

TASK 5.1 KICK-OFF PROCESS REPORT

February 2017

Deliverable 5.1



EUROPEAN UNION

Project co-funded by
H2020 Programme under
Grant Agreement n° 727486

Written by: Rolf Stratmann, Work Package 5 (Coordinator)

The overall objective of CASA, a Coordination and Support Action (CSA), is a **consolidated common agricultural and wider bioeconomy research agenda** within the European Research Area.

CASA will achieve this by bringing the Standing Committee on Agricultural Research (SCAR), which has already contributed significantly to this objective in the past, to the next level of performance as a research policy think tank. CASA will efficiently strengthen the strengths and compensate for the insufficiencies of SCAR and thus help it evolve further into “SCAR plus”.

Contents

Task 5.1 kick-off Process Report	1
Summary.....	2
Background.....	3
Conclusions.....	3

Abbreviations

CA	Consortium Agreement
CSA	Coordination and Support Action
CWG	Collaborative Working Group
DoA	Description of Action
GA	General Assembly
MS	Milestone
SCAR	Standing Committee on Agricultural Research
SG	Steering Group
SWG	Strategic Working Group
SWOT	Strengths, Weaknesses, Opportunities ad Threats
ToR	Terms of Reference
WP	Work Package

Summary

The first task of Work Package 5 “*General administrative management and start (kick-off) of the project*” of the CSA project CASA was the establishment of procedures and management tools for smooth and in time operation of the project. The constituent Kick-Off meeting, minutes and Annexes were originally foreseen to feed into Deliverable 5.1. Due to an unforeseen illness the coordinator was not able to participate in the Kick-Off meeting and the General Assembly (GA) on 7th November 2016. However, a Kick-off meeting was held and minutes written and later agreed. To conclude the discussions and to establish processes and procedures a virtual General Assembly meeting was held on 16th December 2016. During this meeting the Kick-Off process was discussed and accepted.

The results and outcomes of the Kick-Off meeting and the General Assembly meeting are the basis for Deliverable 5.1.

Background

The CASA CSA project started on 1st September 2016 and a Kick-Off meeting was held on 7th October 2016 in Brussels.

The overarching aim of CASA will be achieved through the accomplishment of the following four specific objectives:

1. Increased and broadened participation, interaction and collaboration of Member States and Associated Countries
2. Improved quality of outputs and outcomes of the Standing Committee of Agricultural Research creating added value for greater impact
3. Strengthening the production of more strategic policy advice by the Standing Committee of Agricultural Research based on the increased, deepened and broadened participation facilitated by CASA
4. Improve overall organisation, communication and dissemination of SCAR activities, outputs and outcomes for greater impact

Work Package 5 Coordination and Management addresses procedures and processes for the project.

Conclusions

Consortium Agreement (CA)

Before the project started, all beneficiaries signed a Consortium Agreement. It is based on the DESCA2020 Model Consortium Agreement and describes processes and modalities for initiating meetings, setting agendas, providing minutes, responsibilities and liabilities of consortium parties, the governance structure, financial provisions, handling of results and access rights. In section 7, financial provision, two additional (to the obligatory ones after Month 18 and 36) reporting time points have been added in Month 9 and Month 27. The CA is included in *Annex 1* of this Deliverable 5.1.

Kick-Off meeting, now called Kick-Off process

Within the first three months a Kick-Off meeting was planned to establish processes and procedures, which are not covered in the Description of Action (DoA) and CA. Furthermore, the Kick-Off meeting was planned as the first General Assembly meeting. However, in the e-mails announcing the Kick-Off meeting it was not explicitly stated that it was also a General Assembly meeting. The DoA also describes the topics to be addressed at the first General Assembly and with that the topics to be covered in Deliverable 5.1, which is to be a report which includes among other items, terms of reference for the Supervisory Board, working procedures for the project, and a method for monitoring progress.

Due to the absence of the coordinator only part of the topics on the agenda of the 7th November meeting were addressed. In order to have all topics listed in the DoA covered and included in the Report of the kick-off process the following were proposed to the GA in December 2016:

The First General Assembly, which constitutes the kick-off process, consists of two parts. Part 1 was the meeting with all GA partners and a few guests on 7th November in Brussels. Part 2 is the Teleconference on 16th December.

The report of the Kick Off meeting (D5.1) is made by the Coordinator. The rules for GA minutes as stated in the CA apply. The final draft minutes from the 7th November meeting are input to that report.

During the 2nd part of the Kick-Off process, processes and procedures for the Coordination and Support Action were discussed and voted on in a virtual General Assembly meeting 16th December 2016. The acceptance of the procedures and processes was established through a written process explaining the issues and asking for consent by voting tables in the minutes document. The minutes of the General Assembly meeting were adopted in January 2017 and are included as Annex 4.

Processes and Procedures

The processes and procedures are explained in the minutes of the Kick-Off and General Assembly, additional information is given in the annotated agenda of the GA meeting 16th December 2016. It is included as Annex 5. In the GA a processes and procedures document was presented and discussed, however the items to be decided on were in the agenda and annotation to it. Currently the document is “dormant”. If applicable it will be elaborated and used at a later time. It is not included in this report.

CASA contacts

In the GA meeting the CASA contacts document was presented and accepted. It includes contact details of the main responsible persons and deputies as well as information about staff from the administration. The version as presented during the GA is included as Annex 6 and the current updated version (20th February 2017) is included as Annex 7.

Terms of Reference for the Supervisory Board

The Terms of Reference (ToR) for the Supervisory Board have been drafted but have not yet been adopted. The contents of the ToR were discussed during the SCAR SG meeting on 27th January 2017. The feedback from the discussion needs to be included in a new draft to be circulated and discussed in the Management Group and the SCAR SG. The draft ToR including the adjustments resulting from the GA meeting in December 2016 are included as *Annex 8*.

Monitoring of CASA activities and achievements

In the GA meeting an excel spreadsheet for monitoring CASA progress was presented and accepted. It is based on the Milestones and Deliverables of CASA. A colour-code is used for highlighting the status of the Work Package. Columns for addressing, mitigating and resolving barriers and problems are to be entered by the Work Package Leaders and Task Managers. The coordinator reposit and updates the version as necessary. The spreadsheet as presented in the GA is included as *Annex 9*.

Meeting Timetables

Meeting timetables (MS12) for the Supervisory Board and the Management Group (MS11) have not been established. In the SCAR SG meeting in January 2017 it was decided, that the Supervisory Board should rather be an Advisory Board and that representatives of the SCAR SG should be nominated by the SCAR SG.

In the January 2017 SCAR SG meeting it was decided, that CASA is a permanent agenda item in SCAR SG meetings for reporting back and get advice.

List of Annexes

	start page
Consortium Agreement	<i>Annex 1; page 9</i>
Minutes Kick-Off meeting 7 th November 2016	<i>Annex 2; page 48</i>
Participant list of Kick-Off meeting and dinner	<i>Annex 3; page 135</i>
Minutes General Assembly meeting 16 th December 2016	<i>Annex 4; page 137</i>
Annotation to the draft agenda of the GA meeting	<i>Annex 5; page 142</i>
CASA Contacts list as presented during the GA	<i>Annex 6; page 146</i>
CASA Contacts list current version (20 th February 2017)	<i>Annex 7; page 151</i>
Draft Terms of Reference, as presented in the SCAR SG meeting 27 th January 2017	<i>Annex 8; page 156</i>
Spreadsheet for monitoring progress as presented during the GA	<i>Annex 9; page 159</i>



CASA CONSORTIUM AGREEMENT

Final v6 from 26th of July 2016

Table of Content

CONSORTIUM AGREEMENT.....	3
1. Section: Definitions.....	4
2. Section: Purpose	5
3. Section: Entry into force, duration and termination	5
4. Section: Responsibilities of Parties.....	6
5. Section: Liability towards each other	7
6. Section: Governance structure	7
7. Section: Financial provisions.....	14
8. Section: Results.....	15
9. Section: Access Rights	17
10. Section : Non-disclosure of information.....	19
11. Section: Miscellaneous	21
12. Section: Signatures	23
Attachment 1: Background included	34
Attachment 2: Accession document.....	36
Attachment 3: List of Third Parties for simplified transfer according to Section 8.3.2.....	37
Attachment 4: Identified Affiliated Entities according to Section 9.5.....	38

CONSORTIUM AGREEMENT

THIS CONSORTIUM AGREEMENT is based upon
REGULATION (EU) No 1290/2013 OF THE EUROPEAN PARLIAMENT AND OF THE
COUNCIL of 11 December 2013 laying down the rules for the participation and dissemination in
"Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020)"
(hereinafter referred to as "Rules for Participation"), and the European Commission
Multi-beneficiary General Model Grant Agreement and its Annexes, and is made on the last date
of signature to this agreement or the Project start date, whichever occurs first, hereinafter referred
to as the Effective Date

BETWEEN:

- 1. Forschungszentrum Jülich GmbH**, established in Wilhelm-Johnen-Straße, 52428 Jülich, Germany, hereafter JUELICH, the Coordinator,
- 2. Stichting Dienst Landbouwkundig Onderzoek**, established in Droevendaalsesteeg 4 , WAGENINGEN, 6708 PB Netherlands, hereafter Wageningen UR,
- 3. Bundesanstalt für Landwirtschaft und Ernährung**, established in Deichmanns Aue 29, 53179 Bonn, Germany, hereafter BLE,
- 4. Ministere de l'Agriculture de l'Agroalimentaire et de la Foret**, established in Rue de Varenne 78, 75700 Paris, France, hereafter MAAF,
- 5. Aarhus University**, established in Nordre Ringgade 1, 8000 Aarhus C, Demark, hereafter AU,
- 6. TEAGASC** – Agriculture and Food Development Authority, established in Oak Park, Carlow, Ireland, hereafter TEAGASC,
- 7. Ministero della Salute**, Via Giorgio Ribotta 5, 00144 Roma, Italy, hereafter Ministero della Salute,
- 8. Eigen Vermogen van Het Instituut voor Landbouw en Visserijonderzoek**, established in Burgemeester van Gansberghelaan 96, 9820 Merelbeke, Belgium, hereafter EV ILVO,
- 9. Ministero delle Politiche Agricole Alimentari e Forestali**, Via XX Settembre 20, 00187 Roma, Italy, hereafter MPAAF

and

- 10. Instituto Nacional de Investigacao Agraria e Veterinaria**, AVENIDA DA REPUBLICA QUINTA DO MARQ, 2784 505 OEIRAS, Portugal, hereafter INIAV,

hereinafter, jointly or individually, referred to as "Parties" or "Party"

relating to the Action entitled

"Common Agricultural and wider bioeconomy reSearch Agenda"

in short

This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement
Version 1.2, February 2016

CASA

hereinafter referred to as "Project"

WHEREAS:

The Parties, having considerable experience in the field concerned, have submitted a proposal for the Project to the Funding Authority as part of the Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020)

The Parties wish to specify or supplement binding commitments among themselves in addition to the provisions of the specific Grant Agreement No. 727486 to be signed by the Parties and the Funding Authority (hereinafter "Grant Agreement").

The Parties are aware that this Consortium Agreement is based upon the DESCA model consortium agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. Section: Definitions

Definitions

Words beginning with a capital letter shall have the meaning defined either herein or in the Rules for Participation or in the Grant Agreement including its Annexes.

Additional Definitions

"Consortium Body":

Consortium Body means any management body described in the Governance Structure section of this Consortium Agreement.

"Consortium Plan"

Consortium Plan means the description of the action and the related agreed budget as first defined in the Grant Agreement and which may be updated by the General Assembly.

"Defaulting Party"

Defaulting Party means a Party which the General Assembly has identified to be in breach of this Consortium Agreement and/or the Grant Agreement as specified in Section 4.2 of this Consortium Agreement.

"Funding Authority"

Funding Authority means the body awarding the grant for the Project.

"Grant Agreement"

Grant Agreement means the Grant Agreement No. 727486 concluded between the Consortium Parties to this Agreement and the Funding Authority.

"General Assembly"

General Assembly means the decision making Governance Body consisting of one representative per Party.

"Needed"

means:

For the implementation of the Project:

This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement

Version 1.2, February 2016

/ 38

Access Rights are Needed if, without the grant of such Access Rights, carrying out the tasks assigned to the recipient Party would be technically or legally impossible, significantly delayed, or require significant additional financial or human resources.

For Exploitation of own Results:

Access Rights are Needed if, without the grant of such Access Rights, the Exploitation of own Results would be technically or legally impossible.

“Software”

Software means sequences of instructions to carry out a process in, or convertible into, a form executable by a computer and fixed in any tangible medium of expression.

2. Section: Purpose

The purpose of this Consortium Agreement is to specify with respect to the Project the relationship among the Parties, in particular concerning the organisation of the work between the Parties, the management of the Project and the rights and obligations of the Parties concerning inter alia liability, Access Rights and dispute resolution.

3. Section: Entry into force, duration and termination

3.1 Entry into force

A new entity becomes a Party to this Consortium Agreement upon signature of this Consortium Agreement by a duly authorised representative.

This Consortium Agreement shall have effect from the Effective Date identified at the beginning of this Consortium Agreement.

A new entity becomes a Party to the Consortium Agreement upon signature of the accession document (Attachment 2) by the new Party and the Coordinator. Such accession shall have effect from the date identified in the accession document.

3.2 Duration and termination

This Consortium Agreement shall continue in full force and effect until complete fulfilment of all obligations undertaken by the Parties under the Grant Agreement and under this Consortium Agreement.

However, this Consortium Agreement or the participation of one or more Parties to it may be terminated in accordance with the terms of this Consortium Agreement.

If

- the Grant Agreement is not signed by the Funding Authority or a Party, or
- the Grant Agreement is terminated, or
- a Party's participation in the Grant Agreement is terminated,

this Consortium Agreement shall automatically terminate in respect of the affected Party/ies, subject to the provisions surviving the expiration or termination under Section 3.3 of this Consortium Agreement.

3.3 Survival of rights and obligations

The provisions relating to Access Rights, Dissemination and confidentiality, for the time period mentioned therein, as well as for liability, applicable law and settlement of disputes shall survive the expiration or termination of this Consortium Agreement.

Termination shall not affect any rights or obligations of a Party leaving the Consortium incurred prior to the date of termination, unless otherwise agreed between the General Assembly and the leaving Party. This includes the obligation to provide all input, deliverables and documents for the period of its participation.

4. Section: Responsibilities of Parties

4.1 General principles

Each Party undertakes to take part in the efficient implementation of the Project, and to cooperate, perform and fulfil, promptly and on time, all of its obligations under the Grant Agreement and this Consortium Agreement as may be reasonably required from it and in a manner of good faith as prescribed by Belgian law.

Each Party undertakes to notify promptly, in accordance with the governance structure of the Project, any significant information, fact, problem or delay likely to affect the Project.

Each Party shall promptly provide all information reasonably required by a Consortium Body or by the Coordinator to carry out its tasks.

Each Party shall take reasonable measures to ensure the accuracy of any information or materials it supplies to the other Parties.

4.2 Breach

In the event that a responsible Consortium Body identifies a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement (e.g. improper implementation of the project), the Coordinator or, if the Coordinator is in breach of its obligations, the Party appointed by the General Assembly, will give formal notice to such Party requiring that such breach will be remedied within 30 calendar days from the date of receipt of the written notice by the Party.

If such breach is substantial and is not remedied within that period or is not capable of remedy, the General Assembly may decide to declare the Party to be a Defaulting Party and to decide on the consequences thereof which may include termination of its participation.

4.3 Involvement of third parties

A Party that enters into a subcontract or otherwise involves third parties (including but not limited to Affiliated Entities) in the Project remains responsible for carrying out its relevant part of the Project and for such third party's compliance with the provisions of this Consortium Agreement and of the Grant Agreement. It has to ensure that the involvement of third parties does not affect the rights and obligations of the other Parties under this Consortium Agreement and the Grant Agreement.

5. Section: Liability towards each other

5.1. No warranties

In respect of any information or materials (incl. Results and Background) supplied by one Party to another under the Project, no warranty or representation of any kind is made, given or implied as to the sufficiency or fitness for purpose nor as to the absence of any infringement of any proprietary rights of third parties.

Therefore,

- the recipient Party shall in all cases be entirely and solely liable for the use to which it puts such information and materials, and
- no Party granting Access Rights shall be liable in case of infringement of proprietary rights of a third party resulting from any other Party (or its Affiliated Entities) exercising its Access Rights.

5.2. Limitations of contractual liability

No Party shall be responsible to any other Party for any indirect or consequential loss or similar damage such as, but not limited to, loss of profit, loss of revenue or loss of contracts, provided such damage was not caused by a wilful act or by breach of confidentiality.

For any remaining contractual liability, a Party's aggregate liability towards the other Parties collectively shall be limited to once the Party's share of the total costs of the Project as identified in Annex 2 of the Grant Agreement provided such damage was not caused by a wilful act or gross negligence.

The terms of this Consortium Agreement shall not be construed to amend or limit any Party's statutory liability.

5.3. Damage caused to third parties

Each Party shall be solely liable for any loss, damage or injury to third parties resulting from the performance of the said Party's obligations by it or on its behalf under this Consortium Agreement or from its use of Results or Background.

5.4. Force Majeure

No Party shall be considered to be in breach of this Consortium Agreement if it is prevented from fulfilling its obligations under the Consortium Agreement by Force Majeure.

Each Party will notify the competent Consortium Bodies of any Force Majeure without undue delay. If the consequences of Force Majeure for the Project are not overcome within 6 weeks after such notification, the transfer of tasks - if any - shall be decided by the competent Consortium Bodies.

6. Section: Governance structure

6.1. General structure

The organisational structure of the Project shall comprise the following Bodies:

General Assembly as the ultimate decision-making body of the consortium.

Management Group is in charge of the operational management of the Project and it will provide coordination of the different activities and facilitate the communication between the different partners. The Management Group acts upon decisions of the General Assembly, and upon recommendations of the Supervisory Board.

The Supervisory Board will help ensure that the CSA delivers relevant results related to its objectives. It will give advice and offer suggestions on the content of activities, workshops, reports and other deliverables. A document will be drawn up by the Coordinator, on behalf of the Consortium, that will describe the role and mandate, and if necessary a confidentiality agreement, for the Supervisory Board.

The Coordinator is the legal entity acting as the intermediary between the Parties and the Funding Authority. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement.

6.2 General operational procedures for all Consortium Bodies

6.2.1 Representation in meetings

Any Party which is a member of a Consortium Body (hereinafter referred to as "Member"):

- should be present or represented at any meeting;
- may appoint a substitute or a proxy to attend and vote at any meeting;

and shall participate in a cooperative manner in the meetings.

6.2.2 Preparation and organisation of meetings

6.2.2.1 Convening meetings

The chair of a Consortium Body shall convene meetings of that Consortium Body.

	Ordinary meeting	Extraordinary meeting
General Assembly	At least once a year	At any time upon written request of the Management Group or 1/3 of the Members of the General Assembly
Management Group	At least quarterly virtually or in person	At any time upon written request of any Member of the Management Group
Supervisory Board	At least twice a year virtually or in person	At any time upon written request of any Member of the Supervisory Group

6.2.2.2 Notice of a meeting

The chair of a Consortium Body shall give notice in writing of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

	Ordinary meeting	Extraordinary meeting
--	------------------	-----------------------

General Assembly	45 calendar days	15 calendar days
Management Group	14 calendar days	7 calendar days
Supervisory Board	14 calendar days	7 calendar days

6.2.2.3. Sending the agenda

The chair of a Consortium Body shall prepare and send each Member of that Consortium Body a written (original) agenda no later than the minimum number of days preceding the meeting as indicated below.

General Assembly	21 calendar days, 10 calendar days for an extraordinary meeting
Management Group	7 calendar days
Supervisory Board	7 calendar days

6.2.2.4 Adding agenda items:

Any agenda item requiring a decision by the Members of a Consortium Body must be identified as such on the agenda.

Any Member of a Consortium Body may add an item to the original agenda by written notification to all of the other Members of that Consortium Body up to the minimum number of days preceding the meeting as indicated below.

General Assembly	14 calendar days, 7 calendar days for an extraordinary meeting
Management Group	4 calendar days
Supervisory Board	4 calendar days

6.2.2.5 During a meeting the Members of a Consortium Body present or represented can unanimously agree to add a new item to the original agenda

6.2.2.6 Meetings of each Consortium Body may also be held by teleconference or other telecommunication means.

6.2.2.7. Decisions will only be binding once the relevant part of the Minutes has been accepted according to Section 6.2.5.

