Follow-up of the projects
WORKPACKAGE 4 (WP4)

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Initial ERA-Net SusAn Projects Seminar

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EUROPEAN RESEARCH AREA ON SUSTAINABLE ANIMAL PRODUCTION

Follow-up of the projects Presentation index

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Obligations for funded projects
(Call announcement (Section 6) and document sent to the Project coordinators)

6. Project monitoring and reporting

In addition to the reporting required by the national/regional rules, project coordinators will be required to provide a **mid-term report by November 2018** and a final report by **November 2020**. All project partners will have to deliver input for these reports. Furthermore, project partners are requested to respond to two in-depth monitoring surveys (mid-term and final) to measure project progress and contribution to overall aims of this ERA-Net.

…..will be expected to include evidence of impact in mid-term and final reports

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WP4 OBJECTIVES

- ✓ To define the project monitoring **indicators** that fulfil national/regional and Horizon 2020 criteria
- ✓ To monitor project **progress and reports**
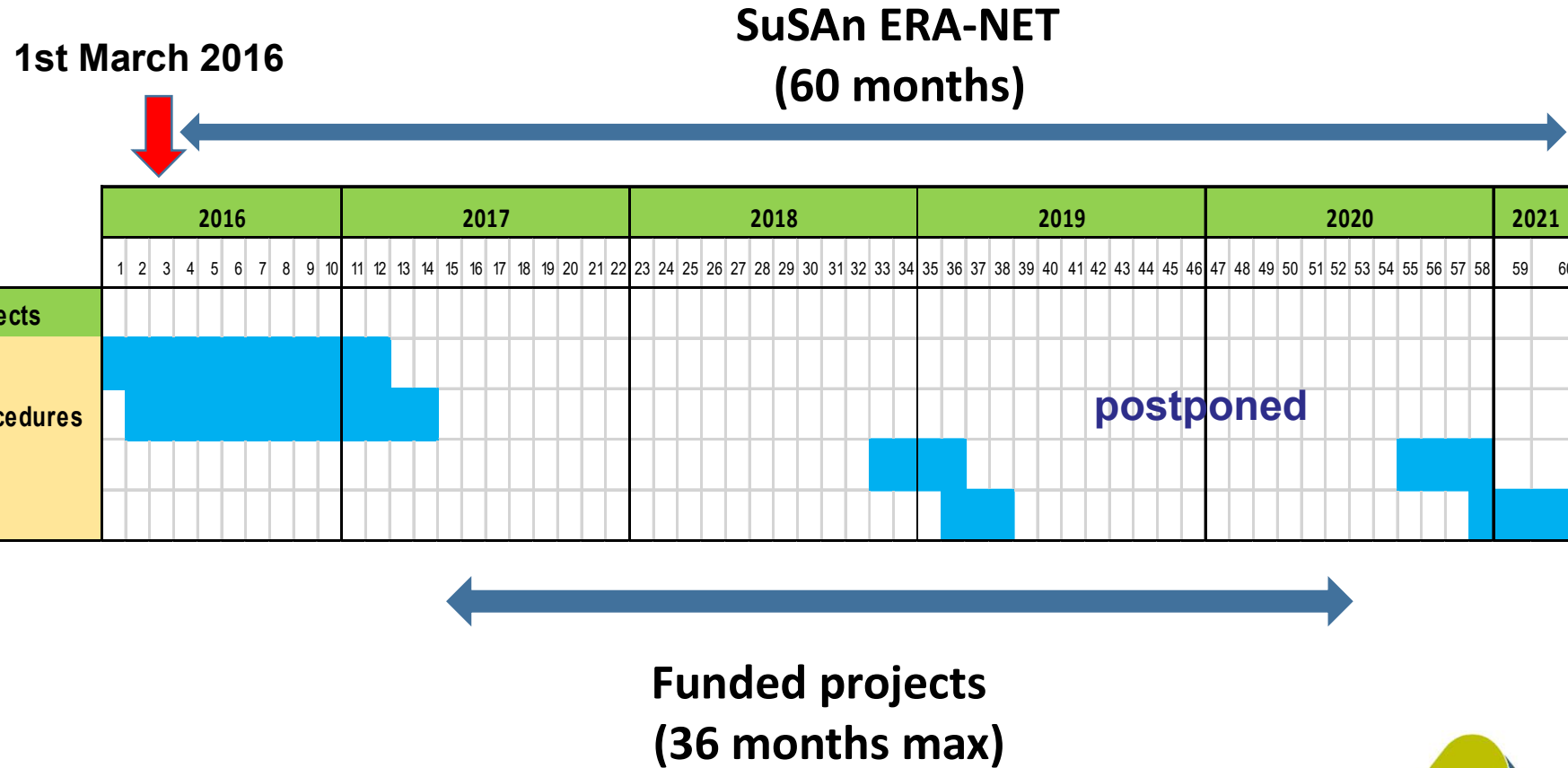- ✓ To perform projects **evaluation and impact assessment**

