Brief Guidelines for reporting and monitoring of the funded projects

A summary for project coordinators and project partners

March 2021

This document describes the reporting and monitoring procedure of the transnational research projects under the co-funded call.

TABLE OF CONTENTS

1   INTRODUCTION

Background

ERA-NET Cofund ICT-AGRI-FOOD (www.ictagrifood.eu) aims to support research projects with potential impact to enable digital technology solutions for a transition towards more sustainable and resilient agri-food systems. Pooling European research capabilities are key to ICT-AGRI-FOOD's aims in addressing these challenges. Therefore, ICT-AGRI-FOOD stipulates and supports the open sharing and reuse of research data generated through the research it has funded, to stimulate subsequent development of new investigations and analyses; to deliver meaningful gains from funded research projects and to ensure that maximum impact is realised.

Objective

The reporting and monitoring procedure is part of Work Package 4 (WP4), the aim of this Work Package being to follow-up and monitor the progress of the co-funded research projects, and to assess the output and impacts of the co-funded projects.
The brief guidelines address the participants of the research projects funded by the ICT-AGRI-FOOD Cofund 'Call 2019'. The document describes the common reporting and monitoring process.

List of Abbreviations:

BLE	German Federal Office for Agriculture and Food
CSC	Call Steering Committee, the decision making ICT-AGRI-FOOD ERA-NET Consortium Body for the Co-funded Call and other joint non-co-funded calls
EC	European Community
EU	European Union
GB	Governing Board, consisting of one representative per beneficiary of the ICT-AGRI-FOOD ERA-NET Consortium (decision making body)
GDPR	General Data Protection Regulation is a legal framework that sets guidelines for the collection and processing of personal information from individuals who live in the EU
ICT	Information- and Communication Technology
ICT-AGRI-FOOD coordinator	Johannes Pfeiffer, BLE email: Johannes.Pfeifer@ble.de
ILVO	Flanders Research Institute for Agriculture, Fisheries and Food
IPR	Intellectual property rights
Juelich	Project Management Juelich, Forschungszentrum Juelich GmbH
MIPAAF	Ministero delle politiche agricole alimentari e forestali, Italian Ministry of Agriculture Food and Forestry Policies
MKB	Meta Knowledge Base, a web application developed in ICT-AGRI ERA-NET
MS	Monitoring Secretariat
PC	Project coordinator of the cofounded transnational / European R&I project
R&I	Research and Innovation
UEFISCDI	Unitatea Executiva pentru Finantarea, Invatamantului Superior, a Cercetarii, Dezvoltarii si Inovarii, Executive Unit of the Romanian Ministry of National Education
WP	Work Package

2 ROLES

2.1 Monitoring Secretariat (MS)

ICT-AGRI-FOOD has established a project **Monitoring Secretariat (MS)** which will monitor and support funded projects during the project implementation period. The MS - Group is composed of the ICT-AGRI-FOOD Coordinator (German Federal Office for Agriculture and Food, BLE) as well as three funding agencies: Project Management Juelich (JUELICH), Institute for Agricultural, Fisheries and Food Research (ILVO) and the Executive Agency UEFISCDI. Each project will have one assigned contact person throughout the project period (Annex 1). This monitoring person will be the main contact person for the project coordinator for all questions arising during the lifespan of the project. Communication between the project consortium and the funding bodies, especially about progress, problems or requests for amendments is organised via the monitoring person. In case of transnational queries or difficulties within the project, which cannot be solved between project partners, the project coordinator should contact the monitoring person. If necessary he/she will ask the funding bodies for assistance.

National funding issues have to be directed to the funding bodies (National contact points, Annex 1 Table 2). An update can be found on this web page: http://ictagrifood.eu/node/41196

MS will provide all necessary information online (via MKB platform).

