SEVENTH FRAMEWORK PROGRAMME

KBBE.2013.1.4-02: Integrated Pest Management (IPM) - ERANET

Coordination and Support Action

C-IPM

Coordinated Integrated Pest Management in Europe

Grant agreement no.: 618110

Deliverable D5.6: Monitoring Guidance document – Procedure to monitor projects and organize the evaluation and dissemination of joint activities/projects after the end of C-IPM

Due date of Deliverable: December 2016 (M36)

Completion date: 21 December 2016

Actual submission date: 21 December 2016

Lead beneficiary:

FOAG

Nature of deliverable: Report

Dissemination level: PP

Starting date of the project: 1 January 2014

Duration: 36 months

Background

The ERA-NET project C-IPM started in the EU's Framework Programme 7 beginning of 2014 for an accredited period of three years. The aim is to work together in order to foster projects that generate knowledge on Integrated Pest Management (IPM) options and tools. A first call was launched in 2015, and a second one in 2016. As the selected projects will still run after the funding of the C-IPM ERA-NET project has ended, a procedure to monitor projects and organise the evaluation and dissemination of these joint activities/projects therefore needs to take into account this circumstance.

The establishment of a monitoring and evaluation procedure is important in order to assure that funded projects are on the right track and in order to follow-up on the progress of the projects. The development of such a monitoring, evaluation and follow-up strategy is part of Work Package 5 "Develop and fund transnational calls". The task also includes the organisation of the dissemination of the joint activities/projects and their findings and results.

Introduction

Monitoring and evaluation of projects is commonly done by asking for occasional common reporting from the projects (progress reports such as annual or midterm as well as final reports) and by evaluating the reports according to a defined procedure. However, establishing such a procedure is not an easy task. Since C-IPM funded its project according to the principles of a virtual common pot, all project partners of a funded project have separate contracts with their national or regional funding bodies and usually reports from each project partner to their funding agency are already part of the obligations in the national contracts. But these reports often cover only parts of the total project, often related to the specific task(s) of a project partner. In order to monitor the progress and final outcome of the whole projects, a common reporting system is required. Ideally, the common reporting and the national reporting is well coordinated for the benefit of the project partners. If the common reporting system takes into account the requirements of all participating funding agencies, the common reports could at the same time also serve for the national reporting.

Additionally, it is possible that due to this funding scheme not all national contracts with the project partners of a specific project start and end on the same date. Consequently, the common reporting needs to be managed somewhat flexibly in terms of deadlines for the midterm and final reports.

Furthermore, the abovementioned circumstance that projects outlast the EU funded period is a challenge for the establishment of a practicable monitoring and evaluation procedure. Carrying out a credible evaluation process is also linked to costs, which are covered by the funding agencies. In C-IPM, the funding bodies of a project will need to stay in touch with each other even after the EU funded period of the ERA-NET, be aware of the reporting deadlines and somehow ensure and coordinate the evaluation of the reports.

Objectives

The main objectives of a monitoring and evaluation strategy are:

- To ensure common reporting from the projects
- To gather information on the progress and the final outcome of a transnational project as a whole
- To ensure that resources are used sensibly and according to the descriptions of the proposals
- To ensure that the quality of the results is satisfactory

The main objectives of a dissemination strategy are:

- To clarify how information and results will be disseminated to and received by all relevant stakeholder groups
- To assure that either the targeted end users or a general broad audience are provided with all important information on the findings and project results
- To promote the network and increase the transparency of the ERA-NET in case a continuation of the project occurs

C-IPM procedure for monitoring and evaluation

Submission of midterm and final reports

A template guarantees the standardised layout and content of the project reports and enables the evaluation through a defined set of questions following the structure of the template. C-IPM asks the selected projects to submit a midterm report after half of the project period (usually after 18 months) and a final report at the end of the project (usually after 36 months).

C-IPM only provides one template for both the midterm and final report (Annex A). The idea is that it can be completed step by step. For the midterm reporting, only the first few chapters need to be completed. Later on, these chapters can be updated if necessary and complemented by the other chapters for the final submission of the report. Besides, it should not be seen as compulsory to fill in every single question. Because the C-IPM template is rather extensive and not only encompasses input and output questions but also outcome and impact questions, it should be considered more as a guideline for the project coordinators and project partners. It is for example possible, that projects are not able to provide information on certain impact questions by the end of the project period. Thus, these questions may be left out.

The C-IPM template for midterm and final reports as well as the link of the document on the website is sent to project coordinators and the other project partners at the start of the project. A reminder will be sent to the project coordinators three months before the submission deadlines (i.e. usually 15 and 33 months). These tasks will be made by the task leader (FOAG). After half of the project period and when the project ends, the common reports are delivered by the project coordinators to their respective funding bodies. The latter will distribute them to the other funding bodies once the completeness of the reports will be verified.

