Innovative Tools for Assessment and Authentication of chicken meat, beef and dairy products' QualiTies

Grant agreement number: 101000250

H2020 – Research and Innovation Action

Deliverable 7.1
INTAQT Management Guidelines

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Type			**Dissemination Level**		
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	☐

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Person in charge	Bruno Martin	INRAE
Work package	WP7	
Work package leader	Bruno Martin	INRAE
Author(s)	Marion Bondoux	INRAE Transfert
Additional Authors		
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Glossary

AM	Annual meeting
CA	Consortium Agreement
CFS	Certificate on the financial statement
DoA	Description of Actions
ExCom	Executive Committee
GA	Grant Agreement
GA	General Assembly
H2020	Horizon 2020
IMG	Innovation Management Group
IP	Intellectual Property
OA	Open Access
PM	Project Manager
PO	Project Officer
PRV	Project Review
REA	Research Executive Agency
SAB	Scientific Advisory Board
SB	Stakeholder Board


Information concerning the collaborative platform


Ideas and tricks


Important information

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1. Introduction

The “INTAQT Management Guidelines” document is intended for all participants to the project. It provides guidelines for the active participation in the project to ensure the quality and consistency of the project’s outputs.

This document is designed as a practical reference guide to help members of the project on the different issues that they will have to deal with during the course of the project.

The “Management Guidelines” defines in a simplified way all reporting requirements, deliverable sign-off procedures, meeting schedules and partner roles/responsibilities, etc. It specifies the common rules to be followed by all partners.

The “Management Guidelines” is based on and complies with the reference documents listed below (see Chapter 7 for details); and is written in a comprehensive fashion to be understood by the participants of the project.

In case of further questions, please contact the Project Manager from INRAE Transfert (Link to the collaborative platform).

- **Reference documents:**

- Grant Agreement (GA) signed between the European Commission and the Coordinator
- Consortium Agreement (CA) signed by all partners
- Reference Guide for the project – H2020 Annotated Model Grant Agreement available at:

https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

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2. The INTAQT project

2.1. Objectives (https://cordis.europa.eu/project/id/101000250)

Agri-food chain actors lack objective, robust and reliable information to meet consumer expectations in relation to the multiple aspects of intrinsic quality of livestock products from the various European husbandry systems. The goal of INTAQT project is to perform an in-depth multi-criteria assessment of the relationships between husbandry systems and intrinsic quality traits of animal-sourced products. This will be achieved through the development of quality assessment and authentication tools, to provide science-based decision support for policy makers, industries, farmers and consumers as well as develop means to improve husbandry practices complying with high quality of animal products and sustainability of production, defined as the "One Quality" of products. INTAQT will focus on unprocessed and processed ready-to-eat chicken meat, beef, and dairy products stemming from a gradient of extensive to intensive husbandry systems from a wide variety of European countries. The project will use a multi-actor participatory approach, involving all actors of the agri-food chains from farmers to consumers, scientists, certification bodies, policy makers and citizens. The challenges addressed are to: i) develop comprehensive models quantifying the impact of husbandry systems on quality traits related to product safety, nutritional value and sensory features, ii) co-construct with agri-food chain actors rapid and cost-effective innovative and practical analytical tools for the prediction of the intrinsic quality of livestock products and authentication of the associated husbandry systems, iii) co-construct with agri-food chain actors, multi-criteria scoring tools of the intrinsic quality of products, and iv) using all these developed tools, promote innovative husbandry practices (approved by agri-food chain actors) to achieve consistently and verifiable excellent quality, safe, healthy and tasty animal-based products from both extensive and intensive husbandry systems.