The tasks of the MS members imply:
- Support of coordinators in case of questions or problems. Forward the questions/problems, when a decision of the MS team and/or the funders and/or the Governing Board (GB) is needed
- Inform the Consortium Steering Committee (CSC) or GB respectively if necessary
- Ask project coordinators at regular time points (two times a year) whether the project is running as expected
- Ask project coordinators at regular time points (two times a year) whether they have news that can be distributed via the ICT-AGRI-FOOD channels (website/Twitter/newsletter),
- Inform and remind the project coordinator of the reporting deadlines. These reporting deadlines will be scheduled at the latest two months after 18th months (midterm report) and 3 months, respectively, after the end of the project (end term report).
- The mid- / end term report is submitted via the online tool; the MS checks for completeness and availability of relevant deliverables and publications and gives access to the reports to the respective funding bodies for information on the progress of the whole project.

2.2 Project Coordinator (PC)

The coordinator person of the cofunded transnational / European R&I project is the dedicated communication contact to MS and responsible for reporting any project-related issues.

The project coordinator has to participate in research events (costs to be covered by its own project budget in case of a physical meeting) organised by the ICT-AGRI-FOOD consortium. Up to three events (kick-off-, mid-term- and final meeting) are planned for the duration of the project. The project coordinator will be informed in due time by the monitoring person about the research events. If the project coordinator is not available for the event, he/she has to assure that somebody else from the consortium will participate. The events will be addressed to the ICT-AGRI-FOOD partners, stakeholders, all selected research projects and other interested parties.

To increase the cooperation and the information exchange between the project consortium

and the funding bodies, the monitoring person should have the possibility to participate in project meetings and workshops. The project coordinator has to make sure that the monitoring person gets duly informed about these meetings. In addition, the funding body of the country in which the meeting is conducted might also attend the meeting and should be informed by PC as well.

In case of problems, beyond the following responsibilities, the ICT-AGRI-FOOD coordinator should be consulted.

Responsibilities of the PC

- The project coordinator is responsible for a clear communication between the project partners and for all communication on behalf of the project consortium with the funding bodies, through the monitoring person.
- The project coordinator has to inform the monitoring person when all partners have signed their national contracts.
- The project coordinator should ensure that all project milestones and deliverables are met, and take actions if one or more partners fail to fulfill their commitments.
- The project coordinator shall immediately inform the monitoring person in the event of problems, modifications, changes or delays in the project.
- The project coordinator is responsible for submitting the midterm report, final report and deliverables according to the required procedure (chapter 3.1).
- The project coordinator is required to provide all the material for project dissemination as described in chapter 3.2.
- The project coordinator has the duty to participate in research events (kick-off-, mid-term- and final meeting) organized by the ICT-AGRI-FOOD consortium.
- The project coordinator has to make sure that the monitoring person is duly informed about project meetings.

2.3 Responsibilities of the project partners

- The project partners should immediately inform the project coordinator, when they have received the signed national contract or a binding funding notification from their national funding body.
- The project partners are responsible for the fulfilment of the research activities and deliverables according to the research plan as described in the project proposal under the guidance of the project coordinator.
- The project partners are responsible to contribute to the midterm and final report by filling in relevant data and providing all needed information to the coordinator.
- The project partners should immediately inform the project coordinator in the event of any problems encountered, which may influence the progress of the project.
- The project partners are responsible for timely delivery of all relevant information and results requested by the project coordinator.
- The project partners are responsible for the uploading of all individual results (publications made by only one partner) of the project to open access archive in accordance with chapter 3.3. and 3.4
- The project partners are responsible for acknowledging the funding bodies in all publications of the project in accordance with chapter 3.5.

3   REPORTING PROCEDURE

3.1 Reporting Requirements

Besides national reporting, which may be required by the national funding body, the project coordinator will be responsible for submitting the following documents to the monitoring person. The template will be provided via an online tool. The MS will send via e-mail the instructions and link to the tool:

- A joint scientific midterm project report based on input from all partners of the consortium covering work done within the first half of the project. This midterm report has to be submitted, the latest two months after the official midterm of the project. The report will not be published.

- A joint scientific final project report based on input from all partners of the consortium covering the whole project period from the starting date to the end of the project, but not later than the end of the project time life of the ERA-NET ICT-AGRI-FOOD project. This final report has to be submitted within three months after the end of the project. After approval, the report will be published without annexes (budget, funds spent, etc.).

- Deliverables described in the full proposal of the project together with the scientific reports.

The midterm and final reports shall be written in English and integrate the most important research findings of the project including an explanation of modifications, delays and, if required, the corrective actions planned or taken. Templates will be provided by the monitoring person.