Evaluation of midterm and final reports

The funders of a project will evaluate the reports under the lead of the funding body of the coordinator of the project. Reminders to the funding bodies of the coordinators to start the evaluation procedure

are sent out by the task leader (FOAG). If no report will be received up to the deadline, the funding body of the coordinator will send a reminder to the project coordinator regarding the submission of the report which is due. Once the funding body of the coordinator receives the midterm or final report and has verified its completeness, he forwards it to the other funding bodies of the project partners. The reports are then evaluated through all the respective funding bodies via e-mail or a teleconference and a feedback is given to the project coordinator with comments, questions and eventual requirements for improvement and/or with the approval of the report. Once the reports have been evaluated and approved, they should also be sent to the ERA-NET coordinator and the call secretariat (refer to Figure 1 for an overview on the correspondence).

For this procedure, an evaluation form for the midterm and final reports (Annex B) is available. It follows the structure of the midterm/final report template and gives the opportunity to judge and comment on each section of the report. Additionally, an overview on all the monitoring tasks explains the proposed procedure in detail (Annex C). A timetable for the evaluation of the reports is drafted and the contact information of all funding bodies of the selected projects is collected (Annex D). This information is compiled in order to support the funding bodies of the coordinators and therewith guarantees that teleconferences are held or evaluations via e-mail are done on time and that the procedure is initiated and followed as supposed.

The funders of a project can decide, themselves, on whether they want to evaluate the reports through a teleconference or via e-mail. The evaluation form for the reports may serve for both options but is rather designed for an evaluation via e-mail. C-IPM suggests to at least organise a teleconference for the evaluation of the final report, whereas for the midterm report an evaluation via e-mail may be sufficient. A teleconference may be more efficient in both cases, yet a certain infrastructure is required in order to be able to organise a teleconference. Making a teleconference mandatory implies that the funding bodies of the coordinators have the equipment and tools to carry out a teleconference. Furthermore, this kind of evaluation requires that funding bodies are well aware of the procedure, but it also ensures an exchange between the funding body and the coordinator.

In case of a teleconference, representatives of each of the funding bodies funding the project and the project coordinator (and perhaps other project partners) of the respective project have to take part. The teleconference is chaired by the funding body of the coordinator and follows the draft agenda for midterm/final report evaluation meetings (Annex E). The funding body of the coordinator has to write the minutes of the meeting and send them to the project coordinator and the other funding bodies of the project.

An evaluation by the funding bodies of the project via e-mail would be performed by means of the 'monitoring and evaluation form for midterm and final reports' which is filled in by all funders and on which comments are sent back and forth.

Funding body of coordinator (FBC)   **Coordinator**   **Funding bodies**   **Coordinator of C-IPM/ Call Secretariat**

