modern AKIS

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Modernisation of Agriculture through more efficient and effective Agricultural Knowledge and Information Systems

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HORIZON Coordination and Support Actions

Deliverable 6.4
Quality Assurance Plan

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R	Document, report	☒	**PU**	Public	☒
DEM	Demonstrator, pilot, prototype	☐	**CO**	Confidential, only for members of the consortium (including the Commission Services)	☐
DEC	Websites, patent fillings, videos, etc.	☐			
OTHER		☐	**CI**	Classified, as referred to Commission Decision 2001/844/EC	☐

Project management		**Institution**
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1. Executive Summary

D6.4 the "Quality Assurance Plan" describes the execution of project activities from a quality management perspective, defining all internal standards, processes, and procedures, and their execution including continuous monitoring, correction, and improvement when necessary.

To this end, it provides templates, process descriptions and timelines for the quality assurance and monitoring of Deliverables, Events/Materials, Software, Communication and Dissemination Activities and Reporting. The deliverable is structured along these topical items, describing for each of them the process to be followed, the template to be used as well as the responsible roles for the different activities (cf. Fig. 1: Structure of Deliverable 6.4.)

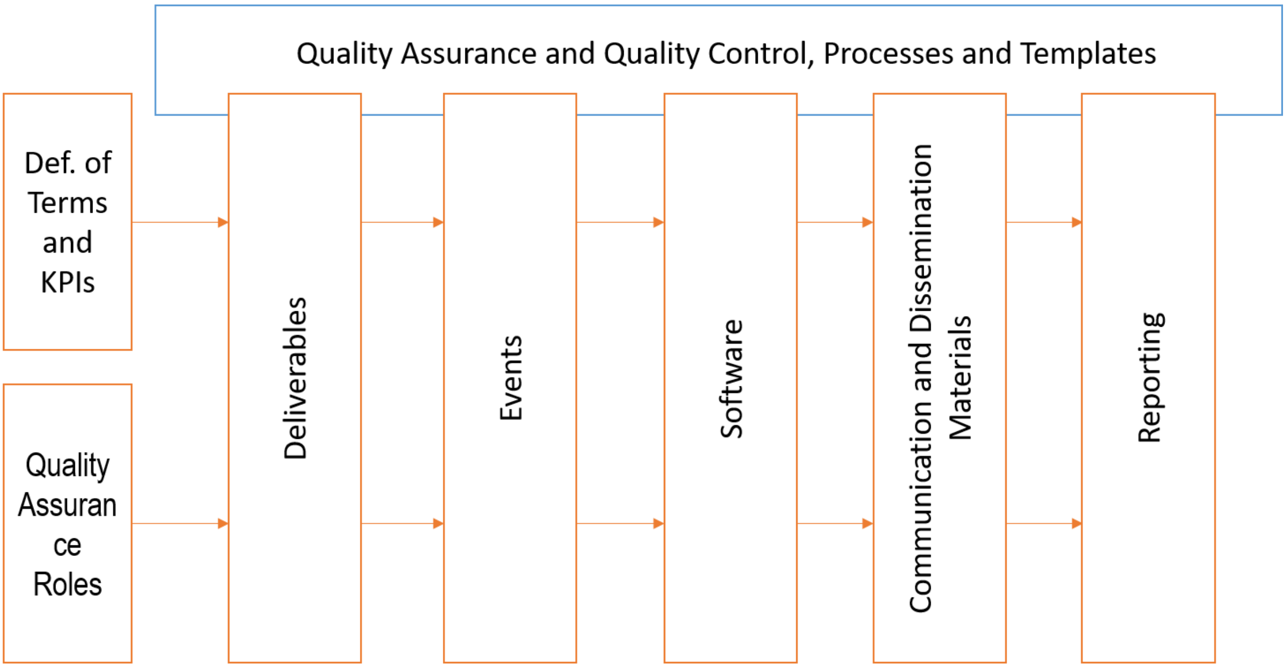

Fig. 1: Structure of Deliverable 6.4

Templates are included as Annexes to the document at hand.

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2. Introduction

2.1. Main objective of this deliverable

D6.4 the "Quality Assurance Plan" describes the execution of project activities from a quality management perspective, defining all internal standards, processes, and procedures, and their execution including continuous monitoring, correction, and improvement when necessary.

Goal

- Perform efficient state of the art research and provide regular documentation and reporting
- Produce high quality deliverables
- Deliver high standard activities and outputs, using a common quality standard without adding useless bureaucratic weights to the normal works of partners
- Deliver results assessed in terms of impact and quality
- Define the project quality criteria and verify that all internal and external procedures and outcomes meet specific quality objectives and performance indicators throughout the project lifecycle
- Define roles and responsibilities, procedures and templates for quality management
- Prevent possible deviations from the work plan

Not Goal

Interfere with the internal quality management processes of project partners or modify their procedures; project partners may follow their own internal policy regarding the quality assessment and assurance of their activities.

2.2. Relation to the specific objectives of modernAKIS

D6.4. the "Quality Assurance Plan" relates to all modernAKIS activities and deliverables as it sets the framework for quality management in the implementation of all project activities. The following chapters present responsibilities for quality management, procedures and templates as well as key performance indicators to be followed. Therefore, this deliverable relates and contributes to all ten specific objectives of modernAKIS.

D6.4. links closely to the Project Management Handbook (D6.19). It incorporates the provisions of the Data Management Plan (D6.1) as well as of the Communication, Dissemination and Exploitation Strategy (D5.1). The definition of Key Performance Indicators in Ch. 3.6 aligns with the Conceptual and Methodological Framework for transformative AKIS journeys (D1.1) to ensure a coherent measurement of the project's impact among key AKIS actors of change.

2.3. Multi-actor approach

modernAKIS is a multi-actor project, in terms of beneficiaries involved, the set-up of activities as well as the participatory methodologies used. The "Quality Assurance Plan" addresses the multi-actor approach twofold: (a) by using the multi-actor approach to collect input in the deliverable design on all levels, and (b) by making use of multi-actor activities when managing quality.

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3. modernAKIS Quality Assessment Plan

3.1. Definition of Terms

Quality: degree to which a set of inherent characteristics fulfill requirements (ISO 9000:2015).

Quality management: all activities of the overall management function that determine the quality policy, objectives, and responsibilities and their implementation (ISO 9000:2015).

Quality planning (QP): defines quality criteria, responsibilities and assessment methods to be followed by all those involved.

Quality Assurance (QA): the project's guarantee that the product or service it offers meets the accepted quality standards. It is achieved by identifying what "quality" means in context; specifying methods by which its presence can be ensured; and specifying ways in which it can be measured to ensure conformance (Eurostat, 2004).

Quality Control (QC): operational techniques, procedures and objectives used to fulfil the requirements of quality. Quality control entails the use of metrics and the constant testing of project outcomes to determine if they fit to the predefined criteria and specifications.

