



ASSEMBLE Workshop on On-SITE ACCESS Programme

DAY 1 : 07 June

0900- 1000 Gulf Stream - Coffee and introductions (presentation of ASSEMBLE ; presentation of SBR – Bernard Kloareg) + all participants

1000- 1015 Hôtel de France –

Objectives of the Workshop + Review of the conclusions of LOVEN ASSEMBLE workshop

1015- 1200

ON-SITE ACCESS, PART 1: SHARE HOSTING ISSUES

1. Review of the conclusions of LOVEN ASSEMBLE workshop
2. After 3 calls, success and problems encountered by each partner: Review of each site main difficulties in organizing hosting.
3. Exchanges of best practices on several issues:
 - Does each site provide to users minimum **Health & Safety** regulations information?
 - How does each site deal with **Responsibility/Insurance** of the users?
 - How the **staff** is organized to host users?
 - What kind of basic **lab material** is provided? (buying some specific products for visitors
 - (OTHER SUBJECTS according to questionnaire answers)
 - **Letter of acceptance/Host contract** : Changes done by each institution
4. Use of an on-line forum

1200-1330 lunch at the Gulf Stream

1330-1415 tour of Station Biologique de Roscoff

1415-1545

ON-SITE ACCESS, PART 2: SHARE A COMMON MINIMUM PROCEDURE

Drafting of Best Practices Guidelines for ON-SITE ACCESS :

STANDART “ASSEMBLE LAB”:

- Minimum standart common within the ASSEMBLE network regarding health and safety regulations, accommodation, insurance etc...
- Check-list: what needs to be done at each stage of visitors' stay (before, when arrives, before visitors leave, after...)

1545-1600 Coffee



1600-1800

ASSEMBLE REPORTING OF TRANSNATIONAL ACCESS

1. After 3 calls and one report, success and problems encountered by each partner: Review of each site main difficulties in reporting.
2. Exchanges of best practices on several issues (Proposal of subjects, to be changed according to questionnaire answers):

REPORT TA COSTS

- Real costs vs estimated costs : Which one your institution have chosen for the first report ?
- Discussion on the European Commission guidelines for the calculation of real unit cost

REPORTING OF THE USERS

- New on-line reporting system
- How to prove the users actually came and what installation did he use?

REIMBURSEMENT ISSUE

1830-1930 Presentation Roscoff's seaweeds and seaweed testing, Centre de découverte des Algues

2000 Dinner at the Gulf Stream



DAY 2 : 08 June

0900-1015

General international legal framework for collection and use of natural resources

Speaker 1 : Sarah AUBERTIE, lawyer at Fondation pour la recherche sur la biodiversité.

Speaker 2 : from Direction Régionale des Affaires maritimes

Collecting marine species and resources

Responsibility / liability of the hosting institution in case of illegal collection and use

Legal aspects on conditioning and culturing of exotic species

1015-1030 Coffee

1030-1200

Practical case of collection of marine resources

Speaker 3: Gilles PULVERMULLER, CNRS, report on international collection of coral (case study for Banuyls)

Discussion

1200-1330 Lunch at the Gulf Stream

1330-1500 Boat trip offered on the research vessel NEOMYSIS

1500-1530 Coffee

1530-1730

Practical issues to be solved within ASSEMBLE and Best practices for a European marine resource center

1. Practical cases of Intellectual property problems with ASSEMBLE users?
2. What is to be protected ? environment? Savoir faire?
What is the best tool? MTA? Confidentiality Agreement? Report of collection? References in publications ? MTA, IPR issues, etc...

1730-2000 Free time

2000 Dinner



CNRS UPMC

Station Biologique
Roscoff

ASSEMBLE

ASSOCIATION OF EUROPEAN MARINE BIOLOGICAL LABORATORIES

DAY 3 : 09 June

0900-1000 Résumé and conclusion of discussions of Day 1: "ASSEMBLE LAB" GUIDELINES

1030-1100 coffee

1100-1230 Résumé and conclusions of discussions of Day 2: Common concerns about hosting legal issues on intellectual property and collection/conditioning of marine species

1230-11330 lunch & closure of WS



ASSEMBLE Workshop on On-SITE ACCESS

Questionnaire to be delivered by the 30th of April

- What are your main difficulties in ASSEMBLE transnational access reporting.
- What are your main difficulties in organizing visits of hosted researchers?
- LIABILITY /RESPONSABILITY: Is liability covered by your institution even for external persons? If not, what documentation do you ask for to the visitor to make sure he is covered in case of accident?
- Do you use an on-line booking system?
- How do you authorize the visit?
- Safety regulations: What kind of H&S information do you give to the host people ? (please attach)
- What is the procedure when a person arrived, who is he in contact with? How many persons? Their function?
- What kind of basic laboratory material do you provide?

- Intellectual property: cases of researchers who have some problems with hosted researchers (publication, resulations, quotation ?)
- Do you use MATERIAL TRANSFER AGREEMENT? (please attach)
- Do you use an ASSEMBLE letter of acceptance/ Host contract (please attach)? Have you modified it ?
- Do you use an HOST contract (please attach) ? Have you modified it?