Submission of report

Ask for midterm/ final report

Submit midterm/ final report

Check completeness of report

If not complete, ask for / receive amendments

Send report and evaluation form for reports to funding bodies

Send evaluation form and questions back to FBC

Gather feedback and questions

Forward feedback and questions to coordinator, receive amendments if necessary

Optional: Teleconference

Send minutes of teleconference/ summary report of evaluation and the report to coordinator, funding bodies, the coordinator of C-IPM and the Call Secretariat
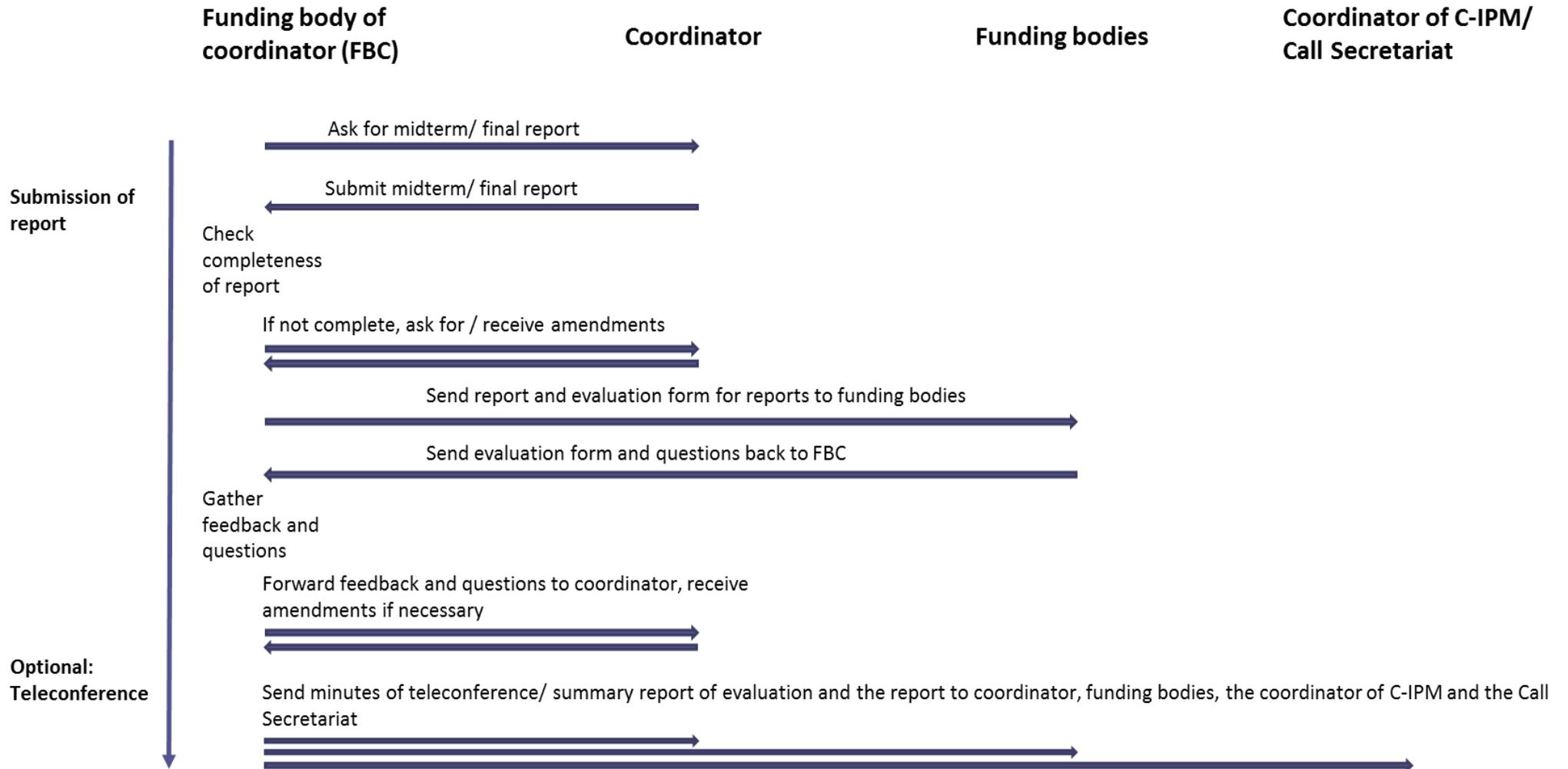
Figure 1: Overview on correspondence for the evaluation of midterm and final reports

C-IPM procedure for dissemination

There are different possibilities to make sure that project results reach the desired circles. The media available to reach an interested audience and the targeted end users are numerous. Primarily, the same tools, as for the promotion of the calls, may also be used for the dissemination of the project results, namely the C-IPM network as well as national dissemination activities by the funders. However, in contrast to the call promotion, project results should not only reach interested people from the research community. Depending on the applicability, the technology readiness level or the degree to which the expected results were achieved, the targeted audience may still be researchers (to further develop results), but also, policy makers, extension or advisory services and training centres or directly the end users (mostly farmers).

The different parties involved may commit to a successful dissemination of project results.

- Project participants: Each project already needs to present, within the project proposal, the dissemination activities which are planned. However, these activities usually only encompass scientific publications and possibly some workshops. Any other dissemination activities which should be carried out by project participants need to be especially demanded by C-IPM funders. Ideally, this is done either though the contracts or some other binding document. For example, updates on the project development or success stories could be compiled in project-own newsletters. One or two publishable articles on the projects could be demanded and used to be uploaded on the C-IPM website or for the dissemination by funders or project participants themselves.
- C-IPM network: In the C-IPM newsletters, information is sent out at the start of the projects, but as the C-IPM consortium is likely to dissolve at the end of 2016, no more newsletters will be compiled and distributed whereas projects are still running. The funded projects are therefore given the opportunity to present themselves on the C-IPM website. In the sub-chapters 'Research', the funded projects of each call are listed and information such as the title and project aims, details of the project partners and the contact information of at least the project coordinator is available for each of the projects. These information should be send by the project leader to the coordinator of work package Communication (i.e. DCA), when the projects are funded. The coordinator of work package (DCA) will maintain, after the EC- funded period for at least as long as the projects are still running, the C-IPM website as well as add supplementary information and documents given by the project partners. Project partners are asked to send to the coordinator of work package information about their progress, PDF of any leaflets, flyers or brochures which had been developed through the project and a final publishable summary of their project.
- Funding bodies: The financial support of a project by a funder implies a certain interest of the latter in the project results. Funding bodies may therefore not only receive the project results but also contribute to the dissemination and knowledge transfer. At least, funders could put links or results on their website.

