable steps for the proper functioning of the SAB, including ensuring proper conduct of meetings, facilitating an appropriate level of discussion, ensuring that every expert's views are considered, and where possible seeking consensus amongst the experts for the topic in discussion;
- take reasonable steps regarding the adequate flow of relevant information to, and from, the SAB;
- advise the coordinator on the SAB's recommendations and determinations on matters falling within the scope of the SAB's responsibilities;
- review the minutes of meetings of the SAB for circulation to and approval of the SAB and sign the approved minutes.

The coordinator may at any time vote to replace the Chair of the SAB.

Secretary

The coordinator (or any of the two UMU-based responsible members) will act as "Secretary" of the SAB and will be responsible for drawing up the agenda (supported by explanatory documentation) and circulating documents among Members prior to each meeting.

The Secretary will also be responsible for keeping the minutes of meetings of the SAB meetings.

Meetings

Frequency of meetings

The SAB will hold at least two meetings each year. These will be via teleconference. However, depending on the timeline of the project and results becoming available, a SAB member may be invited to an in-person consortium meeting, in order to fulfill the SAB's duties. In addition, the Chair is required to call a meeting of the SAB if requested to do so by:

- the SAB; or
- on the request of a work package leader

Attendance by non-members

Representatives of beneficiaries of other consortia (cluster members) may attend SAB meetings at the invitation of the Chair as observers, and subject to the prior confidentiality obligations as the case may be.

Meetings other than in person

Where deemed appropriate by the Chair, meetings, and subsequent advice, guidance and determinations may occur via written resolution or conference call, or other electronic means of audio, audio-visual or visual communication.

Preparation of minutes

As soon as reasonably practicable, following a meeting of the SAB, the Secretary will prepare a draft of the minutes of that meeting. The minutes are not intended to be a verbatim transcript of the meeting but rather a true and objective summary of key areas of discussion, any opposing views on an issue and key actions and recommendations.

The Secretary may contact Members to confirm the Secretary's understanding of what was discussed during the meeting. In relation to any matter discussed in a meeting, the Secretary will summarize the issues raised, the majority recommendation of the SAB and a summary of any dissenting positions. Likewise, the minutes will clearly summarize any actions the SAB agrees to take as well as clearly identify those individuals taking responsibility for the action and the timeframe in which the action is to be completed.

The Secretary will circulate the draft minutes to all Members and will accommodate all return comments in the next draft of the minutes, clearly attributing content to the person who provided it.

Non-disclosure

All Members will sign non-disclosure agreements prior to commencing their duties. The Members acknowledge that all documents, documentation and discussions used or produced at SAB meetings are deemed confidential information and not to be disclosed to anyone except to Members and the coordinator concerned by SAB's advice.

Administration

Retirement, Resignation, Removal and Replacement of Members

A Member may retire or resign his/her office at any time and is requested to provide written notice to the SAB of his/her decision to do so.

The SAB may also vote to remove Members.

In case of retirement, resignation or removal of a Member, the remaining Members will be permitted to appoint a replacement.

Fees and expenses

Members will not be entitled to any fees for their service on the SAB. However, all reasonable expenses (including accommodation, travel and meals) incurred by a Member in the execution of his/her duties as a Member will be reimbursed by the project.

Periodic reviews

A review of this Charter and its continuing adequacy will be undertaken by the coordinator periodically together with periodic evaluations of the SAB's performance and the extent to which the SAB has met the requirements of its Charter. Any proposed amendment to the Charter will be submitted to the SAB for approval.

Reporting

The coordinator will include the activities and advice of the SAB in periodic reports to the European Commission.

The SAB, through the Chair, will provide advice and guidance to the consortium coordinator, on matters falling within the scope of its responsibilities. Such advice, guidance and determinations may be in the form of minutes of its meetings, supporting papers, and written or oral reports to the coordinator.

4. Climate Change and Health Cluster

IDAAlert is one of the six projects that the EU funded under the call HORIZON-HLTH-2021-ENVHLTH-02-03 (Health impacts of climate change, costs and benefits of action and inaction).

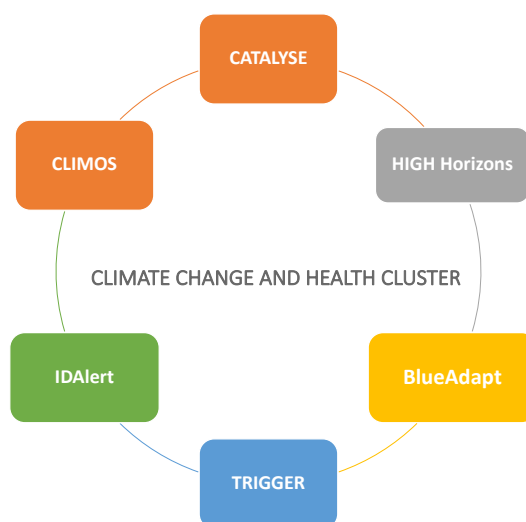
The six Horizon Europe projects are:

101057843 HIGH Horizons,
101057131 CATALYSE,
101057764 BlueAdapt,
101057690 CLIMOS,
101057554 IDAAlert and
101057739 TRIGGER.

Collectively, **the six projects form the ‘Climate Change and Health Cluster’.**

HORIZON-HLTH-2021-ENVHLTH-02-03

Health impacts of climate change, costs and benefits of action
and inaction



Cluster Governance

The cluster will be coordinated by the six project coordinators and their deputies ('Cluster Coordinating Team').

