

LEB'IN Project Deliverable

Project Number:	Project Acronym:	Project Title:
294983	LEB'IN	Lebanon-Europe "on boarding" to innovate and enhance research links in health

Instrument:	Thematic Priority
SUPPORT ACTION	INTERNATIONAL COLLABORATION

Title
Selection and set up of Reference Team

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Month 8	October 31 st , 2012

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March 1, 2012	30 months

Organisation name of lead contractor for this deliverable:	Document version:
USJ	V1.0

Dissemination level (Project co-funded by the European Commission within the Seventh Framework Programme)		
PU	Public	X
PP	Restricted to other programme participants (including the Commission)	
RE	Restricted to a group defined by the consortium (including the Commission)	
CO	Confidential, only for members of the consortium (including the Commission)	

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Authors (organisations) :

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Abstract:

The document describes how the reference team has been selected. The main role of the experts is to provide LEB'IN with technical expertise, strategic vision regarding the EU-Lebanon collaboration and connecting LEB'IN to the key players in the field of Health.

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1. . Context

According to the task 2.5: Selection and set-up of Scientific Reference Team of the LEB'IN project, a high level Scientific Reference Team of experts in the Health domain was set up, in order to have an external expert opinion on major project results.

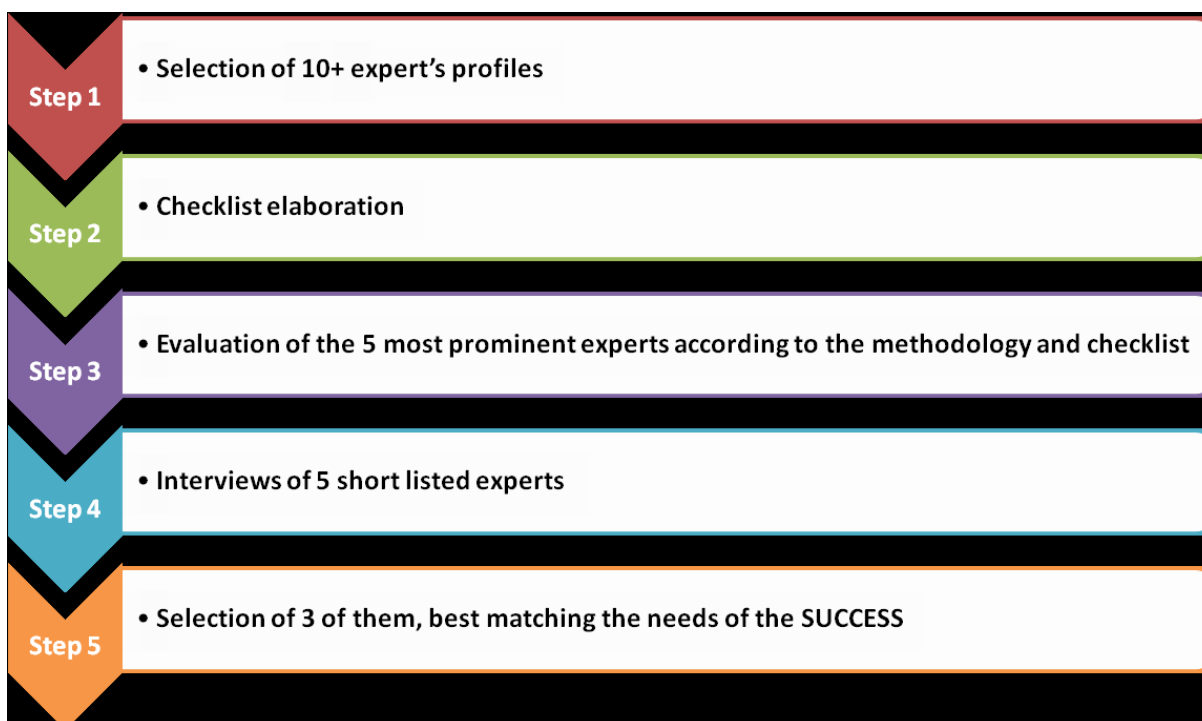
The additional main purpose of setting up this independent high level expert group is to enlarge the communication scope of the LEB'IN and consequently USJ with the aim to enhance collaboration between Lebanon and Europe through the use of their current networks. Effective collaboration is greatly facilitated by the close interaction of individuals involved in R&D activities. In spite of the global communications revolution project collaboration remains first and foremost a “contact sport”, involving close, sustained interaction of individual scientists and engineers from different organisations.