Conclusions

The evaluation and monitoring procedure as well as the dissemination strategy suggested above require a commitment from all funding bodies participating in the C-IPM ERA-NET. However, it is in

their own interest to make sure the projects they provide funds for are on the right track and achieve good results. Thus, the monitoring and evaluation procedure under the lead of the funding bodies constitutes a good solution for the quality assurance of the funded research, given the circumstance that the ERA-NET consortium will not exist anymore when research projects terminate.

Bibliography

https://www.era-learn.eu/manuals-tools/call-implementation/after-the-call/monitoring-of-funded-projects

C-IPM

Coordinated Integrated Pest Management in Europe

Grant agreement no.: 618110

Midterm report (Chapter 1-3)/
Final report (Chapter 1-5)

Title of project *(logo of project)*

Period covered

Project information

Project acronym:		Project ID:	
Project title:			
Project website (if existing):			
Start of project: Duration in months:		End of project:	

Consortium

Address of the coordinator			
Name:		First name:	
Telephone:		E-mail address:	
Name of the coordinator's institution:		Acronym of the coordinator's institution:	
Address line 1:		Address line 2:	
Postal code:		City:	
Region/ State:		Country:	

Partner no.:	Country:	Institution/ organisation name:	Type of institution/ organisation[1]:	Functions[2]:	Involved in WPs:	Contact person with e-mail address:

[1] University, Public research centre, Private research centre, Company, Other
[2] PC = Project coordinator, WPL = Work package leader, WPCL = Work package co-leader, P = Participant

Short description on the elaboration of the proposal (earlier projects this project is based on, involvement of end users/farmers/other stakeholders in the design of the project)

Outputs - results of the activities undertaken in the project

Final project summary suitable for web publication

Main results, conclusions and fulfilment of objectives by Work Package

WP1	Title of WP1
WPL:	
Responsible partners:	

Overall summary of main results and conclusions WP1

Report on the results obtained (A) and changes to the original plan/ WP objectives (B) by tasks and partners:

WP1- Task 1:
Partner:

   A- **Results obtained:**
   B- **Comments on deviations from original plan:**

Partner:

   A- **Results obtained:**
   B- **Comments on deviations from original plan:**

WP1- Task 2:
Partner:

   A- **Results obtained:**
   B- **Comments on deviations from original plan:**

Partner:

   A- **Results obtained:**
   B- **Comments on deviations from original plan:**

WP1- Task 3:
Partner:

> **A-** **Results obtained:**
> **B-** **Comments on deviations from original plan:**
>
> **Partner:**
>
> **A-** **Results obtained:**
> **B-** **Comments on deviations from original plan:**

WP2	Title of WP2
WPL:	
Responsible partners:	

Overall summary of main results and conclusions WP2

Report on the results obtained (A) and changes to the original plan/ WP objectives (B) by tasks and partners:

WP2- Task 1:
Partner:

> **C-** **Results obtained:**
> **D-** **Comments on deviations from original plan:**

Partner:

> **C-** **Results obtained:**
> **D-** **Comments on deviations from original plan:**

WP2- Task 2:
Partner:

> **C-** **Results obtained:**
> **D-** **Comments on deviations from original plan:**

Partner:

> **C-** **Results obtained:**
> **D-** **Comments on deviations from original plan:**

WP2- Task 3:
Partner:

> **C-** **Results obtained:**
> **D-** **Comments on deviations from original plan:**

Partner:

    C- Results obtained:
    D- Comments on deviations from original plan:

Etc. (same for all WPs)

Status of milestones and deliverables

Milestone No.	Milestone name	Planned delivery month[1]	Actual delivery month[1]	Reasons for changes/delay and explanation of consequences
M1.1.				

Deliverable No.	Deliverable name	Planned delivery month[1]	Actual delivery month[1]	Reasons for changes/delay and explanation of consequences
D1.1.				

[1] Measured in months from the project start date (month 1)

Outputs of the consortium

Publications

List of published <u>scientific papers in peer-reviewed journals</u>. Please indicate accessibility of the publication (Open Access, Thomson Reuters Web of Science, SCOPUS etc.)

    -
    -
    -
    -
    -
    -

Total number of items at this level:

List of <u>non-peer-reviewed scientific publications, proceedings and books</u>:
-
-
-

Total number of items at this level:

List of <u>non-scientific publications</u>:
-
-
-

Total number of items at this level:

List of <u>press releases, interviews and TV appearances</u>:
-
-
-
-
-

Total number of items at this level:

Events with stakeholders (if applicable)

Event	Aim/ location/ date	Approximate number of attendees

Training sessions conducted (if applicable)

Description of training course	Approximate number of attendees

Methods, techniques, tools etc. (if applicable)

Description of methods, techniques, tools etc. developed in the frame of the project:

	Description
New methods, techniques, tools e.g. a method to monitor or attract a specific pest species	
Patent applications, other IP e.g. patent for extraction process of lure/attractant	
Prototypes, pilots e.g. a trap prototype	
Marketable product/service e.g. a trap, lure, pheromone etc.	