The cluster leadership will be rotated as follows every 9 months:

- 1st period (Oct 2022 - Jun 2023) IDAAlert
- 2nd period (Jul 2023 – Mar 2024) CLIMOS
- 3rd period (Apr 2024 – Dez 2024) BlueAdapt
- 4th period (Jan 2025 – Sep 2025) High Horizons
- 5th period (Oct 2025 – Jun 2026) CATALYSE
- 6th period (Jul 2026 – Mar 2027) TRIGGER

Modalities of implementation

Below is the text setting the expectations from the cluster that have been added to the Grant Agreements of each project. This also informs the 'modalities for implementing the 'Climate Change and Health Cluster'.

To optimise synergies, avoid overlaps and increase the impact of the projects selected for funding from the call HORIZON-HLTH-2021-ENVHLTH-02-03 (Health impacts of climate change, costs and benefits of action and inaction, Horizon Europe projects 101057843 HIGH Horizons, 101057131 CATALYSE, 101057764 BlueAdapt, 101057690 CLIMOS, 101057554 IDAlert and 101057739 TRIGGER), the projects will form a cluster. Common cluster activities will include the following:

1. Common kick-off meeting of the six projects to be organised in cooperation between DG R&I and the cluster
2. Annual cluster meetings and periodic report of joint activities (delivered at each reporting period)
3. Common dissemination and communication activities, including a common dissemination and communication strategy for the cluster (Deliverable M9), cluster web portal and visual identity (Deliverable M9), cluster brochure (Deliverable M12), cluster newsletters (Deliverable M18, M36, M54), stakeholder list (Living document, M18). Shared individual Data Management Plans between cluster partners (Deliverable, M12), Policy Strategy of the cluster (Deliverable, M12), including joint policy briefs (Deliverable, M18, M36, M54) and Scientific strategy of the cluster (Deliverable, M12). The penholder and project responsible for each joint deliverable will be decided in the document setting out the Modalities for Implementation of the Cluster to be agreed on during 2022.
4. Thematic workshops/training on issues of common interest (M18, M24, M36, M48): to be defined in the context of the scientific strategy of the cluster
5. Working groups on topics of common interest (e.g., data management, communication and dissemination, science-policy link): to be defined in the context of the scientific strategy of the cluster
6. Advisory Board

Kick-off Meeting Cluster

A common kick-off of the cluster took place on 27 September 2022 at the European Health Forum Gastein which was organized by the DG-RTD. It was attended by all the coordinators of the six projects.

This cluster will be active from 1 October 2022 until 31 March 2027. The leadership of the cluster will be rotatory with each consortium taking the responsibility for 9 months. IDAlert will be the first lead coordinator of the cluster.

The following working groups have been identified alongside the projects that will take the lead. The main contact persons, a minimum of two from each project, for each working group will also be identified and finalised by Dec 2022.

- WG1: Science translation for policy and practice (Projects HighHorizons, IDAlert)
- WG2: Data analysis/management and protection (Projects CATALYSE, CLIMOS, TRIGGER)
- WG3: Communication and Dissemination (Projects BlueAdapt, IDAlert)

Moreover, three more working groups will be finalised by the end of 2022.

All details about the cluster and its working will be finalised by Dec 2022. The text as presented in the table above will guide the activities of the cluster.

Other details regarding the cluster coordination and the implementation will be finalised in the 'modalities of implementation' document developed by the EU DGRTD and signed by all coordinators.

IDAlert Management and reporting obligations

Meetings

The project, IDAlert is led and coordinated via WP1 (Coordination and Management) for which the main duties are to be performed by Umeå University.

At the time of the submission of this deliverable, the project has had two consortium meetings.

- an online kick-off meeting on 21 June, 2022 and
- an in-person kick-off meeting at the University of Heidelberg where all institutions were represented marking the first General Assembly of the consortium. All work package leaders were present and held the first in-person meetings with their teams. An Executive Board meeting was held to sensitise the board to all its duties.

The project office will organize 2-hour long recurring online meetings, from the hour 10-12:00, falling on the first Monday of each month. These meetings started on demand by the consortium members to connect, discuss and follow up on the progress of work.

The first such meeting was held on November 7, 2022, and was coordinated by the project office. However, the responsibility of organizing such meetings will be rotatory amongst the work package leaders. The second meeting on Dec 5, 2022, will be coordinated by WP 7 Leader to discuss the communication and dissemination plan in detail.

Data Management and Sharing

We will set up the best and most accurate data-sharing and storage server. We are doing this action through Heidelberg University (<https://data.uni-heidelberg.de/services.html>). To start with correct requirements, we are conducting a survey to capture all kinds of data we will collect, use and store for IDAlert.

Each WP team is to answer a substantial list of questions for assessing the full need. Henceforth, depending on the responses from the survey an appropriate and accurate data shortage system will be created. Further, to secure FAIRness of the output and data of the project, a survey will be developed at a later stage among the project partners to assess the implementation of FAIR criteria and sensitize all staff, in addition to a session on best practices on FAIR implementation (including resources from the GO-FAIR initiative). Detailed information on this important aspect of the project is to be found in the Data Management Plan (D1.2 submission M6).

Communication and Dissemination Activities

A detailed Communication, Dissemination and Exploitation Plan (CDEP) has been submitted as deliverable D7.1 providing all necessary information and the project's remarkable outreach already by M4.

We will be resetting some of our key performance indicators to work towards a larger societal impact.

Finally, in accordance with Horizon Europe rules and obligations, all IDAlert promotional, communication and dissemination material will include the EU emblem with the following acknowledgments. In addition, when displayed in association with other logos (e.g., of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.



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Full acknowledgment