The LEB'IN Scientific Reference Team is constituted of 3 experts, chosen, according to a transparent selection process described below.

2. Expert selection methodology

2.1. Methodological approach

The methodological approach of experts selection has been preliminary discussed by the Consortium members during the kick-off meeting that was held in Marseille on the 24th of April 2012. The partners agreed that the selection of relevant experts will be organised according to the following methodology:



The procedure will be finalised by the signature of the appointment letter with each expert in order to formalise administrative and operational aspects of his/her mission.

2.2. Selection steps

Step 1 : Selection of 10+ profiles

The preliminary list has been designed during the kick-off and composed of 11 specialists whose profiles, in accordance with the partners' views, met the project requirements.

Initial list of experts proposed for the scientific reference team	
1	Jean_Louis SERRE
2	Patrice BOUVAGNET
3	Josue FEINGOLD
4	Laurent VILLARD
5	Alain VERLOES
6	Jean Pierre FRYNS
7	Rima NABBOUT
8	Gerard LEFRANC

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9	Andoni URTIZBEREA
10	Raif GEHA

All candidates for LEB'IN reference team have been identified via partners' professional networks.

Step 2 : Checklist elaboration

Partners agreed that the profiles of the LEB'IN scientific reference team members might meet the following criteria:

Selection criteria	
1. English Knowledge	<ul style="list-style-type: none"> • Excellent to command • Good command • Limited command
2. Professional experience	<ul style="list-style-type: none"> • Over 10 years
3. Sector of professional experience	<ul style="list-style-type: none"> • Highly relevant • Relevant • Low relevance
4. Networks (industrial, institutional/public, scientific)	<ul style="list-style-type: none"> • Large • Medium • Low
5. Knowledge EU framework Programs and Projects	<ul style="list-style-type: none"> • Relevant • Limited
6. International expert evaluator	<ul style="list-style-type: none"> • Highly experienced • Experienced • Not very experienced
7. Knowledge of international state-of-the-art in the field of Health, in particular in the field of Genetics	<ul style="list-style-type: none"> • Excellent • Good • Limited
8. Experience in collaboration with Lebanon (LB) organizations	<ul style="list-style-type: none"> • Excellent • Good • Limited
9. Experience in setting up technological partnerships	<ul style="list-style-type: none"> • Extensive • Good • Weak
10. Availability	<ul style="list-style-type: none"> • High • Medium • Low

Accordingly to the selection criteria and especially in respect with such an important issue as availability, the short list has been established as a following:

1. Jean Louis SERRE
2. Patrice BOUVAGNET
3. Laurent VILLARD
4. Alain VERLOES
5. Jean Pierre FRYNS
6. Gerard LEFRANC
7. Andoni URTIZBEREA
8. Raif GEHA

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These persons have been personally contacted by the Genetic Medical Unit (UGM) of USJ and by AMU. Each interview was focused on a presentation of project's objectives, main activities and key expected impacts; LEB'IN scientific reference team purpose and discussion on the competences requested for. The interview has been closed by the invitation to mark an interest for the project and to join LEB'IN reference team. All experts contacted expressed their interest for the topic.

Step 5 : Final list of the SUCCESS scientific reference team

The profiles of eight candidates who expressed interest to become a member of the reference team has been discussed during the consortium meeting in June.

Final selection of the three members of the REFERENCE TEAM is as following:

1. Gerard LEFRANC
2. Andoni URTIZBEREA
3. Raif GEHA

The appointment letter has been designed by the consortium. It contains a description of the duties to be carried out by the reference team member. It establishes the contract with the expert and should be signed by him/her. The template of the Appointment letter is annexed to the present report.