The funding bodies will be responsible for commenting and approving of the midterm and final report of the project. Project reports and the progress will be analysed in relation to the expected outputs and the timeline as described in the final project proposal description (milestones and deliverables); action may be taken by funding bodies in case of non-compliance as further funding or final payment can depend on the approval of the midterm or final report, respectively. The project coordinator with the support of project partners will amend the report if required.

The project coordinator will present the content of the report and the status of the project in a mid-term and final meeting. During the meetings, the project coordinator will present the report and will be asked to answer and discuss questions raised by the funding bodies.

3.2 Project dissemination

The ICT-AGRI-FOOD partner ILVO (BE), will launch and maintain a communication and dissemination webpage for all co-funded Call projects. The communication team will set up sub-webpages dedicated to the Cofund Call 2019, on the network website, **www.ictagrifood.eu**. The sub-web pages will provide an overview of all 19 research projects selected for funding.

The project coordinator is required after the start of the project to deliver project information to ILVO (Marijke.hunninck@ilvo.vlaanderen.be) that will be used to create the dissemination website. Templates will be provided by the communication responsible. The material will also be used to prepare a project leaflet. In addition, the project coordinator is expected to send continuously, at least annually, project news to ILVO that are relevant for the stakeholders and interested audience.

3.3 Newsletter and stakeholder-oriented provisions

The project coordinator is responsible for providing two articles in English (150-200 words) and a project related visual documentation to the editors of the ICT-AGRI-FOOD newsletter (Marijke.hunninck@ilvo.vlaanderen.be) per year. Target groups are the ICT agrifood sectors and their stakeholders in a broad sense. Besides the ICT-AGRI-FOOD newsletters, these articles might be distributed via newsletters of the national ministries and other appropriate media/magazines.

Project coordinators are responsible for providing the ICT-AGRI-FOOD Knowledge Incubator with at least 4 relevant innovations developed by the project partners, following the instructions that will be provided by MIPAAF (livia.ortolani.ext@politicheagricole.it) when the Knowledge Incubator will be active. The format will be compatible with the one of EIP-AGRI Practice Abstracts.

We recommend the project coordinators to write 'practice abstracts' aligned with the EIP-AGRI common format for their database for interactive innovation projects. The practice abstracts will also appear on the ICT-AGRI-FOOD Knowledge Incubator platform, which will be integrated via Meta Knowledge Base (MKB). The practice abstracts on ICT, agriculture and Food, could target other open-access archives (for example Journals Elsevier, MDPI, Journal of the science of food and agriculture) and this should be agreed individually with each of the project coordinators.

Project coordinator and partners are highly recommended to publish relevant practice-oriented project results also in their national languages.

3.4 Uploading of information, results and reports

The project abstracts will be used when preparing a short description of the project (including objectives and expected results) on the ICT-AGRI-FOOD website and ICT-AGRI-FOOD Knowledge Incubator.

For all projects, we recommend to upload their research results in EC "Horizon Results Platform"

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/horizon-results-platform

3.5 Reference to the funding bodies in publications:

In all publications of the project (abstracts, reports, deliverables, printed media, newsletters, etc.) the project partners have to acknowledge the transnational funding of this project by the ICT-AGRI-FOOD Cofund funding bodies:

> "*The author(s)/editor(s) acknowledge the financial support for this project provided by transnational funding bodies, partners of the H2020 ERA-NET ICT-AGRI-FOOD, Grant Agreement number: 862665.*"

4   MONITORING PROCEDURE

4.1 Monitoring procedure

Monitoring of funded projects serves a dual purpose by verifying that all allocated resources are timely deployed to the research teams and by providing up-to-date progress information that can be used for administrative actions and strategic planning. Monitoring tool and ICT-AGRI-FOOD website respect appropriate and secure use of material and data is shared according to the application of common standards, following the guidelines on data management in Horizon 2020. The collected data is protected and secured, in order to avoid a malevolent use of it.
A tutorial for using the ICT-AGRI-FOOD monitoring tool will be carried out after its implementation.

