



TOXI-triage Project Log

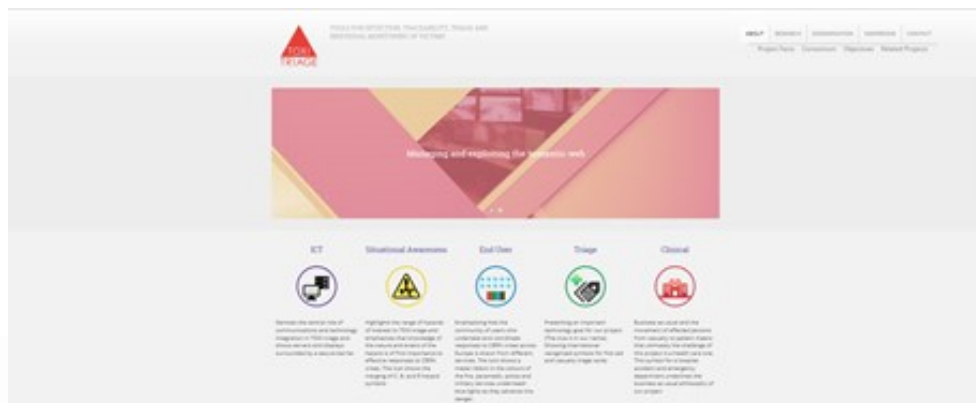
Volume 1, Issue 3 30 November 2015



www.toxi-triage.eu IS UP AND RUNNING

WORK PACKAGE NEWS

WP 1	
WP 2	
WP 3	
WP 4	
WP 5	
WP 6	
WP 7	
WP 8	
WP 9	



A significant project deliverable has been achieved this month with the launch of the TOXI-Triage website. Although still in its infancy, the website will provide an important interface between the project and the community of users.

The website contains iconography designed for the project and will include links to all partners in the consortium, news, events, research updates and deliverables throughout the project.

GREEN LIGHT

PROJECT STATUS

- 3 months completed
- 45 months to completion

MILESTONES

- MS 3 First Survey Interview WP1
- MS 4 First Exploitation Conference Call Held WP7

DELIVERABLES

- 7.1 Website
- 9.2 Project Handbook
- 9.3 Quality Plan

PROJECT HANDBOOK & QUALITY PLAN RELEASED

Two further deliverables have been achieved this month.

The Project handbook provides all TOXI-triage partners with a common overview of the methods and project procedures that we will be using to facilitate the achievement of the project objectives and, meet our collective contractual obligations to the European Commission.

Project Handbook is a useful reference for everyone and defines: the main project processes; procedures and rules. All partners in the project are expected to use their

best efforts to comply with these structures.

This document is a key reference document for all partners

The Quality Plan (QP) specifies the quality processes to be applied by all partners. It also specifies standards, editing tools and templates in order to ensure consistent quality processes are applied across our large project. A section is devoted to quality assurance of our delivery processes, and addressing the production of deliverables. Our QP also specifies our review process.

Templates for deliverable production are available for all project partners in the TOXI-Triage space, and all deliverables will be reviewed using the work-flow described in this document.

This process will involve the independent project advisory boards described in this document (taking security classification and/or target audience into account).

In conclusion, these important deliverables define the processes that will be followed in the TOXI-TRIAGE project.

GREEN LIGHT



MS3 FIRST SURVEY INTERVIEWS

Facts and Figures

18 Partners

€12,000,000

48 Months

7 Specific Objectives

9 Work Packages

45 Deliverables

42 Milestones

NEWS FROM WP1

We have achieved our first Milestone!

We have finalised the first survey for WP1 and collected data from 4 end users (UK, Finland, Greece and Czech Republic).

With approval from our EU Project Officer it is suggested that the survey is sent to other EU CBRN projects. Although the survey is aimed at EU it will be worth collecting data more widely.

We now need YOU to either complete it (if you are or work with an end user) and/or send the link to your contacts.

Here is the link to the survey:

https://www.surveymonkey.co.uk/r/TOXIWP1_1

There is also a PDF copy on the Cloud

GREEN LIGHT

Reminders

Time sheets every month

Receipts for all expenditure

Discuss major expenditure with co-ordinator before making the commitment

Travel outside the EU needs authorisation, speak with the project co-ordinator.

Want to set up a meeting? Speak with Lois Child and get a GoTo meeting link.

Names and addresses of everyone involved in the project to Lois Child please.

QUARTERLY REPORT

Work has commenced on preparation of the First Quarterly Report. Many thanks to all who have contributed so far. A reminder that Task Descriptions are still needed for some Work Packages

The aim of our quarterly report is to:

keep on top our reporting duties and prepare our reports while our fresh in our minds; and, provide the rest of the project with an overview on what is happening.