WP leader: INIA

Contributors: FCT, Jülich, ELIKA, EV-ILVO, BLE, INRA

TASKS

TASK 4.1 - Definition of project monitoring and evaluation indicators (FCT)

TASK 4.2 - Implementation of reporting and monitoring procedures (INIA)

TASK 4.3 - Evaluation of funded projects (INIA)

TASK 4.4 - Impact assessment (FCT)

TASK 4.1

Definition of project monitoring and evaluation indicators (Leader: FCT, Portugal)

Activities

✓ To define **relevant indicators** according to the SusAn / national and H2020 criteria

✓ The set of indicators will be a **deliverable** for mid-term and final reports

✓ The data will be used for project monitoring, evaluation and impact assessment

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TASK 4.2

Implementation of reporting and monitoring procedures
(Leader: INIA)

Activities

✓ Together with WP2 (Jüelich), develop of on-line report templates for mid-term, final reports and monitoring questionnaires

✓ Collect the reports for validation and circulate them among CSC, organize tele/web conferences between project coordinators and CSC for approval of reports, and summarize the outcome of the conferences

TASK 4.3

Evaluation of funded projects (Leader: INIA)

Activities

✓ Mid-term evaluation using monitoring results and feedback from CSC, shall ensure that the **progress is consistent with the objectives and milestones**

✓ Final evaluation: Monitoring results of the final reports **will be presented to IEC** / follow-up group for evaluation

✓ Evaluation results will be presented at **the projects seminars** (WP5)

Progress of the WP4

Task 4.1: Definition of project monitoring and evaluation indicators (FCT)

Five types of indicators:

- ✓ Transnational value: mobility during the Project life-time and type of activities pursuit

- ✓ Dissemination actions: workshops and seminars, conference presentations, promotional material

- ✓ Dissemination of scientific/technical literature: Number of publications

- ✓ Dissemination of scientific & innovation products: The number of SMEs/companies participating in the project, Number of Novel and exploitable knowledge / products / process / services

- ✓ Ethics issues: Animal, humans, personal data, environment

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EUROPEAN RESEARCH AREA ON
SUSTAINABLE ANIMAL PRODUCTION

European Research Area on Sustainable Animal Production Systems

SusAn

Follow-up and monitoring of projects resulting from the co-funded call
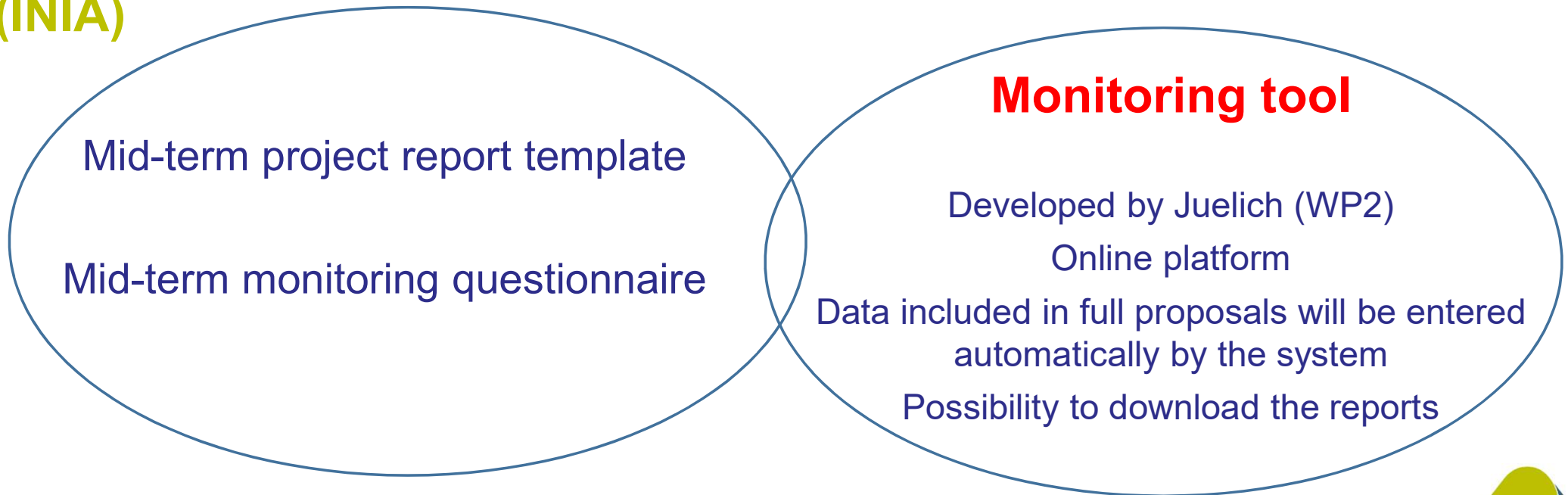
Draft: 29.11.2016