2.2. Partners

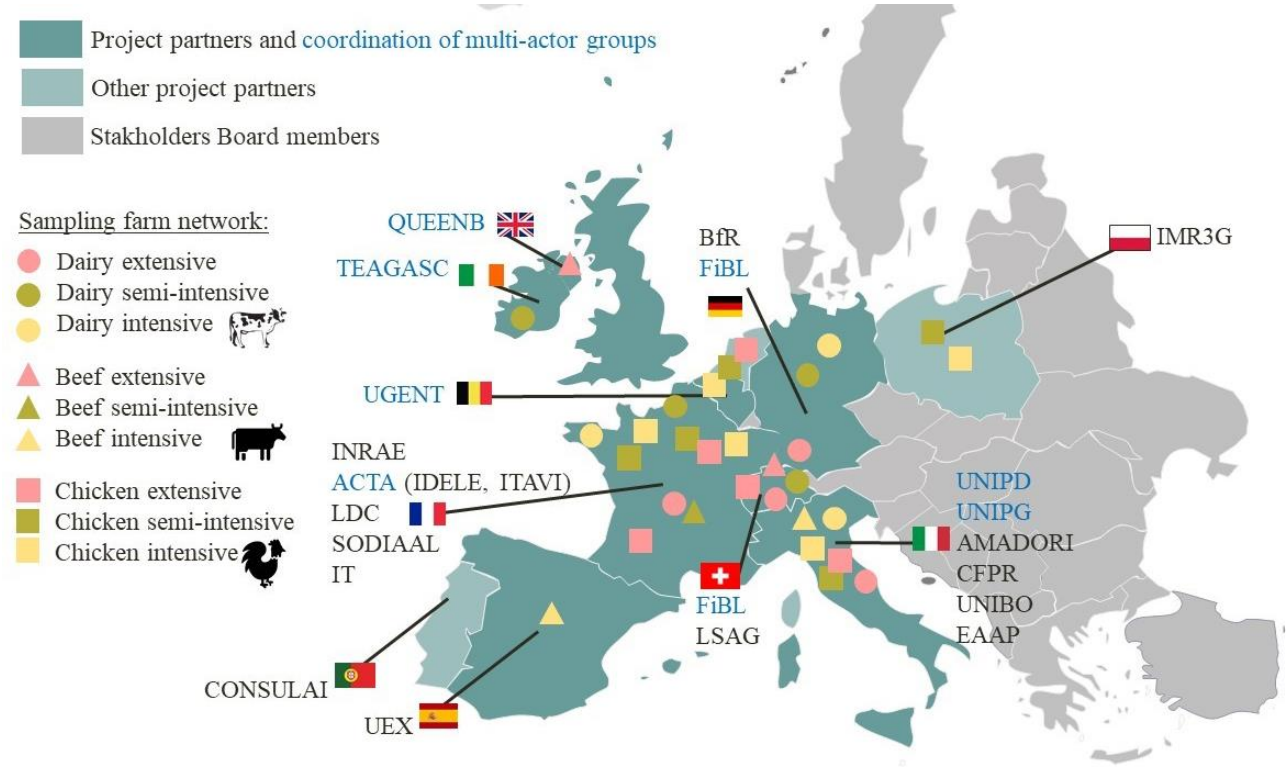

Figure 1: INTAQT partners

A contact list of all INTAQT members is regularly updated and available on the collaborative platform in the "Partners" page.

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2.3. Project governance: role and composition of the different boards

- **Management Structure**

The Governance of the project can be summarised as follows (Figure 2):