3. Experts' profiles

Country	France	
Name	Professor Gérard LEFRANC	
Position	Professor	
Organisaion	Molecular immunogenetics Laboratory Universty of Montpellier	
Telephone	(33) (0)4 67 14 33 47	
Email	glefranc@univ-montp2.fr	

Associate and qualified professor of natural sciences, Doctorate

Qualified University professor of pharmacy (Cellular biology)


University professor at Montpellier 2 since March 1, 1983 (65th section, immunology and genetics)

Gerard Lefranc has a long experience in teaching and research in Lebanon from 1968 till 1976, then in Tunisia from 1976 till march 1983. Since 1990, he returned back 4 times per year to Lebanon to teach and discuss projects of researches. He helped to teach genetics and immunology and has participated in the creation of the Genetics Medical Unit at USJ and in doctoral training.

He is an Officer of Academics Palms, Knight of the Lebanese National Order of Merit, he received Rammal Price in 2006 (this price, created in the memory of the Lebanese physician Rammal Rammal (1951/91), is attributed every year for a scientific personality in any Mediterranean country who by his life and his activities gave strong and unique impetus for scientific exchanges in this region ").

His work in Tunisia and Algeria is equally important.

These works have resulted in over 160 publications in international newspapers, three books, three chapters and many international papers with acts and committees.

Country	France	
Name	Professor Jon Andoni URTIZBEREA	
Position	Professor director Consultant	
Organisaion	Head of the internationally renowned Paris Summer School of Myology and a consultant at the neuromuscular reference centre at Hendaye Hospital in the French Basque region	
Telephone	(33) (0) 5 59 48 26 86	
Email	andoni.urtizbera@hnd.aphp.fr ja.urtizbera@free.fr	

Jon Andoni URTIZBEREA, 53, received his Medical Degree in Paris, France in 1983. He is certified in pediatrics and rehabilitation medicine and gradually specialized in neuromuscular diseases. In parallel, he achieved a Master Degree in neurosciences at Paris University. Scientific director for five years of the European Neuromuscular Center in Naarden, the Netherlands, he established or contributed to many European research networks devoted to neuromuscular disorders. Currently full-time rehab consultant at the Hospital Marin of Hendaye. He additionally heads the Summer School of Myology, an international yearly training course taking place at the Institut de Myologie in Paris. Wrote more than fifty papers in international peer-reviewed journals. Many overseas short-term assignments to review and value neuromuscular patients.

Country	Boston	
Name	Professor Raif Salim GEHA	
Position	Professor	
Organisaion	Harvard Medical School	
Telephone	(1) 617 919 2482	
Email	Raif.Geha@childrens.harvard.edu	

Professor Raif Salim Geha obtained his medical degree from American University of Beirut in 1969 with distinction. Chief of Division of Allergy, than chief of Division of Immunology, at Boston Children's Hospital, he is since 2005 Professor of Pediatrics at the Harvard Medical School, Boston, MA

His medical interest and research interest are: Novel genes in Primary Immunodeficiencies; Atopic dermatitis; Isotype switching and CVID; Wiskott Aldrich Synfrome...

He trained more than 100 fellows in past 30 years. Many are heads of departments and Divisions in US Canda and overseas.

He is author and co-author of more than 350 publications and had 17 scientific awards.

He has initiated collaborations with different Lebanese research teams and organized conferences involving researchers from the Arab world.

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4. Annex : Appointment letter template

[Name of the organization]

[Address]

To the attention of:

Professor XXX

Address

Tel: ++

Fax: ++

[Place, date]

APPOINTMENT LETTER

Subject: LEB'IN scientific reference team member appointment – Professor [xxx]

Dear Professor [xxx],

The project LEB'IN N°294983 , funded by the European Commission under the 7th Framework Programme, would like to thank you for agreeing to become a member of the LEB'IN scientific reference team throughout the project duration 30 months (March 1, – August 31, 2014) . The LEB'IN project has been implemented by Saint-Joseph University (USJ) of Beirut (project coordinator) in partnership with the international consortium – Aix Marseille University (AMU), Inno-TSD, Berytech.