6.2.2.8 Any decision may also be taken without a meeting if the Coordinator circulates to all Members of the Consortium Body a written document, which is then agreed by the defined majority (see Section 6.2.3) of all Members of the Consortium Body. Such document shall include the deadline for responses.

Decisions taken without a meeting shall be considered as accepted if, within the period set out in article 6.2.4.4, no Member has sent an objection in writing to the chair. The decisions will be binding after the chair sends to all Members of the Consortium Body and to the Coordinator a written notification of this acceptance.

6.2.3. Voting rules and quorum

6.2.3.1 Each Consortium Body shall not deliberate and decide validly unless 60% of its Members are present or represented (quorum). If the quorum is not reached, the chair of the Consortium Body shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the chair shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of Members are present or represented.

6.2.3.2 Each Member of a Consortium Body present or represented in the meeting shall have one vote.

This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement
Version 1.2, February 2016

6.2.3.3. A Party which the General Assembly has declared according to Section 4.2 to be a Defaulting Party may not vote.

6.2.3.4 Decisions shall be taken in all meetings by consensus. If consensus cannot be reached the decision will be taken on a simple majority, provided a quorum of 60% of the Members are present. In case of a tied vote, the Chair shall have a casting vote.

Decisions not foreseen on the original agenda will only be taken if unanimously agreed during the meeting by all participating Parties and confirmed by the absent Parties.

6.2.4 Veto rights

6.2.4.1. A Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of a Consortium Body may exercise a veto with respect to the corresponding decision or relevant part of the decision.

6.2.4.2 When the decision is foreseen on the original agenda, a Member may veto such a decision during the meeting only.

6.2.4.3 When a decision has been taken on a new item added to the agenda before or during the meeting, a Member may veto such decision during the meeting and within 15 calendar days after the draft minutes of the meeting are sent. A Party that is not a Member of a particular Consortium Body may veto a decision that the Party can show is a decision as described in clause 6.2.4.1. within the same number of calendar days after the draft minutes of the meeting are sent.

6.2.4.4. When a decision has been taken without a meeting a Member may veto such decision within 15 calendar days after written notification by the chair of the outcome of the vote.

6.2.4.5. In case of exercise of veto, the Members of the related Consortium Body shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all its Members.

6.2.4.6 A Party may neither veto decisions relating to its identification to be in breach of its obligations nor to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the consortium or the consequences of them.

6.2.4.7 A Party requesting to leave the consortium may not veto decisions relating thereto.

6.2.5. Minutes of meetings

6.2.5.1. The chair of a Consortium Body shall produce written minutes of each meeting which shall be the formal record of all decisions taken. He/she shall send the draft minutes to all Members within 7 calendar days of the meeting.

For meetings of the Supervisory Board the Coordinator shall produce the written minutes.

6.2.5.2. The minutes shall be considered as accepted if, within 20 calendar days from sending, no Member has sent an objection in writing to the Coordinator and the remaining members of the Supervisory Board with respect to the accuracy of the draft of the minutes. The final approved minutes shall be distributed to the whole Consortium with the possibility of raising a Veto according to the Sections 6.2.4.1 and 6.2.4.4 as Party not being a member to the Supervisory Board of this Agreement.

6.2.5.3 The chair shall send the accepted minutes to all the Members of the Consortium Body and to the Coordinator, who shall safeguard them. If requested the Coordinator shall provide authenticated duplicates to Parties.

6.3 Specific operational procedures for the Consortium Bodies

This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement

Version 1.2, February 2016

/ 38

6.3.1. General Assembly

In addition to the rules described in Section 6.2, the following rules apply:

6.3.1.1. Members

6.3.1.1.1. The General Assembly shall consist of one representative of each Party (hereinafter General Assembly Member).

6.3.1.1.2. Each General Assembly Member shall be deemed to be duly authorised to deliberate, negotiate and decide on all matters listed in Section 6.3.1.2. of this Consortium Agreement.

6.3.1.1.3. The Coordinator shall chair all meetings of the General Assembly, unless decided otherwise in a meeting of the General Assembly.

6.3.1.1.4 The Parties agree to abide by all decisions of the General Assembly. This does not prevent the Parties to submit a dispute to resolution in accordance with the provisions of Settlement of disputes in Section 11.8.

6.3.1.2. Decisions

The General Assembly shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein. In addition, all proposals made by the Management Group shall also be considered and decided upon by the General Assembly.

The following decisions shall be taken by the General Assembly:

Content, finances and intellectual property rights

- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority
- Changes to the Consortium Plan
- Modifications to Attachment 1 (Background Included)
- Additions to Attachment 3 (List of Third Parties for simplified transfer according to Section 8.2.2)
- Additions to Attachment 4 (Identified Affiliated Entities)

Evolution of the consortium

- Entry of a new Party to the consortium and approval of the settlement on the conditions of the accession of such a new Party
- Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal
- Identification of a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement
- Declaration of a Party to be a Defaulting Party
- Remedies to be performed by a Defaulting Party
- Termination of a Defaulting Party's participation in the consortium and measures relating thereto
- Proposal to the Funding Authority for a change of the Coordinator
- Proposal to the Funding Authority for suspension of all or part of the Project
- Proposal to the Funding Authority for termination of the Project and the Consortium Agreement

6.3.2. Management Group

In addition to the rules in Section 6.2, the following rules shall apply:

6.3.2.1. Members

This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement
Version 1.2, February 2016

The Management Group shall consist of the Coordinator and the WP-Leaders.
The Coordinator shall chair all meetings of the Management Group, unless decided otherwise by a majority of two-thirds.

6.3.2.2. Minutes of meetings

Minutes of Management Group meetings, once accepted, shall be sent by the Coordinator to the General Assembly Members for information.

6.3.2.3 Tasks

6.3.2.3.1. The Management Group shall prepare the meetings, propose decisions and prepare the agenda of the General Assembly according to Section 6.3.1.2.

6.3.2.3.2. The Management Group shall seek a consensus among the Parties.

6.3.2.3.3. The Management Group shall be responsible for the proper execution and implementation of the decisions of the General Assembly.

6.3.2.3.4 The Management Group shall monitor the effective and efficient implementation of the Project.

6.3.2.3.5 In addition, the Management Group shall collect information at least every 6 months on the progress of the Project, examine that information to assess the compliance of the Project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the General Assembly.

6.3.2.3.6 The Management Group shall:

- support the Coordinator in preparing meetings with the Funding Authority
- prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority in respect of the procedures of the Grant Agreement Article 29.
- monitor strategic alignment of the CSA with the overall SCAR activities
- monitor and evaluate progress made and results achieved by the CSA
- provide guidance and supervision of the work done by the Coordinator and the MG
- Review the financial and administrative reports prepared by the Coordinator before they are submitted to the Funding Authority
- Assess the advice and suggestions given by the Supervisory Board.
- Implement (modified) Supervisory Board input, if assessed positively.
- Facilitate mutual assistance of the Work Package Leaders and Task Managers for achieving their activities.
-

6.3.2.3.7. In the case of abolished tasks as a result of a decision of the General Assembly, the Management Group shall advise the General Assembly on ways to rearrange tasks and budgets of the Parties concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions, which cannot be cancelled.

6.4 Supervisory Board

6.4.1.1. Members

The Supervisory Board shall consist of the members of the SCAR Steering Group and the Coordinators, Chairs or Co-chairs of the Strategic and Collaborative WGs.

6.4.1.2. Minutes of meetings

Minutes of Supervisory Board meetings, once accepted, shall be sent by the chair of the Supervisory Board to the Management Group for a decision and to the General Assembly for information.

This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement
Version 1.2, February 2016

6.4.1.3. Tasks

6.4.1.3.1. The Supervisory Board shall assess the proposed strategy and activities, providing recommendations and suggestions, which then will be assessed by the concerned SCAR Working Group Coordinator and CASA.

6.4.1.3.2 The Supervisory Board shall:

- Work with the CASA Management Group and Coordinators of the SCAR Steering Group in dedicated workshops

6.5 Develop scientific annual strategies and implementation plans with the Coordinators of the concerned SCAR Steering Group or other SCAR activity with the purpose of providing continuous and sustainable development as well as support to the two year work plan of SCAR.

6.6 Coordinator

6.6.1 The Coordinator shall be the intermediary between the Parties and the Funding Authority and shall perform all tasks assigned to it as described in the Grant Agreement and in this Consortium Agreement.

6.6.2 In particular, the Coordinator shall be responsible for:

- monitoring compliance by the Parties with their obligations
- keeping the address list of Members and other contact persons updated and available
- collecting, reviewing to verify consistency and submitting reports, other deliverables (including financial statements and related certifications) and specific requested documents to the Funding Authority
- transmitting documents and information connected with the Project to any other Parties concerned
- administering the financial contribution of the Funding Authority and fulfilling the financial tasks described in Section 7.3
- providing, upon request, the Parties with official copies or originals of documents that are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims.
-
- Before sending any proposal for amendment to Grant Agreement to the Funding Authority on behalf of the Parties, the Coordinator will present the documents in question to the Parties and
- receive their explicit acceptance which shall not be unreasonably withheld.

If one or more of the Parties is late in submission of any project deliverable, the Coordinator may nevertheless submit the other 'Parties' project deliverables and all other documents required by the Grant Agreement to the Funding Authority in time.

6.6.3 If the Coordinator fails in its coordination tasks, the General Assembly may propose to the Funding Authority to change the Coordinator.

6.6.4 The Coordinator shall not be entitled to act or to make legally binding declarations on behalf of any other Party or of the consortium, unless explicitly stated otherwise in the Grant Agreement or this Consortium Agreement.

6.6.5 The Coordinator shall not enlarge its role beyond the tasks specified in this Consortium Agreement and in the Grant Agreement.

7. Section: Financial provisions

7.1 General Principles

7.1.1. Distribution of Financial Contribution

The financial contribution of the Funding Authority to the Project shall be distributed by the Coordinator according to:

- the Consortium Plan
- the approval of reports by the Funding Authority, and
- the provisions of payment in Section 7.3.

and subject to a yearly reporting in

M9 (June 2017) for project-internal management use,
M18 (March 2018) for project-internal management use and for the RP1 report
M27 (December 2018) for project-internal management use,
M36 (September 2019) for project-internal management use and for the RP2 report.

as a pre-requisite to transfer the financial contribution of the Funding Authority to identify a possible overpayment as described in Section 7.1.3 of this Agreement.

7.1.2 Parties with less funding under EUR 100.000 shall be dispensed from its reporting obligation in M9.

A Party shall be funded only for its tasks carried out in accordance with the Consortium Plan.

7.1.2 Justifying Costs

In accordance with its own usual accounting and management principles and practices, each Party shall be solely responsible for justifying its costs with respect to the Project towards the Funding Authority. Neither the Coordinator nor any of the other Parties shall be in any way liable or responsible for such justification of costs towards the Funding Authority.

7.1.3 Funding Principles

A Party that spends less than its allocated share of the budget as set out in the Consortium Plan or – in case of reimbursement via unit costs - implements less units than foreseen in the Consortium Plan will be funded in accordance with its actual duly justified eligible costs only.

Each Party has to inform the Coordinator promptly in case of excess payment via interim or final payment.

Each Party shall repay the difference according to its final Form C (hereinafter referred to as "overpayment") promptly without unjustified delay to the Coordinator. The Coordinator will notify the overpaid Party with a debit note setting a timeframe of additional 30 calendar days to pay the difference. If the payment is not made by the date specified in the debit note the overpaid Party is in breach of the contract. It may be declared a Defaulting Party (Art. 4.2.).

In case of a breach the General Assembly decides on legal action against the Party.

A Party that spends more than its allocated share of the budget as set out in the Consortium Plan will be funded only in respect of duly justified eligible costs up to an amount not exceeding that share.

7.1.4 Return of excess payments; receipts

7.1.4.1 In any case of a Party having received excess payments, the Party has to return the relevant amount to the Coordinator without undue delay.

This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement
Version 1.2, February 2016

7.1.4.2 In case a Party earns any receipt that is deductible from the total funding as set out in the Consortium Plan, the deduction is only directed toward the Party earning such income. The other Parties' financial share of the budget shall not be affected by one Party's receipt. In case the relevant receipt is more than the allocated share of the Party as set out in the Consortium Plan, the Party shall reimburse the funding reduction suffered by other Parties.

7.1.5 Financial Consequences of the termination of the participation of a Party

A Party leaving the consortium shall refund all payments it has received except the amount of contribution accepted by the Funding Authority or another contributor. Furthermore a Defaulting Party shall, within the limits specified in Section 5.2 of this Consortium Agreement, bear any reasonable and justifiable additional costs occurring to the other Parties in order to perform its and their tasks.

7.2. Budgeting

The budget set out in the Consortium Plan shall be valued in accordance with the usual accounting and management principles and practices of the respective Parties.

7.3 Payments

7.3.1. Payments to Parties are the exclusive tasks of the Coordinator.

In particular, the Coordinator shall:

- notify the Party concerned promptly of the date and composition of the amount transferred to its bank account, giving the relevant references
- perform diligently its tasks in the proper administration of any funds and in maintaining financial accounts
- undertake to keep the Funding Authority's financial contribution to the Project separated from its normal business accounts, its own assets and property, except if the Coordinator is a Public Body or is not entitled to do so due to statutory legislation.
- With reference to Articles 21.2 and 21.3.2 of the Grant Agreement, no Party shall before the end of the Project receive more than its allocated share of the maximum grant amount from which the amounts retained by the Funding Authority for the Guarantee Fund and for the final payment have been deducted.

7.3.2. The payment schedule, which contains the transfer of pre-financing and interim payments to Parties, will be handled according to the following:

Funding of costs included in the Consortium Plan will be paid to Parties after receipt from the Funding Authority without undue delay and in conformity with the provisions of the Grant Agreement. Costs accepted by the Funding Authority will be paid to the Party concerned.

The Coordinator is entitled to withhold any payments due to a Party identified by a responsible Consortium Body to be in breach of its obligations under this Consortium Agreement or the Grant Agreement or to a Beneficiary which has not yet signed this Consortium Agreement.

The Coordinator is entitled to recover any payments already paid to a Defaulting Party. The Coordinator is equally entitled to withhold payments to a Party when this is suggested by or agreed with the Funding Authority.

8. Section: Results

8.1 Ownership of Results

Results are owned by the Party that generates them.

This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement
Version 1.2, February 2016

8.2 Joint ownership

Joint ownership is governed by Grant Agreement Article 26.2 with the following additions:

Unless otherwise agreed:

- each of the joint owners shall be entitled to use their jointly owned Results for non-commercial research activities on a royalty-free basis, and without requiring the prior consent of the other joint owner(s), and
- each of the joint owners shall be entitled to otherwise Exploit the jointly owned Results and to grant non-exclusive licenses to third parties (without any right to sub-license), if the other joint owners are given:
 - a) at least 45 calendar days advance notice with a right for the other joint owners to object hereto at the latest 15 calendar days after receipt of such notice, but only if the objecting joint owner's legitimate academic or commercial interests are compromised; that such consent are not to be unreasonably withheld; and
 - (b) if no objection is made within the time limit stated above, the permission is given by the other joint owners who each shall receive Fair and Reasonable compensation taking into account each joint owner's relative contribution to the jointly owned Results.

8.3 Transfer of Results

8.3.1 Each Party may transfer ownership of its own Results following the procedures of the Grant Agreement Article 30.

8.3.2 It may identify specific third parties it intends to transfer the ownership of its Results to in Attachment (3) to this Consortium Agreement. The other Parties hereby waive their right to prior notice and their right to object to a transfer to listed third parties according to the Grant Agreement Article 30.1.

8.3.3 The transferring Party shall, however, at the time of the transfer, inform the other Parties of such transfer and shall ensure that the rights of the other Parties will not be affected by such transfer. Any addition to Attachment (3) after signature of this Agreement requires a decision of the General Assembly.

8.3.4 The Parties recognize that in the framework of a merger or an acquisition of an important part of its assets, it may be impossible under applicable EU and national laws on mergers and acquisitions for a Party to give the full 45 calendar days prior notice for the transfer as foreseen in the Grant Agreement.

8.3.5 The obligations above apply only for as long as other Parties still have - or still may request - Access Rights to the Results.

8.4 Dissemination

8.4.1 For the Avoidance of doubt, nothing in Art. 8.4 has impact on the confidentiality obligations set out in Section 10.

8.4.2. Dissemination of own Results

The subject matter of the Project as a Coordination and Support Action does not expect any scientific Results. Should nevertheless be any Results to be disseminated the following shall apply:

8.4.2.1 During the Project and for a period of 1 year after the end of the Project, the dissemination of own Results by one or several Parties including but not restricted to publications and presentations, shall be governed by the procedure of Article 29.1 of the Grant Agreement subject to the following provisions.

This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement

Version 1.2, February 2016

/ 38

Prior notice of any planned publication shall be given to the other Parties at least 15 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing to the Coordinator and to the Party or Parties proposing the dissemination within 10 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

8.4.2.2 An objection is justified if

- (a) the protection of the objecting Party's Results or Background would be adversely affected
- (b) the objecting Party's legitimate academic or commercial interests in relation to the Results or Background would be significantly harmed.

The objection has to include a precise request for necessary modifications.

8.4.2.3 If an objection has been raised the involved Parties shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication) and the objecting Party shall not unreasonably continue the opposition if appropriate measures are taken following the discussion.

8.5 The objecting Party can request a publication delay of not more than 90 calendar days from the time it raises such an objection. After 90 calendar days the publication is permitted.

8.5.1 Dissemination of another Party's unpublished Results or Background

A Party shall not include in any dissemination activity another Party's Results or Background without obtaining the owning Party's prior written approval, unless they are already published.

8.5.2 Cooperation obligations

The Parties undertake to cooperate to allow the timely submission, examination, publication and defence of any dissertation or thesis for a degree that includes their Results or Background subject to the confidentiality and publication provisions agreed in this Consortium Agreement.

8.5.3 Use of names, logos or trademarks

Nothing in this Consortium Agreement shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Parties or any of their logos or trademarks without their prior written approval.

9. Section: Access Rights

9.1 Background included

9.1.1 In Attachment 1, the Parties have identified and agreed on the Background for the Project and have also, where relevant, informed each other that Access to specific Background is subject to legal restrictions or limits.

Anything not identified in Attachment 1 shall not be the object of Access Right obligations regarding Background.

9.1.2 Any Party may add further own Background to Attachment 1 during the Project by written notice to the other Parties. However, approval of the General Assembly is needed should a Party wish to modify or withdraw its Background in Attachment 1.

9.2 General Principles

9.2.1 Each Party shall implement its tasks in accordance with the Consortium Plan and shall bear sole responsibility for ensuring that its acts within the Project do not knowingly infringe third party property rights.

9.2.2 Any Access Rights granted expressly exclude any rights to sublicense unless expressly stated otherwise.

9.2.3 Access Rights shall be free of any administrative transfer costs.

9.2.4 Access Rights are granted on a non-exclusive basis.

9.2.5 Results and Background shall be used only for the purposes for which Access Rights to it have been granted.

9.2.6 All requests for Access Rights shall be made in writing. The granting of Access Rights may be made conditional on the acceptance of specific conditions aimed at ensuring that these rights will be used only for the intended purpose and that appropriate confidentiality obligations are in place.

9.2.7 The requesting Party must show that the Access Rights are Needed.

9.3 Access Rights for implementation

Access Rights to Results and Background Needed for the performance of the own work of a Party under the Project shall be granted on a royalty-free basis, unless otherwise agreed for Background in Attachment 1.

9.4 Access Rights for Exploitation

9.4.1 Access Rights to Results

9.4.2.1. Access Rights to Results if Needed for commercial Exploitation of a Party's own Results shall be granted on Fair and Reasonable conditions.

9.4.2.2. Access rights to Results for internal research and teaching activities shall be granted on a royalty-free basis.

9.4.2.3. Access Rights to Results if Needed for Exploitation of a Party's own Results shall be granted on a royalty-free basis.

9.5 Access Rights to Background if Needed for Exploitation of a Party's own Results, including for research on behalf of a third party, shall be granted on Fair and Responsible conditions.