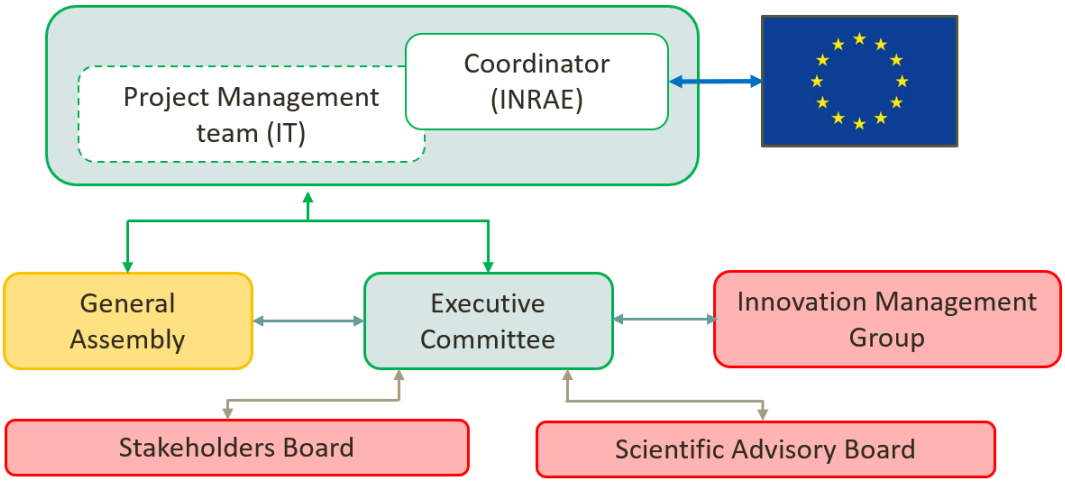

Figure 2: INTAQT governance

- **The Project Coordinator and co-coordinator**

The Coordinator of the project is INRAE, represented by **Bruno Martin** who is Senior Researcher at INRAE Joint Research Unit on Herbivores. He personally acts as scientific coordinator. His expertise is on cattle products quality and more particularly on milk and dairy products related to husbandry systems and practices as well as on farm sustainability. He is the former head of a group of 16 scientists aiming at improving husbandry practices in order to meet societal demands regarding product quality and sustainability of livestock systems. In the frame of his research activity, he has developed strong collaborations with agri-food chain actors, notably in the PDO cheese sector, he is coordinating the European "Mountain Cheese" network and he is involved with ACTA-Idele, in the organisation of the biannual international conference 3R (Rencontre autour des Recherches sur les Ruminants). He has nearly 20 years of experience in French and European Research and Development (R&D) projects. He notably acted as task leader in the FP6 'Truefood-Traditional United Europe Food' project and he currently leads a WP in the EU CORE organic project 'ProYoungStock-Promoting young stock and cow health and welfare by natural feeding systems' and in the French ANR initiative 'CAP20-25 I-Site Clermont-Multimodal innovation to develop sustainable living and production models'. He acts as expert in several committees and notably, he was recently in charge of the dairy products in the collective scientific assessment produced in May 2020 by INRAE for the French Ministry of Agriculture and Food 'The quality of animal based food related to animal production and processing conditions'.

His primary role is to make the interface between the Consortium and the EC as well as to oversee the overall progress of the project. He will work hand on hand with **Cécile Berri** who is the Director of INRAE Joint Research Unit on Avian Biology & Poultry Research (BOA). This research unit conducts integrated research on the biology of birds, from the molecular level to that of the animal in its environment. Its objective is to produce knowledge in the fields of physiology and genetics and to contribute to the development of sustainable livestock systems. Cécile Berri personally acts as scientific co-coordinator. She will complement Bruno expertise thanks to her long-term experience on poultry products quality. She is involved in many national and European R&D projects, notably the H2020 PPILOW coordinated by INRAE BOA. She has strong relations with avian technical institutes (*e.g.* ACTA-Itavi) and, in order to promote the transfer of research results into poultry production practices, along with ACTA-Itavi, she co-pilots the action program developed by the UMT BIRD – Poultry Farming, Systems and Territory producers to develop innovative husbandry systems.

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The Coordinator is responsible, among other tasks defined by the EC Grant Agreement and the Consortium Agreement, for:

- The promotion and supervision of the overall technical, organisational and scientific progress of the project;
- Chairing the Executive Committee (ExCom) and the General Assembly, taking all actions to enable proper implementation of the decisions made by these bodies;
- Ensuring smooth operation of the project: work plan maintenance, monitoring project progress, analysing results, identification of problems and consequences for future work progress;
- Overseeing the writing of periodic reports on progress of the project and partner activities;
- Submitting all required progress reports, deliverables and financial statements to the EC/REA;
- Communicating all information in connection with the Project to the Commission/REA;
- Transferring the advance payments and further payments to the participants as per the provisional budget and the actual expenditure as approved by the General Assembly.

The coordinator will have the strong support of the Project Management Team.

- **The Project Management Team (PMT)**

Role: The primarily role of the Project Management Team (IT) is to provide support to the coordinator (INRAE), the organisation solely responsible for the project coordination. IT will be in charge of the day-to-day administrative, logistics and financial tasks as well as implementing the procedures and tools for project management and monitoring. IT team supports on the following tasks:

- Project administration (including planning, preparation and follow-up, minutes, of project meetings);
- Consolidation of the periodic EC project reports and any internal project reports;
- Support the monitoring of completion of milestones and production of deliverables;
- Financial administration (monitoring of expenses against budget allocations, consolidation of financial summary sheets, and certificate on the financial statements if applicable, etc.);
- Consolidation and verification of the cost claims in line with the contractual requirements, their conformance with the work done and the CFS to be produced by the partners;
- Organisation of and post-processing of project meetings;
- Assistance to individual project partners on specific administrative issues;
- Assistance for internal communication, including implementation and maintenance of the collaborative platform.
- Evaluation of the efficiency of all project management tools and procedures.