3.2. Quality Management

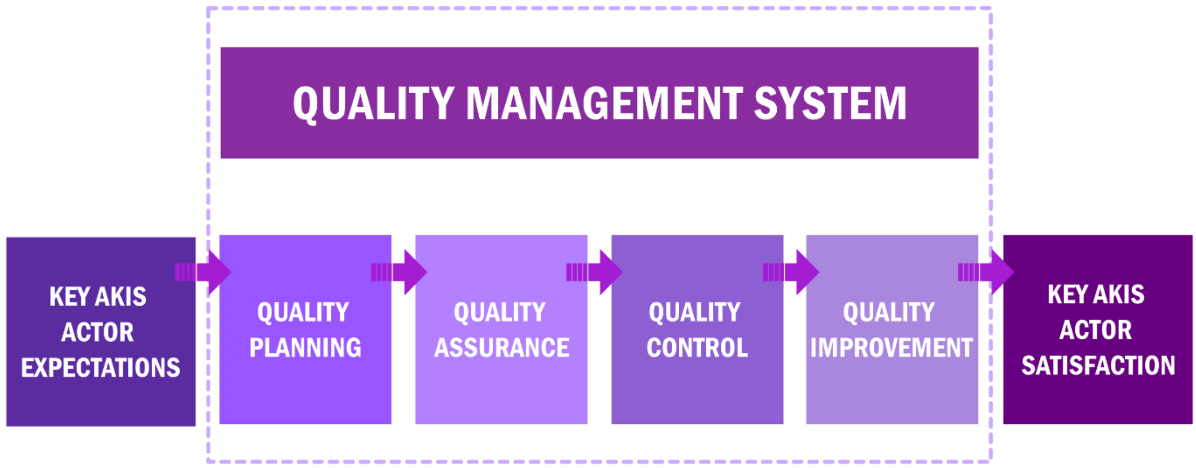

Figure 1: Quality Management System (Source: www.qidemiy.org)

A quality management system (QMS) is a formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives. It helps coordinate, direct and continuously improve the project's activities to meet beneficiaries' and regulatory requirements[i].

3.3. Quality Planning

This document completes the initial planning done during the project proposal in terms of scope, budget and scheduling as well as the expected outputs with the necessary quality specifications. Risks identified and codified in D6.19 the Project Management Handbook will be regularly updated based on the quality assurance processes presented thereinafter.

Topics identified as relevant for quality planning in modernAKIS are: Deliverables, Events/ Materials, Software, Communication and Dissemination Activities and Reporting.

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The quality planning aims to provide:

- an agreement among partners on expectations for satisfactory quality levels on key project deliverables and activities
- information so that all project partners have a common understanding of the quality objectives of the project as well as the means to achieve them
- procedures and templates which support project partners in monitoring and attaining appropriate quality levels for project results and deliverables.

3.4. Quality Assurance

Quality assurance in modernAKIS relates to how the project implementation processes, including quality management, are executed and how the project results are created and delivered. Thus, the quality assurance aims to:

- Document all policies and procedures properly and regularly review them for project progress assessment
- Establish internal action plans with measurable outcomes (KPIs and metrics) to verify and control the project quality
- Use effective communication to keep all partners informed
- Actively participate in the review process, both internal and external, in order to drive and promote continual improvement
- Identify potential deviations at their early stages and feed the information to the Consortium to initiate remedial actions as soon as possible (if necessary)

Every team member of the modernAKIS project is responsible for assuring the quality of her/his work by complying with the guidelines of the different project documents. Every team member **MUST** follow the quality assurance procedures and not assume that quality controllers (e.g. internal reviewers for deliverables, quality manager for events etc.) will find eventual mistakes.

3.5. Quality Control

Differently than quality assurance, quality control in modernAKIS is concerned with the inspection/review of the produced results and deliverables to ensure compliance with the specified quality requirements. Underlying assumptions were codified in quality criteria for each of the topics (Deliverables, Events/ Materials, Software, Communication and Dissemination Activities and Reporting) and are subject to monitoring through the different templates. In addition, the project defined key performance indicators that enable the continuous monitoring of the project quality.

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3.6. Key Performance Indicators

Table 1: Deliverables related KPIs.

Name	KPI Del 1
Description	Deliverables are of high quality and follow the guidelines (Ch. 5.1. of this deliverable)
Metric 1	Number and percentage of deliverables rated Green after the first internal review (cf. Deliverable Review Form)
Metric 2	Number and percent of deliverables accepted by the EC. Review comments and amendment requests are assessed in terms of importance and consequence.

Name	KPI Del 1
Description	Deliverables are submitted in time to the EC
Metric 1	Number and percentage of deliverables delivered in time (according to DoA) to the EC

Table 2: Events related KPIs.

Name	KPI Event 1
Description	Events are well attended by the project target group and participants report a high satisfaction and practical use level.
Metric 1	At least 80% of registered participants attend the event.
Metric 2	Satisfaction and usability range above 80% in the evaluation forms of participants.

Table 3: Communication/Dissemination related KPIs.

Name	KPI Com/Dis 1
Description	Project website is set-up in time and is always up to date on project activities.
Metric 1	Quarterly monitoring of traffic and recording of number of individual users, type of key AKIS stakeholder, geographical origin etc.
Metric 2	Quarterly monitoring of updates and cross-checking with implemented project activities

Name	KPI Com/Dis 2
Description	Social media accounts are regularly updated and relevant KPIs (see C&D&I Policy) are monitored

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Metric 1	Monthly monitoring of social media accounts (Twitter, LinkedIn, Facebook
Metric 2	Quarterly monitoring of updates and cross-checking with implemented project activities

Table 4: Reporting related KPIs.

Name	KPI Rep 1
Description	Progress report deadlines (6 months) are met in time, quality and budget
Metric 1	No of reported issues related to progress reporting
Metric 2	No of fixed issued related to progress reporting

Name	KPI Rep 2
Description	Periodic report deadlines (18 months) are met in time, quality and budget
Metric 1	No of reported issues related to periodic reporting
Metric 2	No of fixed issued related to periodic reporting

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4. Organization and responsibilities

All partners are responsible for the quality of the project implementation, in compliance with the Grant Agreement and the Consortium Agreement.

The internal monitoring of modernAKIS includes three levels of quality assurance:

(a) Deliverable author(s) and event organizer(s), task and WP leaders
(b) Internal reviewers
(c) Quality manager and PC

4.1. Responsibilities of deliverable authors/event organizers, task and WP leaders

The presentation of deliverables and activities of the project is a **joint** responsibility of the task leader and its team, partners involved in the activity, and the corresponding WP leader. It shall guarantee the quality and in-time delivery of results and outputs as identified in the Description of the Action (Annex I of the GA).

Deliverable author/task leader

- is responsible for coordinating the development and in-time-delivery of the deliverable(s) according to the deliverable template and the timeframe defined in the DoA
- is responsible for assigning parts of the work to other partners involved in the activity, if applicable
- is responsible for coordinating the work of other partners involved in the activity, providing guidance when necessary
- is responsible for aligning contribution of other partners involved in the activity, to produce the deliverable
- is responsible for the submission of the draft deliverable to the WP Leader
- is responsible for implementing the suggestions of the internal reviewers, the WP Leader and the quality manager, assigning amendments to partners as appropriate
- is responsible for sending the amended draft deliverable to the WP Leader, the quality manager and the Project Coordinator
- is responsible to report to the WP Leader any problem occurring during the implementation of the activity
- cooperates with the WP Leader and other partners in the same WP to ensure the activity's progress in conformity with other activities in the WP, and that any cross-activity inputs and outputs are delivered as foreseen in the WP description

Co-authors and other partners involved in the activity

- are responsible for the production of their parts in the deliverable, according to the Task Leader's instructions
- make sure that their written contributions comply with the modernAKIS deliverable template, to ensure that the Task Leader will be able to easily put all contributions together in the desired format

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- are responsible for providing to the Task Leader all the complementary information regarding their work (i.e. references, bibliography, methodologies used, contact details of people interviewed etc.)
- are responsible to implement amendments to their contribution as a result of the reviews, after consulting with the deliverable author/task leader

Event organizer(s)

- is responsible for planning and organizing high quality and high impact events
- is responsible for using the relevant templates for the event
- is responsible for collecting and accurately documenting the information relevant for the event
- is responsible for providing all necessary documentation and information in a timely manner to the deliverable author and/or task leader, to facilitate the implementation of dependent activities or the creation of deliverables
- is responsible for informing the task leader immediately in case of unforeseen reasons delay or change the event

