

Interesting practices in the documents used in the breakout (BO) groups

(Main documents for each breakout session are indicated with **X**)

	Documents	BO2	BO3	BO4	Interesting practice
1	HU life cycle	X			Gives an overview of all kind of activities to support setting up and project implementation (drafting project proposal, support with filling in application form and making cooperation agreement, etc)
				X	Support all along the project lifecycle, listing interesting actions in each step of the lifecycle
2	IE application form step 1 (project ideas to be developed)	X			<ul style="list-style-type: none"> Asking who is lead applicant Asking which expertise each partner brings in Asking details of other funding to avoid double funding Asking in summary outline of proposal: which challenge is addressed, what are the objectives of the project, what is the proposed approach? Asking what are the benefits of the project envisaged Asking confirmation about the future cooperation for administration and inspection purposes No detailed funding requirements asked yet, only indicative, which is sufficient in step 1
3	IE guidance doc for application	X			Explains the details on how to fill in the application form for step 1 (document 2, see above)
			X		Info for applicants on the selection criteria + also including the weight of each selection criterion
				X	Info for applicants explaining the lifecycle of the application , from collecting ideas to step 1 and step 2
4	BE application form step 2 (project funding)	X			<ul style="list-style-type: none"> Simple application form with all the basics: objectives of OG, workplan and activities as detailed as possible, etc Asking for practice abstract in the application form for the project funding (step 2) => then the abstract is immediately ready for publication on own Ministry's website + for SFC once the projects are selected. Good communication: as from the start of the OG, all stakeholders are informed on what the OG will do. Asking what is the contribution and the added value of each partner in the operational group (= check: is there complementarity of knowledge?)



				<ul style="list-style-type: none"> • All bottom-up subjects can come in + indication to which objectives of the European partnership for innovation (EIP) for productivity and sustainability in agriculture this OG contributes (reference to Art 55) • Explicitly asking what is the complementarity with existing initiatives (avoiding repetition of similar activities done by other institutions or funding sources) • Explicitly asking to illustrate if the OG did its "homework" when preparing the project (= did they check existing info on the subject which the OG is tackling): the application must mention the knowledge on the project's subject which is already available in experimental stations or other research institutes • A lot of attention for the various ways to spread results, communication + dissemination of results + including short and long term (e.g. using existing dissemination channels for the long term preservation of the knowledge generated) • Interesting and detailed list of obligations at the end under "Monitoring provisions and commitments", helps to have lengthy discussions during grant agreement phase and later on, including enabling extra dissemination by the Ministry itself
5	RO application form ("expression of interest")	x		<ul style="list-style-type: none"> • All info ready for EIP common format + practice abstract • Also in English, so enabling communication with projects/partners speaking other languages • Asking details on role of partners (complementarity of partners' knowledge) • Asking for "categories" (keywords) for the EIP website • Asking what problems/opportunities the project addresses for end-users • Explicitly asking replies regarding the selection criteria • Asking about main activities (including investments), and who will become owner of assets if any • Dissemination details asked • Confirmation that the project is new • Confirmation that the project is not research • Confirmation respect the regulations + provide necessary document upon request • Confirmation availability for monitoring and dissemination purposes

6	RO cooperation agreement ("partnership agreement")	x			<ul style="list-style-type: none"> • Clear cooperation agreement, without need for legal entity • Regular consulting and reporting between partners (although without explicit detail) • Conflicts must be solved among themselves otherwise funding may be stopped • Procedure foreseen in case of need for replacement of a partner • Asking confirmation to comply with deadlines and fulfil objectives • Details on financial issues, roles and responsibilities • Clear rule on how quick to transfer payment from the lead-partner to the other partners • Clear obligation to disseminate
7	BE cooperation agreement – basic elements	x			<ul style="list-style-type: none"> • Simple because it refers to the project application (timing for each task of the partner) already set in the project application, avoids repetition • Partners must commit to follow "good partnership", which includes following guidelines of the programme, confirming they understand their role and agree with the budgets attributed, includes reporting, informing each other, and to solve problems amongst each other • Also commit to all the monitoring provisions and commitments <u>already</u> included in the project application (no repetition)
8	UK-W doc – for the setting up: innovation hub procedure (= page 2+3)	x		x	<ul style="list-style-type: none"> • Nice flow for emerging ideas through an Innovation Hub which is bringing together advisory services + research • Idea from farmer is accompanied. If the idea fine for an OG, further support to find partners and more information. If easy to solve then info and advice. If too difficult, real research may be needed, so this procedure is at the same time capturing needs from practice for research. • Support to draft the application
9	BE selection criteria + eligibility conditions		x		Very nice and complete set of selection criteria , attention for results useful for farmers/foresters + complementarity of partners' knowledge + dissemination. These key criteria are given enough weight (accounting for 16 points of 28= 57%)
8	UK-W doc – for the selection criteria (= page 4)		x		Very nice and complete set of selection criteria , with attention for results useful for farmers/foresters + complementarity of partners' knowledge + dissemination (together those should normally account for at least 50% weight but here that info is missing – compare with IE guidance doc 3 where the weighting is 60%)