Explanation of the use of resources

Funding

*(All requested amounts should be **expressed as thousands** of euros. E.g.: 1.357.900 euro should be written as € 1357.9 in the answer box.)*

Effective funding sources

Partner no.	EU funds (ERA-NET)		Other external public funds		External private funds		Own funds		**Total funds €**
	€	%	€	%	€	%	€	%	
P1									
P2									
P3									
P4									
P5									
P6									
P7									
P8									
TOTAL									

List any deviations in participant's use of resources pertinent to the project as a whole, describe corrective actions adopted for any deviations

Effective costs

Partner no.	Personnel	Travelling / meetings	Consumables /Equipment	Subcontracts	Other costs	**Total effective Costs**
P1						
P2						
P3						
P4						
P5						
P6						
P7						
P8						
TOTAL						

Human resources

Total number of people in partner teams

Indicate the number of employees of the following positions that were permanent staff members / that were hired especially for the project *(only include people that were paid by ERA-NET funds)*:

Partner no.	Researchers with PhD more than 3 years / experienced scientists		Researchers PhD post-docs / young scientists		PhD students		Master students		Support or technical staff		Other	
	Permanent	Hired	Permanent	Hired	Permanent	Hired	Permanent	Hired	Permanent	Hired	Permanent	Hired
P1												
P2												
P3												
P4												
P5												
P6												
P7												
P8												
TOTAL												

How many people completed any of the following qualifications through their work on the ERA-NET funded project and/or using funding from the ERA-NET project?
Number of PhDs:
Number of MSc, MEng:

Outcomes - effects of the project on the team and the institutions

Knowledge

Short description of the effects the project had (regarding skills, understanding of the concerned research fields, stakeholder expectations, end users's needs and consortium partner's expertise). Did the research quality increase? *(Please compare to the period before the project started)*

Network and cooperation

Short description of the effects the project had on networking and cooperation (cooperation of consortium partners, formation of new R&D partnerships, improved public-private cooperation, increased transnationality or transdisciplinarity, access to complementary expertise) *(Please compare to the period before the project started)*

Economy and strategy

Additional funding received through the achievement of this ERA-NET project (during or after the completion of the project). Please indicate the source(s) and amount(s) of funding received for carrying out (a) new project(s).
(All requested amounts should be expressed as thousands of euros. E.g.: 1.357.900 euro should be written as € 1357.9 in the answer box.)

Project acronym and approach[1]	Participating partners (partner no.)	EU Framework Programmes / Horizon 2020 €	Other EU funds €	National funds €	Other public funds €	Private funds €	Own funds €	TOTAL €

[1] R&D, Implementation, Commercialisation

Impacts - effect of the project on users and society at large

General Questions

> How do you judge the information transfer of your results among the user communities? To what extent did your results reach the desired circles?

Impacts on the research community

> Do you know of any projects that were launched based on the results of your project?
> Yes/No
> If yes, please name them:

Please indicate the number of students/staff who have worked on the ERA-NET funded project (only if staff members were hired especially for the project, no permanent staff members), that chose the following (first) career destinations after finishing their involvement with the project.

Part ner no.	Employment: private sector research	Employment: private sector non-research	Employment: public sector research	Employment: public sector non-research	Further study	Seeking employment	Don't know
P1							
P2							
P3							
P4							
P5							
P6							
P7							
P8							

> Short description of the impacts the project had on the research environment (increased mobility of researchers, increased research activities, improved information exchange)

Impact on industry/ service sector

Short description of the impacts resulting from the project (requests received from end users/companies concerning the use of your results, further development or commercialisation of results by industry)

Anticipated impact on farmers and society at large

Short description of the anticipated impacts resulting from the project (anticipated implementation of your solution by farmers, improvement of the situation of farmers, impact on society at large)

Annex B: Evaluation form for midterm and final reports

Monitoring and evaluation form for midterm and final reports

Project acronym:...

Evaluator: Name:
....Organizati
on: ....Count
ry: ....Contact for more details:
email...............................tel. ....

Summary of the evaluation

Summary	Summary of adjustments needed
☐ Approved – no comment	
☐ Approved with comments – no adjustment needed	
☐ Approved with comments – minor adjustments needed	Summarize minor adjustments & specify report section:
☐ Approved with comments – major adjustments needed	Summarize major adjustments & specify report section:
☐ NOT approved until issues are clarified	Summarize issues to be clarified & specify report section:

Is the report complete?