9.6 A request for Access Rights may be made up to twelve months after the end of the Project or, in the case of Section 9.9.2.1.2, after the termination of the requesting Party's participation in the Project.

9.7 Access Rights for Affiliated Entities

9.7.1. Affiliated Entities have Access Rights under the conditions of the Grant Agreement Articles 25.4 and 31.4. if they are identified in Attachment 4 (Identified Affiliated Entities) to this Consortium Agreement.

9.7.2 Such Access Rights must be requested by the Affiliated Entity from the Party that holds the Background or Results. Alternatively, the Party granting the Access Rights may individually agree with the Party requesting the Access Rights to have the Access Rights include the right to sublicense to the latter's Affiliated Entities listed in Attachment 4. Access Rights to Affiliated Entities shall be granted on Fair and Reasonable conditions and upon written bilateral agreement.

9.7.3 Affiliated Entities which obtain Access Rights in return fulfil all confidentiality and other obligations accepted by the Parties under the Grant Agreement or this Consortium Agreement as if such Affiliated Entities were Parties.

9.7.4 Access Rights may be refused to Affiliated Entities if such granting is contrary to the legitimate interests of the Party which owns the Background or the Results.

9.7.5 Access Rights granted to any Affiliated Entity are subject to the continuation of the Access Rights of the Party to which it is affiliated, and shall automatically terminate upon termination of the Access Rights granted to such Party.

9.7.6 Upon cessation of the status as an Affiliated Entity, any Access Rights granted to such former Affiliated Entity shall lapse.

Further arrangements with Affiliated Entities may be negotiated in separate agreements.

9.8 Additional Access Rights

For the avoidance of doubt any grant of Access Rights not covered by the Grant Agreement or this Consortium Agreement shall be at the absolute discretion of the owning Party and subject to such terms and conditions as may be agreed between the owning and receiving Parties.

9.9 Access Rights for Parties entering or leaving the consortium

9.9.1. New Parties entering the consortium

As regards Results developed before the accession of the new Party, the new Party will be granted Access Rights on the conditions applying for Access Rights to Background.

9.9.2. Parties leaving the consortium

9.9.2.1. Access Rights granted to a leaving Party

9.9.2.1.1. Defaulting Party

Access Rights granted to a Defaulting Party and such Party's right to request Access Rights shall cease immediately upon receipt by the Defaulting Party of the formal notice of the decision of the General Assembly to terminate its participation in the consortium.

9.9.2.1.2. Non-defaulting Party

A non-defaulting Party leaving voluntarily and with the other Parties' consent shall have Access Rights to the Results developed until the date of the termination of its participation.

It may request Access Rights within the period of time specified in Section 8.5.2.

9.9.2.2. Access Rights to be granted by any leaving Party

Any Party leaving the Project shall continue to grant Access Rights pursuant to the Grant Agreement and this Consortium Agreement as if it had remained a Party for the whole duration of the Project.

9.10 Specific Provisions for Access Rights to Software

For the avoidance of doubt, the general provisions for Access Rights provided for in this Section 9 are applicable also to Software.

Parties' Access Rights to Software do not include any right to receive source code or object code ported to a certain hardware platform or any right to receive respective Software documentation in any particular form or detail, but only as available from the Party granting the Access Rights.

10. Section : Non-disclosure of information

10.1 All information in whatever form or mode of communication, which is disclosed by a Party (the "Disclosing Party") to any other Party (the "Recipient") in connection with the Project during its implementation and which has been explicitly marked as "confidential" at the time of disclosure, or when disclosed orally has been identified as confidential at the time of disclosure. This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement

and has been confirmed and designated in writing within 15 calendar days from oral disclosure at the latest as confidential information by the Disclosing Party, is "Confidential Information".

10.2 The Recipients hereby undertake in addition and without prejudice to any commitment on non-disclosure under the Grand Agreement, for a period of 4 years after the end of the Project:

- Not to use Confidential Information otherwise than for the purpose for which it was disclosed;
- not to disclose Confidential Information without the prior written consent by the Disclosing Party;
- to ensure that internal distribution of Confidential Information by a Recipient shall take place on a strict need-to-know basis; and
- to return to the Disclosing Party, or destroy, on request all Confidential Information that has been disclosed to the Recipients including all copies thereof and to delete all information stored in a machine readable form To the extent practically possible. The Recipients may keep a copy to the extent it is required to keep, archive or store such Confidential Information because of compliance with applicable laws and regulations or for the proof of on-going obligations provided that the Recipient comply with the confidentiality obligations herein contained with respect to such copy for as long as the copy is retained.

10.3 The recipients shall be responsible for the fulfilment of the above obligations on the part of their employees or third parties involved in the Project and shall ensure that they remain so obliged, as far as legally possible, during and after the end of the Project and/or after the termination of the contractual relationship with the employee or third party.

10.4 The above shall not apply for disclosure or use of Confidential Information, if and in so far as the Recipient can show that:

- the Confidential Information has become or becomes publicly available by means other than a breach of the Recipient's confidentiality obligations;
- the Disclosing Party subsequently informs the Recipient that the Confidential Information is no longer confidential;
- the Confidential Information is communicated to the Recipient without any obligation of confidentiality by a third party who is to the best knowledge of the Recipient in lawful possession thereof and under no obligation of confidence to the Disclosing Party;
- the disclosure or communication of the Confidential Information is foreseen by provisions of the Grant Agreement;
- the Confidential Information, at any time, was developed by the Recipient completely independently of any such disclosure by the Disclosing Party;
- the Confidential Information was already known to the Recipient prior to disclosure, or
- the Recipient is required to disclose the Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order, subject to the provision Section 10.7 hereunder.

10.5 The Recipient shall apply the same degree of care with regard to the Confidential Information disclosed within the scope of the Project as with its own confidential and/or proprietary information, but in no case less than reasonable care

10.6 Each Party shall promptly advise the other Party in writing of any unauthorised disclosure, misappropriation or misuse of Confidential Information after it becomes aware of such unauthorised disclosure, misappropriation or misuse.

10.7 If any Party becomes aware that it will be required, or is likely to be required, to disclose Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order, it shall, to the extent it is lawfully able to do so, prior to any such disclosure

- notify the Disclosing Party, and
- comply with the Disclosing Party's reasonable instructions to protect the confidentiality of the information.

11. Section: Miscellaneous

11.1 Attachments, inconsistencies and severability

This Consortium Agreement consists of this core text and

Attachment 1 (Background included)

Attachment 2 (Accession document)

Attachment 3 (List of Third Parties for simplified transfer according to Section 8.2.2)

Attachment 4 (Identified Affiliated Entities)

In case the terms of this Consortium Agreement are in conflict with the terms of the Grant Agreement, the terms of the latter shall prevail. In case of conflicts between the attachments and the core text of this Consortium Agreement, the latter shall prevail.

Should any provision of this Consortium Agreement become invalid, illegal or unenforceable, it shall not affect the validity of the remaining provisions of this Consortium Agreement. In such a case, the Parties concerned shall be entitled to request that a valid and practicable provision be negotiated that fulfils the purpose of the original provision.

This Consortium Agreement and the Grant Agreement constitute the entire agreement between the Parties in respect of the Project and supersede all previous negotiations, commitments and writings between the Parties

11.2 No representation, partnership or agency

Except as otherwise provided in Section 6.4.4, no Party shall be entitled to act or to make legally binding declarations on behalf of any other Party or of the consortium. Nothing in this Consortium Agreement shall be deemed to constitute a joint venture, agency, partnership, interest grouping or any other kind of formal business grouping or entity between the Parties.

11.3 Notices and other communication

Any notice to be given under this Consortium Agreement shall be in writing to the addresses and recipients as listed in the most current address list kept by the Coordinator.

Formal notices:

If it is required in this Consortium Agreement (Sections 4.2, 9.7.2.1.1, and 11.4) that a formal notice, consent or approval shall be given, such notice shall be signed by an authorised representative of a Party and shall either be served personally or sent by mail with recorded delivery or telefax with receipt acknowledgement.

Other communication:

Other communication between the Parties may also be effected by other means such as e-mail with acknowledgement of receipt, which fulfils the conditions of written form.

Any change of persons or contact details shall be notified immediately by the respective Party to the Coordinator. The address list shall be accessible to all Parties.

11.4 Assignment and amendments

Except as set out in Section 8.2, no rights or obligations of the Parties arising from this Consortium Agreement may be assigned or transferred, in whole or in part, to any third party without the other Parties' prior formal approval. Amendments and modifications to the text of this Consortium Agreement not explicitly listed in Section 6.3.1.2 require a separate written agreement to be signed between all Parties.

This Consortium Agreement is based on the DESCA Horizon 2020 Model Agreement

Version 1.2, February 2016

/ 38

11.5 Mandatory national law. Nothing in this Consortium Agreement shall be deemed to require a Party to breach any mandatory statutory law under which the Party is operating.

11.6 Language

This Consortium Agreement is drawn up in English, which language shall govern all documents, notices, meetings, arbitral proceedings and processes relative thereto.

11.7 Applicable law

This Consortium Agreement shall be construed in accordance with and governed by the laws of Belgium excluding its conflict of law provisions.

11.8 Settlement of disputes

The parties shall endeavour to settle their disputes amicably.

All disputes arising out of or in connection with this Consortium Agreement, which cannot be solved amicably, shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules.

The place of arbitration shall be Brussels if not otherwise agreed by the conflicting Parties.

The award of the arbitration will be final and binding upon the Parties.

Nothing in this Consortium Agreement shall limit the Parties' right to seek injunctive relief in any applicable competent court.

12. Section: Signatures

AS WITNESS:

The Parties have caused this Consortium Agreement to be duly signed by the undersigned authorised representatives in separate signature pages the day and year first above written.

On behalf of Forschungszentrum Jülich GmbH


Place, date and signature

Name i.V. Dr. Christian Stienen
Title Head of Project Management Jülich


Place, date and signature

Name i.V. Dr. Thorsten Voß
Title Head of External Funding and Technology Transfer

On behalf of Stichting Dienst Landbouwkundig Onderzoek

Wageningen

Place, date and signature

Name Dr. H.J.M. Löffler

Title Director Wageningen International

Date

12 aug 2016

Stichting DLO
WAGENINGEN – THE NETHERLANDS

On behalf of Bundesanstalt für Landwirtschaft und Ernährung

Federal Office
of Agriculture and Food
Unit 315 - European Research Affairs
Deichmanns Aue 29
53179 Bonn

Bonn, 03.08.2016

Place, date and signature

A handwritten signature in blue ink, reading "Dr. Elke Saggau", is written over a horizontal line.

Name Dr. Elke Saggau

Title Head of Unit « European Research Affairs »

On behalf of Ministère de l'Agriculture de l'Agroalimentaire et de la Forêt

**L'Adjoint au Sous-Directeur
de la Recherche, de l'Innovation
et des Coopération Internationales**

Paris, July 26th 2016
Place, date and signature

Daniel BOISSIERES

Name(s): Daniel Boissières on behalf of Cyril Kao
Title(s): Deputy Head of Department
Date: 26/07/2016

On behalf of Aarhus Universitet

Aarhus 26 July 2016

[Signature]

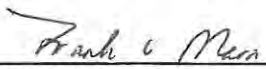
Place, date and signature

Name *LONE SLEMMING*
Title(s) *LEGAL ADVISER*
Date



AARHUS UNIVERSITET

On behalf of TEAGASC



Place, date and signature

Name(s) Dr Frank O'Mara
Title(s) Director of Research
Date 26-7-16



On behalf of Ministero della Salute, Italy

Place, date and signature



MINISTERO DELLA SALUTE
DIREZIONE GENERALE DELLA SANITA' ANIMALE
E DEI FARMACI VETERINARI

Name: Dr. Silvio Borrello

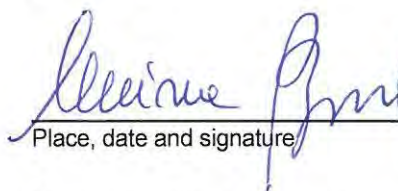
Title: General Director, Ministry of Health,

Directorate Animal Health and Veterinary Medicine (DG SAFV)

Date

Rome, 26 LUG. 2016

Place, date and signature




Name: Dr. Marina Bagni

Title: Veterinary Officer for Research, Ministry of Health, DG SAFV, Unit II

Date

Rome, 26 LUG. 2016

On behalf of Eigen Vermogen van Het Instituut voor Landbouw en Visserijonderzoek


Place, date and signature

Name Joris Relaes

Title Chair of the Management Commission

ILVO
EIGEN VERMOGEN
Burg. Van Gansberghelaan 92
9820 Merelbeke (BELGIE)

On behalf of Ministero delle Politiche Agricole Alimentari e Forestali


Place, date and signature

Name Giuseppe Blasi
Title Head of Department
Date 27 LUG. 2016



On behalf of Instituto Nacional de Investigação Agrária e Veterinária, I.P

Place, date and signature

Name(s) Nuno Figueira Boavida Canada, João Ribeiro Lima, Helder Silveiro Barreto
Title(s) Board of Directors
Date: 2016/07/29

Attachment 1: Background included

According to the Grant Agreement (Article 24) Background is defined as "data, know-how or information (...) that is needed to implement the action or exploit the results". Because of this need, Access Rights have to be granted in principle, but Parties must identify and agree amongst them on the Background for the project. This is the purpose of this attachment.

PARTY 1

As to JUELICH it is agreed between the Parties that, to the best of their knowledge:

No data, know-how or information of JUELICH shall be Needed by another Party for implementation of the Project (Article 25.2 Grant Agreement) or Exploitation of that other Party's Results (Article 25.3 Grant Agreement).

PARTY 2

As to Wageningen UR it is agreed between the Parties that, to the best of their knowledge:

No data, know-how or information of Wageningen UR shall be Needed by another Party for implementation of the Project (Article 25.2 Grant Agreement) or Exploitation of that other Party's Results (Article 25.3 Grant Agreement).

PARTY 3

As to BLE, it is agreed between the Parties that, to the best of their knowledge:

No data, know-how or information of [NAME OF THE PARTY] shall be Needed by another Party for implementation of the Project (Article 25.2 Grant Agreement) or Exploitation of that other Party's Results (Article 25.3 Grant Agreement).

PARTY 4

As to MAAF it is agreed between the Parties that, to the best of their knowledge:

No data, know-how or information of [NAME OF THE PARTY] shall be Needed by another Party for implementation of the Project (Article 25.2 Grant Agreement) or Exploitation of that other Party's Results (Article 25.3 Grant Agreement).

PARTY 5

As to AU, it is agreed between the Parties that, to the best of their knowledge:

No data, know-how or information of AU shall be Needed by another Party for implementation of the Project (Article 25.2 Grant Agreement) or Exploitation of that other Party's Results (Article 25.3 Grant Agreement).

PARTY 6

As to TEAGASC, it is agreed between the Parties that, to the best of their knowledge:
No data, know-how or information of TEAGASC shall be Needed by another Party for implementation of the Project (Article 25.2 Grant Agreement) or Exploitation of that other Party's Results (Article 25.3 Grant Agreement).

PARTY 7

As to Ministero della Salute, it is agreed between the Parties that, to the best of their knowledge:
No data, know-how or information of Ministero della Salute shall be Needed by another Party for implementation of the Project (Article 25.2 Grant Agreement) or Exploitation of that other Party's Results (Article 25.3 Grant Agreement).

PARTY 8

As to EV ILVO, it is agreed between the Parties that, to the best of their knowledge:

No data, know-how or information of [NAME OF THE PARTY] shall be Needed by another Party for implementation of the Project (Article 25.2 Grant Agreement) or Exploitation of that other Party's Results (Article 25.3 Grant Agreement).

PARTY 9

As to MPAAF, it is agreed between the Parties that, to the best of their knowledge:
No data, know-how or information of MPAAF shall be Needed by another Party for implementation of the Project (Article 25.2 Grant Agreement) or Exploitation of that other Party's Results (Article 25.3 Grant Agreement).

PARTY 10

As to INIAV, it is agreed between the Parties that, to the best of their knowledge:
No data, know-how or information of [NAME OF THE PARTY] shall be Needed by another Party for implementation of the Project (Article 25.2 Grant Agreement) or Exploitation of that other Party's Results (Article 25.3 Grant Agreement).

This represents the status at the time of signature of this Consortium Agreement.

Attachment 2: Accession document

ACCESSION

of a new Party to

[Acronym of the Project] Consortium Agreement, version [..., YYYY-MM-DD]

[OFFICIAL NAME OF THE NEW PARTY AS IDENTIFIED IN THE Grant Agreement]

hereby consents to become a Party to the Consortium Agreement identified above and accepts all the rights and obligations of a Party starting [date].

[OFFICIAL NAME OF THE COORDINATOR AS IDENTIFIED IN THE Grant Agreement]

hereby certifies that the consortium has accepted in the meeting held on [date] the accession of [the name of the new Party] to the consortium starting [date].

This Accession document has been done in 2 originals to be duly signed by the undersigned authorised representatives.

[Date and Place]

[INSERT NAME OF THE NEW PARTY]

Signature(s)

Name(s)

Title(s)

[Date and Place]

[INSERT NAME OF THE COORDINATOR]

Signature(s)

Name(s)

Attachment 3: List of Third Parties for simplified transfer according to Section 8.3.2.

Attachment 4: Identified Affiliated Entities according to Section 9.5

CASA Kick Off Meeting Brussel 7th November 2016

Minutes: Pierre Grenier, Floor Geerling-Eiff and Vera Steinberg

Agenda: See Annex 1

Participants list: see Annex 2

As the CASA coordinator Rolf Stratmann was ill, Elke Saggau and Alex Percy-Smith jointly chaired the meeting. This was agreed by consensus unanimously.

The draft agenda was adopted after which there was a Tour de table and some welcoming words by Elke Saggau, Alex Percy-Smith and Barna Kovacs, CASA Project Officer

Welcoming words by Barna Kovacs and clarification discussion:

Barna Kovacs stressed the importance of the meeting and the workshop the following day. The results will feed in to the SCAR Plenary to be held on 6th December 2016. The SCAR Rolling Work Plan will influence the work of CASA in the framework of SCAR. Furthermore, he explained that some tasks were not described in detail in the proposal and need to be described in greater detail during the initial period of the project. Flexibility regarding the activities is expected. This flexibility includes not only content of work, but also allocation of e.g. travel money. As it was not possible to identify from the beginning what was expected by SCAR, things might change within acceptable limits. Good communication and linkages between work packages and tasks is a crucial element to avoid duplication of work. A Grant Agreement Amendment is possible, but preferred to be avoided as it requires a lot of work and takes a lot of time.

All SCAR members benefit from CASA as CASA is supporting SCAR. It is important to keep the need for money for travel, accommodation or even costs of renting meeting rooms for workshops like the one tomorrow in mind. However, CASA also has to stay within their range of possible changes and cannot make promises which cannot be kept. The workshop on the 8th November will be very important to find out where CASA can support SCAR directly, and what the needs of SCAR are. The SCAR Steering Group (SG), Strategic Working Groups (SWG), Collaborative Working Groups (CWG) and the Foresight Group (FG) will express their expectations to the work packages (WP).

WP 1 Presentation: Christine Bunthof, Dorri te Boekhorst and Külli Kaare “Representativeness”

T1.1 The importance to include more member states than just North/West European countries in working groups of SCAR is stressed. The WP has already started to perform quantitative desk studies. First results include: countries joining the EU before the year 2000 are members in 5 out of 7 working groups, countries joining after 2000 only in 2 out of 7 working groups. The next step will include the size or GDP of the countries as well.

Interviews with chairs of SCAR groups and surveys among national delegates to find out about their needs are performed. The results will be brought to the working groups by moderated discussions. The interviews will be performed in 2017.

One problem is how countries not participating in working groups can be reached. If it is wished by SCAR, WP1 can try to work more on this. It is important to keep in mind that CASA is not in the position to find solutions, but can give recommendations based on the outcomes of studies, interviews and expert and literature knowledge.

T1.2 Within the WP, one activity was preponed: the conference on Representativeness will be organized and chaired by Estonia possibly on the 4th and 5th December 2017 in Tallinn. As a result of Brexit the timing of the Estonian European presidency has changed. The conference is now planned a few months earlier than foreseen when the proposal was prepared. The conference will aim for ca. 70-80 participants, but care has to be taken to target the right audience. While representativeness is a main topic for this conference, the programme could include one or two other main topics, and also offer options for back-to-back meetings for Working Groups. This will be elaborated in the coming months by the team preparing the event, which includes the Task leader, the Estonian SCAR SC member, and additional person(s) who will join preparations later, such as more persons from the Estonian ministry. The resources for T1.2 include the time from casa staff for preparing and organising, a budget for catering and venue, and a budget for some T&S support grants, probably mainly for speakers who need it to be able to come and to support some Member States that could otherwise not send a delegate to the meeting. Information will be provided with the announcement or invitations for the meeting on how to apply for T&S support grant.

