PROPOSAL OF TRAINING ACTIVITIES FOR EuBI NODE MANAGERS

European Core Facility Staff Meeting (ELMI2013)
May 21st 2013, Arcachon

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Institute of Molecular Genetics of AS CR, Prague
1. Initial modular course for Euro-BioImaging node managers

2. Annual workshops of Euro-BioImaging node managers

3. Exchange programme - study visits to Euro-BioImaging nodes (core facilities)
Overview of training activities

<table>
<thead>
<tr>
<th>1\textsuperscript{st} call, year 0</th>
<th>2\textsuperscript{nd} call, year 1</th>
<th>3\textsuperscript{rd} call, year 2...</th>
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</thead>
<tbody>
<tr>
<td>Initial course for managers of EuBI nodes joining after 1\textsuperscript{st} call</td>
<td>Annual workshop</td>
<td>Annual workshop</td>
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<td>Initial course for managers of EuBI nodes joining after 2\textsuperscript{nd} call</td>
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<td>Initial course for managers of EuBI nodes joining after 3\textsuperscript{rd} call</td>
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Scheme of the initial course for EuBI node managers

- **Biological and biomedical imaging**
  - Overview of current state-of-the-art of biomedical imaging and future prospects
    - Business strategy
    - Core facility operation management
    - Budget and budgeting
    - Personnel management
    - IPR, exploitation of results, technology transfer
    - Marketing and communication
    - Teaching and course design
    - Project management
    - Quality control
    - Soft skills
- **Business management and administration**
- **Legal and regulatory affairs**
  - Contracting
  - Security and safety
  - Animal welfare
  - International law
  - Clinical validation and CE/FDA certification
# Schedule of the initial course for EuBI node managers

<table>
<thead>
<tr>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
<th>DAY 4</th>
<th>DAY 5</th>
<th>DAY 6</th>
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<tr>
<td><strong>11:00 – 12:30</strong></td>
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<tr>
<td>Registration +</td>
<td>Project management</td>
<td>Personnel</td>
<td>Teaching and</td>
<td>Contracting</td>
<td>Clinical</td>
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<tr>
<td>light lunch</td>
<td>(1st part)</td>
<td>management</td>
<td>course design</td>
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<td>(1st part)</td>
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<td>CE/FDA certification</td>
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<td><strong>12:30 – 13:30</strong></td>
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<td>13:00 – 14:00</td>
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<tr>
<td>Introduction</td>
<td>Lunch</td>
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<td><strong>13:30 – 14:30</strong></td>
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<tr>
<td>Business strategy</td>
<td>Project management</td>
<td>Quality control</td>
<td>Teaching and</td>
<td>Security and</td>
<td>Conclusions</td>
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<tr>
<td>and financial</td>
<td>(2nd part)</td>
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<td>course design</td>
<td>safety</td>
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<td>planning</td>
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<td>(2nd part)</td>
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<td><strong>14:30 – 15:00</strong></td>
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<td><strong>15:00 - 17:00</strong></td>
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<td>Budget and</td>
<td>Soft skills</td>
<td>IPR, exploitation</td>
<td>Marketing and</td>
<td>Animal welfare</td>
<td>Departure</td>
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<tr>
<td>budgeting</td>
<td>(1st part)</td>
<td>of results,</td>
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<td>19:00 – 21:00</td>
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<tr>
<td>Break</td>
<td>Dinner</td>
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<td>Farewell dinner</td>
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<td><strong>17:15 – 19:15</strong></td>
<td><strong>19:30 – 21:30</strong></td>
<td>17:45-19:45</td>
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<tr>
<td>Overview of</td>
<td>Soft skills</td>
<td>International law</td>
<td>Core facility</td>
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<td>current state-of-</td>
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<td>operation</td>
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<td>Welcome dinner</td>
<td>Dinner</td>
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Overview of current state-of-the-art of biomedical imaging and future prospects

Topics: Summary of current advanced approaches in light, advanced light and correlative microscopy, medical imaging, image processing and analysis including commercially available innovative technologies and technologies under development.

Organization: Participants will be divided into groups based on the type of their imaging facility (biological vs. medical). Future prospects of imaging technology will be discussed. The course will be delivered by EuBI experts and by invited speakers from industry (manufacturers’ representatives).

Duration: 2 hours
Business strategy and financial planning

Topics: General business plan for running EuBI nodes. Funding opportunities from EU sources and from commercialization of results and/or services. How to develop financial plans to support the achievement of the business strategy of EuBI nodes. The main elements of the plan, different styles of plan and the process to be followed in developing the plan.