4.2 Monitoring survey

For the monitoring survey the MS anticipates to obtain up to 4 monitoring status of the cofunded transnational / European R&I project (Annex 1, Table 1.) that will be based on information provided by the project coordinators via 6 months-online questionnaire. The first online questionnaire will be send out in September 2021.

At the deadlines, MS will monitor the status and any issues which arise will be reported to the national contact point as well as to the other funding organisations involved in the project. The gathered project information will be summarized in a *Project Monitoring spreadsheet* containing all projects start dates, forecasted end dates, reports submitted, and any issues arising as well as the action taken. The Monitoring spreadsheet will be updated based on the collected data of the online questionnaire (6-monthly questionnaire) taking from the ICT-AGRI-FOOD monitoring tool. If applicable, ethical aspects will be identified and followed in the monitoring reports. This will be presented at the annual GB meeting.

5   INTELLECTUAL PROPERTY RIGHTS (IPR) ISSUES

IPR issues have to be taken into account in the consortium agreement. In case of a breach to any confidentiality agreement in the project consortium, the funding bodies will not assume the expenses derived from it.

6   PRIVACY POLICY

Project coordinator and partners agree to adopt a privacy policy in order to fulfil the requirements regarding handling and processing of personal data in research projects indicated in the GDPR regulation.

7   ANNEX 1 – RELEVANT CONTACT DETAILS

Table 1. Monitoring Secretariat assignment and reporting deadlines:

Project acronym / project duration	Date		PC	MS Person	Report		6mQ
	start	end			mid-term	end-term	
24 months							
ADCATER			Itzik Levy	DC	30.04.2022	15.05.2023	**09-21 and 09-22**
ANTONIO	01.03.2021	28.02.2023	Vasileios Fragos	UP	30.04.2022	15.05.2023	
GOHYDRO	01.03.2021	28.02.2023	Panagiotis Zervas	DC	30.04.2022	15.05.2023	
LivestockSense	01.04.2021	01.04.2023	Thomas Banhazi	MH	30.04.2022	15.05.2023	
28 / 30 months							
[UTOPIA]	01.03.2021	30.06.2023	Dennis Kooijman	MH	30.04.2022	31.10.2023	**09-21 09-22 03-23**
FINDR	01.02.2021	31.07.2023	Jonah Vincke	UP	30.04.2022	31.10.2023	
IMPPeach	01.02.2021	31.07.2023	Vangelis Vassiliadis	UP	30.04.2022	31.10.2023	
36 months							
SustainIT	01.12.2020	31.12.2023	Ants-Hannes Viira	MH	15.07.2022	31.03.2024	**09-21 03-22 03-23 09-23**
PLAN P	02.01.2021	31.12.2023	Jonathan Thévenot	MH	31.08.2022	31.03.2024	
SPECTROFOOD	01.01.2021	31.12.2023	Giannis Malouas	UP	31.08.2022	31.03.2024	
ADDFerti	01.03.2021	28.02.2024	Abdul Mouazen	UP	31.08.2022	31.03.2024	
BeeConnected	01.02.2021	31.01.2024	Fabrice Requier	UP	31.08.2022	31.03.2024	
HALY.ID	01.02.2021	31.01.2024	Cristina Pinotti	DC	31.08.2022	31.03.2024	
MERIAVINO	01.02.2021	31.01.2024	Adel Hafiane	DC	31.08.2022	31.03.2024	
MUSHNOMICS	01.02.2021	31.01.2024	Rudolf Erdei	DC	31.08.2022	31.03.2024	
POSHMyCo	01.03.2021	28.02.2024	Abdul Mouazen	MH	31.08.2022	31.03.2024	
SHEET	01.02.2021	31.01.2024	Manuela Zude-Sasse	UP	31.08.2022	31.03.2024	
SoCoRisk	01.03.2021	29.02.2024	Mathieu Lamandé	UP	31.08.2022	31.03.2024	
TailBiteAdvice	01.02.2021	31.01.2024	Tomas Norton	MH	31.08.2022	31.03.2024	

Specific abbreviations of Table 1.