To be filled in by the <u>funding body of the coordinator</u>	Missing completely	Missing partly	OK
1. Project information			
2. Outputs – results of the activities undertaken in the project			
Project summary			
2.1. Main results, conclusions and fulfillment of objectives by Work Package			
2.2. Status of milestones and deliverables			
2.3. Outputs of the consortium			
3. Explanation of the use of resources			
3.1. Funding			
3.2. Human resources			
4. Outcomes – effects of the project on the team and the institutions (*for final report only*)			
4.1. Knowledge			
4.2. Network and cooperation			
4.3. Economy and strategy			
5. Impacts - effect of the project on users and society at large (*for final report only*)			
5.1. General questions			
5.2. Impacts on the research community			
5.3. Impact on industry/ service sector			
5.4. Anticipated impact on farmers and society at large			

EVALUATION OF REPORT CONTENT (<u>BY FUNDERS OF PROJECT</u>)

2.   Outputs – results of the activities undertaken in the project

Project summary

	yes	no
Is the project summary concise and suitable for publication?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):
....

Specific questions to be addressed with the project coordinator:
....

2.1.   Main results, conclusions and fulfillment of objectives by Work Package

	yes	no
Is the report in this section adequate?		

Assess the explanation of any changes in the work plan and problems encountered, and the justifications given in the report.

Section	yes	no
Work package 1		
Are explanations on results obtained sufficient?		
Are changes to the original plan sufficiently explained?		
Work package 2		
Are explanations on results obtained sufficient?		
Are changes to the original plan sufficiently explained?		
Work package 3		
Are explanations on results obtained sufficient?		
Are changes to the original plan sufficiently explained?		
Work package 4		
Are explanations on results obtained sufficient?		
Are changes to the original plan sufficiently explained?		
Work package 5		
Are explanations on results obtained sufficient?		
Are changes to the original plan sufficiently explained?		
Work package 6		
Are explanations on results obtained sufficient?		
Are changes to the original plan sufficiently explained?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):
....
....

Specific questions to be addressed with the project coordinator:
....
....

2.2. Status of milestones and deliverables

	Yes	no
Are changes to/delays in the milestones and deliverables reasonable?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):
....

Specific questions to be addressed with the project coordinator:
....

2.3. Outputs of the consortium

Publications, events with stakeholders, training sessions

	Yes	no
Are the dissemination activities sufficient/adequate?		
Is this in line with deliverables?		
Should there be more dissemination activities?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):
....

Specific questions to be addressed with the project coordinator:
....

New methods, techniques, tools etc.

	Yes	no
Is the description of methods, techniques, tools etc. sufficient?		
Is this in line with deliverables?		

3. Explanation of the use of resources

3.1. Funding

Effective funding sources, effective costs – is reporting adequate?

	Yes	no
Funding sources and costs		
Reasons for major deviations in spending compared to original budget		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):
....

Specific questions to be addressed with the project coordinator:
....

3.2. Human resources

	Yes	no
Is the report in this section sufficient/adequate?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):
....

Specific questions to be addressed with the project coordinator:
....

From here onwards: for final reports only:

4. Outcomes – effects of the project on the team and the institutions

4.1. Knowledge

	Yes	no
Is the report in this section sufficient/adequate in relation to project status?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):

....

Specific questions to be addressed with the project coordinator:

....

4.1. Network and cooperation

	Yes	no
Is the report in this section sufficient/adequate in relation to project status?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):

....

Specific questions to be addressed with the project coordinator:

....

4.1. Economy and strategy

	Yes	no
Is the report in this section sufficient/adequate in relation to project status?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):

....

Specific questions to be addressed with the project coordinator:

....

5. Impacts – effects of the project on users and society at large

5.1. General questions

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):

....

Specific questions to be addressed with the project coordinator:

....

5.2. Impacts on research community

	Yes	no
Is the report in this section sufficient/adequate in relation to project status?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):

....

Specific questions to be addressed with the project coordinator:

....

5.3. Impact on industry/ service sector

	Yes	no
Is the report in this section sufficient/adequate in relation to project status?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):
....

Specific questions to be addressed with the project coordinator:
....

5.4. Anticipated impact on farmers and society at large

	Yes	no
Is the report in this section sufficient/adequate in relation to project status?		

Comments from Funding Bodies (use format with country code, e.g. *DK: comment*):
....

Specific questions to be addressed with the project coordinator:
....

**Other elements, for use by the C-IPM
in improving future reporting systems**

Comments to the website of the project (if existing)
....

Other comments
....