Composition: The PMT is made up of an experienced project manager and support staff at IT to ensure the efficient implementation of the project.

Link to the Project Manager contact information

Meetings: The PMT will hold weekly virtual meetings with the Coordinator to ensure that project management support and Coordination are well aligned.

Decision-making: The PMT may make recommendations for decision-making but has a decision-implementing role.

- **The General Assembly (GA)**

Role: The General Assembly (GA) is the decision-making body of the project. The GA is responsible for the strategic and political orientations of the project: the overall direction of all WP activities– and re-orientation whenever necessary (budget revision, integration of new partners and dealing with defaulting partners). To ensure the relevance of the project's implementation plan regarding the progress of the project as well as external changes, the GA:

- Analyses the risk register, performance indicators and all other relevant information provided by the Executive Committee;

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- Considers analysis on the evolution of the context in which the project is carried out, notably, strategic, legal, societal, political, economic aspects, etc.
- Takes appropriate decisions in case of conflict between partners.

Composition: Chaired by the project coordinator, the GA is composed of one representative from each partner organisation (20 members), each having one vote for decision-making.

Link to the General Assembly composition

Meetings of the GA are held once a year, unless the progress of the project requires intermediate meetings. In this case, the General Assembly meetings are convened by the Coordinator or by at least 50% of its members. The secretariat of the General Assembly is ensured by the Project Management Team.

Decision-making: The GA requires a quorum of 2/3 of its members for decision-making and makes most of the decisions by a majority of two-thirds (2/3) of the votes cast.

- **The Executive Committee (ExCom)**

Role and composition: The Executive Committee (ExCom) is the decision-implementing body of the project. Chaired by the Coordinator, the ExCom is composed of work package leaders, each of them having extensive management experience in leading research groups, large-scale national projects and EU projects of previous and current Framework Programmes and strong experience in European networking and/or research projects.

Link to the ExCom members list

The ExCom is in charge of the operational management of all INTAQT activities. It also prepares the decisions to be taken by the GA and ensure that these decisions are properly implemented, integrating recommendations, and surveying ethical and gender issues. It reviews abstracts before results are disclosed by project partners and will appoint the Innovation Management Group when needed to get advice on IP protection. The secretariat of the Executive Committee is ensured by the Project Management Team.

The ExCom is also in charge of work package resource management. The ExCom is supported by the work of the Project Management Team including quality control and meetings preparation with the EC, as well as the preparation and transmission of deliverables.

Meetings of the ExCom are held through videoconferences every 3 months (unless the interests of the project may require intermediate meetings) plus a physical meeting during the annual project meeting.

Decision-making: The ExCom makes decisions by consensus, or if not possible, based on a simple majority. No contractual decisions are made by the ExCom but only operational decisions. The ExCom prepares decision making at GA level. This ExCom works interactively, communicating regularly through the internal collaborative platform and audio/video conference tools.

- **The Innovation Management Group (IMG)**

Role: The IMG advises on the management of knowledge and of intellectual property and of other innovation related activities arising in the project. This advice complies with the terms of the Consortium Agreement signed at the start of the project. Upon request of the ExCom the IMG:

- Proposes to the ExCom updates to the list of background;
- Assists in identifying results that could be the matter of protection, use or dissemination, based on publications, deliverables and activity reports;
- Assists the partners in identifying the most appropriate measures for protecting and disseminating results;
- Makes a proposal to the ExCom and to the concerned partners on the allocation of co-ownership shares over results obtained by several partners. The IMG will propose solutions to the concerned

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partners in case of co-ownership issues between different partners having different policies and will endeavour to resolve possible conflicts related to intellectual property rights.

- Assists in case of possible conflict: i) handle and moderate discussions related to accessing the background and results to be granted according to the needed information to carry out the R&D tasks and ii) more generally, moderate and propose fair solutions to any potential conflict related to IPRs.

Composition: IMG members includes, among others, technology transfer specialists and legal advisors from the partner organisations. More specifically, it is composed of 6 experts among 3 academic partners – INRAE, UNIPD, QUB - and 3 private partners – IT, ACTA, CONSULAI. The IMG closely collaborates with i) the WP leaders to identify and follow the generation of innovative results, and ii) private partners and Stakeholders Board members to identify the most interested parties to exploit the results.

Link to the IMG composition

Meetings: The IMG will meet by virtual means communicating through the internal collaborative platform and audio/video conference tools.