PC and MS, refer to List of Abbreviations

DC: Domnica Cotet (domnica.cotet@uefiscdi.ro), UEFISCDI, Romania

MH: Marijke Hunninck (Marijke.hunninck@ilvo.vlaanderen.be), ILVO, Belgium

UP: Ulrike Pogoda de la Vega (u.pogoda.de.la.vega@fz-juelich.de), Juelich, Germany

6mQ: 6-monthly monitoring questionnaire

Table 2. National contact points:

Country	Funding agency	Contact persons
Austria	Federal Ministry for Sustainability and Tourism	Stefan Vetter, Chiara Ohrloff Chiara.Ohrloff@bmlrt.gv.at
Belgium	The Research Foundation – Flanders (FWO)	Toon Monbaliu eranet@fwo.be
Belgium	Flanders Innovation & Entrepreneurship	Anne De Brabandere, Bert Beck bert.beck@vlaio.be
Bulgaria	Bulgarian National Science Fund	Milena Aleksandrova aleksandrova@mon.bg
Switzerland	Federal Office for Agriculture - Bundesamt für Landwirtschaft	Nora Sauter, Astrid Willener nora.sauter@blw.admin.ch astrid.willener@blw.admin.ch
Germany	Federal Ministry of Food and Agriculture	Johannes Pfeifer, Elke Saggau Johannes.Pfeifer@ble.de
Germany	Project Management Agency Juelich commissioned by Federal Ministry of Education and Research	Ulrike Pogoda de la Vega u.pogoda.de.la.vega@fz-juelich.de
Denmark	Ministry of Environment and Food	Julia Gajo julgaj@lbst.dk
Estonia	Estonian Research Council / Eesti Teadusagentuur	Maarja Soonberg Maarja.Soonberg@etag.ee
Estonia	Ministry of Rural Affairs	Maarja Malm, Siret Talve, maarja.malm@agri.ee Siret.Talve@agri.ee
Spain	Corporación Tecnológica de Andalucía	Nathalie Chavrier, María García Alegre nathalie.chavrier@corporaciontecnologica.com; maria.garcia@corporaciontecnologica.com
Finland	Ministry of Agriculture and Forestry	Suvi Ryynänen Suvi.Ryynanen@mmm.fi
France	Regional council of Brittany	Emmanuelle Gardère emmanuelle.gardere@bretagne.bzh
France	French National Research Agency	Eugenio Echagüe, Isabelle Hippolyte Eugenio.ECHAGUeE@agencerecherche.fr Isabelle.HIPPOLYTE@agencerecherche.fr

Country	Funding agency	Contact persons
Greece	General Secretariat for Research & Technology	Paraskevi Afentaki, Anna Rosenberg pafe@gsrt.gr a.rosenberg@gsrt.gr
Hungary	National Research, Development and Innovation Office	Orsolya Tóth orsolya.toth2@nkfih.gov.hu
Ireland	TEAGASC - Agriculture and Food Development Authority	Raymond Kelly Raymond.Kelly@teagasc.ie
Ireland	Department of Agriculture, Food and the Marine (DAFM)	John Harrison, Aidan Holohan John.Harrison@agriculture.gov.ie Aidan.Holohan@agriculture.gov.ie;
Israel	National Technological Innovation Authority	Nir Shaked, Danny Seker Nir.s@iserd.org.il
Italy	Ministry of agricultural, food and forestry policies	Livia Ortolani, Serenella Puliga s.puliga@politicheagricole.it
Latvia	State Education Development Agency	Maija Bundule Maija.Bundule@viaa.gov.lv
Netherlands	Ministry of Agriculture, Nature and Food Quality	Frans Lips, Sascha Bollerman S.Bollerman@minez.nl
Norway	The Research Council of Norway	Tina Hov-Gylthe trhg@rcn.no
Poland	National Centre for Research and Development	Mateusz Skutnik mateusz.skutnik@ncbr.gov.pl
Romania	The Executive Agency for Higher Education, Research, Development and Innovation Funding	Luciana Bratu, Domnica Cotet, Cristina Cotet luciana.bratu@uefiscdi.ro cristina.cotet@uefiscdi.ro
Sweden	Swedish Research Council for Sustainable Development	Jessica Ekström jessica.ekstrom@formas.se
Turkey	Scientific and Technological Research Council of Turkey	Meltem Soydan Karabacak meltem.soydan@tubitak.gov.tr

Table 2. National contact points: *continued*