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3. Indicators

A set of five different type of indicators has been defined having the gender issues as a cross cutting indicator, to be included on the full stage proposal in order to monitor and evaluate the co-funded projects, during the reporting period and final report, as follows:

Type of Indicators	Indicators	Table
1. Transnational value	Mobility during project life-time and type of activities pursuit (Number of young scientist/PhD involved in the project, by type of involvement). Results are of use in more than one country: Economy; Environment and society (and farmers)	1.
2. Dissemination actions	Number of workshops and seminars held at transnational level (days, location, number of participants involved)	2.
	Number of promotional material (brochures, leaflets, website) (by number of audience reached and dissemination level)	
3. Dissemination of scientific/technical literature	Number of publications (by type of publication and EU-India co-publications)	3.
	Number of conference presentations	
4. Dissemination of scientific & innovation products	The number of SMEs/companies participating in the project (by type of involvement and sector of SME)	4.
	Number of Novel and exploitable knowledge / products / process / services (by sector of applications and Expected TRL* at the end of the project)	
	IPR Protection applied (by type of IPR protection)	
5. Ethics issues	Please consult the "H2020 How to complete your ethics self-assessment"	5.

Progress of the WP4 (cont.)

Task 4.2: Implementation of reporting and monitoring procedures (INIA)

Mid-term project report template

Mid-term monitoring questionnaire

Monitoring tool

Developed by Juelich (WP2)

Online platform

Data included in full proposals will be entered automatically by the system

Possibility to download the reports

Mid-term report template

- ✓ **Objectives**: To present the <u>results</u> which will be used for the evaluation. Project progress at the mid-term: status of the tasks by WP, changes in the work plan, monitoring indicators, deviations from budget, expectations of impact.
- ✓ **Who**: Project coordinators

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Mid-term project report template

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Mid-term report
To be filled in and submitted by the project coordinator

Introduction

This document is part of the project monitoring and reporting activities mentioned in the "ERA-NET SuSAn Call Announcement" (section 6.4) and in the document "Obligations for funded projects" (section 6). According to this, in addition to the reporting required by the regional/national rules, project coordinators are requested to provide a mid-term report by November 2018. All project partners will have to deliver input for these reports. Additionally, project coordinators have the following obligations:

- Inform the SuSAn Call Secretariat of the project start date
- Respond two in-depth monitoring surveys (mid-term and final) to measure project progress and contribution to overall aims to this ERA-NET
- Present their projects in three SuSAn seminars
- Open Access policy and reporting of communication activities

The information collected will be used for monitoring purposes. Personal data will be confidential.

In case of questions, please contact monitoring team

- ✓ Submitted by Project **coordinators**
- ✓ November 2018 (**postponed**)
- ✓ This report does not replace the national report.
- ✓ Partners have to follow national rules (reporting, financial)

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Mid-term report template

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Mid-term project report template

1. Project publishable summary

2. Main results, conclusions and fulfilment of objectives.
   2.1. Summary of main results and conclusions (*Describe the activities that have been performed per Work Package during the first-half of the project to meet the objectives set in the proposal*)

   2.2. Fulfilment of objectives (*Estimate the current degree of completion of the objectives*).

3. Milestones and deliverables status
Refer explicitly to milestones and deliverables produced during first-half of the project. Add as many rows as needed.

Milestones:

Nº *	Milestone name	Planned delivery month	Actual delivery month	Means of verification**	comments
M.1.1					Delivery late because...
M.1.2					
M.1.3					
M.2.1					
M.2.2					

*Use the same number as in the full proposal ([WP number].[number of milestone within that WP])
**Report, publication, web site, database, workshop, etc.

Deliverables:

Nº *	Deliverable name	Planned delivery month	Actual delivery month	Means of verification**	comments
D.1.1					Delivery late because...
D.1.2					
D.1.3					
D.2.1					
D.2.2					

*Use the same number as in the full proposal ([WP number].[number of deliverable within that WP])
**Report, publication, web site, database, workshop, etc.