Work Package Leaders

- is responsible for the delivery of up-to-date information on the WP progress, making sure that all activities are in the timeframe defined in the DoA
- is responsible for coordinating the work package and ensuring that all activities are contributing to the WP objectives
- cooperates with the Task Leaders and the Project Coordinator in ensuring that all of the contributing partners are smoothly working together to accomplish the WP's objectives and that any cross-WP inputs and outputs are being delivered as foreseen by the project description
- sends alerts on time to remind about submission deadlines and the procedures to be followed and provided input and suggestions to the Task Leaders of the WP during the development of the relevant deliverables
- provides Deliverable authors/Task Leaders comments and suggestions on the draft deliverables (1st level of control)
- cooperates with Task Leaders in ensuring the implementation of suggestions of the 2nd and 3rd level of control
- verifies the satisfactory implementation of the recommendations

4.2. Responsibilities of internal reviewer(s)

- is responsible for evaluating the deliverable and for proposing amendments or improvements
- is responsible for giving detailed and constructive comments (with references when necessary) to help the authors to improve the deliverable
- inform the Deliverable Author/Task Leader as soon as possible if for unforeseen reason the reviewer is not able to meet the predefined deadline

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Reviewer selection criteria:

A minimum of two (2) reviewers is set as a modernAKIS requirement per deliverable. In order to nominate reviewers for each deliverable, several criteria are set for an effective appointment. The general criteria for nominating reviewers are presented below:

- the Deliverable Authors/Task Leaders cannot be nominated for the position of reviewer of the same deliverable
- the WP Leader or Task Leader cannot be appointed as reviewers of the deliverable that is related to the WP or task
- The number of reviews allocated to each partner should be balanced and reasonable, considering their total effort in the project.

The list of reviewers (see Annex V) has been formulated in accordance with the previously mentioned criteria and may be updated during the lifetime of the project, considering emerging needs.

4.3. Responsibilities of the quality manager and PC

The overall quality manager in modernAKIS is Katharina SCHOBERSBERGER (Ms.) from LFI. The quality manager is direct support to the Project Coordinator in monitoring and assessing the quality of the project and its results. She coordinates and is accountable for the quality assurance of project activities (i.e. drafting QA reports, questionnaires etc.). In addition, she

- verifies the satisfactory implementation of recommendations included in the QA Check List in co-operation with the WP-Leader
- cooperates with the Project Coordinator on general issues related to the level of quality of the project deliverables as appropriate
- give comments/suggestions for the improvement of the deliverables as the 2nd level

In addition to the internal quality assurance, REA monitors (i.e. organizes review meetings with external reviewers) the project concerning its qualitative implementation according to the schedule provided in the Gran Agreement.

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5. Deliverable preparation and review procedures

5.1. Deliverable preparation

Deliverables reflect the work carried out in a task. Therefore, they must provide an accurate picture of the activities carried out and of the results achieved. A complete list of modernAKIS deliverables is available in Annex I (Description of Action) of the Grant Agreement as well as in Annex III of D6.19 the "Project Management Handbook".

When preparing a deliverable the author(s) must consider the following:

- **Template**: all deliverables must follow the modernAKIS deliverable template (Templates) available on SharePoint. The use of the template ensures a common appearance as well as a minimum amount of information, which appears consistently in all documents produced by the project.
- **Content**:
    - Must contain at least all information outlined in the deliverable description (see Annex I of the GA)
    - Should deliver value to the target audience
    - Be concise, i.e. include only necessary and relevant information in the material
    - Not be repetitive, i.e. if information is already available in another deliverable and/or the DoA the relevant documents should be referenced.
    - Respect good scientific practices regarding citations.
- **Language**
    - Language and structure of the deliverable needs to be tailored to the intended audience
    - All modernAKIS deliverables are provided in English language; materials may be translated in local languages (i.e. communication materials) and then included as annexes in a deliverable, but the core is always in English
    - If events have been held in local languages (i.e. CoP meetings) a minimum of information (cf. Ch. 6.5.) must be translated to English
- **Length**
    - Deliverables should as short as possible and as long as necessary. The recommended length of deliverables is between 25 and 35 pages.
    - Annexes should contain any information outsourced from the main text.
    - Each deliverable must contain an executive summary/factsheet outlining the structure of deliverable. We recommend depicting the structure graphically so that the reader understands at a glance the purpose and the content of the deliverable.
- **Information on EU funding, disclaimer for REA responsibility:** all project documents, including all deliverables must include the corresponding funding information
    - EU-logo and disclaimer
    - Warranty disclaimer

For the **preparation and review timeline** of deliverables as well as other information (e.g. naming convention of documents, image formats etc.) please consult D6.19 the "Project Management Handbook". For completeness, we have reproduced the timeline below:

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Table 5: Timeline for deliverable preparation and review.

Time (t-before deadline)	Action	Responsible
60 days	Draft structure (start), define work plan for deliverable, start collecting input from co-authors, collate input	Main deliverable author Task and WP leader
30 days	First draft of the deliverable, consultation with all partners (multi-actor approach)	Main deliverable author Contributors Task and WP leader
14 days	Review version of deliverable	Main deliverable author
7 days	Review input	Nominated reviewers
2 day	Final deliverable sent to project coordinator	Main deliverable author
1 day	Upload in ECAS/SyGma	Project coordinator

Input: Deliverable description in the DoA
Output: Deliverable document
Responsible: Task leader, deliverable author(s)
Documentation: Deliverable in SharePoint, deliverable in EU Funding & Tenders Portal

5.2. Quality criteria for deliverables

Each deliverable is reviewed against specific quality criteria at different preparation levels and before the final submission to the EC. This aims to ensure consistency of the review process among deliverables and support the reviewer's clear understanding and compliance with the process. The table below outlines the aspects to be considered for deliverable quality.

Table 6: Quality criteria for deliverables.

Quality criteria	Description
Clarity	The language of the text is clear and unambiguous. The terminology, including acronyms, is thoroughly explained. Any potentially sensitive information is appropriately worded. The text is in British English. There are no spelling errors.
Completeness	All aspects of the deliverable are fully addressed (as described in Annex I (DoA) of the GA.
Accuracy	All fact-based information used in the deliverable is supported by the respective references.

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Added value	Each aspect of the deliverable is analyzed in adequate detail. The deliverable has scientific and/or policy value, as envisaged by the project. The language of the text is beneficial to the target audience (e.g. scientists, policy makers).
Relevance	The content is relevant to the scope of the deliverable and is in line with the DoA. The deliverable is relevant to the targeted readers/audience.
Compliance	The text is written in line with the deliverable template. The file follows the standard file format and naming convention.

5.3. Deliverable review and approval

To support the review process and ensure comparable review efforts we have create a deliverable review form. This is considered an essential quality assurance tool. It will help reviewers to organize their input and provide constructive comments to the draft deliverable. Moreover, the deliverable review template contains information about the reviewing schedule so the reviewers can effectively manage their time and effort, the WP-Leaders, and the quality manager can effectively monitor and control the deliverable implementation time plan.

The template is provided to the reviewers by the Deliverable Authors/Task Leaders with the draft deliverable but is also available through the project SharePoint. The deliverable review template is attached as Annex VI of this deliverable.

Input: Draft deliverable
Output: Reviewed deliverable
Responsible: Reviewer
Documentation: Deliverable review form, comments and suggestions in the deliverable document

5.4. List of reviewers

Each deliverable has two (2) reviewers. These have been chosen by mapping their competence profile to the content of the deliverable, aiming to receive the most competent input. The initial list, which is subject to updates, can be found in Annex V

Input: List of deliverables in DoA, list of partners
Output: List of reviewers for deliverable
Responsible: Quality manager
Documentation: Annex V

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6. Events

6.1. Event preparation

modernAKIS is primarily a capacity development and networking project which will organize more than 120 events during its seven-year implementation period. A complete list of planned events is available on the project SharePoint.