COMING SOON DATES FOR YOUR DIARY

23 December 2015	Project Management Board	GOTO Meeting
17 February 2016	Project Management Board	GOTO Meeting
17 February 2016	Project Steering Committee	GOTO Meeting
17 February 2016	Security Advisory Board	GOTO Meeting
24 February 2016	Project Advisory Board	London
24 February 2016	Ethics Advisory Board	London

**Need information about TOXI-triage?
Go to [ownCloud](#)**



UPDATE: Season's Greetings

At the end of our first 3 months we have our project management elements in place, and activity has started in all work packages. What is abundantly clear is the importance of clearly defining our tasks, which is why all task leaders are being asked to provide their work package leaders with task descriptions. If you are not clear as to what is required please get in touch with me, or take a look at [WP 8](#) or [WP 4](#) for different approaches.

Please be aware that a recent update in Microsoft Office is causing problems in loading and saving Microsoft Office files from ownCloud. Until the problem is solved files need to be downloaded to a local drive before they are opened. Once you have finished you can upload them before deleting your local copy, if it contains sensitive information. Not elegant I grant you, but it works for now.

Finally, in the next few days I will start sending out personalised project updates, so please make sure everyone who is on the team is included in our project directory. Send details to Lois (L.E.Child@lboro.ac.uk) or Antonio (antonio.garcia@atos.net)

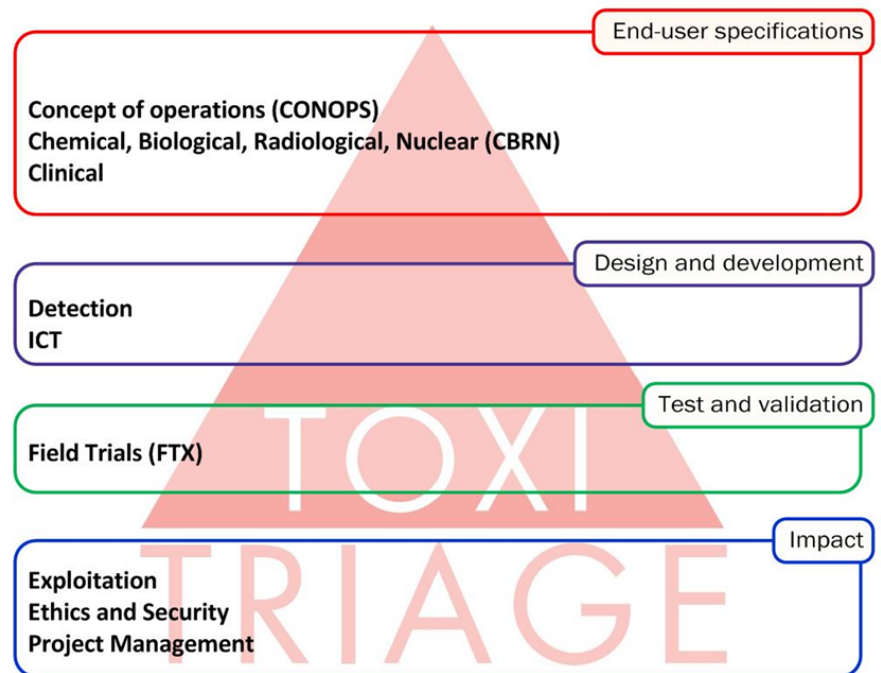
Paul Thomas

WHO'S WHO? INTRODUCING OUR BOARD MEMBERS



WWW.TOXI-triage.EU

THE 9 PROJECT WORK PACKAGES



Forthcoming Milestones and Deliverables

No.	Milestone name	D-D	No	Deliverable name	D-D
MS1	Collaboration tool goes live to all partners	1	9.1	On-line collaboration environment	1
MS2	TOXI-triage meetings schedule, venues and reporting deadlines released	2	7.1	Website	3
MS3	First survey interview to define operational scenarios and CONOPS	3	9.2	Project Handbook	3
MS4	First exploitation conference call held	3	9.3	Quality Plan	3
MS5	Exploitation plan released	6	7.6	Business plans and commercialisation outcomes	6
*	First six month report released	7	1.1	CONOPS for critical segments for FOCUS and DISPERSE, (+ Technical Annex [I/S])	12
MS6	C-detection, B-detection and R- & N-detection studies with simulants commenced	9	3.1	Prototype sampling system for reproducible non-invasive Clinical sampling.	12
MS7	Operational specifications Workshop	12	9.4	Annual reports, with restricted technical annexes (+Technical Annex [I/S][SP-C-D][SP-C-T] [Cap-D-L] [S-F][S-TS])	15
MS8	Ethics approval and frameworks established.	12	2.1	Manual on CBRN sampling protocols. [(+ Technical Annex SP-C-D)]	18
MS9	Evaluation of data-flows and sensor connectivity options completed	12	5.1	Data standards and technical system connectivity design; compliant with STACATTO Security Taxonomy	18
MS10	First meeting of the Advisory Board	12			

If you have any news to share for the next issue of the Project Log, please contact Lois: L.E.Child@lboro.ac.uk