

D4.1 REPORT ON THE KICK-OFF MEETING



TAILORING MOLECULAR MAGNETS AND CATALYSTS BASED ON TRANSITION METAL COMPLEXES

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WP4 - Management and coordination

WP4 Lead SRO: ICTM

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TMMagCat SROs

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2. University of Belgrade – Faculty of Chemistry (UBFC)
3. Innovative Centre, Faculty of Chemistry, Belgrade, Ltd. (ICFC)

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Executive summary

WP 4 will be organized to sustain the whole effort of the project team to achieve the goals of the TMMagCat project through effective management and networking.

Deliverable D4.1, entitled *Report on the kick-off meeting*, aims to present minutes from the kick-off meeting.

The Kick-off meeting

The kick-off meeting of the TMMagCat Project was held in Belgrade on January 31st, 2022, at UBFC (lab 544) from 09-15h.

Attendance:

All members of the project team were present at the meeting:

1. Dr. Matija Zlatar, Senior Research Associate at ICTM, PI of the Project, WP4 coordinator.
2. Dr. Dušanka Radanović, Principal Research Fellow at ICTM, WP1 coordinator.
3. Prof. Maja Gruden-Pavlović, Full Professor at UBFC, WP2 coordinator.
4. Dr. Božidar Čobeljić, Assistant Professor at UBFC, WP3 coordinator.
5. Prof. Katarina Anđelković, Full Professor at UBFC.
6. Dr. Filip Vlahović, Research Associate at the ICFC.
7. Nevena Stevanović, Teaching Assistant at UBFC.
8. Milica Savić, Junior Research Assistant at ICTM.

In the opening session, Dr. Matija Zlatar, Principal Investigator (PI), opened the meeting with a welcome speech and presented the Project overview. This was followed by WP coordinators introducing themselves and describing their packages and distribution of work in detail. PI presented the project budget for the first year, financial and administrative aspects of reporting, and the action plan for the following year.

The next part of the meeting, forming management structures, financial and administrative reporting, was led by Dr. Matija Zlatar. This part was dedicated to creating a management structure and distribution of work and project budget for the first year.

Forming of management structure

Management team:

- Dr. Matija Zlatar, Senior Research Associate at ICTM, PI of the Project, WP4 coordinator
- Dr. Dušanka Radanović, Principal Research Fellow at ICTM, WP1 coordinator.
- Prof. Maja Gruden-Pavlović, Full Professor at UBFC, WP2 coordinator.
- Dr. Božidar Čobeljić, Assistant Professor at UBFC, WP3 coordinator.

The Management team will meet monthly to monitor project implementation and react accordingly if needed. WP coordinators will collect internal reports and be involved in preparing periodic and final reports.

Distribution of work and project budget for the first year

- A detailed overview of the budget was presented and discussed
- The payment schedule was shown and discussed
- Milestones during the first year and their deadlines were discussed
- Deliverables for the first year were discussed, including the D4.2, Data management plan
- Publishing results in top-ranking journals with open access was underlined
- Detailed work plan for directed synthesis of TM compounds (mononuclear and binuclear) – Task 1.1 (WP1).
- Detailed work plan concerning selecting the complexes for benchmarking computational methods – Task 1.2 (WP1).
- Detailed work plan for the choice of computational procedures i) for benchmarking computational methods – Task 1.2 (WP1) ii) for modeling TM complexes – Task 1.3 (WP1)
- Organization of the visit from partner institutions (University of Groningen), planned in Q1
- Discussion of planned dissemination activities, including the TMMagCat website, the opening of the social media accounts, and planned conference attendance.
- Procurement of equipment and consumables has been agreed