All events within the project must be organized and run in a professional manner. To this end, the organizers must ensure:

(1) **timely scheduling** of the meeting as well as coordination with relevant internal and external events to avoid overlaps and double-bookings of stakeholders

(2) a **suitable location** with corresponding technical equipment

(3) delivery of a **full information package** for the participants before the event, including
   a. a letter of invitation
   b. a draft agenda
   c. a note of logistics

(4) provision of the **materials** for participants either in print or in a digital format

(5) **evaluation of the event** using the templates provided in the different work packages and in Annex IV of this document

(6) **full documentation** of the event according to the guidelines provided in chapter 6.5.

6.2. Timely scheduling

Time for preparation activities depends on the type of event (e.g. several months for a conference or General Assembly and several weeks for a peer-learning event).

Due to the large number of external stakeholders involved in the project as well as their mostly busy schedule, we recommend to plan meetings/events as early as possible to ensure the necessary multi-actor attendance. The table below indicates proposed lead times for events/meetings.

Event type	**Recommended lead time (start)**
Conference	9 months before event
AKIS CB General Assembly Meeting	4-5 months before event
country-based CoP meeting	1 month before event
cross-country CoP meeting	3 months before event
Coaching event for CoPs	3 months before event
Peer learning events (“Bootcamps”)	3 months before event
National AKIS workshops	1.5 months before event
User workshops (e.g. for platform development and user training)	1 month before event
Project meeting	6 months before event

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General Assembly (online)	2 months before event
Strategic Advisory Board meeting (online)	2 months before event

Because the stakeholder groups of the modernAKIS project is targeted also by other activities the event/meeting organizers are strongly encouraged to coordinate with relevant external events to avoid overlaps and double-bookings of stakeholders. We recommend checking at least with the following entities:

- Events of DG AGRI executed by EIP Agri Service Facility
- Events of the EIP Agri Service Facility
- CAP Network events, including the TWG group
- Events of other closely related projects (e.g. AttractISS, EU-FarmBook, Advisory Networks for Short Supply Chain, Biological Agriculture, Reduction of Pesticides, Optimization of Fertilizer Use, Animal Health and Welfare, and Forestry)

Input: Activity description in the DoA
Output: Action plan for the event
Responsible: Event organizer, task leader
Documentation: Dates in common SharePoint calendar

6.3. Location

When identifying an event location the organizers should consider the following criteria:

- Ease of reach by public means of transport/proximity to airports and train stations
- Availability of (affordable) hotels close by, if the event is overnight
- Size and number of meeting room(s) – depending on the expected number of participants as well as the different activities foreseen in the agenda
- (Technical) equipment
- Internet availability, stability and speed
- Catering possibility or proximity to restaurants

Each partner has allocated event implementation costs in the cost category "Other costs". Budgetary constraint must be considered in the selection of a suitable location.

Input: Activity description in the DoA
Output: Booked location
Responsible: Event organizer
Documentation: Data in the information package

6.4. Full information package

The information package must contain at least: a letter of invitation, a draft agenda, and a note of logistics.

The ***invitation letter*** must be on the official letterhead of the inviting institution and addressed to the registered participant. Is should contain information about the location, date, time and purpose of the meeting. In several of the beneficiary institutions, invitation letters are necessary in order to receive approval for travel.

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The ***draft agenda*** respecting the appropriate starting time to allow participants arrival as well as enough time for event sessions and breaks (cf. Annex II).

The ***note of logistics*** should include at least information about travel arrangements, the venue, suggested hotels, contact data for taxi companies etc.

Input: Activity description in the DoA
Output: Information package
Responsible: Event organizer
Documentation: Invitation letter, agenda, note of logistics

6.5. Materials and event documentation

The event organizer is responsible for the availability of all necessary materials. This includes promotional and information materials for the event, as well as presentations given during the event, evaluation forms and documentation post-event.

Based on the obligations of the beneficiaries defined in the Grant Agreement, related to information requirements, the partners shall inform the public, press and media (internet and included) about the event. The event organizer needs to publish each the event on the project website under the "News" section and distribute it widely through the social media channels. Francisca Viveiros from Consulai is the overall responsible for all project communication. She can help with uploads and publication.

PowerPoint presentations must use the appropriate template (see SharePoint Templates).

All publications used before, during and after and event must visibly indicate the funding logo and disclaimer as well as the project logo. Detailed guidelines are available on page 10 of the T5.1. Communication, Dissemination and Exploitation plan. Additional templates, e.g. logos, templates, are available on the project SharePoint.

Various materials as described in the table below will document each event:

Type of event	Materials	Project Website	SharePoint
CoP and ccCoP meetings, AKIS GA meetings, National workshop	News	x	x
	Invitation letter		x
	Agenda	x	x
	Information package		x
	List of participants (cf. Annex I)		x
	Attendance list		x
	Report/Minutes	x	x
	Evaluation forms		x
	Gallery/Photos	x	x
	Presentations	x	x
KOM, SAB meetings,	Invitation letter		x

Exec Board meetings	Agenda		x
	Information package		x
	List of participants (cf. Annex I)		x
	Attendance list		x
	Minutes		x
	Evaluation forms		x
	Gallery/Photos		x
	Presentations		x
	Recording of the meeting		x
	Calendar entry on SharePoint		x
	News	x	x
Peer learning events CoP coaching meetings	News	x	x
	Agenda	x	x
	Information package		x
	List of trainees		x
	List of participants (cf. Annex I)		x
	Materials	x	x
	Gallery/Photos	x	x
	Evaluation forms		x

Input: Agenda, list of presenters
Output: Event materials on SharePoint and/or project website
Responsible: Event organizer
Documentation: All event materials

6.6. Quality assurance

The event organizer, the task leader and the work package leader are responsible for the management of the event quality. To this end, the organizer will perform the following steps:

- The event organizer prepares a concept note before starting the preparation of the event. He/she sends it to the task leader and the work package leader for feedback.
- The task and WP leader check the note and make suggestions.
- The responsible partner organizes the event.

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- The respective deliverable is prepared after the event(s) conclude. It will be reviewed according to the criteria presented in chapter 5.2.

At the end of every modernAKIS event participants will receive feedback forms, either in printed or digital form, to allow impact assessment of the project activities,. A template form was developed for different events and is provided in Annex IV of this document. It needs to be adapted to the specific needs but the main items must remain unchanged. The organizers shall also prepare event reports (Annex III – Event evaluation report). They will collate the input from the evaluation form and will include a summary review of statistical data collected by participants about their satisfaction.

modernAKIS will investigate the satisfaction of beneficiaries and end-users. It will take into account a variety of information from different sources using visits, interviews, questionnaires of target groups, and consultation with the project beneficiaries.

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7. Software

Software artefacts to be developed as part of the project are also considered deliverables and will be publicly available for the project beneficiaries. Prior to publication modernAKIS partners should ensure that the software produced meets the quality standards and specifications set in their respective reports, providing information related to the software operation and use.

The Software Quality Assurance will respect and act supplementary to the individual quality control and assurance policies of technical partners. The quality control, however, will mainly rely on individual partner policies, as the type of software and the development techniques are mostly related to partner expertise.

The Software Quality Assurance will involve partners in all stages of software development. It includes designing the software architecture and the UX/UI under WP2, the actual coding, testing and debugging in WP5 and the operation under WP2. The Software Quality Assurance will thus run throughout the lifetime of the project.

7.1. Software quality assurance procedures

There are four main phases of the software development process related to SQA procedures. During these phases, partners shall follow several SQA good practices (see next table). The phases include the following procedures:

Phase 1 – Requirement phase: the development team has to prescribe each of the essential requirements (functional and non-functional), propose a methodology to ensure that the product functionality is elucidated, and keep refining the specification until the requirements are clearly described to all partners involved. Once this list is completed, it will set the basis for the software design, which follows.

Phase 2 – Design and implementation phase: description of components and sub-components of the software-to-be-developed.

