

ANNEX TO THE NATIONAL CONTRACT OF PROJECT PARTNERS FUNDED THROUGH THE CORE ORGANIC PLUS CONSORTIUM

Article 1: Communication between CORE Organic Plus funding bodies and CORE Organic Plus Research Project Consortium.

CORE Organic Plus has established a project monitoring group which will monitor the funded projects closely during the project period. Each project will have the same person allocated as contact person throughout the project period (if possible). This monitoring person will be the contact person for the project coordinator for all questions arising throughout the lifetime of the project. Communication to the funding bodies about progress, problems or requests for amendments is performed by the monitoring person. In case of transnational queries or difficulties within the project, which cannot be solved between project partners, the funding bodies have the responsibility to assist the project consortium via the monitoring person. A list of the persons allocated to each project is available on the website of CORE Organic under “Research projects”.

National funding issues have to be directed to the national contact person, a list with contact information is available on the website of CORE Organic under “Research projects”.

Article 2: Transnational monitoring of CORE Organic Plus projects and knowledge transfer.

The funding bodies will be responsible for the evaluation, commenting and subsequently approval of the Midterm and Final Report of the project in accordance with Article 4.1.

To increase the transparency and the information exchange between the project consortium and the funding bodies, the monitoring person should have the possibility to participate in project meetings and workshops. The project coordinator has to make sure, that the monitoring person gets duly informed about these meetings. In addition, the funding body of the country in which the meeting is conducted might also attend the meeting, and will be informed by the monitoring person.

The project coordinator has the duty to participate in events organized by the CORE Organic Plus Consortium. The project coordinator will be informed in due time by the monitoring person about these events. If the project coordinator is not available for the event, he/she has to assure, that somebody else from the consortium will participate. Two events are planned for the duration of the project.

Article 3: Entering into force of the national project contracts.

The start date of the project is dependant on the national contracting. The national contract(s) between each funding body and its partner(s) involved in this project can only enter into force, when all the national contracts have been signed, or there is a binding funding notification from eventual funding bodies who have not been able to provide a contract. Each partner has to notify the project coordinator when their national contract have been signed, and the project coordinator has to inform the call secretariat when all partners have their national contracts. In case of problems, the call secretariat should be consulted.

Article 4: Reporting requirements of CORE Organic Plus project consortia.

4.1 Submission of midterm report, final report and deliverables.

Besides any national reporting, which may be required by the national funding body, the project coordinator will be responsible for submitting the following documents to the monitoring person:

- a scientific midterm report for the project based on input from all partners of the consortium covering works done within the first half of the project. This midterm report has to be submitted the latest two months after the official midterm of the project. The report will not be published.
- a scientific final report for the project based on input from all partners of the consortium covering the whole project period from the starting date (after the contract enters into force in accordance with Article 3), to the end of the project. This final report has to be submitted within three months after the end of the project. After approval the report will be published without annexes (budget, funds spent etc.).
- the deliverables described in the full proposal of the project if requested or together with the reportings.

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

The reports will be evaluated by the funding bodies who will use their own standing procedure for project evaluation. Project reports and the progress will be assessed against the expected output and the timeline as described in the final project description (milestones and deliverables); action may be taken by funding bodies in case of non-compliance as further funding or final payment can depend on the approval of the midterm or final report, respectively.

The project coordinator will present the report at a web meeting, and provide comments to the feedback given and questions asked by the funding bodies, and provide amendments to the workplan or report if required.

4.2 Material for the project dissemination website and leaflet

The CORE Organic partner, ICROFS, will set up and maintain a communication and dissemination webpage for each of the projects as a sub-webpage to the CORE Organic website:

www.coreorganic.org. The project coordinator is required within two months after the start of the project to provide ICROFS with project information (icrofs@icrofs.org), to be used to create the dissemination website. Templates will be provided by ICROFS. The material will also be used to prepare a leaflet. In addition, the project coordinator is expected to provide ICROFS with continuous, and at least annually, updates of news relevant to the stakeholders and interested audiences.

4.3 Stakeholder-oriented provisions

The project coordinator is responsible for providing the editor of the CORE Organic newsletter, FiBL (Thomas.alföldi@fibl.org), with at least three articles in English, minimum one per year. Target groups: the transnational organic sector and its stakeholders in a broad sense. Besides the CORE Organic newsletters, these articles might be distributed via the newsletters of the national ministries, and other appropriate media/magazines. An author guide for the CORE Organic newsletter will be provided.

4.4 Uploading of information, results and reports to the open access archive Organic Eprints

The project coordinator is responsible for uploading a short description of the project (including objectives and expected results) to the open access archive Organic Eprints, www.orgprints.org within two months after the project has started. A template will be provided.

The project coordinator is responsible for uploading all common results (publications made by more than one Partner) of the project and the final report without annexes to Organic Eprints after approval by the funding bodies.

The project partners are responsible for uploading all individual results (publications made by only one partner) of the project to Organic Eprints.

Project affiliation has been prepared for the project, and all publications should be affiliated to the specific project. Guidelines for using Organic Eprints are available at <http://orgprints.org>.

4.5 Reference to the funding bodies in publications:

In all publications of the project (abstracts, reports, deliverables, printed media, newsletters etc.) the project partners have to acknowledge the transnational funding of this project by the CORE Organic Plus funding bodies:

“The author(s)/editor(s) acknowledge the financial support for this project provided by transnational funding bodies, being partners of the FP7 ERA-net project, CORE Organic Plus, and the cofund from the European Commission.

Article 5: Responsibilities of the CORE Organic Plus Project Coordinator

- The project coordinator is responsible for a clear communication structure between the project partners and for all communication on behalf of the project consortium with the funding bodies, through the monitoring person.
- The project coordinator should ensure that all project milestones and deliverables are met and take actions if one or more partners fail to fulfill their commitments.
- The project coordinator shall immediately inform the monitoring person in the event of problems/difficulties encountered, contextual modifications, and changes, delays etc. in the project.
- The project coordinator is responsible for submitting the midterm report, final report and deliverables to the monitoring person according to the requirements of Article 4.1.
- The project coordinator is required:
 - within two months after the start of the project to provide ICROFS with material for creating a dissemination website and leaflet.
 - to provide ICROFS with text to be used for updating the website.

- to provide the ICROFS with news when relevant during the course of the project according to the requirements of Article 4.2.
- The project coordinator is responsible for providing FiBL with at least 3 articles in English, minimum one per year in accordance with Article 4.3.
- The project coordinator is responsible for uploading a short description of the project, all common results (publications made by more than one partner) and the final report of the project after approval by the funding bodies to Organic Eprints, www.orgprints.org in accordance with Article 4.4.

Article 6: Responsibilities of the project partners

- The project partners should immediately inform the project coordinator, when they have received the signed national contract or a binding funding notification from their national funding body.
- The project partners are responsible for fulfilment of the research activities and deliverables according to the research plan as described in the project proposal under the guidance of the project coordinator.
- The project partners should immediately inform the project coordinator in the event of any problems encountered, which may influence the progress of the project.
- The project partners are responsible for timely delivery of all relevant information and results requested by the project coordinator.
- The project partners are responsible for the uploading of all individual results (publications made by only one partner) of the project to Organic Eprints in accordance with Article 4.4.
- The project partners are responsible for acknowledging the funding bodies in all publications of the project in accordance with Article 4.5.

Article 7: IPR issues

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