T1.3 The preparations for the mentoring program within this WP will start next month - December. Resources have been allocated to develop the programme and to run it in the next two and a half years. It aims to support persons who have been appointed recently as a national delegate in SCAR SG or a SCAR working group and who want to learn more through personal coaching/mentoring about how SCAR and SCAR activities works, and how they can make the most out of the responsibilities and mandates given to them. This includes also bringing SCAR outcomes back home to their ministries. The idea is to link experienced people to less experienced people. Mentor and mentee will either meet in person or have phone calls. Guidance is given on items to talk about. The meetings are to be planned between mentor and mentee by themselves, within a given time frame. Travel support grants are available for these meetings. Of course the meetings can be planned to match with SCAR meetings, e.g. SG meeting in Brussels. The CASA Task Leader will be in contact with mentor and mentee for a short evaluation after a series of three meetings and lessons learned will be used to fine-tune the guidance and the programme. Mentors and mentees can continue to meet after an initial series. The first group will start in 2017. A second group may start in 2018, depending on whether new persons have become active in SCAR in the meantime.

T1.4 Meetings at national level to enhance SCAR visibility in Member States and to stimulate engagement: 5 meetings are foreseen, three countries have expressed interest already: Spain, Hungary, Poland. Spain will start in 2017. For each national meeting the Task Leader will work with a local organiser to have a customized programme for a target group that fits with the aims of the SCAR national delegates of that country for having a national meeting. Each meeting will include items on the programme to inform about the new mandate and broader remit of SCAR. Furthermore, SCAR Working Groups can be invited to present outcomes of their work. Also, the most can be made of the occasion by having WG meetings back to back with such country meeting.

WP 2 Presentation: Alex Percy-Smith “Added Value and Improved Quality for Greater Impact”

This WP aims at providing support to all WG (SWG, CWG, FG) and the SCAR SG through 5 tasks.

Links between work packages and tasks have to be kept in mind.

Clarification is needed what “facilitation” means. Our self-understanding in CASA is not in general paying bills, but helping with work.

The main channels of direct support from WP2 will be to facilitate the working groups, to provide external studies, and to support coordination and linkages among SCAR WGs and with the EC DGs. There are different needs from the various working groups. As there are limited resources, an agreement has to be reached. 15 studies of 25.000€ each can be funded.

The distribution of resources will be decided after consultation with the SCAR SG and the working groups. The facilitators can be recruited from within the *organisations* that are consortium partner in CASA. However it is also possible, if desired by Working Groups, to have a person as facilitator who works in another organisation. Technically, it may be that this can be done through subcontracting, but this is not yet clear for the moment. An overview of needs followed by a prioritisation will be made. Procedures for recruiting and installing the facilitators will be developed in the near future.

In addition to the facilitation, there are resources allocated for external studies. For these studies it is foreseen to probably work with subcontracts. An inventory of needs will be made in the near future.

The work within WP2 is split up as following: 2.1-2.3 will be managed by Alex Percy-Smith, 2.4-2.5 by Vivi Nielsen. The idea is to update the SCAR Rolling Work Plan annually including aligning work plans of the individual working groups and also include CASA plans where relevant.

One important next step is the Workshop on the 8th November 2016. A report will be made and a deliverable submitted.

In connection with T2.4 Barna Kovacs provide some extra explanation: two years ago SCAR started to link the strategic working groups as the outcomes of the working groups’ activities were not disseminated sufficiently. This task will improve and strengthen linkages between working groups. There is also a strong link to WP4.

Generally, there is a lot of indirect support from CASA to working groups. However, the situation for CASA is difficult now as the project coordinator is not present and the consortium is a little unsure of how much flexibility as understandably requested by the Project Officer is actually permissible within the limits of the Grant Agreement.

WP 3 Presentation: Vera Steinberg, Sylvia Burssens, Romano Zilli, Elke Saggau, Serenella Puliga “Strengthening Strategic Advice”

T3.1 is working on the preparation for the SWOT analysis to be carried out under T3.2 and 3.3.

Timeline: establishing a task force consisting of SCAR groups, member of SCAR WG and experts. In March 2017, the task force will meet to define the input on the SWOT analysis. The area covered by the SWOT is "Assess the state of play of research and innovation policy in the broader bioeconomy area". Vera will ask at the workshop tomorrow for volunteers to join the task force.

The proposed meeting place for the SWOT conference (T3.3) at the end of September 2017 is Dublin. The suggestion is to hold it back to back with the EURAGRI Conference 2017 in Dublin. For carrying out the SWOT (T3.2), TEAGASC is planning to hire a post-doc in April 2017. The link with WP2 might be that T3.3 is looking at the broader picture and WP2 tasks provided the practical support for the working groups, based on their needs related to the aims of the SCAR.

The Task Force will also carry out preparatory work for an impact assessment framework (T3.7). Interviews with relevant SCAR groups will be performed during the task force meeting.

Task 3.4 "Alignment of R&I policies" will explore the meaning of alignment of the SCAR coordination with relevant platforms and networks. A strong connection to WP4, T4.2 was identified and should be carefully considered. The task should end up with a list of proposals for alignment opportunities for SCAR.

T3.5 "Develop general procedures and tools in order to standardise the initiation of new activities which could be of relevance for the future work of SCAR." Here, a definition of criteria of what kind of group is needed, as is a definition of an emerging issue, procedures of prioritisation, exploration of interest and commitment of Member States. Results from this task will feed into the work of task 3.6 and WP2.

T3.6 deals with creating a structure for a future SCAR Foresight process. The SCAR Foresight group is the engine of SCAR. The aim is to develop guidelines for a process for implementation of the SCAR foresight results. A standard presentation would be an opportunity to make SCAR more visible.

T3.7 is developing an impact assessment framework, based on the SWOT analysis and T3.1. The task will start in September 2017. The objective is to measure SCAR impacts and set up a dissemination plan. Also, benefits from other projects such as IMPRESA are sought for.

T3.8 will develop scenarios for the sustainability of CASA after the three years ended. The work will start in September 2017

General comments on WP3:

In the SCAR working groups, there is often insufficient time to prepare good policy briefings, e.g. on the Role of society in the bioeconomy or cross-cutting issues. Organizing a conference back to back with a SCAR Plenary could help here as the output can be used as policy brief. The process needs support from CASA, like organizing the meeting where it can be discussed. This could be done by WP3.

WP 4 Presentation: Pierre Grenier (on behalf of Valérie Dehaudt), José Matos “Communication and dissemination”

T 4.1. Proposition of a SCAR communication strategy: mainly based on a survey for determining the needs of the different actors of SCAR

T 4.2. Implementation of the communication strategy. The focus here is on the website. Some WG have a website, or are linked to the commission website, some do not have one. The SCAR website needs to be improved, but not a CASA website itself. The state of play will be assessed by INIAV (José Matos) during the coming month and this will provide material for a discussion in the management group. At the moment, there is a SCAR website, but no human capacity to make updates. The role of CASA could be to fill it with content. Upload is okay for the current SCAR website team, but they have to have new input from CASA.

T 4.3 Conference October 2017: it will give an overall picture of CASA activity and SCAR evolution, back to back with AGRI

Conclusions

- There is a need for a management meeting (Planning was initiated the following day after the task 2.1 workshop)
- Care has to be taken with names. For example, the final conference should not carry the name “CASA”, the project is to support SCAR, so use that name
- CASA will probably not make a CASA website, but will support SCAR to have website, with information about SCAR, the Working Groups, and casa-supported activities (CASA WP4)
- We need to focus on the linkages between the different tasks and WPs
- The SCAR SG and Working groups need an overview of CASA: objective of CASA and how it could support them
- a common calendar is needed to have a good overview of the main meetings and back-to-back opportunities (WP5)

Annex 1 Agenda

Agenda

Meeting Name	CASA Kick Off
Date	7th November 2016
Time	15:00 to 18:00
Venue	Place Charles Rogier 16, 1210 Saint-Josse-ten-Noode (Brussels), RTD building, room 5.183
Social Dinner	Al Baramaki, Brussels; 19:00
Country	Belgium

	Topic	Speakers
14:30 – 15:00	Registration	Moderation Rolf Stratmann
15:00 – 15:10	Opening Welcome	Rolf Stratmann Barna Kovacs
15:10 – 15:40	Work Package 5 Coordination and Management Task 5.1 Processes and Procedures Task 5.2 – 5.4 Meetings	Rolf Stratmann
15:40 – 16:10	Work Package 1 Representativeness Task 1.1 Task 1.2 Task 1.3 Task 1.4	Christine Bunthof Dorri Boekhorst
16:10 – 16:40	Work Package 2 Added Value and improved Quality Task 2.1 Task 2.2 Task 2.3 Task 2.4 Task 2.5	Alex Percy-Smith
16:40 – 17:10	Work Package 3 Strengthening Strategic Advice Task 3.1 Task 3.2 Task 3.3 Task 3.4 Task 3.5 Task 3.6 Task 3.7 Task 3.8	Vera Steinberg Elke Saggau Maeve Henchion
17:10 – 17:40	Work Package 4 Communication and Dissemination Task 4.1 Task 4.2 Task 4.3 Task 4.4	Valerie Dehaudt Pierre Grenier Tainha Ribeiro do Rosário
17:40 – 17:50	Any other business	All
17:50 – 18:00	Closing	Rolf Stratmann

Annex 2 Participants list

NAME	FIRSTNAME	Country	Main role
Percy-Smith	Alex	DK	WP2
Steinberg	Vera	DE	WP3
Dehaudt	Valerie	FR	WP4
Te Boekhorst	Dorri	NL	WP1
Grenier	Pierre	FR	WP4
Zilli	Romano	IT	WP3
Axelos	Monique	FR	SWG Forest
Nielsen	Vivi	DK	WP2
Henchion	Maeve	IE	WP3
Puliga	Serenella	IT	WP3
Cristiano	Simona	IT	WP3
Zezza	Annalisa	IT	WP3
Geerling-Eiff	Florentien	NL	WP2
Saggau	Elke	DE	WP3
Bunthof	Christine	NL	WP1
Ribeiro do Rosário	Tainha	PT	WP4
Burssens	Sylvia	BE	WP3
Stratmann	Rolf	DE	WP5
Rauschen	Stefan	DE	WP5
Kovacs	Barna	EC	EC Project Officer / SCAR secretariat
Karre	Kylli	EE	WP1
Regouin	Eric	NL	SCAR SG
Thomsen	Bjarne	DK	SCAR SG
Carnus	Jean-Michel	FR	SWG Forest
Matos	José	PT	Rep. INIAV

Presenting WP1: Representativeness

CASA KoM, 7/11/2016 Brussels

Christine Bunthof, Külli Kaare,

Rocio Lansac, Dorri te Boekhorst.



CASA
Common Agricultural
and wider bioeconomy
reSearch Agenda



EUROPEAN UNION

Project co-funded by
H2020 Programme under
Grant Agreement n° 727486

Rationale

As the reflection paper on the role of SCAR highlights in Chapter 4 Challenges to SCAR in an evolving landscape

SCAR's wider remit has obvious consequences for the operation of the Committee

- additional groups needed
- maintain country representativeness
- MS inclusion in activities
- transparency and information flows
- range of expertise to bring in
- bridging gaps between ministries at national level

WP1 Objectives

Targeted activities

- to increase representativeness of currently less involved MS
- maintain interest of currently involved MS
- widen involvement in view of wider remit

WP1 Tasks

- T1.1 Analysis of key factors of involvement and representation
- T1.2 Conference on representativeness
- T1.3 Mentoring programme
- T1.4 Meetings to enhance visibility and use of SCAR outcomes in MS and to step up the engagement of MS in SCAR

T1.1 Key data

T1.1 Analysis of key factors of involvement and representation

Duration: M1-M12

Task manager: Wageningen Research

Contributors: All CASA partners, SCAR Groups

D1.1 Report of desk study, interviews, and group discussion on matters of inclusiveness and representation [M12]

T1.1 Analysis

.. over to Dorri te Boekhorst for outline and first results of analysis on representativeness....

TASK 1.1 Analysis of the key factors of involvement and representativeness

Basic Questions

- (i) Which countries participate in SCAR Steering Group meetings, Working Groups and Workshops?
- (ii) How are they represented? Which Ministries? Which delegated organisations? Which expertises from within the wider bioeconomy remit?
- (iii) How does alignment and uptake of SCAR outcomes by participating countries look like?

TASK 1.1 Analysis of the key factors of involvement and representativeness

Why ask those questions?

- i. To gain insight into the current state of participation;
- ii. To get a greater awareness of determining factors;
- iii. To share good practices and identify practical approaches for increased representativeness of countries and bioeconomy areas;
- iv. To derive recommendations for Member States, SCAR and SCAR Groups, and activities.

TASK 1.1 Analysis of the key factors of involvement and representativeness

How to get answers?

- i. A desk study of SCAR meeting reports;
- ii. Interviews with chairs of SCAR groups;
- iii. Survey among national delegates;
- iv. Moderated discussions in working groups.

TASK 1.1 Analysis of the key factors of involvement and representativeness

First steps – desk study

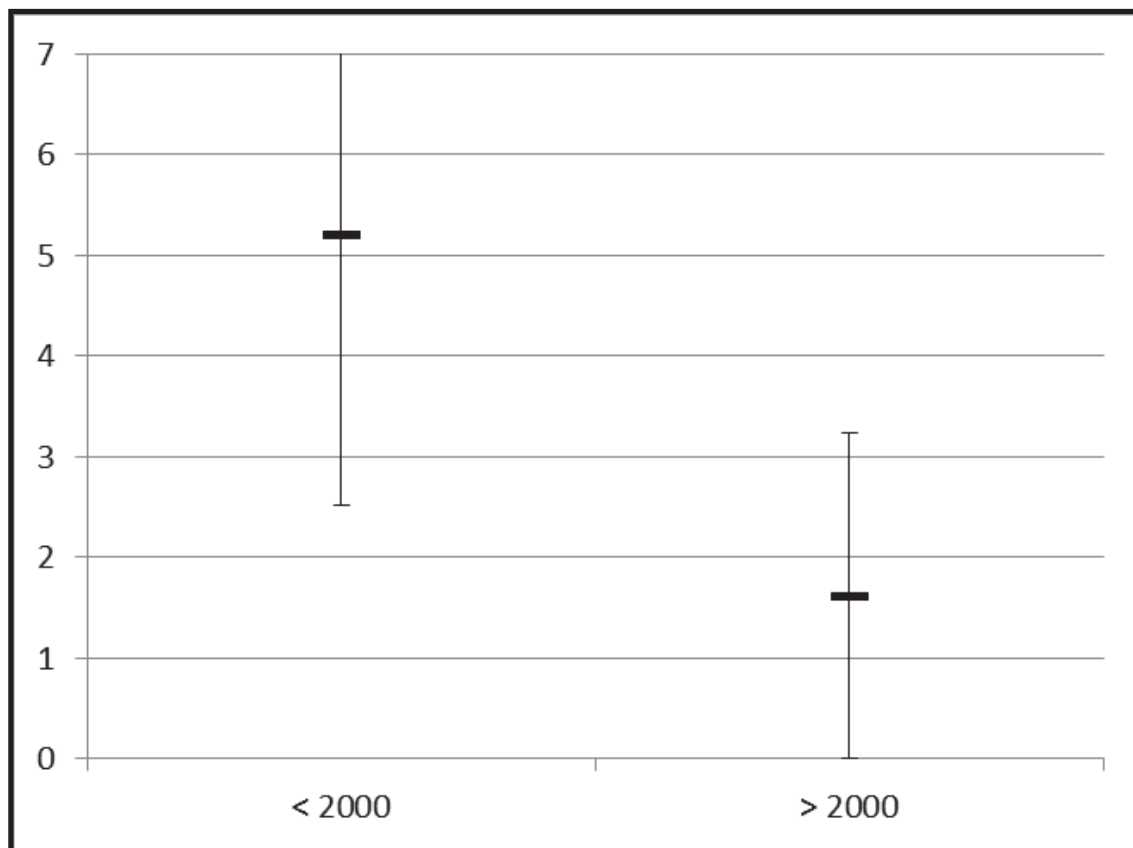


Figure 1: Average country participation in seven Working Groups. <2000 = countries that gained EU membership before the year 2000, >2000 = countries that gained EU membership after the year 2000.

< 2000 on average participation is in 5 of the seven WG's

>2000 on average participation is in 2 of the seven WG's

T1.2 Key data

T1.2 Conference on representativeness

Duration: ~~M16-21~~. M6-M18. preponed *

Task manager: Wageningen Research

Contributors: All CASA partners, SCAR Groups, Estonia

D1.2 Consolidated recommendations to SCAR on representativeness [M18]

*Conference is preponed to match with revised EU presidency scheme (because of Brexit). Estonia has presidency in 2017 second semester

T1.2 Conference on Representativeness

.. over to Külli Kaare for the announcement of the
Conference on Representativeness....

T1.2 Conference on Representativeness

- Expected outcomes: SCAR-wide exchange of good practices, consolidation of approaches to step up representativeness, recommendations for Member States, SCAR and the EC
- 70 – 80 participants
- 4 – 5 December 2017, Tallinn, Estonia (hosted by the Ministry of Rural Affairs)
-
- Organisation contacts: Külli Kaare (Estonian Ministry of Rural Affairs) and Christine Bunthof (CASA WP1)



REPUBLIC OF ESTONIA
MINISTRY OF RURAL AFFAIRS



CASA, Support to SCAR

T1.2 Conference on Representativeness

- Programme focus:
 - Addressing inclusiveness: bottlenecks and challenges
 - Success factors (best practices for organising SCAR work at national level)
 - Examples of organising SCAR WG activities at national level
 - Exchange of experiences in benefitting from the SCAR 4th Foresight Exercise

T1.3 Key data

T1.3 Mentoring Programme

Duration: M4-M33

Task manager: Wageningen Research

Contributors: SCAR Member States taking part in MP

D1.3 Report about the results of the Mentoring Programme [M33]

T1.3 Mentoring programme

.. Preparations to start next month....

T1.4 Key data

T1.4 Meetings to enhance visibility and use of SCAR outcomes in MS and to step up the engagement of MS in SCAR

Duration: M4-M36

Task manager: Wageningen Research

Contributors: all CASA partners, SCAR Groups, SCAR Member States hosting a meeting (Spain, Hungary, Poland, plus two more which will be decided later)

D1.4 Compilation report with conclusions of CASA organised national meetings [M36]

T1.4 Meetings in Member States

In 2017: meeting in Spain. Hosting organisation : INIA

In 2017/18: Hungary

In 2017/18: Poland

In 2018/19: two more countries

THANK YOU

For your attention



PRESENTATION of Work Package 2

7th November 2016

Alex Percy-Smith



CASA
Common Agricultural
and wider bioeconomy
reSearch Agenda



EUROPEAN UNION

Project co-funded by
H2020 Programme under
Grant Agreement n° 727486

CASA WP2 Overview

One of the **driving forces** behind establishing this CSA was the wish to provide

“Added Value and Improved Quality for Greater Impact”, which became the title of WP2.

This should be done by supporting SCAR through **facilitation and coordination of the working groups**, thus helping deliver **results of improved quality** leading to **greater impact** of SCAR activities.

CASA WP2 Overview

The **objective** of this work package is to support SCAR and its SWGs and CWGs to deliver results of improved quality creating added value to outputs for greater impact within the evolving landscape of the broader bioeconomy.