Phase 3 – Software testing and documentation: selected partners will be requested to be involved in manual and automated tests as well as informal reviews. Test cases will be developed for internal software validation aiming at providing fully functional releases. Along with these releases, all software artefacts will be accompanied by documents like user manuals or video tutorials. The manuals/tutorials will provide information related to the data input and software limitations, describe actions and functions available for use, and provide a detailed documentation in relation to the software source code. Each of these documents, while not mandatory unless the condition of being publicly available as a deliverable, has to comply with the QA instructions provided earlier in this document related to project deliverables.

Phase 4 – Software release: is done in two forms at different points in time. A prototype will be provided for testing purposes three months ahead of the task due date and the operational software at the task end. These functional software artefacts will have to obtain approval (internal informal procedure) of the partners in each production process, who will validate the functionality according to the specifications involving technical and non-technical tests.

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7.2. Quality assurance activities

Table 7: Development and quality assurance activities of Software.

Software Development Phase	Software Quality Assurance Activity
Requirement phase	Review of the requirements mentioned in the DoA. Analysis of related project internal reports and deliverables. Review SW requirements for assessing completeness, correctness and/or dependencies. Facilitation of the informal review process and provision of all partners involved in this phase – with outcome analysis and validation methods.
Design phase	Review of personas and their touchpoints with the software Review of mock-ups Feedback on UX/UI
Software testing and documentation	Verification of traceability from requirements to design/development Verification of proper test implementation based on the proposed test plan. Review of the design specification documentation to verify that all requirements are met (both functional and non-functional). Verification that all public deliverables meet the quality assurance requirements. Facilitation of review process for all activities to obtain validation from partners involved.
Software release	Verification of proper software release naming and versioning. Verification that all software items are included in the released version. Software validation assessment completion. Acquirements of final approval from partners involved.

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8. Publications, promotional materials, website and social media

The document of reference for processes, templates and quality assurance for "Publications, promotional materials, website and social media" is D5.1. the Communication, Dissemination and Exploitation Plan. It contains all relevant information necessary to ensure the quality of the materials published within the scope of the project.

Provisions regarding prior notice for publication of results are defined in the Consortium Agreement.

The consortium will follow an open access policy to scientific publications, with priority green open access. This means that the published article or the final peer-reviewed manuscript is archived by the researcher in an open repository (e.g. Zenodo). In this regard, the journal has to grant the researcher the permission to self-archive the final peer-reviewed article, for as long as 12 months after its publication.

8.1. Website and social media

All means of communication will be continuously updated by the partners and are intended to effectively communicate the results of the project. To this end, partners will use Annex VII – News Item Template, to deliver the news on organized or attended events along with the necessary material for posting on the project website and social forums (agenda, list of participants, photos, and event reports).

They will deliver these documents to Consulai, who is in charge of quality control and subsequent upload in the correct medium. Tags for social media posts are created by Consulai.

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9. Quality management for reporting and project reviews

Reports in the modernAKIS project are twofold:

(a) progress reports, which will be delivered every 6 months to the EC/REA as deliverables, and

(b) periodic reports, scheduled every 18 months (see Grant Agreement). These are the basis for regular project reviews as well as the keystones for triggering the payment procedures for additional prepayments. The final report is one of the five period reports.

9.1. Progress reports

Progress reports include content-related information in form of work package reports as well as interim financial reports plus relevant information regarding the project management (e.g. an updated list of risks, mitigation measures etc.).

Work package leads, together with task leads, are responsible for filling in the relevant information in the WP-reporting template (cf. Annex IX). If necessary, information from individual partners is collected directly. This includes all relevant communication and dissemination activities.

Financial reports are performed by each partner organization individually following the templates (cf. Annex VIII) provided by CIRCA/Jim Codd by e-mail. He is responsible, together with the project coordinator, for compiling all relevant information in the report.

As all deliverables, each report is reviewed against specific quality criteria. This aims to ensure consistency across the reporting periods and support the contributor's and quality manager's compliance to the reviewing procedure. The following table outlines the aspects to be considered for report quality.

Table 8: Quality criteria for reports.

Quality criteria	Description
Accuracy	Each aspect is described in a transparent and sufficiently detailed manner and based on the documentation of the partner.
Added value	The content provides a full overview of the status quo of the project.
Clarity	The report is well structured and balanced, focused and concise. The language is written in an understandable and unambiguous manner.
Completeness	All aspects (content and financial) of the deliverable are fully addressed and sufficiently elaborated.
Compliance	The text is written in line with the deliverable template. The language used is English. The document follows the standard file format and naming convention.

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Correctness	Each aspect reflects the actual financial status and status of implementation. All information reported is entirely documented on behalf of the reporting partner/organisation. The report reflects the respective reporting period.
Relevance	The content is relevant to the scope of the deliverable and in line with the DoA. The report fully documents work done in the respective work package and related spending of each beneficiary. The report is relevant to the beneficiaries and granting authority.

Review process and approval of reports:

modernAKIS regularly reports its achievements, planned activities, issues and risks, with regard to the timeframe outlined in the DoA, both to the consortium and the granting authority. Each report covers all work packages (WP1 – WP6), tasks and spending of every beneficiary.

The quality review of reports is performed at three levels:

1) Work package lead for content and beneficiary for financial reporting;

2) Quality manager;

3) Project coordinator.

The contributors structure the content according to the quality criteria defined in Table 8. The QM assessment is carried out with the deliverable review (see table *timeline for deliverable preparation and review*). Accordingly, the quality manager has seven (7) days to provide review input. If the project coordinator approves the document, it is uploaded and delivered to the *EU Funding and Tenders Portal*.

To support the review process and ensure a sound quality assessment procedure, the Deliverable review template was adapted for this purpose.

9.1. Periodic reports

Period reports are a contractual obligation defined in the Grant Agreement. After each reporting period, which lasts 18 months, the consortium has 60 days to deliver a report to the EC/REA containing the following information:

- Technical Report
  - Explanation of the work carried out
  - Overview of progress (deliverables and milestones)
  - Summary for publication
  - Plan for the dissemination and exploitation of the results
  - Answers to the questionnaire
- Financial Report
  - Financial statement (individual or summary)
  - Explanation of the use of resources
  - Financial statements accompanies by Audit certificates when necessary (see Grant Agreement).

The periodic reports will be submitted to the EC/REA through the EU participant portal.

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10. References

ISO9001:2015 Quality Management Systems , Source: ISO - ISO 9001:2015 – Quality management systems — Requirements, retrieved on January 2, 2023

Quality Assurance, Source: Microsoft Word - QFS Document STD-QFS_2003_1corrected.doc (europa.eu), retrieved on January 2, 2023

What is a Quality Management System?, Source: **https://asq.org/quality-resources/quality management-system**, retrieved on January 2, 2023

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ANNEXES

Annex I (Project meeting) attendance list

modernAKIS Together for Systems' Innovation

Name of meeting/event

Meeting date(s):

Meeting time(s):

Meeting venue:

Meeting/Event coordinator name

E-Mail:
Phone:

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No.	Name	Institution	email	Signature
1				
2				
3				
4				
5				
6				
7				
8				

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Annex II *Event agenda*

modernAKIS Together for Systems' Innovation

Event title

Date of event:

Start time: End time:

Event venue/location:

Event facilitator (incl. contact data):

Minute taker (if applicable):

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Event objective(s):

Agenda items

Time	Topic	Presenter

Other information

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Title of event

Author of report incl. contact data:
Name:
E-Mail:
Phone:

Date:

Venue:

Link to event materials:

- Agenda
- Signed list of participants
- Presentation slides
- Documentation of workshops
- Photographs
- Minutes
- Scan of evaluation forms by participants

Evaluation of event incl. satisfaction of participants (max. 5.000 characters):

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Annex IV *Event evaluation form*

Project acronym	**modernAKIS**
Full project name	
Project no.	
Coordinating institution	
Project coordinator incl. email	**Elena-Teodora Miron** modernakis@lk-oe.at, e.miron@lk-oe.at

Event	
Organizer	
Venue	
Date	
....	