Annex C: Overview on monitoring tasks

	Task	Who	Document
Start of project	Send midterm/final report template and evaluation form to funding bodies of project coordinators (FBCs) and other funding bodies for information on procedure.	Task leader (FOAG)	- Midterm / final report template - Evaluation form for midterm / final reports - Overview on monitoring tasks, timetable and contact information of funding bodies of projects
	Send midterm/final report template to project coordinators and inform about procedure and deadlines.	Call secretariat	- Midterm / final report template - Overview on monitoring tasks, timetable and contact information of funding bodies of projects
Evaluation of midterm/final report (midterm report after half of the project period/ final report at the end of the project period)	Send reminder to funding body of coordinator to start evaluation process.	Task leader (FOAG)	
	Send reminder to project coordinator about midterm/final report. Attach midterm/final report template again (3 weeks prior to submission date)	Funding body of coordinator	- Midterm/final report template
	Collect midterm/final report from the project coordinator	Funding body of coordinator	- Midterm/final report based on template
	Check the completness of the midterm/final report. For midterm report check chapter 1-3, for final report check chapter 1-5 (fill in 'is the report complete?' in the evaluation form).	Funding body of coordinator	- Evaluation form for midterm / final reports
	If complete, send the report to the other funding bodies of the project together with the evaluation form for the reports. Fix deadline for comments and feedbacks.	Funding body of coordinator	- Midterm/final report of project - Evaluation form for midterm / final reports

If not complete, ask project coordinator for amendments, then send the report to the other funding bodies of the project together with the evaluation form for the reports. Fix deadline for comments and feedbacks.			
Read and evaluate the report		Funding bodies of the project	- Evaluation form for midterm / final reports
Collect comments, questions and eventual requirements for amendments/corrections from other funding bodies of the project		Funding body of coordinator	
Option 1 (evaluation via e-mail): Compile a summary report of the evaluation.	Option 2 (evaluation through teleconference): Organise a teleconference for the evaluation of the report. Forward comments and questions to the project coordinator so he/she can prepare for the teleconference. The evaluation form for midterm/final reports serves as guideline but does not have to be followed strictly.	Funding body of coordinator	
	Take part in the evaluation teleconference. The project coordinator will decide who else from the project should take part.	Funding body of coordinator chairs the teleconference. Participants: Funding bodies of the project, project coordinator, project partners (optional)	- Draft agenda for midterm / final report evaluation teleconference
	Write minutes of the teleconference.	Funding body of coordinator	
If no amendments are required: Send summary report of the evaluation and the report to the funding bodies, the project coordinator, the task leader (FOAG) and the C-IPM coordinator (and if	If no amendments are required: Send minutes of the teleconference and the report to the funding bodies, the project coordinator, the task leader (FOAG) and the C-IPM coordinator (and if desired to Call	Funding body of coordinator	

desired to Call Secretariat) and inform about approval of the report.	Secretariat) and inform about approval of the report.		
If minor changes were required: Receive the corrected report from project coordinator and approve on behalf of the other funding bodies.	If minor changes were required: Receive the corrected report from project coordinator and approve on behalf of the other funding bodies.	Funding body of coordinator, project coordinator	
Send summary report of the evaluation and revised report to the funding bodies project coordinator, the task leader (FOAG) and the C-IPM coordinator (and if desired to Call Secretariat) and inform about approval of the report.	Send minutes of the teleconference, amendments and revised report to the funding bodies, the project coordinator, the task leader (FOAG) and the C-IPM coordinator (and if desired to Call Secretariat) and inform about approval of the report.	Funding body of coordinator	
If major changes were required: Receive the corrected report from the project coordinator, send to other funding bodies.	If major changes were required: Receive the corrected report from the project coordinator, send to other funding bodies.	Funding body of coordinator, project coordinator	
Evaluate and approve the corrected report.	Evaluate and approve the corrected report.	Funding bodies of the project	
Send summary report of the evaluation and revised report to the funding bodies, the project coordinator, the task leader (FOAG) and the C-IPM coordinator (and if desired to Call Secretariat) and inform about approval of the report.	Send minutes of the teleconference, amendments and revised report to funding bodies, the project coordinator, the task leader (FOAG) and the C-IPM coordinator (and if desired to Call Secretariat) and inform about approval of the report.	Funding body of coordinator	

Annex D: Timetable and contact information

	Name	E-mail
C-IPM coordinator	Antoine Messéan, INRA (France)	Antoine.Messean@grignon.inra.fr
C-IPM Call Secretariat	Anabel de la Peña, INIA (Spain)	anaisabel.delapena@inia.es
Task leader (monitoring and evaluation)	Astrid Willener and Markus Loetscher, FOAG (Switzerland)	astrid.willener@blw.admin.ch; markus.loetscher@blw.admin.ch