CASA WP2 Overview

WP 2 will provide support to working groups (SWG, CWG, Foresight Group & SCAR SG) through 5 tasks:

- T2.1 **Added Value** and Improved quality for greater impact
- T2.2 **Facilitation** of organisation of working groups and their meetings
- T2.3 Organising external **expert studies** in support of the working groups' activities
- T2.4 **Coordination and linkages** between SWGs & CWGs and with DGs
- T2.5 Support to the Implementation of the **4th Foresight** and its recommendations

CASA WP2 Overview

Aarhus University, Denmark provides Work Package 2 Leader and all five Task Managers and will also contribute to tasks 3.5 – 3.7

Tasks 2.1 and 2.4 run from month 1 to 36

Tasks 2.2, 2.3 and 2.5 run from month 3 to 36

Main contributors from AU will be:

Alex Percy-Smith (2.1 – 2.3) and Vivi Nielsen (2.4-2.5)

Management Group: Alex Percy-Smith

General Assembly: Vivi Nielsen

CASA WP2 Overview

Task 2.1 Added Value and Improved quality for greater impact

Expected outcomes: *An overview of the needs for support of the working groups and an agreed annual work plan for each of the three years for support through the CSA.*

Status: **AU** will prepare a report on lessons learned (D2.1) and a more detailed plan of work (D2.2) immediately after the task 2.1 workshop tomorrow

Task 2.2 Facilitate individual working groups (1/2)

Expected outcomes: Improved efficiency of use of resources in the working groups as well as improving the quality and relevance of outputs of the SWGs and CWGs and thereby SCAR, by corresponding more to the needs of EC (different DGs) and other relevant stakeholders.

Status: AU will prepare a more detailed plan of work immediately after the task 2.1 workshop tomorrow

Task 2.2 Facilitate individual working groups (2/2)

Important points:

- *Different needs of the working groups – limited resources - we need to agree*
- *“Close collaboration with WP 4 will also ensure improved communication of information about SCAR activities and outputs.” This needs to be planned.*

CASA WP2 Overview

Task 2.3 Organising expert external studies in support of SWGs and CWGs (1/2)

Expected outcomes: Improved understanding of specific issues which will be fed into SCAR to provide added value

AU will prepare for studies based on needs – make Terms of Reference; select experts and ensure coordination and reporting of work

Jülich will make payments based on invoices

Resources: 15 studies of 25.000 euro each

CASA WP2 Overview

Task 2.3 Organising expert external studies in support of SWGs and CWGs (2/2)

Status: *Start after Task 2.1 workshop tomorrow*

Important points:

- *Should the resources be divided over all 3 years?*
- *Guidelines will be prepared*
- *Internal procedures need to be completed*

CASA WP2 Overview

Task 2.4 Support to coordination and linkages between SWGs & CWGs and with DGs

Expected outcomes: Strengthened linkages between the various SCAR groups and also with the different services of the EU Commission

Status: AU will prepare a more detailed plan of work before the end of the year and after discussion with WP3

CASA WP2 Overview

Task 2.4 Support to coordination and linkages between SWGs & CWGs and with DGs

Possible areas are likely to include:

- Linking to international organisations such as FAO, OECD with a view to mutual learning and closer collaboration
- Continued linkages between ARCH and AKIS especially in terms of Food and Nutrition Security
- Linking a possible new SWG on Food Systems with current SWGs
- Joint SWG workshops to encourage exchange of lessons learnt and improve outcomes (Some have already been identified e.g. in AKIS Mandate 4)
- Improved reporting and dialogue between SWGs and CWGs and to SCAR WG and SCAR Plenary

CASA WP2 Overview

Task 2.5 Support to the Implementation of the 4th Foresight and its recommendations

Expected outcomes: *An update on the status of implementation of the current Foresight work and a monitoring process designed to support improved implementation of Foresight*

Status:

AU will start a dialogue with the SCAR Foresight group to make an analysis of state of play of implementation

Face to face meeting with the Foresight group (task 3.6) will be planned

CASA WP2 Overview

Main channels of direct support from WP2:

Facilitation of working groups (T2.2):

AP-S > ARCH (7 pm + 9 trips à 800 euro)

Floor > AKIS (5 pm + 9 trips à 800 euro)

Others (partners or subcontract + travel 12.000 euro)

External studies (T2.3)

> 15 * 25.000 euro

Supporting coordination and linkages (T2.4)

> 1 trip for DLO and BLE and 2 for AU

THANK YOU

For your attention

WP2 Leader - Alex Percy-Smith

E-mail:



CASA

Workpackage 3

Strengthening Strategic Advice

07/Nov/2016

Team Workpackage 3

BLE, Juelich, DLO, MAAF, AU,
TEAGASC, MOH, ILVO,
MIPAAF, INIAV



CASA
Common Agricultural
and wider bioeconomy
reSearch Agenda



EUROPEAN UNION

Project co-funded by
H2020 Programme under
Grant Agreement n° 727486



WP 3 Overview

BLE, Germany provides Work Package 3 Leader

Tasks 3.1: M1-M12 [BLE] Assess the state of play of research and innovation policy in the broader Bioeconomy area: preparatory work

Task 3.2: M5-M11 [TEAGASC] Assess the state of play of research and innovation policy in the broader Bioeconomy area: Assessment and SWOT analysis

Task 3.3: M9-M12 [TEAGASC] SWOT Conference

Task 3.4: M1-M36 [ILVO] Support SCAR on better alignment of research and innovation policies

WP 3 Overview

Task 3.5: M1-M12 [MOH] Support SCAR in developing general procedures and tools for initiating new activities

Task 3.6: M1-M36 [BLE] Creating a structure for future SCAR Foresight processes

Task 3.7: [MIPAAF] Develop an Impact Assessment Framework

Task 3.8: M12-M36 [BLE] Develop scenarios on sustainability and follow up activities

Task 3.1

- Assess the state of play of research and innovation policy in the broader bioeconomy area: preparatory work
- Done by establishing a **Task Force**
- Preparing for SWOT Analysis
 - Will feed directly into Task 3.2 and 3.3
- Concept for SWOT Analysis and Impact Assessment
 - Interviews SCAR groups

Task 3.1 SWOT Concept

- Will feed directly into Task 3.1 and 3.2
- Establish a task force
 - Who is invited to join?
 - Involvement of relevant SCAR groups
 - Members of SCAR WG
 - Experts
 - What will they do?
 - Work on the SWOT Concept
 - Target areas, criteria, indicators, tools

Task 3.1 Impact Assessment

- Will feed directly into Task 3.7
- Defining „Impact“ in the framework of SCAR
- Base: SCAR reflection paper „Role of SCAR“
- Undertaking **interviews** with relevant SCAR groups and use their advice → strategic approach for SCAR input
 - together with 3.7: develop indicators to measure input

Task 3.1 – TASK FORCE

- Proposed time for a meeting:
Beginning of March 2017
- What needs to be done until then?
 - Be familiar with SWOT analysis
 - Be familiar with CASA documents

Task 3.1 – TASK FORCE

- What will BLE do until the meeting?
 - Prepares general information on SWOT
 - Prepares logistics of the meeting in March 2017
 - Prepares interviews for Impact Assessment
 - Transport and accommodation costs can be covered (no money for participation is designated)
- What will we do at the meeting?
 - SWOT concept especially for CASA
 - Be ready for an interview if you are a member of a SCAR group

Task 3.1 Task Force

- What will happen after the meeting?
 - BLE prepares the documents for TEAGASC until beginning of April 2017
 - TEAGASC performs SWOT analysis
 - You will receive a travel reimbursement 😊

Why should I participate in the Task Force?

- Possibility to steer direction of SWOT
- Help to set a profound basis for SWOT (high quality of work)
- Express your needs for support and receive input
- Be interviewed for the Impact Assessment

Task Force – Who is in?

- 5-10 Experts
- When would it suit you? Beginning of March 2017 – any back to back meetings?

Open for discussion!

Task 3.2: Assessment and SWOT

- TEAGASC
- M5 (Jan) to M11 (Aug)
- Teagasc, CASA partners (INIAV), SCAR groups, SCAR WG
- Teagasc team Maeve Henchion, Kevin Heanue, AN Other (PD), Teagasc Bioeconomy Working Group
- Post Doc recruited re policy analysis and logistics re organising workshop etc.
- Need for good linkages with all project partners and particularly T3.1 (re TOR and task force) and T3.3
- Deliverable: 3.2.1: Detailed overview of the state of play and a gap analysis within the broader bioeconomy

Task 3.3: SWOT Conference

- TEAGASC plus CASA partners, SCAR groups, SCAR WG
- M9-11 May-July – need to move to July-Sept/Aug-Oct?
- Proposed location Dublin
 - Good facilities on Teagasc site
 - Convenient location and accessible to airport
 - No charge
 - Potential for attendance by important MEPs and Commissioners
- Linkages with WP3 in particular
- Deliverable: D3.3 Short report on SWOT results

TASK 3.4 Support SCAR on better alignment of research and innovation policies

- Task manager: Sylvia Burssens (Agrolink Fl./ILVO)
- Contributors: all CASA partners (DLO)
- M1-M36
- Link to research and innovation policies in the current broader Bioeconomy research landscape (e.g. H2020, rural development programs, CAP) and international research and innovation policies (e.g. FAO, OECD)

TASK 3.4 Support SCAR on better alignment of research and innovation policies

- Explore meaning of 'alignment' of research and innovation policies for MS, AC, and EC in frame of SCAR activities: Common understanding? How to improve?
- Explore alignment of coordination activities of (and within) SCAR (CWGs and SWGs; collaboration with other platforms and networks)
- Explore existing collaboration @ EU level and between MS (eg ERA-net cofunds, EJP cofunds, thematic networks, multi-actor projects, demo and research infrastructure networks) & opportunities for improvement

TASK 3.4 Support SCAR on better alignment of research and innovation policies

- Explore international research and innovation policies (FAO, OECD); identify relevant coordination mechanisms (➡ strengthen internat. cooperation)



- List of proposals for alignment opportunities for SCAR

Task 3.5

- MOH

Task 3.6 – Creating a structure for future SCAR Foresight processes

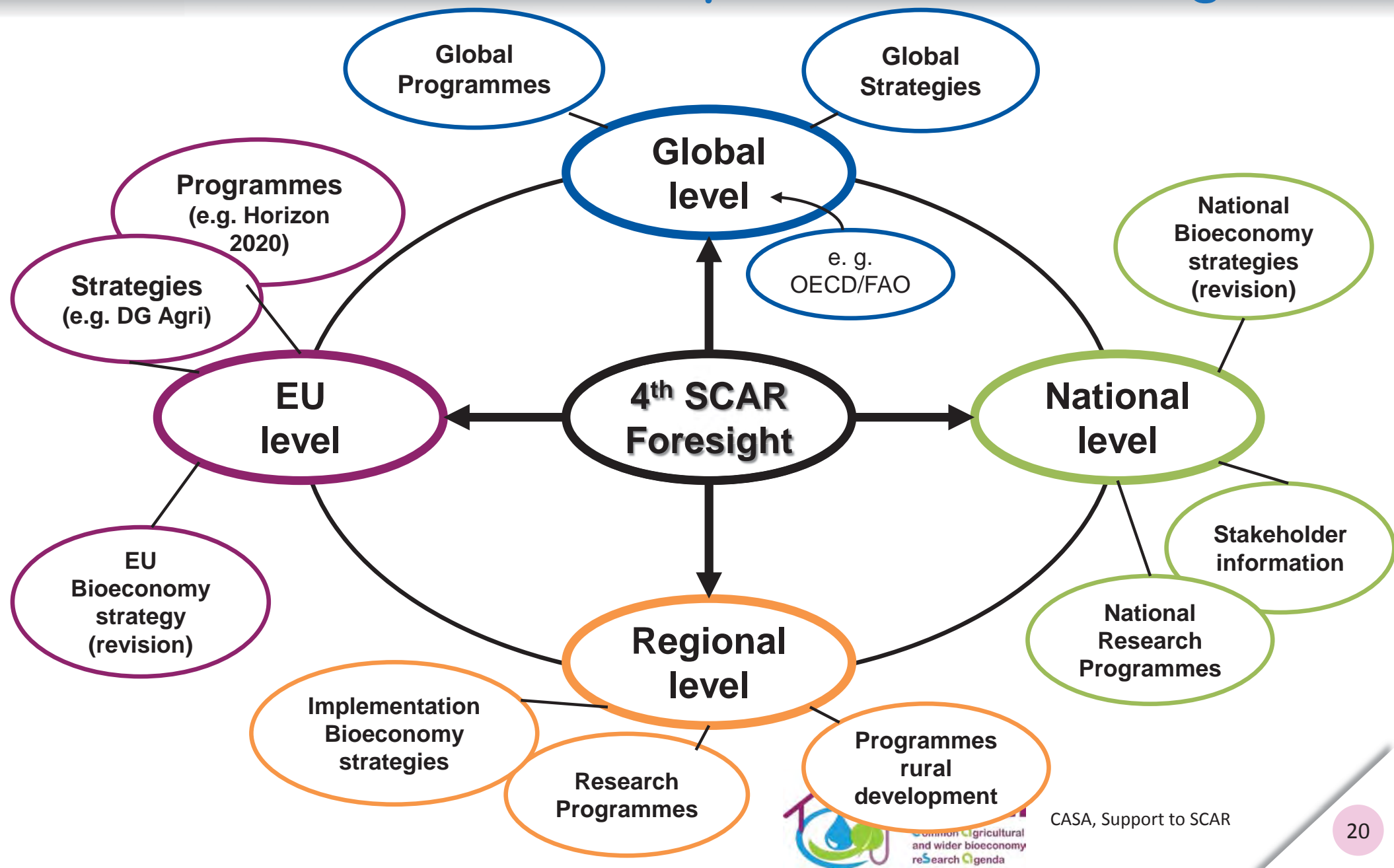
- Task manager: BLE – Chair SCAR Foresight Group
- Contributors: all CASA partners (especially MOH, AU)
- M1-M36
- Done by **Taskforce** of Task 3.1 & **SCAR Foresight Group**
- Expected outcome: **Developing guidelines for**
 - 1. **A process for implementation of SCAR Foresight results** to increase their use
 - 2. **A structure for the continuation of the Foresight process** – to illustrate pathways for a new Foresight study (trend analysis, monitoring of relevant political developments, priority setting of emerging issues....)

Task 3.6 – Creating a structure for future SCAR Foresight processes

Foresight – Function of Foresight

- **Critical thinking** concerning long-term developments – providing “food for thought”
 - **Creating recommendations for research and policy** – Future R&D priority setting
 - **Shaping the future**, especially by supporting public policy (Policy information & advise & facilitation)
- ➡ **Foresight is an instrument for strategic planning and public policy building**
- ➡ **The SCAR Foresight Process is the “engine” for the SCAR advisory function (SCAR Foresight 1 – 4)**

Task 3.6 – The way forward Implementation / dissimination of SCAR Foresight results / recommendation – Example 4th SCAR Foresight





WP3 Task 3.7

Develop an Impact Assessment Framework

07/11/2016

Serenella Puliga

Annalisa Zezza

Simona Cristiano



CASA
Common Agricultural
and wider bioeconomy
research Agenda



EUROPEAN UNION

Project co-funded by
H2020 Programme under
Grant Agreement n° 727486

Approaches and activities

Timing and interactions with other tasks

1. Starting on M12 (September 2017)
2. Close interaction on the on going activities of the other WP3 tasks and WPs to understand needs and possible inputs
3. Particularly, follow up of **T3.1** (concepts for impact assessment), T3.2, T3.3 results and delivery of timely inputs for **WP2**, WP1, WP4 activities.

Approaches, Activities and Outputs

1. Developing an Impact Assessment Framework (D3.8) for measuring SCAR impacts and an Implementation Plan (D3.9) for monitoring SCAR day to day activities.
2. Taking up the results of projects such as **IMPRESA** (final meeting in Nov) and BERST
 - Worldwide level analysis of experiences for measuring the economic, environmental and social impacts of research on agricultural and food systems
 - Other relevant projects will be taken into the right consideration (e.g. IMPRESS by CIRAD)
3. Close cooperation with the SCAR and the present SCAR **Foresight** group

Results and challenges

The Results from IMPRESA certainly will help us in:

- reaching an agreed definition of impact on multiple dimensions
- developing a well grounded framework for impact assessment (use of multiple methods and triangulation strategies)
- defining an agreed set of specific indicators for SCAR activities and its impacts
- defining data needs and establishing with MC the needed flow of information to measure selected indicators
- Developing a strategic agenda to strengthen the overall work of SCAR

Challenges (already emerging from IMPRESA project):

- Gaps in statistics
- Conventional indicators vs new/adapted/specific indicators
- Exploration and understanding of the research impacts at country and aggregated level
- Involvement of the SCAR and Foresight group in a more targeted agricultural research monitoring (systematic collection of information)
- How to define a proper way to work and have input from SCAR FORESIGHT GROUP
- Fruitful interactions with WP2 avoiding overlapping or double activity

Task 3.8

- Develop scenarios on sustainability and follow up activities
- Future, how can CASA be self-sustainable after it ended?
- M12-M36, information will follow...

THANK YOU

For your attention

WP3 Leader: Vera Steinberg

E-mail:

and all task leaders





PRESENTATION of WP4: Communication & dissemination

08/11/2016

MAAF/DGER



casa
Common Agricultural
and wider bioeconomy
reSearch Agenda



EUROPEAN UNION

Project co-funded by
H2020 Programme under
Grant Agreement n° 727486

WP4 Objectives

- To ensure adequate knowledge transfer and dissemination of SCAR activities in order to achieve high impact of the results on the research community, the stakeholders and other interested parties
- Improved links between the SCAR activities
- The SCAR reports/studies must be disseminated nationally and internationally to stakeholders and end-users
- The impact of SCAR activities must be reinforced.

WP4.1(MAAF, INIAV)

SCAR communication strategy (1/2)

- Identification of needs and obstacles in order to elaborate an improved communication strategy for SCAR
- A survey will be carried out in Member states on needs for communication of SCAR activities and obstacles at national and European level.
- Two questionnaires have been elaborated. SCAR members as well as other target groups will be interviewed.

WP4.1 Communication strategy (2/2)

- The results of the survey will be analysed and recommendations will be formulated and presented to the SCAR plenary.
- CASA will take into account the results of the survey in order to suggest to SCAR a communication strategy.
- CASA will study best communication practices from EIP AGRI, linked to the activities of the AKIS group.
- The workshop «EIP best communication practices » could take place next year in October in Portugal back to back with another EIP AGRI event.

WP4.2: (MAAF, INIAV) Implementation (1/3)

- CASA style guide, templates, logo have been and will be further developed.
- Make the SCAR reports more attractive so that they can be a basis for discussion in the plenary sessions of SCAR.
- Eventually, in collaboration with WP2, elaborate leaflets on specific themes (2/3 per year) in various working languages of the European Union.

WP4.2 Implementation (2/3)

- Publication of SCAR reports in the format of leaflets, newsletters, or brochures:

Bioeconomy issues, dictionary and best practices, based on the work of the bioeconomy SCAR working group, and for sake of sustainability

Publication of reports from other SCAR working groups

- A light web site for CASA which with two components:
 - A public site for CASA activities to serve as the main information dissemination platform, including newsletters
 - A web depository for SCAR/CASA members?

WP4.3: Final conference of CASA

- Task manager: MAAF/DGER
- Contributors: INIAV, Jülich, DLO, BLE, AU
- This task will organise a CASA final conference in Paris

THANK YOU

For your attention

Pierre Grenier and Valérie Dehaut



WP5 Coordination and Management

Processes and Procedures

- Reference documents: Grant and Consortium Agreement

Consortium Agreement

- Section 1: Definitions
- Section 2: Purpose
- Section 3: Entry into force, duration and termination
- Section 4: Responsibilities of Parties
- Section 5: Liability towards each other
- Section 6: Governance structure
- Section 7: Financial provisions
- Section 9: Results
- Section 10: Access Rights
- Section 11: Miscellaneous

Section 4: Responsibilities of Parties

- General principles
- Breach: need to appoint a mediator/facilitator in case the Coordinator is in breach; 30 day time-frame to resolve the breach
- Sub-contracting and third-parties: responsibility stays with respective purchaser (WP-Leader or Coordinator)

Section 5: Liability towards each other

- General principles
- no warranties,
- limitations of contractual liability,
- damage to third parties,
- Force Majeure

Section 6: Governance structure

General structure

- *General Assembly*, highest decision making body (all beneficiaries; chair Coordinator or others)
- *Management Group*, acts upon decisions of the General Assembly and recommendations of the Supervisory Board (WP-Leaders, chair Coordinator or others)
- *Supervisory Board, to be prepared by Coordinator and Management Group: document describing role and mandate (MG+SG+Chairs of SCAR Groups, chair ?)*

General principles

- Virtual or physical meetings are possible
- Representation of beneficiaries in given Consortium Bodies; every meeting in person, by substitute or proxy
- Preparation and organising meetings
 - GA: 1x year (virtual or physical)
 - MG: Quarterly (virtual or physical)
 - SB: 2x year (virtual or physical)

Body	Notice	Agenda	Adding item	Decisions	Veto
GA	45; 15	21	14	During Meeting and written procedure	15
MG	14; 7	7	4		15
SB	14; 7	7	4		15
		Decision items must be listed and recognizable	Or during a meeting, if unanimously	Minutes with decision(s) within 7 days by Chair; SB meetings Coordinator provides minutes;	After receiving minutes with decisions; if Veto then all partners need to resolve it asap

- **Minutes are approved** if no objections within 20 days to author and all members of concerned Consortium Body are made
- Then **circulation** to whole consortium with the **possibility to raise veto** against decision(s) taken there
- Chairs send **approved minutes** to all group members and Coordinator for **safeguarding and storage**
- In general: Parties agree to abide decisions; however they can submit a dispute on resolution with the provisions of settlement of disputes (Section 11.8)

Voting rules (one vote per beneficiary)

60% quorum needed:	GA	6
	MG	3
	SB	?