Statement to data protection and ethics

I confirm that I have read the participation information for the survey at hand and had the opportunity to ask questions. I am satisfied that I understand the information provided and I have had enough time to consider the information. I understand that my participation is voluntary and that I am free to withdraw at any time.

I agree to the data being recorded for the purposes of data processing (if applicable), and to the collected data being archived in a digital repository subject to my name and identifying information being removed. I grant full authorization for the use of the information provided in this survey understanding that my anonymity and confidentiality is preserved in public use of these data.

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A. How satisfied were you with (1 = not satisfied, 5 = very satisfied)

	1	2	3	4	5
Event program	☐	☐	☐	☐	☐
Presentations	☐	☐	☐	☐	☐
Discussions	☐	☐	☐	☐	☐
Event administration	☐	☐	☐	☐	☐
Venue and facilities	☐	☐	☐	☐	☐

B. Please mark your agreement (1 = strongly disagree, 5 = strongly agree) **with the following statements**

	1	2	3	4	5
Information shared during the event was useful and clear	☒	☐	☐	☐	☐
Event met my expectations in terms of offered topics	☐	☐	☐	☐	☐
Interaction with other participants was fruitful	☐	☐	☐	☐	☐
Distributed material was clear and useful	☐	☐	☐	☐	☐
Discussions were relevant for the participants	☐	☐	☐	☐	☐
Time management was fully satisfied	☐	☐	☐	☐	☐
Working methods were appropriate	☐	☐	☐	☐	☐
Overall organization was professional	☐	☐	☐	☐	☐

OTHER COMMENTS (please indicate how the event quality can be improved in the future):

Thank you for your feedback!

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Annex V *List of reviewers*

Deliverables						
Deliverable No	**Deliverable Name**	**Work Package No**	**Lead Beneficiary**	**Reviewer 1 (Name, Organization)**	**Reviewer 2 (Name, Organization)**	**Due Date (month)**
D1.1	Conceptual and Methodological Framework for transformative AKIS journeys	WP1	14 - CREA	Jennie Cederholm Björklund, SRDN	Fanos Birke, UHOH	6
D1.2	Conceptual and Methodological Framework for transformative AKIS journeys: First Update	WP1	14 - CREA	Silvio Simon, MoA	Andrea Knierim, UHOH	24
D1.3	Compendium of insightful new know-how and ready-for-practice solutions	WP1	14 - CREA	Mark Gibson, TEAGASC	Jozefina Krol-Nowinski, MARD PL	12
D1.4	Compendium of insightful new know- how and ready-for-practice solutions: First Update	WP1	14 - CREA	Hanna Tamsalu, ARC	Sarah Camilleri, MCAST	24
D1.5	Compendium of insightful new know-how and ready-for-practice solutions: Second Update	WP1	14 - CREA	Rui Almeida, CONSULAI	Cristian Voinescu, MADR	36
D1.6	Compendium of insightful new know- how and ready-for-practice solutions: Third Update	WP1	14 - CREA	Tiina Hartman, MoAF	Marta Mrnustik Konecna, IAEI	48
D1.7	Compendium of insightful new know-how and ready-for-practice solutions: Fourth Update	WP1	14 - CREA	Sylvain Sturel, CDR	Gintare Kucinskiene, LSMU	60
D1.8	Compendium of insightful new know- how and ready-for-practice solutions: Fifth Update	WP1	14 - CREA	Aiva Saulite Linina, LRATC	Jozi Cvelbar, MAFF	72

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D1.9	Compendium of insightful new know- how and ready-for-practice solutions: Sixth Update	WP1	14 - CREA	Athanasios Ragkos, ELGO	Florian Herzog, LKO	84
D1.10	Report on comparative analysis of AKIS in EU member states	WP1	8 - UHOH	Simona Cristiano, CREA	Kirsten Klitgaard, SEGES	12
D1.11	Tool for benchmarking AKIS performance	WP1	8 - UHOH	Sofia Mouseti, AUA	Szabolcs Vago, AKI	36
D1.12	Compendium of how advisors can be intensively integrated in AKIS	WP1	12 - TEAGASC	Savvas Maliotis, FILAGROTIKI	Anita Dzelme, LRATC	6
D1.13	Compendium of how advisors can be intensively integrated in AKIS: First Update	WP1	12 - TEAGASC	Leszek Zukowski, CDR	Erika Frankhuizen, NSU	30
D1.14	Compendium of how advisors can be intensively integrated in AKIS: Second Update	WP1	12 - TEAGASC	Marleen Gysen, ISP	Inge De Bo, UGent	54
D1.15	Compendium of how advisors can be intensively integrated in AKIS: Third Update	WP1	12 - TEAGASC	Maria Custodia Pereira Correia, DGADR	Martine Huberty, MAVDR	78
D1.16	Report on approaches to encourage researchers' engagement in interactive research and innovation processes	WP1	8 - UHOH	Elena-Teodora Miron, LFI	Juan Pedro Romero, MAPA	24
D2.1	Framework, methods and instruments for successful AKIS Communities of Practices and an international AKIS CB network	WP2	2 - ISP	Nuria Rodriguez Aubo, FEUGA	Kevin Heanue, TEAGASC	6
D2.2	Report on networking activities of AKIS	WP2	35 - LK0	Ewa Grodzka, MARD PL	Karin Ellermann-Kügler, VLK	12

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D2.3	Report on networking activities of AKIS CBs: First Update	WP2	35 - LK0	Bogdan Alecu, MADR	Petra Hanulikova, MARD	24
D2.4	Report on networking activities of AKIS CBs: Second Update	WP2	35 - LK0	Marianne Haugaard-Christensen, SEGES	Lorna Bonnici West, MCAST	48
D2.5	Report on networking activities of AKIS CBs: Third Update	WP2	35 - LK0	Dominika Pribelova, MARD	Myriam Gaspard, CRAO	72
D2.6	Report on networking activities of AKIS CBs: Fourth Update	WP2	35 - LK0	Livia Kranitz, AKI	Lucia Brana, FEUGA	84
D2.7	Report on the implementation of AKIS Communities of Practice	WP2	2 - ISP	Nuria Rodriguez Aubo, FEUGA	Edelbis Lopez Davila, UGent	24
D2.8	Report on the implementation of AKIS Communities of Practice: Update	WP2	2 - ISP	Patrizia Proietti, CREA	Francisca Viveiros, CONSULAI	48
D2.9	Report on Networking platform operation	WP2	10 - AUA	Mara Lindtner, LKO	Fanos Birke, UHOH	24
D2.10	Report on Networking platform operation: First Update	WP2	10 - AUA	Andrea Knierim, UHOH	Anna Pietruczuk, CDR	36
D2.11	Report on Networking platform operation: Second Update	WP2	10 - AUA	Leszek Zukowski, CDR	Tiina Hartman, MoAF	54
D2.12	Report on Networking platform operation: Third Update	WP2	10 - AUA	Susanna Lahnamäki-Kivelä, LUKE	Petra Hanulikova, MARD	78