Decision-making: Advisory capacity only.

- **The Scientific Advisory Board (SAB)**

Role: The Scientific Advisory Board provides non-binding strategic advice to INTAQT Executive Committee for maximizing the success and the impact of the project.

Composition: In order to ensure a high-level consulting expertise that matches at best INTAQT scope, this board includes 4 members with complementary expertise identified as follow:

Link to the SAB composition

i. one expert in Husbandry Systems, Natural Resources and Sustainable Production stream;
ii. one expert in Food and Feed Safety;
iii. one expert in Process Analytical Technology for Food and Bioproducts Processing;
iv. one expert in Food System Transition.

Meetings: The SAB members will be invited to attend the project meetings and workshops where appropriate to provide advice for improvement and/or reorientation of the project, and to get their feedback on project outputs. They will have access to the EC periodic reports, deliverables and publications (prior the beginning of its activity, each member will enter into a non-disclosure agreement). A dedicated budget under INRAE partner has been foreseen for travel and subsistence costs for members attending physical meetings. **Decision-making**: Advisory capacity only.

- **The Stakeholders Board (SB)**

Role: Cooperation with a large network of stakeholders is essential to maximise INTAQT impacts. In addition of having various actors of chicken and cattle production chains as full consortium partners, INTAQT setup a large Stakeholders Board that: i) ensures that the full diversity of relevant stakeholders' perspectives is captured in the project, ii) acts as a key dissemination channel for project outcomes, iii) has privileged access to project results. Some of these members will be involved in WP1 multi-actor groups.

Composition: Stakeholders Board members consist of representatives of food chain actors (regulators, including EC and national policy makers; farmers, animal producers, advisors and their associations; food processors, retailers and wholesalers) and other stakeholders, including citizens, consumers and NGOs; certification bodies. They include but not limited to the following representatives:

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i. representatives EC and national policy makers, and advisors
ii. representatives of farmer and advisors
iii. representatives of food processors and retailers
iv. representatives of civil society, including citizens, consumers, NGOs
v. representatives of certification bodies
vi. representatives of breeding companies
vii. representatives of safety agencies

Link to the SB composition

Terms of Reference will be developed for SB at the beginning of the project, collecting also their ideas and -preferences for their involvement. Disclosure of conflict of interest statements may be required.

Meetings: The Stakeholders Board will be engaged via email, webinars and physical meetings where appropriate. A dedicated budget under INRAE partner has been foreseen for travel and subsistence costs for members attending physical meetings.

Decision-making: Advisory capacity only.

2.4. Project governance: meetings and decisions of the different boards

- **Convening meetings by chairperson**

Table 1: Deadlines for the organisation of governing bodies meetings

	Ordinary meeting	Extraordinary meeting
General Assembly	At least once a year	At any time upon written request of the Coordinator or at least 50% of the Members of the General Assembly.
Executive Committee	At least quarterly through videoconferences Plus if needed a physical meeting during the annual Project meeting	At any time upon written request of any Member of the Executive Committee
Project Management Team	Frequent virtual meeting with the Coordinator	Not applicable
Stakeholder Board	At least once a year	At any time upon written request of the Executive Committee
Scientific Advisory Board	At least once a year	At any time upon written request of the Executive Committee
Innovation Management Group	At least once a year	At any time upon written request of the Executive Committee

- **Decisions**

Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast with the exception of the **Executive Committee** which makes decisions by consensus, or if not possible, based on a simple majority. No contractual decisions are made by the ExCom but only operational decisions. The ExCom prepares decision making at GA level.

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

The following decisions shall be taken by the General Assembly:

- Content, finances and intellectual property rights:

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- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority
- Changes to the Consortium Plan
- Modifications to Attachment 1 (Background Included)
- Additions to Attachment 3 (List of Third Parties for simplified transfer according to Section 8.3.2)
- Additions to Attachment 4 (Identified Affiliated Entities).

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

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3. Deliverables and Milestones

3.1. Deliverables

Deliverables are contractual documents to be provided (at the latest) at a specific delivery date to the EC. A Deliverable is a verifiable output of the project which is subject to review by the EC. The EC payment can be conditioned by the timely submission of project deliverables. Deliverables must reflect the efforts deployed and the money spent. Deliverables can take various forms like a dataset, a scientific paper, a prototype, a developed tool, or a workshop. Each Deliverable should in any case be described in a written report.