Projects of Call 2015	Countries involved	Start /end project	Mid-term/Final report delivery	Funding body of coordinator (FBC)	Representatives from funding bodies of the project	E-mail list
C-RootControl	BE, CH, FR	1/12/2016 30/11/2018	30/11/2017 30/11/2018	IWT (BE)	**Ellen Pelgrims (IWT, BE), Astrid Willener(FOAG, CH), Cyril Kao, Gerard Gautier-Hamon (MAAF, FR)**	ep@iwt.be; astrid.willener@blw.admin.ch; cyril.kao@agriculture.gouv.fr; gerard.gautier-hamon@agriculture.gouv.fr
DSS-IWM	DE, DK, ES	01/04/2016 30/03/2019	30/09/2017 30/03/2019	BMEL (DE)	**Wolfgang Zornbach (BMEL, DE), Annika Fuchs (BLE, DE), Karina Vintersborg (DAFA, DK), Helga Hjort (EPA, DK), Anabel de la Peña (INIA, ES)**	Wolfgang.Zornbach@bmel.bund.de; annika.fuchs@ble.de; klv@naturerhverv.dk; hehjo@mst.dk; anaisabel.delapena@inia.es
UNIFORCE	BE, CH, ES, NL	30/05/2016 29/05/2018	29/06/2017 29/05/2018	IWT –VLAIO (BE)	**Ellen Pelgrims (IWT-VLAIO, BE), Astrid Willener(FOAG, CH), Anabel de la Peña (INIA, ES), Annet Zweep (EZ, NL)**	ep@iwt.be; astrid.willener@blw.admin.ch; anaisabel.delapena@inia.es; a.t.zweep@minez.nl
IPMBlight 2.0	DK, EE, FR, NO, UK	01/04/2016 30/03/2019	30/09/2017 30/03/2019	INRA-SMACH, MAAF (FR)	**Sylvie Colleu (INRA-SMACH, FR), Cyril Kao, Gerard Gautier-Hamon (MAAF, FR),**	sylvie.colleu@paris.inra.fr; cyril.kao@agriculture.gouv.fr; gerard.gautier-hamon@agriculture.gouv.fr;

Projects of Call 2015	Countries involved	Start /end project	Mid-term/Final report delivery	Funding body of coordinator (FBC)	Representatives from funding bodies of the project	E-mail list
					Helena Pärenson (EVPM, EE), Karina Vintersborg (DAFA, DK), Helga Hjort (EPA, DK), Kirsti Anker-Nilssen (RCN, NO), Dr Alison Lees (James Hutton Institute, UK)	helena.parenson@agri.ee; klv@naturerhverv.dk; hehjo@mst.dk; kan@rcn.no; Alison.Lees@hutton.ac.uk
SmartIPM	DE, ES, FR	01/05/2016 31/12/2018	01/08/2017 31/12/2018	MAAF (FR)	Cyril Kao, Gerard Gautier-Hamon (MAAF, FR), Anabel de la Peña (INIA, ES), Wolfgang Zornbach (BMEL, DE), Annika Fuchs (BLE, DE)	cyril.kao@agriculture.gouv.fr; gerard.gautier-hamon@agriculture.gouv.fr; anaisabel.delapena@inia.es; Wolfgang.Zornbach@bmel.bund.de; annika.fuchs@ble.de
ELATPRO	AT, BE, CH, DE, FR*, IT*	01/10/2016 30/09/2019	31/03/2018 30/09/2019	BMLFUW (AT)	Elfriede Fuhrmann (BMLFUW, AT), Ellen Pelgrims (IWT, BE), Véronique Dewasmes & Philippe Delaunois (SPW-DGO3), Astrid Willener(FOAG, CH), Annika Fuchs (BLE, DE), Dr Lorenzo Furlan (Veneto Agricoltura, IT); Dr. Manuel Plantegenest (Agrocampus Ouest, FR)	elfriede.fuhrmann@bmlfuw.gv.at; ep@iwt.be; veronique.dewasmes@spw.wallonie.be; philippe.jeanpierre.delaunois@spw.wallonie.be; astrid.willener@blw.admin.ch; annika.fuchs@ble.de; lorenzo.furlan@venetoagricoltura.org; Manuel.Plantegenest@agrocampus-ouest.fr
IPM4Meligethes	FI, BE, DK, EE	01/04/2016 31/03/2019	30/09/2017 30/03/2019	MMM (FI)	Tove Jern (MMM, FI), Toon Monbaliu (FWO, BE), Karina Vintersborg (DAFA, DK), Helga Hjort (EPA, DK), Helena Pärenson (EVPM, EE)	tove.jern@mmm.fi; eranet@fwo.be; klv@naturerhverv.dk; hehjo@mst.dk; helena.parenson@agri.ee

*Partner Own contribution

Annex E: Draft agenda for midterm and final report evaluation meetings

xxx

Draft agenda

Midterm/ final report evaluation meeting

xx xx 2016 from xx to xx

To join the meeting:
https://xxxx

1) **Approval of the agenda**

2) **Round of introductions, roles and responsibilities**

3) **Presentation of the midterm/ final report including deviations, 15 minutes (project coordinator)**

4) **Response from coordinator to comments and questions sent by the funding bodies at least one week before the meeting, 15 minutes**

5) **Clarification of the next steps (chair)**

For the funding bodies only

6) **Discussion and agreement on the approval of the report, 15 minutes**
   - If no or minor amendments are to be requested, the report can be approved
   - If major amendments are to be requested, the report will be approved by e-mail after the coordinator has revised the report