Consensus decision -> simple majority; if tied, Chair has casting vote (possibility to nominate chair before the meeting starts)

No decision -> another ordinary meeting (no decision) -> another extra-ordinary one, which is entitled to decide, even if less than 60% quorum is present
Defaulting parties may not vote

Taking decisions without meetings

circulation of request for decision to all members of the concerned group

Deadline for response must be included

Notification with voting outcome is send to concerned group(s)

Veto 15 days, then in effect

Decisions for new during the meeting accepted agenda items

only unanimously and confirmation of absent members of concerned Consortium Body

Decisions (General Assembly)

Content, finances and intellectual property rights

- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority
- Changes to the Consortium Plan
- Modifications to Attachment 1 (Background Included)
- Additions to Attachment 3 (List of Third Parties for simplified transfer according to Section 8.2.2)
- Additions to Attachment 4 (Identified Affiliated Entities)

Evolution of the consortium

- Entry of a new Party to the consortium and approval of the settlement on the conditions of the accession of such a new Party
- Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal
- Identification of a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement
- Declaration of a Party to be a Defaulting Party
- Remedies to be performed by a Defaulting Party
- Termination of a Defaulting Party's participation in the consortium and measures relating thereto
- Proposal to the Funding Authority for a change of the Coordinator
- Proposal to the Funding Authority for suspension of all or part of the Project
- Proposal to the Funding Authority for termination of the Project and the Consortium Agreement

Decisions (Management Group)

- support the Coordinator in preparing meetings with the Funding Authority
 - prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority in respect of the procedures of the Grant Agreement Article 29.
 - monitor strategic alignment of the CSA with the overall SCAR activities
 - monitor and evaluate progress made and results achieved by the CSA (Consortium (Work)Plan)
 - provide guidance and supervision of the work done by the Coordinator and the MG
 - Review the financial and administrative reports prepared by the Coordinator before they are submitted to the Funding Authority
 - Assess the advice and suggestions given by the Supervisory Board.
 - Implement (modified) Supervisory Board input, if assessed positively.
 - Facilitate mutual assistance of the Work Package Leaders and Task Managers for achieving their activities.
-
- In the case of abolished tasks as a result of a decision of the General Assembly, the Management Group shall advise the General Assembly on ways to rearrange tasks and budgets of the Parties concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions, which cannot be cancelled.

Decisions (Supervisory Board)

- Work with the CASA Management Group and Coordinators of the SCAR Steering Group in dedicated workshops
- Develop scientific annual strategies and implementation plans with the Coordinators of the concerned SCAR Steering Group or other SCAR activity with the purpose of providing continuous and sustainable development as well as support to the two year work plan of SCAR.
- Assesses the proposed strategy and activities, which then is assessed by the concerned SCAR WG Coordinator and CASA

Coordinator

- Deliverables, Amendments will be assessed before submitting with MG, GA and SB if needed
- Amendments: OK by all GA members before submitting

Discussion

CASA WORKSHOP at Representation of North Rhine-Westphalia, Rue Montoyer 47, Brussels

Confirmed participants

SWGs and CWGs		
ARCH	Co-chair	Philippe Petithuguenin
ARCH	Co-chair	Patricia Wagnemakers
Forest	Co-chair	Jean-Michel Carnus
Forest	Co-chair	Kalliopi Radoglou
Fish	Co-chair	Andrew Brown
AKIS	Co-chair	Adrien Guichaoua
Bioeconomy	Co-chair	Jan van Esch
Bioeconomy	Co-chair	Stefan Rauschen
Food Systems	Chair	Monique Axelos
AHW	Representative	Romano Zilli
SAP		
10		
SCAR SG	N	Gudrun Langthaler
SCAR SG	BE	Anne Vuylsteke
SCAR SG	SK	Zlatica Daubnerová
SCAR SG	SK	Dana Peskovicova
SCAR SG	Hu	Zsófia Kunya
SCAR SG	SE	Marcus Öhman
SCAR SG	FR	Egizio Valceschini
SCAR SG	TR	Canan GÖKSU SÜRÜCÜ
SCAR SG	PL	Justyna Cieslikowska
SCAR SG	IT	Annalisa Zezza
SCAR SG	DK	Bjarne Thomsen
SCAR SG	NL	Eric Regoun
12		
CASA Project staff		
CASA WP 1 Leader		Christine Bunthof
CASA WP 2 Leader	Facilitator	Alex Percy-Smith
CASA WP 3 Leader		Vera Steinberg
CASA WP 4 Leader		Valerie Dehaut
CASA WP 5 Leader		Rolf Stratmann
5		
WP1		Dorri te Boekhorst
WP1		Küllü Kaare
WP2		Vivi Hunnicke Nielsen
WP2	Facilitator	Floor Geerling-Eiff
WP3		Elke Saggau
WP3		Sylvia Burssens
WP4		Maeve Henchion
WP4		Pierre Grenier
8		
Project Officer		
		Barna Kovacs
1		
EC		
DG AGRI		Inge Van Oost
CASA WP4	1	JOSÉ MATOS
FRANCE		VALCESCHINI
EL / SG		Elina Nikkila
BE	37	DUPONCEL Marc

NAME	FIRSTNAME	Country	Main role	Remark
Percy-Smith	Alex	DK	WP2	<i>als</i>
Steinberg	Vera	DE	WP3	<i>V. Steinberg</i>
Dehaudt	Valerie	FR	WP4	
Te Boekhorst	Dorri	NL	WP1	<i>DP</i>
Grenier	Pierre	FR	WP4	<i>PG</i>
Zilli	Romano	IT	WP3	<i>Rob</i>
Axelos	Monique	FR	SWG Forest Food Systems	<i>Monique</i>
Nielsen	Vivi	DK	WP2	<i>Lise H. Nielsen</i>
Henchion	Maeve	IE	WP3	
Puglia PULIGA	Serenella	IT	WP3	<i>SPiliga</i>
Cristiano	Simona	IT	WP3	
Zezza	Annalisa	IT	WP3	<i>Zeza</i>
Geerling-Eiff	Florentien	NL	WP2	<i>FE</i>
Saggau	Elke	DE	WP3	<i>Saggau</i>
Bunthof	Christine	NL	WP1	<i>CB</i>
Ribeiro de Rosário	Tainha	PT	WP4	
Burssens	Sylvia	BE	WP3	<i>Burssens</i>
Stratmann	Rolf	DE	WP5	
Rauschen	Stefan	DE	WP5	joins at dinner
Kovacs	Barna	EC	EC Project Officer / SCAR secretariat	<i>Kovacs</i>
Karre	Kylli	EE	WP1	<i>Haare</i>
Regouin	Eric	NL	SCAR SG	joins at dinner

THOMSEW BSHARNA

CARMOS JEAN-MICHEL

* ~~JOSE~~ MATOS JOSÉ

DK SCAR SG

NO DINNER

FR SWG - FOREST

PT WP4

OK
JOIN AT DINNER (representing INIAV)

19

CASA Extraordinary General Assembly Telephone Conference Meeting, 16th December 2016

Chair: Rolf Stratmann

Minutes v4 (final) from 2017.01.22: Rolf Stratmann

Comments included/integrated (date of e-mail): WR (CB, 20.12.), AU (APS, 21.12.), MIPAAF (SP, 17.01.)

Meeting documents: See Annex 1 (zip archive)

Participants list: WR: Christine Bunthof (CB), Dorri te Boekhorst (DB); BLE: Vera Steinberg (VS); MAAF: Valérie Dehaut (VD); AU: Vivi Nielsen (VN), Alex Percy-Smith (APS); TEAGASC: Maeve Henchion (MH); MOH: Romano Zilli (RZ); MIPAAF: Serenella Puliga (SP); ILVO: Sylvia Burssens (SB); INIAV: José Matos (JM), Carla Brites; JUELICH: Hanna Steffens (HS), Rolf Stratmann (RS)

Objective of the meeting:

- to inform Members of the General Assembly about the current status, and
- to discuss the draft Terms of Reference for the Supervisory Board, and
- to decide on and to adopt CASA processes and procedures

Main outcomes

Not all participants were present during the whole meeting. SP participated only in the beginning of the meeting to excuse MIPAAF for not being available to attend the meeting. MH joined the meeting at a later time, and also some others did not join the whole meeting. Some of the participants could not voice their comments due to technical problems with the IT-system and/or telephone line. Some participants showed their approval with a green checkmark for decision items, but not all.

Since not all beneficiaries were able to voice their comments and opinions during the telephone conference due to technical difficulties, and some participants hold out the prospect of sending the Coordinator comments, **every beneficiary and participant of the telephone conference is asked to scrutiny this document and give his/her written consent or objection by selecting yes or no after the outcomes (italics).**

This is needed to make sure that the quorum for decision taking, approval and adoption has been reached.

After a brief welcome, introductory round and reflection of the agenda, some background information was given by RS about this extraordinary General Assembly meeting. Due to the unavailability of the Coordinator during the Kick-Off and subsequent Management Group meeting, processes and procedures could not be addressed properly. A brief reference to agenda item 4 “Kick-Off Process” was made.

Ad 2. Agenda was adopted. No additions were made.

Ad 3. CASA Contacts

The document containing a list of CASA contacts was introduced. It lists beneficiaries' appointed representatives and deputies for the General Assembly, Lead contact persons and deputies for the Management Group, Task Managers and beneficiaries' CASA Teams (table 1 to 3), an alphabetical list of the persons (table 5) and a table listing Workpackages, Tasks, Duration and Deliverables (table 4). CB suggested to add in Table 2B a column Task Teams, to name others who are together with the Task Manager in charge of realising the task, including external persons.

APS pointed out on behalf of AU that it would be very inefficient and not justifiable use of time and travel resources if deputies and others participate in, for example management Group meetings unless there is a specific reason and specific added value by them participating. This applies to General Assemblies and Management Group meetings.

Decision and adoption: Participants are to check the data and send corrections and/or updates to the Coordinator for maintaining contacts.

	JUELICH	WR	BLE	MAAF	AU	TEAGASC	MOH	ILVO	MIPAAF	INIAV
Yes	y	y	y	y	y	y	y	y	y	y
No										

Ad 4. Kick-Off Process

The Coordinator explained the rationale for the Kick-Off Process (see annotation to the Agenda) and asked the Members of the General Assembly to approve as proposed in Ad4 of the annotation to the agenda: a combined 1st General Assembly meeting, consisting of the Kick-Off event 7th November 2016 and the Extraordinary General Assembly Telephone Conference 16th December 2016.

Approval: The First General Assembly was part of the kick-off process, which consists of two parts. Part 1 was the meeting with all GA partners and a few guests on 7th November in Brussels. Part 2 is the Teleconference on 16th December 2016. The report (D5.1) will be made by the Coordinator; minutes from both parts are inputs to the deliverable.

	JUELICH	WR	BLE	MAAF	AU	TEAGASC	MOH	ILVO	MIPAAF	INIAV
Yes	y	y	y	y	y	y	y	y	y	y
No										

Ad 5. Main outcomes of the Management Group Meeting 25th November 2016, Amsterdam
Very briefly the content and outcomes of this meeting were presented by the Coordinator.

Ad 6. Working Processes and Procedures

Ad 6.1 In the first sub-item under this heading the main procedures from the Consortium Plan, which consists of the Grant Agreement and the Consortium Agreement, were recalled. The presentation is only meant for quick reference, where to find what information. The Coordinator made the participants aware of two additional financial reports in Month 9 and Month 27, which are used for project-internal management only, besides the mandatory ones after Month 18 and Month 36, which are used for the official Reporting Period 1 and 2 reports.

Ad 6.2. CB gave an introduction about Personal Data Protection regulations and its implications for CASA.

Adoption: In line with organisational policies of beneficiaries and with the EU Data Protection Directive, CASA consortium adopts the policy of minimising the use and distribution of personal data.

	JUELICH	WR	BLE	MAAF	AU	TEAGASC	MOH	ILVO	MIPAAF	INIAV
Yes	y	y	y	y	y	y	y	y	y	y
No										

Adoption: No e-mail addresses are included in documents that are distributed beyond the CASA consortium and the project officer (reports, minutes, participation lists, public webpages and all documents therein, etcetera), unless this is necessary and the unequivocal permission has been given by the individuals.

	JUELICH	WR	BLE	MAAF	AU	TEAGASC	MOH	ILVO	MIPAAF	INIAV
Yes	y	y	y	y	y	y	y	y	y	y
No										

Ad 6.3. Under this heading it was adopted that all powerpoint presentations are to be distributed only if the author has given permission for circulating it. Presentations are only to be distributed in the Portable Document Format (PDF).

Adoption: Presentations to be made available only with consent of author and as PDF.

	JUELICH	WR	BLE	MAAF	AU	TEAGASC	MOH	ILVO	MIPAAF	INIAV
Yes	y	y	y	y	y	y	y	y	y	y
No										

Ad 6.4. The agenda sub-item “Guidance for e-mail communication” was touched only briefly; some of the aspects have been addressed through the CASA contacts document under ad 3. Partners are to use meaningful subject headers for communication.

Adoption: Use TO and CC for emails about GA meetings and other GA matters, and for MG matters, as laid out in the document ‘CASA contacts version 2016.12.14’ and to use meaningful subject titles

	JUELICH	WR	BLE	MAAF	AU	TEAGASC	MOH	ILVO	MIPAAF	INIAV
Yes	y	y	y	y	y	y	y	y	y	y
No										

Ad 6.5. An excel spread-sheet for Monitoring the progress of work in the Tasks, its Milestones and Deliverables was presented by the Coordinator. One table lists the Milestones and a 2nd table the deliverables. A column for “Actions to mitigate or solve” the problem has been added to the first table which was developed after the Amsterdam meeting. The tables need to be complemented with task titles and main contact person. Further suggestions as to the format of the table are welcome and should be sent to the Coordinator. WP leaders and (other) Task Managers will be asked frequently by the Coordinator to provide information on work progressing.

Adoption: The table is to be used and maintained by the Coordinator. The Coordinator is going to fill in missing information: column task and responsible person.

	JUELICH	WR	BLE	MAAF	AU	TEAGASC	MOH	ILVO	MIPAAF	INIAV
Yes	y	y	y	y	y	y	y	y	y	y
No										

Ad 6.6. Document Working Processes and Procedures

During the initiation phase of the project the Management Group has identified matters for which a process or procedure is not yet agreed in sufficient detail. The need is apparent for a document which formulates and provides clearer guidance and an overview providing information about the processes and procedures needed to implement the project efficiently and correctly. The Coordinator made a first draft which was included in the meeting documents. The Coordinator proposed that this document is to be further elaborated by him with help of the MG. No discussion about the content was made during the telephone conference, except for what was discussed under points 4 and points 6.2-6.5.

Adoption: Supplement of the Consortium Plan (GA and CA) with a document "Working Processes and Procedures". This document will include a) the specified processes and procedures for which decisions have been taken by the first General Assembly, and text that is meant to provide guidance for implementation of the project. The Coordinator makes this document, and after discussing it with the Management Group, provides it for adoption by the General Assembly through a written procedure. Once the Working Processes and Procedures are in place, they can be replaced by newer (extended) versions. The CA and GA prevail over the Working Processes and Procedures.

	JUELICH	WR	BLE	MAAF	AU	TEAGASC	MOH	ILVO	MIPAAF	INIAV
Yes	y	y	y	y	y	y	y	y	y	y
No										

Ad 7. The draft document Terms of Reference for the Supervisory Board

The draft was discussed, but was not up for adoption. This remains to be done by written procedure. One issue brought up in the discussion was whether two meetings of the Supervisory Board are really necessary. In the Consortium Agreement the beneficiaries agreed to have at least two meetings per year. However, SB members could decide to ask for implementation of only one meeting per year, if they think this would be sufficient for performing their supervisory tasks. This could be brought up at the first meeting of the SB.

Adoption: of the Terms of Reference. Frequency of meetings will be assessed together with SB. SCAR secretariat will be addressed to take it up on the agenda and assess it together with the SCAR Steering Group on 20th January 2017.

	JUELICH	WR	BLE	MAAF	AU	TEAGASC	MOH	ILVO	MIPAAF	INIAV
Yes	y	y	y	y	y	y	y	y	y	y
No										

Ad 8. Grant Agreement Amendment

The Coordinator gave background information for the amendment process which has been started by the Coordinator in December 2016. In short, due to legislation changes in The Netherlands and these becoming into effect gradually the previously in the proposal made description is not feasible anymore. During the assessment of the situation Juelich was approached and is implementing the desk-study through a sub-contract. For further information check the annotation to the agenda.

Ad 9. CASA and SCAR meetings; meeting calendar

All dates for activities in scope of SCAR are to be communicated to the Coordinator for adding these to a meeting calendar: e.g. SCAR Plenary, Steering Group, meetings of Strategic and Collaborative Working Groups, other activities for example Programme Committee Societal Challenge 2, conferences, etc.

The Coordinator proposed to have (virtual) Management Group meetings one week before and if reasonable after a SCAR SG meeting takes place. This will be scrutinized in the next meeting of the Management Group. The Coordinator will make a filter (through drop-down menu) which allows the user to discriminate between the different SCAR activities, for example select only dates and meetings of one particular SWG.

Adoption: Meeting Calendar will be updated and is provided by the Coordinator

	JUELICH	WR	BLE	MAAF	AU	TEAGASC	MOH	ILVO	MIPAAF	INIAV
Yes	y	y	y	y	y	y	y	y	y	y
No										

Ad 10. Any other business

No additional items were discussed.

Annotation to the draft agenda-v2

Document by Christine Bunthof and Rolf Stratmann, 2016-12-14

Introduction

This extraordinary meeting of the General Assembly has been convened to address the most urgent issues in CASA, which could not be addressed properly due to the absence of the Coordinator. For some of the agenda items a short introduction is given, where appropriate. Agenda items in need for an in-depth discussion and decision taking are highlighted in red. The main goal of the telephone conference is to bring the members of the General Assembly up to the current status, bringing up the continuation of the currently called CASA Kick-Off-Process, see ad 4 for further explanation. A short debriefing of the Management Meeting in Amsterdam will be given in ad 5. Ad 6 addresses working processes and procedures to make the day-to-day work in CASA more practical and easy. Some important aspects, which have been mentioned in the Description of Action and Consortium Agreement, like the Terms of Reference for the SB have been added as separate agenda items, for example ad 7 and ad 9. Ad 8 gives information about the currently open Grant Agreement amendment process and the next steps.

Content

Ad 1. Welcome and Tour de Table

Welcome by Rolf Stratmann, Coordinator of the CASA project.

Quick Tour de Table (name and organisation represented in GA, or other role of being in the meeting).

Ad 2. Agenda

Documents: A. Draft_v3_Agenda_General-Assembly_v2016.12.14.docx; B. Annotation_to_the_Draft_Agenda_v3_General-Assembly#1_v2016.12.14.docx

The Members of the GA may suggest additional items to be addressed in this meeting under point 8 'Any Other Business'. Points requiring a decision can only be added if all members present or represented unanimously agree to it. Items for information can also be brought up without having a topic for it, as they can be mentioned as well under point 8 'Any Other Business' at the end of the meeting.