4. Work package description and results

WP 1	Name
Responsible partner:	
Original description of work:	
Task 1.1:	
Task 1.2:	
Report on results obtained and changes to the original plan/WP aims:	
Task 1.1:	
Task 1.2:	

WP 2	Name
Responsible partner:	
Original description of work:	
Task 2.1:	
Task 2.2:	
Report on results obtained and changes to the original plan/WP aims:	
Task 2.1:	
Task 2.2:	

WP 3	Name
Responsible partner:	
Original description of work:	
Task 3.1:	
Task 3.2:	
Report on results obtained and changes to the original plan/WP aims:	
Task 3.1:	
Task 3.2:	

WP 4	Name
Responsible partner:	
Original description of work:	
Task 4.1:	
Task 4.2:	
Report on results obtained and changes to the original plan/WP aims:	
Task 4.1:	
Task 4.2:	

Mid-term monitoring questionnaire

✓ **Objectives**: To get <u>feedback</u> of the project progress at the mid-term in relation to practical aspects: Coordination, management, expected impacts, contribution to overall aims of SuSAn (<u>short</u> questions and concise answers)

✓ **Who**: Project partners

Mid-term monitoring questionnaire

A. **General project data**

B. **Partner data – all project partners**

C. **Management, work progress and expected impact**
- Support/coordination/partners involvement
- Expectations of impact
- Innovation potential
- Evaluators input

D. **Contribution to overall aims of SuSAn ERA-NET**
- SuSAn research Areas
- Management of animal productions system

This survey **does not have the intention to be a duplication** of effort for the researchers. The information collected is independent from that provided in the mid-term report. The answers should be **concise** and will be used for monitoring purposes.

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A – General project data

Project information	
1.Title	
2. Acronym	
3. Project website	

4.Official Start (dd/mm/yy)		4b.Expected End (dd/mm/yy)	

B – Partner data (responding to the survey)

Organization data	
1. Partner n°	
2. Legal name of organisation	
3. Short name	
4. Country	
5. Address	
6. Town	
7. Type of organization	a. University b. Research Institution c. SME d. Others, please specify:

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C – Management, work progress and expected impact

In this part of the questionnaire, we ask you to provide your feedback about the **administrative support**, **progress of the project** and your expectations on the **impact**.

Support in the management of the project	
1. How do you score the support of the Call Secretariat in the management of the project?	1. Very good 2. Good 3. Rather poor 4. Very poor 5. Don't know
Comments	
2. How do you score the support of the Monitoring team in the management of the project?	1. Very good 2. Good 3. Rather poor 4. Very poor 5. Don't know
Comments	
3. How do you score the support of your National Contact Point in the management of the project?	1. Very good 2. Good 3. Rather poor 4. Very poor 5. Don't know
Comments	

Coordination of the project / involvement of partners	
1. Are the coordination and organization of the project efficient?	1. Yes 2. Partially 3. No
Comments	
2. Is the contribution of each partner clearly identifiable?	1. Yes 2. Partially 3. No
Comments	
3. Is the collaboration between partners effective?	1. Yes 2. Partially 3. No
Comments	
4. Is the schedule for completion of the project consistent /realistic?	1. Yes 2. Partially 3. No
Comments	

D – Contribution to overall aims of SuSAn ERA-NET

In the final section of the questionnaire, we ask you to assess your contribution to overall aims of this ERA-NET, and for the different components of the animal production systems (see Call Announcement).

SuSAn Research Areas	
Contribution of your research in each of the Research Areas[1]	
Research Area 1: Improve the productivity, resilience and competitiveness of European Animal Production	
a. Substantial	Comments (what and why)
b. Moderate	Comments (what and why)
c. Minor	Comments (what and why)
d. Not at all	Comments (what and why)
Research Area 2: Improve and manage resource use to reduce waste and enhance the environmental sustainability of European Animal Production	
a. Substantial	Comments (what and why)
b. Moderate	Comments (what and why)
c. Minor	Comments (what and why)
d. Not at all	Comments (what and why)
Research Area 3: Improve on-farm practices to enhance consumer acceptability and address societal challenges associated with animal welfare, product quality and safety, biodiversity and provision of ecosystem services.	
a. Substantial	Comments (what and why)
b. Moderate	Comments (what and why)
c. Minor	Comments (what and why)
d. Not at all	Comments (what and why)

Management of animal production systems for improved sustainability			
Contribution of your research in each of the components			
Management of Animal Health			
Substantial	Moderate	Minor	Not at all
Management of Animal Welfare			
Substantial	Moderate	Minor	Not at all
Management of Animal Breeding			
Substantial	Moderate	Minor	Not at all
Management of Animal Feed and Nutrition			
Substantial	Moderate	Minor	Not at all

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THANK YOU FOR YOUR ATTENTION