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D2.13	Report on networking activities for widening the network	WP2	1 - LFI	Cristina Simon, MAPA	Marta Mrnustik Konecna, IAEI	18
D2.14	Report on networking activities for widening the network: First Update	WP2	1 - LFI	Erika Frankhuizen, NSU	Athanasios Ragkos, ELGO	36
D2.15	Report on networking activities for widening the network: Second Update	WP2	1 - LFI	Florian Herzog, LKO	Kirsten Klitgaard, SEGES	54
D2.16	Report on networking activities for widening the network: Third Update	WP2	1 - LFI	Jozi Cvelbar, MAFF	Jennie Cederholm Björklund, SRDN	78
D3.1	3 online modules in 24 languages for Task 3.1 available on demand	WP3	8 - UHOH	Rui Almeida, CONSULAI	Sofia Mouseti, AUA	12
D3.2	3 online modules in 24 languages for Task 3.2 available on demand	WP3	8 - UHOH	Hanna Tamsalu, ARC	Simona Cristiano, CREA	24
D3.3	Toolkit and learning material (handbook) developed for the capacity building team in Task 3.1	WP3	8 - UHOH	Marleen Gysen, ISP	Aiva Saulite Linina, LRATC	12
D3.4	Toolkit and learning material (handbook) developed for the capacity building team in Task 3.2	WP3	8 - UHOH	Anita Dzelme, LRATC	Katharina Schobersberger, LFI	24
D3.5	Report on capacity building camps for Task 3.1	WP3	12 - TEAGASC	Dimitar Vanev, NAAS	Patrizia Proietti, CREA	18
D3.6	Report on capacity building camps for Task 3.2	WP3	12 - TEAGASC	Sylvain Sturel, CDA	Fanos Birke, UHOH	24

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D3.7	Report by local capacity building team following each MS level workshops for Task 3.1	WP3	12 - TEAGASC	Karin Ellermann-Kügler, VLK	Tiina Harman, MoAF	19
D3.8	Report by local capacity building team following each MS level workshops for Task 3.2	WP3	12 - TEAGASC	Szabolcs Vago, AKI	Maria Custodia Pereira Correia, DGADR	25
D3.9	Reports on the results of participatory events of T3.3	WP3	14 - CREA	Kevin Heanue, TEAGASC	Gintare Kucinskiene, LSMU	48
D3.10	Reports on the results of participatory events of T3.3: Update	WP3	14 - CREA	Inge de Bo, UGent	Ewa Grodzka, MARD PL	72
D3.11	Reports on delivery of each advanced capacity building events for Task 3.1	WP3	12 - TEAGASC	Irtaxe Diez, MAPA	Francisca Viveiros, CONSULAI	60
D3.12	Reports on delivery of each advanced capacity building events for Task 3.2	WP3	12 - TEAGASC	Bogdan Alecu, MADR	Savvas Maliotis, FILAGROTIKI	72
D4.1	Governance and policy models co-created and shared in the e-platform	WP4	11 - AKI	Martine Huberty, MAVDR	Mara Lindtner, LKO	30
D4.2	Governance and policy models co-created and shared in the e-platform: First Update	WP4	11 - AKI	Katharina Schobersberger, LFI	Dominika Pribelova, MARD	54
D4.3	Governance and policy models co-created and shared in the e-platform: Second Update	WP4	11 - AKI	Mark Gibson, TEAGASC	Juan Pedro Romero, MAPA	78
D4.4	AKIS interventions co-created and shared in the e-platform	WP4	11 - AKI	Jozefina Krol-Nowinski, MARD PL	Sarah Camilleri, MCAST	30
D4.5	AKIS interventions co-created and shared in the e-platform: First Update	WP4	11 - AKI	Marianne Haugaard-Christensen, SEGES	Myriam Gaspard, CRAO	54
D4.6	AKIS interventions co-created and shared in the e-platform: Second Update	WP4	11 - AKI	Susanna Lahnamäki-Kivelä, LUKE	Cristian Voinescu, MADR	78
D4.7	Report on activities to increase AKIS actors involvement	WP4	21 - FEUGA	Andrea Knierim, UHOH	Livia Kranitz, AKI	30

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D4.8	Report on activities to increase AKIS actors involvement: First Update	WP4	21 - FEUGA	Elena-Teodora Miron, LFI	Anna Pietruczuk, CDR	54
D4.9	Report on activities to increase AKIS actors involvement: Second Update	WP4	21 - FEUGA	Somaya Aboelnaga, AKI	Silvio Simon, MoA	78
D4.10	AKIS good practices - innovation factsheets	WP4	21 - FEUGA	Mark Gibson, TEAGASC	Sylvain Sturel, CDA	30
D4.11	AKIS good practices - innovation factsheets: First Update	WP4	21 - FEUGA	Dimitar Vanev, NAAS	Lorna Bonnici West, MCAST	54
D4.12	AKIS good practices - innovation factsheets: Second Update	WP4	21 - FEUGA	Edelbis Lopez Davila, UGent	Bogdan Alecu, MADR	78
D5.1	C, D & E plan Design and implementation of a detailed C, D & E Plan	WP5	17 - CONSULAI	Elena-Teodora Miron, LFI		4
D5.2	C, D & E plan Design and implementation of a detailed C, D & E Plan: First Update	WP5	17 - CONSULAI	Sarah Camilleri, MCAST	Jennie Cederholm Björklund	36
D5.3	C, D & E plan Design and implementation of a detailed C, D & E Plan: Second Update	WP5	17 - CONSULAI	Athanasios Ragkos, ELGO	Lucia Brana, FEUGA	54
D5.4	Project Website - modernAKIS project website will be developed and launched	WP5	17 - CONSULAI	Elena-Teodora Miron, LFI	Katharina Schobersberger, LFI	4
D5.5	Knowledge, exchange, infrastructure/ platform	WP5	10 - AUA	Mara Lindtner, LKO	Erika Frankhuizen, NSU	18
D5.6	100 practice abstracts in the common EIP-AGRI format	WP5	14 - CREA	Savvas Maliotis, FILAGROTIKI	Jozi Cvelbar, MAFF	84
D5.7	Engagement Strategy	WP5	17 - CONSULAI	Dominika Pribelova, MARD	Lorna Bonnici West, MCAST	12
D5.8	Short video presenting the main objectives of modernAKIS	WP5	17 - CONSULAI	Elena-Teodora Miron, LFI	Mark Gibson, TEAGASC	6
D5.9	Short video presenting the main objectives of modernAKIS: FIrst update	WP5	17 - CONSULAI	Nuria Rodriguez Aubo, FEUGA	Karin Ellermann-Kügler	30
D5.10	Short video presenting the main objectives of modernAKIS: Second Update	WP5	17 - CONSULAI	Hanna Tamsalu, ARC	Szabolcs Vago, AKI	60
D6.1	Data management plan and updates	WP6	1 - LFI	Elisabeth Gurdet, LKO	Katharina Schobersberger, LFI	3

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D6.2	Data management plan and updates: First Update	WP6	1 - LFI	Fanos Birke, UHOH	Sofia Mouseti, AUA	39
D6.3	Data management plan and updates: Second Update	WP6	1 - LFI	Francisca Viveiros, CONSULAI	Cristian Voinescu, MADR	72
D6.4	Quality Assurance Plan	WP6	1 - LFI	Florian Herzog, LKO	Lucia Brana, FEUGA	6
D6.5	First progress report	WP6	1 - LFI	None as all beneficiaries are contributors		6
D6.6	Second progress report	WP6	1 - LFI			12
D6.7	Third progress report	WP6	1 - LFI			18
D6.8	Fourth progress report	WP6	1 - LFI			24
D6.9	Fifth progress report	WP6	1 - LFI			30
D6.10	Sixth progress report	WP6	1 - LFI			36
D6.11	Seventh progress report	WP6	1 - LFI			42
D6.12	Eigth progress report	WP6	1 - LFI			48
D6.13	Ninth progress report	WP6	1 - LFI			54
D6.14	Tenth progress report	WP6	1 - LFI			60
D6.15	Eleventh progress report	WP6	1 - LFI			66
D6.16	Twelth progress report	WP6	1 - LFI			72
D6.17	Thirteenth progress report	WP6	1 - LFI			78
D6.18	Fourteenth progress report	WP6	1 - LFI			84
D6.19	Project management and implementation handbook	WP6	1 - LFI	Petra Pfisterer, LKO		2

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Annex VI *Deliverable review template*