Ad 3. CASA contacts

Document: CASA Contacts_version 2016.12.13.docx

Up for decision: shall the beneficiaries appoint deputies for the Representative in the GA? [Y/N]

Up for decision: Which organisations and which persons should be taken up in the mailing list for emails on GA matters and which for emails on project management issues. Note: these lists are maintained by the Coordinator and will be provided to GA members and the WP Lead Contact Persons when they need it. Note: it is always up to the discretion of the sender to include additional persons may he/she wish to do so, taking into account good practices for personal data protection.

Actions:

- All beneficiaries are asked to check this initial list and inform the coordinator by **<DATE TO BE SET AT GA>** of any missing data.
- During the project all beneficiaries should inform the coordinator without delay about changes.
- Coordinator will implement the decisions on mailing lists by including the mailing lists in ready-to-use form (format: e-mail-address1; e-mail-address2; e-mail-address3) either in the document provided or a separate documents for each consortium body and provide that to the project partners. The Coordinator will have available at any time a fully updated version of the attached CASA contacts document.

Ad 4. Kick-off process

Document: Accepted_Kick-Off-Meeting_Minutes_Brussels_7November2016

In the e-mails announcing the Kick-Off meeting held on 7th November in Brussels it was not explicitly stated that it was a General Assembly meeting. However, in the Description of Action (Grant Agreement, Annex I), it is written that the first General Assembly was planned to be organised as the Kick-Off meeting. The DoA also describes the topics to be addressed at the first General Assembly and with that the topics to be covered in Deliverable 5.1, which is to be a report which includes among other items, terms of reference for the Supervisory Board, working procedures for of the project, and a method for monitoring progress. Due to illness of the coordinator only part of the topics was on the agenda of the 7th November meeting. In order to have all topics listed in the DoA covered and included in the Report of the kick off process the following is proposed:

The First General Assembly, which constitutes the kick-off process, consists of two parts. Part 1 was the meeting with all GA partners and a few guests on 7th November in Brussels. Part 2 is the Teleconference on 16th December.

The report of the Kick Off meeting (D5.1) is made by the Coordinator. The rules for GA minutes as stated in the CA apply. The final draft minutes from the 7th November meeting are input to that report.

The coordinator asks for adoption to resolve the situation in this manner, as this is the preferred way above other alternatives (being: that the telco is the first GA and the 7th November meeting was just a meeting, mainly consisting of presentations of the outlines of the WPs, or that the 7th November meeting in Brussels was the first GA – which had a content that is not in line with the DoA, and the 16 December Telco meeting is the second GA).

Ad 5 Main outcomes of the Management Group meeting 25th November, Amsterdam

The Management Group met on 20th – 21st September in Bonn and 12th October in Brussels (informal working meeting) and on 25th November in Amsterdam (formal Management Group meeting). The topics that were on the agenda of the Management Group meeting of 25th November were: Kick-Off minutes approval; Feedback from SCAR Steering Group meeting 9th November; Website; Procedures and Processes; Guidelines for external studies and facilitation; Timetable with CASA, SCAR SG, WG meetings; links of tasks and WP within CASA and with SCAR; Workshops and Conferences; clarity of e-mail communication; CIRCABC access for non-SCAR members in CASA; for further information please check the not yet accepted minutes of the last official Management Group meeting in Amsterdam. The meeting was chaired by Stefan Rauschen, as Rolf was ill, and minutes were drafted by David Butler Manning. These have been sent to the management group for comments. Some points need to be resolved. Once the minutes are final and approved, they will be sent to the whole Consortium. The attached document is just for information purposes.

At the Telco, David Butler Manning and Rolf Stratmann will give a brief oral summary of the outcomes, focussing on what is most relevant for the whole GA to be informed about.

Ad 6. Working processes and procedures

(agenda items 6.2 to 6.5 are taken from the accompanying document:

Draft_v2_CASA_Working-processes-and-procedures_v2016.12.14.docx)

Ad 6.1 Recalling main procedures from Consortium Plan (GA + CA)

Document: CASA_WP5_Coordination_and_Management_updated_16122016.pptx

The main procedures for the project are determined by the Grant Agreement (which includes the Terms and Conditions for CSA projects and the projects' Description of the Action) and in the Consortium Agreement.

The Powerpoint gives a brief summary of what is covered in GA and CA. It is for information purpose only. Beneficiaries should always refer to the original documents when resolving issues (GA + CA).

At the Telco, Rolf Stratmann will present the main procedures, after which there is opportunity for Q&A by all.

Ad 6.2 Personal Data Protection regulations – implications for CASA (text part of the Working Procedures and processes document)

Abiding the EU Data Protection Directive, national laws on personal data protection, and the Personal Data Protection Regulations of organisations within the consortium, the default policy is to minimise the use and distribution of personal data. Some concrete procedures are:

- E-mail addresses are not included in documents that are distributed beyond the CASA consortium, unless it is necessary, or it is relevant and unequivocal consent has been given by the individuals concerned.
- E-mail addresses are only put on websites when this is necessary. The email address is then changed into something that is not machine-readable, e.g. "firstname.lastname_#at^_organisation.country"
- The different recipient fields in e-mail (TO, CC, BCC) are used in accordance with good practice rules for personal data protection.

Ad 6.3 Working rules for distribution of presentation

Presentations are only distributed to participants and beyond, if the speaker has given his written consent. Powerpoint presentations are only provided in Portable Document Format (PDF) to recipients. For using such content in own presentations, the speaker is to be informed and asked for permission to copy or adapt content from his powerpoint file. The powerpoint files will be available through a repository for CASA beneficiaries on the CASA website. If copyrighted content is used, the rules have to be followed, for example graphics might be licensed with a limited usability scope, meaning it is legal to use a sample graphic only in a presentation, but not for distribution in hand-outs. This needs to be clarified with the author/ speaker.

Ad 6.4 Guidance for e-mail communication

Please check the accompanying document *Draft_v2_CASA_Working-processes-and-procedures_v2016.12.14.docx* for further information: mainly: *Communication and usage of E-Mails: Subject field; Recipients of e-mails (To and CC field, check also CASA Contacts_version 2016.12.13.docx); Rules for responsible use of e-mail addresses; Contacting and addressing CASA by e-mail CASA*

Ad 6.5 Monitoring tool for the progress of work in the Tasks

Document: Spreadsheet_for_Monitoring_CASA_v1_Work-Packages_Tasks_Milestones_Deliverables_v2016.12.14.xlsx

The excel-sheet will be used for monitoring the status of the Work Packages and Tasks. The Coordinator is to update this table in the beginning of each month and distribute it to the members of the Management Group, for taking further considerations in the meetings of the Management Group.

Ad 6.6 Document 'Working processes and procedures', next steps

Document: Draft_v2_CASA_Working-processes-and-procedures_v2016.12.14.docx

While running the project we are confronted with matters on which there is no clarity on what is the exact process or procedure. Therefore, there is need for a document which provides clear guidance, and which informs about the additional agreements that are made during the course of the project. Any content of this document should be a detailing or an addition to the main agreements as laid down in the GA and CA. In case the content conflicts with the GA and CA, then the CA prevails over the Working processes and procedures. And as stated the CA, the GA prevails over the CA. A first version of this document is being elaborated and open for discussion.

Up for discussion: content of the items in the document.

Up for discussion: text changes to the items currently in the document.

Up for discussion: are there more matters for which an agreement about process or procedure is to be elaborated? Which? How do we proceed with that?

Up for decision: Topics about which an item is to be added to the document and process of writing and agreeing these additions.

Up for approval: Inclusion of 'Working processes and procedures' in the Consortium Plan

Ad 7. Terms of Reference for the Supervisory Board

Document: Draft_v2_Terms-Of-Reference_Supervisory-Board_CASA_v2016.12.14.docx

In line with the DoA and CA, the Coordinator prepared Draft Terms of Reference for the Supervisory Board and brings it up for discussion and decision in the first GA. The next step will be the finalization of the ToR before the first SB meeting.

The document describes the terms of reference. These include: members of the SB, scope and target of SB meetings, preliminary meeting schedule of SB meetings.

After an introduction by Rolf Stratmann, the topic is open for discussion, followed by decision taken.

Up for discussion: content, adjustments to the text

Up for decision and approval: To present the document to the SCAR Steering Group 20th January 2016.

Ad 8. Grant Agreement Amendment #1

8.1 Desk-study in Work Package 1, part of Task 1.1

In Work Package 1, within Task 1.1, a desk study is described that will deliver the material supporting the core work of this Task. For implementing the desk study a budget of 25.000€ was calculated and assigned to Beneficiary 2 (DLO now WR) to “other direct costs, other goods and services: T1.1

Services for the desk study, interviews and report writing”. After submitting the proposal the Coordinator was approached by Christine Bunthof from DLO, now WR, and was informed that in The Netherlands legal changes have been approved and that the application of these new regulations are implemented gradually. Taking note of these gradually changes in The Netherlands it was suggested to transfer the budget of the desk study to JUELICH for implementing it. Secondly, re-examination clarified that the desk study is better implemented as a sub-contact than as “Other goods and Services”. This makes an amendment to the Grant Agreement necessary. Only through an amendment JUELICH is legally on the safe side, that the incurred costs are reimbursed by the European Commission. For performing the desk study work “PM Project Management &- Uitvoering” was suggested and accepted. Dorri te Boekhorst of PM has already participated in Management Group meetings, and in the meeting on 7th November 2016 in Brussels, and the Task 2.1 Workshop on 8th November 2016 in Brussels. The desk study is going to be implemented with two subsequent sub-contracts. The first sub-contract is covering the first half of the desk study and is going to deliver the 1. Desk study report, 2. Raw data from the interviews ready for analysis and 3. Design for online surveys ready to use. After checking and approval of these three deliverables a second sub-contract will be issued for the second half of the desk study. It is planned that the first part of the desk study is finished by end of April 2017.

8.2 Change of name of Beneficiary 2

Since an amendment for the desk study is needed, the name change from DLO to Wageningen Research will be implemented in the DoA text. The short name in the Participant Portal will also be adjusted.

The Annex I and Annex II of the Grant Agreement are going to be adjusted and circulated to all Members of the General Assembly for information before submitting the amendment to the EC!

Ad 9 CASA and SCAR meetings

Ad 9.1 Meeting Calendar

Document: CASA_Overview_Dates_Events_v1_v2016.12.14.xlsx

Currently only one calendar is in use. It will be complemented with dates and event-names, as they become available. Through drop-down selection in the excel-table you will have the possibility to check for relevant activities for SCAR Plenary, SCAR Steering Group, SCAR Supervisory Board, CASA Management Group, CASA General Assembly. It is proposed that the Management Group will meet one week before a SCAR SG and Plenary meeting is scheduled, either physically or virtually.

Up for discussion: time-slots for meetings of the Management Group one week before and after a SCAR SG and Plenary is scheduled

Up for decision: Management Group meeting to be held one week before a SCAR Steering Group or Plenary meeting is planned

CASA Contacts _version 2016.12.14

Table 1. CASA General Assembly

All CASA beneficiaries are represented in the General Assembly.

GA Member	Representative (1 per organisation)	Deputy (1 per organisation)
P1 JUELICH	Rolf Stratmann	Stefan Rauschen
P2 WR	Christine Bunthof	Dorri te Boekhorst
P3 BLE	Vera Steinberg	Elke Saggau or Johannes Bender
P4 MAAF	Valérie DeHaudt	Pierre Greiner
P5 AU	Vivi Nielsen	Alex Percy-Smith
P6 TEAGASC	Maeve Henchion	Kim Reilly
P7 MOH	Romano Zilli	Marina Bagni
P8 ILVO	Sylvia Burssens	Bjorn Posse
P9 MIPAAF	Serenalla Puliga	Claudio Lorenzi
P10 INIAV	José Matos	Carla Brites or Rui Rosario

E-mails about GA meetings and other GA matters are sent

TO: beneficiaries' representatives for the General Assembly

CC: deputy representative for GA matters

person who is appointed to take minutes

others as deemed appropriate by the Coordinator, such as guest speakers, project officers, other members of the CASA teams of the beneficiaries. Note: The GA representatives may ask the coordinator to include additional persons in CC of emails. It is up to the coordinator to maintain a full mailing list and to share that mailing list with the members of the Management Group and the Beneficiaries' representatives in the General Assembly.

Table 2A. CASA Work Package Leaders /Management Group

Five of the CASA beneficiaries are leader of a Work Package.

The lead contact persons constitute the CASA Management Group.

WP	WP Leader	Lead Contact Person (1 per WP)	Deputies
WP1	WR	Christine Bunthof	Dorri te Boekhorst
WP2	AU	Alex Percy-Smith	Vivi Nielsen
WP3	BLE	Vera Steinberg	Elke Saggau, Johannes Bender
WP4	MAAF	Valérie Dehaut	Pierre Greiner
WP5	JUELICH	Rolf Stratmann	Stefan Rauschen

E-mails for Management Group matters are sent

TO: the WP Lead Contact Person for each beneficiary leading a Work Package

CC: deputies of the WP Lead Contact Person.

person who is appointed to take minutes

others as deemed appropriate by the Coordinator, such as guest speakers, project officers, other members of the CASA teams of the beneficiaries. Note: The WP Lead Contact Person may ask the Coordinator to include additional persons in CC of emails. It is up to the coordinator to maintain a full mailing list and to share that mailing list with the members of the Management Group and the Beneficiaries' representatives in the General Assembly.

Table 2B. CASA Task Managers

(1 contact person per Task)

Task	Task Lead	Task Manager
T1.1	WR	Christine Bunthof
T1.2	WR	Christine Bunthof
T1.3	WR	Christine Bunthof
T1.4	WR	Christine Bunthof
T2.1	AU	Alex Percy-Smith
T2.2	AU	Alex Percy-Smith
T2.3	AU	Alex Percy-Smith
T2.4	AU	Vivi Nielsen

T2.5	AU	Vivi Nielsen
T3.1	BLE	Vera Steinberg
T3.2	TEAGASC	Maeve Henchion
T3.3	TEAGASC	Maeve Henchion
T3.4	ILVO	Sylvia Burssens
T3.5	MOH	Romano Zilli
T3.6	BLE	Elke Saggau
T3.7	MIPAAF	Serenella Puliga
T3.8	BLE	Johannes Bender
T4.1	MAAF	Valérie Dehaudt
T4.2	MAAF	Valérie Dehaudt
T4.3	MAAF	Valérie Dehaudt
T4.4	INIAV	José Matos
T5.1	JUELICH	Rolf Stratmann
T5.2	JUELICH	Rolf Stratmann
T5.3	JUELICH	Rolf Stratmann
T5.4	JUELICH	Rolf Stratmann

Table 3. CASA Teams at partners

(Legal and Financial signatories are not included in the lists. These can be found in Participant Portal)

P1. JUELICH

Name	Role(s) in CASA
Rolf Stratmann	Representative in GA; Coordinator, LCP WP5, ; Task Manager T5.1, T5.2, T5.3, T5.4
Stefan Rauschen	Deputy-representative in GA; Deputy for Rolf as LCP WP5
David Butler	Project assistant (please consider how you'd like to name the role of those taking minutes)
Hanna Steffens	Project assistant

P2. WR

Name	Role(s) in CASA
Christine Bunthof	Representative in GA; LCP WP1; Task Manager T1.1, 1.2, 1.3, 1.4
Dorri te Boekhorst	Deputy-representative in GA; Deputy for CB as LCP WP1
Herman van Keulen	May be working in T1.4 in 2018
Floor Geerling - Eiff	Works in T2.2
Germa Ogink	Works in T1.2, T1.3, T1.4; (project assistance)

P3. BLE

Name	Role(s) in CASA
Elke Saggau	Deputy-representative in GA; Task Manager T3.6;
Johannes Bender	Task Manager T3.8
Vera Steinberg	Representative in GA; LCP WP3; Task Manager T3.1
Kerstin Salvatori	

P4. MAAF

Name	Role(s) in CASA
Pierre Grenier	Deputy-representative in GA
Valérie Dehaudt	Representative in GA; LCP WP4; Task Manager T4.1, 4.2, 4.3,
Corinne Bitaud	

P5. AU

Name	Role(s) in CASA
Vivi Hunnicke Nielsen	Representative in GA; Task Manager T1.4, 2.5
Inge Harbo	
Alex Percy-Smith	Deputy-representative in GA; LCP WP2; Task Manager T1.1, 2.2, 2.3

P6. TEAGASC

Name	Role(s) in CASA
Maeve Henchion	Representative in GA; Task Manager T3.2, 3.3
Kevin Heanue	

P7. MOH

Name	Role(s) in CASA
Silvio Borrello	
Marina Bagni	
Romano Zilli	Representative in GA; Task Manager T3.5

P8. MIPAAF

Name	Role(s) in CASA
Claudio Lorenzi	
Serenella Puliga	Representative in GA; Task Manager T3.7
Elena Capolino	
Anna Maria Stella Marzetti	
Marina Montedoro	
Elena Tibaldi	
<i>From CREA:</i>	
Annalisa Zezza	
Simona Cristiano	

P9. ILVO

Name	Role(s) in CASA
Sylvia Burssens	Representative in GA; Task Manager T3.4

P10. INIAV

Name	Role(s) in CASA
José Matos	Representative in GA; Task Manager T4.4
Carla Brites	
Rui do Rosário	

Table 4 WPs, Tasks, and duration

		Duration	Deliverables
WP1	Representativeness	M1-36	
T1.1	Analyses of key factors of involvement and representativeness	M1-12	D1.1
T1.2	Conference on representativeness	M16-21	D1.2
T1.3	Mentoring programme	M4-33	D1.3
T1.4	Meetings to enhance visibility and use of SCAR outcomes in Member States and to step up the engagement of Member States in SCAR	M4-36	D1.4
WP2	Added value and improved quality for greater impact	M1-36	
T2.1	Analysis of experience and need of support to the working groups	M1-36	D2.1, D2.2, D2.3 D2.4
T2.2	Facilitate individual working groups	M3-36	D2.5, D2.6, D2.7
T2.3	Organising expert external studies in support of SWGs and CWGs	M3-36	D2.8
T2.4	Support to coordination and linkages between SWGs & CWGs and with DGs	M1-36	D2.9
T2.5	Support to the Implementation of the 4 th Foresight and its recommendations	M3-36	D2.10, D2.11
WP3	Strengthening strategic advice	M1-36	
T3.1	Assess the state of play of research and innovation policy in the broader Bioeconomy area: Preparatory work	M1-12	
T3.2	Assess the state of play of research and innovation policy in the broader Bioeconomy area: Assessment and SWOT analysis	M5-11	D3.1, D3.2.1, D3.2.2,
T3.3	SWOT Conference	M9-12	D3.3
T3.4	Support SCAR on better alignment of research and innovation policies	M1-36	D3.4
T3.5	Support SCAR in developing general procedures and tools for initiating new activities (SWGs/CWGs/Ad-hoc working groups or Task Forces on emerging issues; other implementation actions	M1-12	D3.5
T3.6	Creating a structure for future SCAR Foresight processes	M1-36	D3.6
T3.7	Develop an Impact Assessment Framework	M12-36	D3.7.1, D3.7.2
T3.8	Develop scenarios on sustainability and follow up activities	M12-36	D3.8
WP4	Communication and dissemination	M1-36	
T4.1	Support development and implementation of a SCAR communication strategy	M1-6	D4.1, D4.2
T4.2	Communication with all dissemination products	M1-36	D4.3, D4.4, D4.5, D4.6
T4.3	Final conference of CASA	M24-36	D4.7
T4.4	MS-driven dissemination	M1-36	D4.8, D4.9, D4.10, D4.11
WP5	Coordination and Management	M1-36	
T5.1	General administrative management and start (kick-off) of the project	M1-36	D5.1
T5.2	Meetings of the General Assembly	M1-36	D5.2, D5.3
T5.3	Meetings of the Management Group	M1-36	D5.4
T5.4	Meetings of Supervisory Board	M1-36	

Table 5 Alphabetical list CASA

Last name	First name	Email	Telephone
Bagni	Marina		
Bender	Johannes		
Bitaud	Corinne		
Borrello	Silvio		
Brites	Carla		
Bunthof	Christine		
Burssens	Sylvia		
Butler	David		
Capolino	Elena		
Cristiano	Simona		
Dehaudt	Valérie		
do Rosário	Rui		
Geerling - Eiff	Floor		
Grenier	Pierre		
Harbo	Inge		
Heanue	Kevin		
Henchion	Maeve		
Hunnicke Nielsen	Vivi		
Lorenzi	Claudio		
Marzetti	Anna Maria Stella		
Matos	José		
Montedoro	Marina		
Ogink	Germa		
Percy-Smith	Alex		
Puliga	Serenella		
Posse	Bjorn		
Rauschen	Stefan		
Reilly	Kim		
Saggau	Elke		
Salvatori	Kerstin		
Steffens	Hanna		
Steinberg	Vera		
Stratmann	Rolf		
te Boekhorst	Dorri		
Tibaldi	Elena		
van Keulen	Herman		
Zezza	Annalisa		
Zilli	Romano		

CASA Contacts _version 2017.02.20

Table 1. CASA General Assembly

All CASA beneficiaries are represented in the General Assembly.