Description of the LEB'IN team member duties

Your duties, as the LEB'IN Expert, are aimed at **promoting and supporting EU-Lebanese R&D collaboration in the field of Health , and in particular in the field of Genetics**, and are as follows:

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1. **Provide contact** with the specialists involved with the different European networks in order to help USJ's integration into European Health Platforms and to promote USJ's participation in the FP7 projects;

2. **Promote** the LEB'IN project and its activities, acting as a "project ambassador" by **keeping your various networks informed** of the project outcomes, and by **disseminating information about LEB'IN**, for example at the conferences or workshops in which you participate;

3. **Take part in at least 2 peer reviews planned by the project:**

- one for the Strategic Development Plan of USJ;
- one review of the Twinning activities and the joint lab planning

4. **Validate** project findings and recommendations on twinning activities implementation, joint lab feasibility and reinforcement of USJ international cooperation capacities;

In addition, you may be asked to participate in the specific project meetings and/or in the major project events (eg. internal workshops of USJ, networking and brokerage sessions, final project conference in Lebanon,...), organized during the project's life time.

You should act impartially and set to the best of your abilities, your professional skills, knowledge and ethics in accordance for the benefit of the project with the guidelines and time schedule provided in this Appointed Letter.

Duration of this assignment

You will be required to perform and complete your Expert's tasks between the dates of the signature of this appointment letter and at least one month before the end of the LEB'IN project (planned project end date: August 31, 2014). The present agreement is established for the duration of the Contract N° 294983. If for some reasons the Contract N°294983 is stopped, cancelled or suspended by the European Commission, the present agreement will be respectively stopped, cancelled or suspended on the same day. If this is the case, you will be informed as soon as possible.

Cost claim

You may claim the cost of travel and accommodation for attending the LEB'IN events, but only if these costs items and amounts are agreed in advance with USJ. Please note that claims for expenses must relate only to the travel and accommodation costs and not to equipment or other resources. Travel and accommodation costs are reimbursed on the basis of actual expenditure, economy (Y) class flight only (boarding passes must be kept) or 1st class train.

If you wish to make a payment claim, please note that you have to send your invoice together with all original supporting documents relating to the expenses claimed to USJ within no more than 30 days after the completion of your duties, and in any case before July 31, 2014. If you have not submitted these documents within this period, it is presumed that no claim for payment or for reimbursement of expenses will be requested.

USJ will **not** reimburse any other expenses. USJ will not be responsible for payment of any charges (including employment charges) or taxes.

For expenses claims, you will need to convert any currency into EURO when necessary. It has to be done on the basis of the rate defined in article 91 of the Commission Regulation (EEC, Euratom, ECSC) N 610/86 of 11/12/1986 laying down rules for the implementation of certain provisions of the Financial Regulation of 21/12/1977 for the month in which the expenses were incurred. Such rates are published on the monthly basis in the Supplement to the European Communities Official Journal after the 10th of each month, and are available on the Internet (InforEuro) at: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

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Coordinator may, decrease or increase the number of expert working days, depending on the needs of the project, or for any other justified reason. You will be informed immediately if such decision is taken.

Conditions

You should also note that, in accepting the provisions of this Appointment Letter, you commit yourself to respect the applicable national legislations (including social charges, taxation and value added tax) with regard to any payments received from USJ on behalf of the LEB'IN contract and with regard to social security matters and working rights. Upon request by any competent national authorities, USJ may inform them about any payment made for the performance of your duties.

USJ will not under any circumstances or for any reason whatsoever be liable for damage sustained by you during the performance of your duty. The provisions of the present appointment letter do not constitute an employment agreement and USJ is not liable to provide you with any compensation or coverage in the event of injury or illness.

This Appointment Letter shall be construed in accordance with and governed by the laws of Lebanon.

Any controversy which may arise from this Appointment Letter and which cannot be resolved amicably by the parties shall be submitted to arbitration according to the rules of the Lebanese Law.

All correspondence related to the performance of your work and all documents related to any reimbursement, if required, have to be sent to the following address:

Bureau de la recherche à l'USJ

Services administratifs, Rectorat de l'USJ, rue de Damas
B.P. 17-5208 Mar-Mikhaël, Beyrouth 1104-2020 - Liban
Tel. +9611421000 ext. 1184
Tpie. +9611421005

For the coordinator, on behalf of the project
LEB'IN
Name of responsible :
André MEGARBANE
Place
Date:

For the LEB'IN expert.
I, the under undersigned, confirm that I accept
the conditions set out in the current
appointment letter.
Name :
Place
Date