Deliverable review template				
Deliverable No.				
Deliverable Name				
Deliverable Leader				
Deliverable Author(s)				
WP No.				
WP Leader				
Reviewing schedule		Date planned	Date received	Date reviewed
Reviewer 1				
Reviewer 2				
Add. reviewers (if appropriate)				
Reviewer				
Primary review method	Track changes	☐	Comment sheet (below)	☐
Review Summary				
Please rate the deliverable according to the criteria below: RED Major revisions required before the deliverable is at acceptable standard YELLOWSome revisions required before the deliverable is at an acceptable standard GREEN Deliverable is acceptable standard and/or minor revisions are required				
Criteria	Rating	Comments		
Relevance The deliverable fully documents relevant work done in the corresponding task, It addresses the project objectives and is in line with the DoA.	RED/YELLLOW/GREEN			
Technical quality The deliverable presents sound methodology and argumentation.	RED/YELLLOW/GREEN			
Presentation The deliverable is clear and well written in	RED/YELLLOW/GREEN			

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terms of language, structure and presentation of content.		
Compliance The deliverable is in line with the deliverable template and follows the standard file format and naming convention.	RED/YELLLOW/GREEN	
Completeness The deliverable has no missing parts/references, not covered topics.	RED/YELLLOW/GREEN	
Added value The deliverable has scientific and/or policy value.	RED/YELLLOW/GREEN	
Overall rating	RED/YELLLOW/GREEN	
Comments – If you have not added comments directly to the deliverable document, please include your comments below:		

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Annex VII *News item template*

News item title		
Keywords		
News item text (max.2.000 characters for website)		
Social media text (consider character limits)		
Tags		
Image(s)		
Eventual links		
Responsible institution		
Contact person incl. e-mail		
To appear (date)		
To appear (place)	Website	☐
	Twitter	☐
	LinkedIn	☐
	Facebook	☐
	Youtube	☐
Other information		

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Annex VIII *Financial progress report template*

PLEASE REPORT COSTS FOR MONTHS 1-5 (1 September 2022 to 31 January 2023) BY FRIDAY 17 FEBRUARY 2023
1. ONLY FILL HIGHLIGHTED CELLS & PLEASE DO NOT INSERT OR DELETE ROWS OR COLUMNS
2. Ensure your costs are consistent with the tasks you have carried out in this period
3. Enter person months per work-package in cells B20 - B25 (see list of work-packages at cells C20-C25)
4. Enter your costs for Personnel (B32), Subcontracting (B33), T&S (B35), Equipment Depreciation (B36) and Other Goods Works & Services (B37)
5. Complete brief Explanation of Subcontracting (C33), Travel (C35), Equipment Depreciation, (C36) & Other Goods Works & Services (C37)
6. Return form to Jim at: jim.codd@circa.ie by FRIDAY 17 FEBRUARY 2023
7. Queries to Jim Codd by e-mail at: jim.codd@circa.ie or by phone on +353 87 922 3939

Beneficiary/Affiliated Entity no and short name (Drop down list)	**35-LKO**	
Country	**Austria**	
% indirect costs - (See Note 3)	**25%**	
Grant Rate (70% or 100%, see note 4)	**100%**	
1 Person months (PM)	**0,00**	**WP Name**
WP01 Person Months	0,00	Impactful framework for transformative AKIS journeys
WP02 Person Months	0,00	Framing and setting up a network of AKIS coordiantion bodies and other actors
WP03 Person Months	0,00	Enabling AKIS Systems Thinking and AKIS conceptualization
WP04 Person Months	0,00	AKIS strategy, planning and implementatation
WP05 Person Months	0,00	Wider dissemination and engagement for impact
WP06 Person Months	0,00	Project Management
2 Personnel Cost	**€0,00**	**In the cells below, enter explanation of the Subcontracting, T&S, Equipment (depreciation) and Other Goods, Works & Services Costs (brief description, just a sentence or two for each)**
3 Sub-contracting	**€0,00**	In this box: Describe subcontracting here, if it is foreseen on the grant agreement, and if not foreseen in the grant agreement, include an Explanation why you had to subcontract it rather than do it yourself.
4 Purchase Costs	**€0,00**	
4-1 Travel and Subsistence	€0,00	In this box: Describe travel and subsistence costs, including the purpose of the travel, the number of people travelling, the dates of the event/meeting and state which country it was in.
4-2 Equipment (depreciation)	€0,00	In this box: Describe the equipment to be charged to the project, if any. Make sure to state that it is the depreciation that is to be charged. Include only capital equipment that is depreciated according to your accounting practices.
4-3 Other Goods, Works and Services	€0,00	In this box: Describe Other Goods, Works and Services including things like consumables, raw materials, supplies, publication fees, translation fees, dissemination materials and services and certificate on financial statements.

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5 Total Direct Costs (2 + 3 + 4)	**€0,00**
6 Indirect Costs ((5-3)*25%)	**€0,00**
7 Total Costs (5 + 6)	**€0,00**
8 Max EC contribution (7 * Grant Rate)	**€0,00**
9 Requested EC contribution	**€0,00**
Other Direct Costs as % of Personnel Costs	0,0%

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Annex IX *WP progress report template*

WP-Status Report[1]

WP	*<number>*	**Name**	*<full WP name>*
Reporting period:	*<mm/dd/yyyy to mm/dd/yyyy>*	**Date of report:**	*<mm/dd/yyyy>*
Report author:	*<Name>*	**Contributors:**	*<Name>*

Summary of Status	**Schedule:**	**RED / YELLOW / GREEN**	**Budget:**	**RED / YELLOW / GREEN**	**Issues:**	**RED / YELLO / GREEN**
Yellow: > 10% deviation from plan; Red: > 20% deviation from plan *<Provide a succinct summary of the project status with a Red, Yellow, Green status. This summary should be brief, and give at a glance understanding of the WP status. >*						

Status of planned activities

Planned accomplishments in this period:
• *<Insert bullet list of accomplishments; please link each bullet point to a Task and/or cross-country CoP within the WPs; please address at least once each Task>*

Planned but not accomplished:
• *< Insert bullet list activities planned but not accomplish; please link each bullet point to a Task and/or cross-country CoP within the WPs>>*

Planned actions for the next period:
• *< Insert bullet list actions for the next period; please link each bullet point to a Task and/or cross-country CoP within the WPs; please address at least once each Task >*

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Status of planned Deliverables

<Provide the status of each Deliverable in the WP, with the expected completion date.>

Deliverable No	Name/Short description	Status	Baseline Completion Date	Expected Completion Date	Issues Exist* (Yes/No)
<No>	*<Deliverable name>*	*<Not started/ Started/Delayed>*			
<No>	*<Deliverable name>*	*<Not started/ Started/Delayed>*			
<No>	*<Deliverable name>*	*<Not started/ Started/Delayed>*			

Status of planned Milestones

<Provide the status of each project milestone, with the expected completion date.>

Milestone No	Milestones	Status	Baseline Completion Date	Expected Completion Date	Issues Exist (Yes/No)
<No>	*< Milestone name>*				
<No>	*< Milestone name>*				

WP Issues

<If Issues is set to YES for a deliverable and/or a milestone, please describe here what the issues are. Provide information on status, next steps etc. >

ID	Priority	Issue Description	Impact Summary (Milestone, Deliverable, Schedule, Scope, Resources, Space…)	Action Steps
<ID>	*<H/M/L>*	*<Description of the issue>*	*<Impact of the issue on time, cost quality etc.>*	*<actions that will be taken>*

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WP Risks

ID	Priority	Probability of Occurrence	Risk Description	Impact Summary (Milestone, Deliverable Schedule Scope, Resources, Space…)	Response Strategy
<ID>	*<H/M/L>*	*<H/M/L>*	*<If x happens there is a risk that….>*	*<impact if the risk occurs>*	*<Risk response strategy>*

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