GA Member	Representative (1 per organisation)	Deputy (1 per organisation)
P1 JUELICH	Rolf Stratmann	Stefan Rauschen
P2 WR	Christine Bunthof	Dorri te Boekhorst
P3 BLE	Vera Steinberg	Elke Saggau or Johannes Bender
P4 MAAF	Valérie DeHaudt	Pierre Greiner
P5 AU	Vivi Nielsen	Alex Percy-Smith
P6 TEAGASC	Maeve Henchion	Kim Reilly
P7 MOH	Romano Zilli	Marina Bagni
P8 ILVO	Sylvia Burssens	Bjorn Posse
P9 MIPAAF	Serenella Puliga	Annalisa Zezza
P10 INIAV	José Matos	Carla Brites or Rui Rosario

E-mails about GA meetings and other GA matters are sent

TO: beneficiaries' representatives for the General Assembly

CC: deputy representative for GA matters

person who is appointed to take minutes

others as deemed appropriate by the Coordinator, such as guest speakers, project officers, other members of the CASA teams of the beneficiaries. Note: The GA representatives may ask the coordinator to include additional persons in CC of emails. It is up to the coordinator to maintain a full mailing list and to share that mailing list with the members of the Management Group and the Beneficiaries' representatives in the General Assembly.

Table 2A. CASA Work Package Leaders /Management Group

Five of the CASA beneficiaries are leader of a Work Package.

The lead contact persons constitute the CASA Management Group.

WP	WP Leader	Lead Contact Person (1 per WP)	Deputies
WP1	WR	Christine Bunthof	Dorri te Boekhorst
WP2	AU	Alex Percy-Smith	Vivi Nielsen
WP3	BLE	Vera Steinberg	Elke Saggau, Johannes Bender
WP4	MAAF	Valérie Dehaut	Pierre Greiner
WP5	JUELICH	Rolf Stratmann	Stefan Rauschen

E-mails for Management Group matters are sent

TO: the WP Lead Contact Person for each beneficiary leading a Work Package

CC: deputies of the WP Lead Contact Person.

person who is appointed to take minutes

others as deemed appropriate by the Coordinator, such as guest speakers, project officers, other members of the CASA teams of the beneficiaries. Note: The WP Lead Contact Person may ask the Coordinator to include additional persons in CC of emails. It is up to the coordinator to maintain a full mailing list and to share that mailing list with the members of the Management Group and the Beneficiaries' representatives in the General Assembly.

Table 2B. CASA Task Managers

(1 contact person per Task)

Task	Task Lead	Task Manager
T1.1	WR	Christine Bunthof
T1.2	WR	Christine Bunthof
T1.3	WR	Christine Bunthof
T1.4	WR	Christine Bunthof
T2.1	AU	Alex Percy-Smith
T2.2	AU	Alex Percy-Smith
T2.3	AU	Alex Percy-Smith

T2.4	AU	Vivi Nielsen
T2.5	AU	Vivi Nielsen
T3.1	BLE	Vera Steinberg
T3.2	TEAGASC	Maeve Henchion
T3.3	TEAGASC	Maeve Henchion
T3.4	ILVO	Sylvia Burssens
T3.5	MOH	Romano Zilli
T3.6	BLE	Elke Saggau
T3.7	MIPAAF	Serenella Puliga
T3.8	BLE	Johannes Bender
T4.1	MAAF	Valérie Dehaut
T4.2	MAAF	Valérie Dehaut
T4.3	MAAF	Valérie Dehaut
T4.4	INIAV	José Matos
T5.1	JUELICH	Rolf Stratmann
T5.2	JUELICH	Rolf Stratmann
T5.3	JUELICH	Rolf Stratmann
T5.4	JUELICH	Rolf Stratmann

Table 3. CASA Teams at partners

(Legal and Financial signatories are not included in the lists. These can be found in Participant Portal)

P1. JUELICH

Name	Role(s) in CASA
Rolf Stratmann	Representative in GA; Coordinator, LCP WP5, ; Task Manager T5.1, T5.2, T5.3, T5.4
Stefan Rauschen	Deputy-representative in GA; Deputy for Rolf as LCP WP5
David Butler	Project assistant (please consider how you'd like to name the role of those taking minutes)
Hanna Steffens	Project assistant

P2. WR

Name	Role(s) in CASA
Christine Bunthof	Representative in GA; LCP WP1; Task Manager T1.1, 1.2, 1.3, 1.4
Dorri te Boekhorst	Deputy-representative in GA; Deputy for CB as LCP WP1
Herman van Keulen	May be working in T1.4 in 2018
Floor Geerling - Eiff	Works in T2.2
Germa Ogink	Works in T1.2, T1.3, T1.4; (project assistance)

P3. BLE

Name	Role(s) in CASA
Elke Saggau	Deputy-representative in GA; Task Manager T3.6;
Johannes Bender	Task Manager T3.8
Vera Steinberg	Representative in GA; LCP WP3; Task Manager T3.1
Kerstin Salvatori	

P4. MAAF

Name	Role(s) in CASA
Pierre Grenier	Deputy-representative in GA
Valérie Dehaut	Representative in GA; LCP WP4; Task Manager T4.1, 4.2, 4.3,
Corinne Bitaud	

P5. AU

Name	Role(s) in CASA
Vivi Hunnicke Nielsen	Representative in GA; Task Manager T1.4, 2.5
Inge Harbo	
Alex Percy-Smith	Deputy-representative in GA; LCP WP2; Task Manager T1.1, 2.2, 2.3

P6. TEAGASC

Name	Role(s) in CASA
Maeve Henchion	Representative in GA; Task Manager T3.2, 3.3
Kevin Heanue	

P7. MOH

Name	Role(s) in CASA
Silvio Borrello	
Marina Bagni	
Romano Zilli	Representative in GA; Task Manager T3.5

P8. MIPAAF

Name	Role(s) in CASA
Claudio Lorenzini	LEAR
Serenella Puliga	Representative in GA; Task Manager T3.7
<i>From CREA:</i>	
Annalisa Zezza	Representative in GA; co-manager task 3.7
Simona Cristiano	Representative in GA; co-manager task 3.7

P9. ILVO

Name	Role(s) in CASA
Sylvia Burssens	Representative in GA; Task Manager T3.4

P10. INIAV

Name	Role(s) in CASA
José Matos	Representative in GA; Task Manager T4.4
Carla Brites	
Rui do Rosário	

Table 4 WPs, Tasks, and duration

		Duration	Deliverables
WP1	Representativeness	M1-36	
T1.1	Analyses of key factors of involvement and representativeness	M1-12	D1.1
T1.2	Conference on representativeness	M16-21	D1.2
T1.3	Mentoring programme	M4-33	D1.3
T1.4	Meetings to enhance visibility and use of SCAR outcomes in Member States and to step up the engagement of Member States in SCAR	M4-36	D1.4
WP2	Added value and improved quality for greater impact	M1-36	
T2.1	Analysis of experience and need of support to the working groups	M1-36	D2.1, D2.2, D2.3 D2.4
T2.2	Facilitate individual working groups	M3-36	D2.5, D2.6, D2.7
T2.3	Organising expert external studies in support of SWGs and CWGs	M3-36	D2.8
T2.4	Support to coordination and linkages between SWGs & CWGs and with DGs	M1-36	D2.9
T2.5	Support to the Implementation of the 4 th Foresight and its recommendations	M3-36	D2.10, D2.11
WP3	Strengthening strategic advice	M1-36	
T3.1	Assess the state of play of research and innovation policy in the broader Bioeconomy area: Preparatory work	M1-12	
T3.2	Assess the state of play of research and innovation policy in the broader Bioeconomy area: Assessment and SWOT analysis	M5-11	D3.1, D3.2.1, D3.2.2,
T3.3	SWOT Conference	M9-12	D3.3
T3.4	Support SCAR on better alignment of research and innovation policies	M1-36	D3.4
T3.5	Support SCAR in developing general procedures and tools for initiating new activities (SWGs/CWGs/Ad-hoc working groups or Task Forces on emerging issues; other implementation actions	M1-12	D3.5
T3.6	Creating a structure for future SCAR Foresight processes	M1-36	D3.6
T3.7	Develop an Impact Assessment Framework	M12-36	D3.7.1, D3.7.2
T3.8	Develop scenarios on sustainability and follow up activities	M12-36	D3.8
WP4	Communication and dissemination	M1-36	
T4.1	Support development and implementation of a SCAR communication strategy	M1-6	D4.1, D4.2
T4.2	Communication with all dissemination products	M1-36	D4.3, D4.4, D4.5, D4.6
T4.3	Final conference of CASA	M24-36	D4.7
T4.4	MS-driven dissemination	M1-36	D4.8, D4.9, D4.10, D4.11
WP5	Coordination and Management	M1-36	
T5.1	General administrative management and start (kick-off) of the project	M1-36	D5.1
T5.2	Meetings of the General Assembly	M1-36	D5.2, D5.3
T5.3	Meetings of the Management Group	M1-36	D5.4
T5.4	Meetings of Supervisory Board	M1-36	

Table 5 Alphabetical list CASA

Last name	First name	Email	Telephone
Bagni	Marina		
Bender	Johannes		
Bitaud	Corinne		
Borrello	Silvio		
Brites	Carla		
Bunthof	Christine		
Burssens	Sylvia		
Butler	David		
Cristiano	Simona		
Dehautt	Valérie		
do Rosário	Rui		
Geerling - Eiff	Floor		
Grenier	Pierre		
Harbo	Inge		
Heanue	Kevin		
Henchion	Maeve		
Hunnicke Nielsen	Vivi		
Lorenzini	Claudio		
Matos	José		
Ogink	Germa		
Percy-Smith	Alex		
Puliga	Serenella		
Posse	Bjorn		
Rauschen	Stefan		
Reilly	Kim		
Saggau	Elke		
Salvatori	Kerstin		
Steffens	Hanna		
Steinberg	Vera		
Stratmann	Rolf		
te Boekhorst	Dorri		
Tibaldi	Elena		
van Keulen	Herman		
Zezza	Annalisa		
Zilli	Romano		

Terms of Reference for Supervisory Board Members of the Horizon 2020 Coordination and Support Action CASA

Purpose

The Supervisory Board (SB) will help ensure that the Coordination and Support Action, CASA, delivers relevant results related to its specific objectives to reach its overall goal of **supporting the convergence of a consolidated common agricultural and wider bio-economy research agenda within the European Research Area**. The four specific objectives are:

1. **Increased and broadened participation, interaction and collaboration of Member States and Associated Countries** with each other and also with the Directorate-Generals (DG) of the European Commission in the different SCAR bodies: the SCAR Steering Group (SCAR SG); SCAR Strategic and Collaborative Working Groups (SWGs and CWGs); ad-hoc task forces.
2. **Improved quality of outputs and outcomes** of SCAR and its SWGs and CWGs creating added value for greater impact within the evolving landscape of the broader bioeconomy based on an increased and broadened participation facilitated by CASA
3. Strengthening the **production of more strategic policy advice** for the coming years improved by SCAR within the evolving landscape of the broader bioeconomy based on an increased and broadened participation facilitated by CASA
4. **Improved overall organisation, communication and dissemination** of SCAR activities, outputs and outcomes for greater impact.

Duties

In general the SB will provide **advice and offer suggestions on the content of selected activities, workshops, reports and other deliverables**. It will **assess proposed strategies, providing recommendations and suggestions**. These recommendations and suggestions will be taken into account by the CASA bodies and task teams in their planning and performance of the work.

Members of the Supervisory Board

The Supervisory Board will be made up of

- Members of the SCAR Steering Group,
- Either the Chair or Co-chair of a Strategic and Collaborative Working Groups
- In case the Chair or Co-chair is hampered they can nominate a stand-in for a meeting

Chair: The SB meetings are chaired by the representative of the member state which has assumed the EU Council Presidency. If it becomes apparent that no representative from the member state holding the EU Council Presidency is available, the members of the SB are to nominate someone from their members in the first 3 weeks after the EU Council Presidency has been assumed by the following member state.

Supervisory Board meetings

Participants at SB meeting are the SB members and the CASA Coordinator and the WP Leaders (CASA Management Group). Additional CASA Task Managers or other CASA staff, might be invited to attend meetings, depending on the agenda items.

Extraordinary meetings of the SB can be proposed at any time upon written request of any member of the SB.

Observer(s): The person from the EC holding the position as SCAR Secretariat participates as Observer. Depending on the topics to be discussed the further staff from the EC might be invited to attend the meetings.

Preparation of meetings

Meetings are prepared by the SB Chair and the CASA management Group. Preparations are led by the CASA Coordinator.

Agenda setting, selection of topics and notification

Topics to be added to the **agenda** of meetings are proposed by the Management Group and Chair of the SB well in advance (at least 2 weeks) of the meetings to ensure proper planning and preparation of the meeting. Any member of a consortium body may add an item to the original agenda by written notification to all members of the SB and the CASA Management Group up to 4 days before the meeting is held. During the meetings –if unanimously agreed - new agenda items can be added.

Meeting timetable

Preliminary SB meetings schedule:

SB meeting #1: February 2017

SB meeting #2: September 2017

SB meeting #3: February 2018

SB meeting #4: September 2018

SB meeting #5: February 2019

SB meeting #6: September 2019

The meetings will be organised back to back with meetings of the SCAR SG if possible. The date for the first SB meeting will be set by the SCAR coordinator, who will contact the SCAR Secretary for planning it back-to-back with the first, second or third SCAR SG in 2017. From then on the date for the next meeting will be fixed at the meeting.

Minutes

The CASA Coordinator shall produce written minutes of each meeting. The Coordinator shall send the draft minutes to all SB members, and remaining participants of the SB meeting within 7 days of the meeting.

The minutes shall be considered as accepted if, within 20 calendar days from sending, no SB Member or remaining participant has sent an objection in writing to the Coordinator and the remaining Members and participants with respect to the accuracy of the draft of the minutes. The final approved minutes shall be distributed to the whole Consortium with the possibility of raising a Veto according to the sections 6.2.4.1 and 6.2.4.4 of the CASA Consortium Agreement.

The Coordinator shall send the accepted minutes to all Members of the SB, the GA, and all remaining participants. The Coordinator shall safeguard the minutes. If requested the Coordinator shall provide authenticated duplicates to Parties and the GA.

Table 1: Overview Time-frames and Deadlines for the Supervisory Board

Body	Notification of meetings; extraordinary meetings (days prior to meeting)	Deadline for communication of the agenda (days prior to meeting)	Deadline for addition of items to the agenda (days prior to meeting)	Minutes and notification of decisions	Veto
Supervisory Board	14; 7	7	4	During meeting and in writing	15
Task(s)		Advisory and decision items must be listed and recognisable	Or during a meeting, if unanimous	Minutes with decision(s) within calendar 7 days by CASA Coordinator; 20 calendar days for approval	Upon written notification by the Coordinator of the outcome of a vote.

WP number ⁹	Task	Lead beneficiary/ responsible partner	Responsible person (including contact details)	Task status (traffic light: green, orange, red)	Deliverable status	Obstacles/ problems encountered	How to resolve, solution, mitigation	Deliverable Title	Deliverable Number ¹⁴	Due Date (in months) ¹⁷
WP1		2 - DLO						Report of desk study, interviews and group discussions on matters of inclusiveness and representativeness	D1.1	12
		2 - DLO						Consolidated recommendatinos to SCAR on representativeness	D1.2	21
		2 - DLO						Report about the result of the Mentoring Programme	D1.3	33
		2 - DLO						Compilation report with conclusions of CASA-organised national meetings	D1.4	36
WP2		5 - AU						Report from initial study (task 2.1) of experiences in working groups including lessons learnt in running the working groups and best practices	D2.1	3
		5 - AU						Agreed Detailed 1st Annual Work plan for support	D2.2	3
		5 - AU						Agreed Detailed 2nd Annual Work plan for support	D2.3	15
		5 - AU						Agreed Detailed 3rd Annual Work plan for support	D2.4	27
		5 - AU						Report Nr.1 to SCAR WG about facilitation	D2.5	13
		5 - AU						Report Nr.2 to SCAR WG about facilitation	D2.6	25
		5 - AU						Report Nr.3 to SCAR WG about facilitation	D2.7	36
		5 - AU						Overview of studies carried out and outcomes and outputs	D2.8	36
		5 - AU						Report on linkages	D2.9	36
		5 - AU						Report Nr. 1 to SCAR WG: Monitoring of implementation of recommendations in current SCAR Foresight report	D2.10	18
		5 - AU						Report Nr. 2 to SCAR WG: Monitoring of implementation of recommendations in current SCAR Foresight report	D2.11	36
WP3		3 - BLE						Terms of Reference for the SWOT analysis	D3.1	6
		3 - BLE						A detailed overview on the state of play and a gap analysis within the broader Bioeconomy	D3.2	6
		3 - BLE						SWOT Report on the state of play of research and innovation policy in Europe	D3.3	10
		3 - BLE						SWOT Conference Report	D3.4	13
		3 - BLE						List of Proposals on better alignment	D3.5	36
		3 - BLE						Guideline on standardisation procedures of initiating new activities	D3.6	12
		3 - BLE						Guidelines on a structure for the future SCAR Foresight exercises and its implementation	D3.7	36
		3 - BLE						Impact Assessment Framework document	D3.8	36

		3 - BLE						Strategy with Implementation Plan	D3.9	36
		3 - BLE						Document on different scenarios on sustainability of CASA work (outcome task 3.8)	D3.10	36
WP4		4 - MAAF						Report of survey and recommendations	D4.1	6
		4 - MAAF						Report Nr. 1 of best practices from EIP AGRI	D4.2	12
		4 - MAAF						Report Nr. 2 of best practices from EIP AGRI	D4.3	24
		4 - MAAF						Report Nr. 3 of best practices from EIP AGRI	D4.4	36
		4 - MAAF						Report of Style Guide	D4.5	3
		4 - MAAF						Report Nr. 1 of published Newsletters	D4.6	12
		4 - MAAF						Report Nr. 2 of published Newsletters	D4.7	18
		4 - MAAF						Report Nr. 3 of published Newsletters	D4.8	24
		4 - MAAF						Report Nr. 4 of published Newsletters	D4.9	30
		4 - MAAF						Report of published leaflets on SCAR activities	D4.10	36
		4 - MAAF						Report of Web site activities	D4.11	36
		4 - MAAF						Report of the final conference	D4.12	36
		4 - MAAF						Report of published leaflets on SCAR and SCAR bodies	D4.13	6
		4 - MAAF						Report of template and common format for common SCAR meetings in the MS and flyer	D4.14	6
		4 - MAAF						Report Nr. 1 of translation of SCAR reports and studies	D4.15	6
		4 - MAAF						Report Nr.2 of translation of SCAR reports and studies	D4.16	36
		4 - MAAF						Report Nr. 1 from national mirror-groups	D4.17	6
		4 - MAAF						Report Nr. 2 from national mirror-groups	D4.18	36
		4 - MAAF						Report Nr. 5 of published Newsletters	D4.19	36
WP5	42374	1 - JUELICH	Rolf Stratmann (tel.: +4922838211981; email: r.stratmann@fz-juelich.de; rolf.stratmann@dlr.de)			Activities behind schedule due to illness	Addressing open issues around the christmas days and first week in January	Report of kick-off meeting	D5.1	3
		1 - JUELICH						Project Monitoring Framework Overview	D5.2	36
		1 - JUELICH						Collected Report of General Assembly Meetings and Outcomes	D5.3	36
		1 - JUELICH						Report of Final Conference	D5.4	36
		1 - JUELICH						Collected Report of Management Group Meetings and Outcomes	D5.5	36
		1 - JUELICH						Collected Report of Supervisory Board Meetings and Outcomes	D5.6	36