Organization: The course will be delivered by an agency specializing in developing business strategy in a scientific setting (e.g. BioBridge, UK) and/or by a member of staff of a successful bioimaging facility from EU and/or a member of staff of EuBI headquarters.

Duration: 2 hours
Core facility operation management

*Topics:* A good practice for maintenance of imaging equipment. Recommended servicing periods to keep the equipment running.

*Organization:* The course will be delivered by a EuBI speaker experienced in managing a bioimaging core facility and by invited speakers from industry (manufacturers’ representatives).

*Duration:* 2 hours
Budget and budgeting

*Topics:* How EuBI budgets are created, how to read and interpret a budget report, and how to manage the budget of the EuBI node.

*Organization:* The course will be delivered by an external speaker (agency) or a member of EuBI staff involved in budgeting.

*Duration:* 2 hours
Topics of the initial course for EuBI node managers

Personnel management

*Topics*: How node managers should approach i) employee misconduct; ii) employees’ grievances; iii) absences; iv) poor performance in the workplace. How these issues should be identified, what action can and should be taken and what measures can be used to help the employee. How to deal with such difficult situations.

*Organization*: The course will be delivered by an external speaker (HR agency).

*Duration*: 3 hours
IPR, exploitation of results, technology transfer

Topics: The process of academic or commercial exploitation of biomedical research results. Intellectual property rights and technology transfer within EU legal framework - national patent systems and the European patent system.

Organization: The course will be delivered by a member of the staff of European Patent Office/European Patent Academy.

Duration: 2 hours
Marketing and Communication

*Topics*: Principles of marketing and communication strategies used in public relations to build relationships with internal and external users of the nodes. Ways to enhance internal user satisfaction. Various promotional activities that might be used to raise awareness of the node activities.

*Organization*: The course will be delivered by an external speaker (PR agency) and/or a EuBI speaker experienced in PR.

*Duration*: 2 hours
Teaching and course design

Topics: The design of an effective course. Timing and logistics of the course, proper definition of the target audience, learning objectives and teaching strategies, planning the course content and schedule and writing the syllabus. Successful implementation of the course design.

Organization: The course will be delivered by an external speaker (agency).

Duration: 6 hours
Project management

Topics: The process of managing projects and the tools to assist in planning and tracking progress of the project. The basics of the project planning process and risk assessment. The fundamental principles of a well-managed project. How to create work breakdown structures, network diagrams, critical path analysis and Gantt charts.

Organization: Agency specializing in delivering PM courses for scientists (e.g. Fistral training, UK).

Duration: 6 hours
Quality control

Topics: The basics for understanding, developing, and implementing a quality control program for EuBI nodes. Key definitions and useful tools (basic statistics and graphs). Development and implementation of EuBI quality control program.

Organization: The course will be delivered by an external speaker (agency).

Duration: 2 hours
Soft skills (incl. solving conflicts, time and self management)

Topics: What soft skills are and why they are vital for every manager in today’s world. Development of participants’ influencing, communication, team management, delegating, appraising, presenting and motivating skills. Approaches for efficient networking, conflict management, interview and stress management.

Organization: The course will be delivered by an external speaker (agency).

Duration: 4 hours
Contracting

*Topics:* The process of entering into contractual relationships. How to read, interpret and evaluate the contracts. Key aspects of contract administration, procedures to effectively deal with variations, delays and defects. Cooperative negotiation and partnering skills to avoid and resolve disputes.

*Organization:* The course will be delivered by an external speaker (agency).

*Duration:* 4 hours
Security and safety

*Topics:* Comprehensive training in safety addressing biological, chemical, laser and electrical hazards. Common exposure risks encountered in bioimaging laboratories. Instructions on how to prevent exposure to these hazards and emergency response procedures in case of exposure.

*Organization:* The course will be delivered by an external speaker (agency).

*Duration:* 2 hours
Animal welfare


*Organization:* The course will be delivered by an external speaker (agency).

*Duration:* 2 hours
International law

*Topics*: EU legal framework, its impact related to operation of nodes, e.g. cross-border employment, contracting, GMO regulation, stem cells regulation.

*Organization*: The course will be delivered by an external speaker (agency).

*Duration*: 2 hours
Clinical validation and CE/FDA certification

*Topics:* The process of validation of the EuBI node equipment for clinical use and to the fundamentals required to understand, plan, audit and implement an effective CE marking system and FDA certification. Essential requirements of certification implementation and auditing.

*Organization:* The course will be delivered by an external speaker (agency).

*Duration:* 3 hours
Discussion

Points to be discussed

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• 2
• 3
Thank you for your attention.