INTAQT project deliverables are listed in the Description of Action (DoA) and in annex 1 of this document. The following information are specified:

- Deliverable number and title
- The partner responsible for producing the Deliverable
- Type of Deliverable
- Dissemination level: Public; Confidential, only for members of the consortium (including the Commission Services)
- Due date for submission to the EC (M1 = June 2021, M60 = May 2026)

A general process of deliverables production is needed in order to help the WP leaders and responsible for producing the deliverable to prepare and submit them in a timely and efficient manner (Figure 3). The project manager will remind Deliverables to the WP leader and deliverables responsible 2 months before the due date and provide a template for writing it.

- **Deliverable production and validation process**

Step 1 The deliverable leader prepares a plan for the deliverable and circulates it to the relevant WP leader, task leader and to all partners contributing to the deliverable. This plan should include a draft table of contents, expected contributions per partner, timing for contributions etc. The deliverable leader prepares the deliverable using the deliverable template and includes the collected contributions of the partners involved in a harmonized fashion. The deliverable leader sends the drafted report to the involved partners in order to get their feedback.

Step 2 The deliverable leader sends the final draft to the WP leader for feedback and potential modifications. These exchanges may take some time so deliverable leaders should send to the WP Leader the final draft at least 4 weeks before the deliverable due date to the Commission.

Step 3 The WP leader sends the final draft of the deliverable to the Project Coordinator, the ExCom and the PM at least 2 weeks before the deliverable due date, during which they can send back any comments to the WP leader. If a member of the ExCom does not reply, it means that it is tacitly approved.

Step 4 The Coordinator submits online (EC platform) the deliverable report to the Commission in due time.

The final versions of Deliverables are available on the collaborative platform. If the dissemination level is public, it can also be posted on the INTAQT website.

You will find the list of Deliverables and templates in the collaborative platform in the Deliverables and Milestones sections.

As deliverables are defined in the contract, any changes to these deliverables are subjected to a revised version of the DoA by the Coordinator and the PM to be approved by the Commission. WP leaders should identify items which may affect or delay the production of a Deliverable and inform the Coordinator and the PM as soon as possible.

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Figure 3: Deliverables preparation and evaluation process

- **Roles & Responsibilities**

Each partner must be aware of the Deliverables to which they must contribute.

The **Deliverable leader** is responsible for:

- Producing a Deliverable plan including a draft table of contents, expected contributions per partners, timing for contribution, etc.
- Overseeing the quality and nature of the contributions from the Deliverable contributors or authors.
- Ensuring that the Deliverable is produced in line with the contractual documents (DoA) and is submitted in due time to the WP leader for evaluation and validation.

The **WP leader** is responsible for:

- Defining, with the partners involved, the Deliverable contents and a suitable Deliverable leader.
- Overseeing the timely production of the Deliverable by the Deliverable leader.
- The evaluation and validation of the Deliverable draft (submitted by the Deliverable leader) prior submission to the Coordinator, ExCom and Project Manager. The WP leader is also responsible for the follow up of all the WP Deliverables.

The **Project Manager** is responsible for:

- Providing a deliverable template and guidelines on deliverable submission
- Following up the production of project Deliverables.

The **Coordinator** is responsible for:

- Informing the Project Officer at the EC in case of expected delays.
- Following up the evaluation and endorsement of project Deliverables.
- Submitting electronically the project Deliverables to the EC.

3.2. Milestones

A Milestone is a significant point or event in the project and a check-point to follow-up the project progress. No official report for the EC is necessary, only the date of completion. However, each Milestone must at least lead to a milestone report that the responsible partner must upload on the INTAQT collaborative platform (see “Means of verification” in the Milestone table in the Description of the Action and in annex 2).

The mean of verification of each milestone must be sent to the Coordinator and the PM at least 2 weeks before the due date of the milestone. The PM is responsible for putting on the collaborative platform the information about the milestone.

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4. Reporting

4.1. Periodic Reports

The project is divided in 4 **Reporting Periods** (Table 2, Figure 4):

Table 2: Reporting periods

Reporting periods (RP)				
		Start	End	Duration
RP1	M1 – M18	1st June 2021	30th November 2022	18 months
RP2	M19 – M36	1st December 2022	31st May 2024	18 months
RP3	M37 – M48	1st June 2024	31st May 2025	12 months
RP4	M49 - M60	1st June 2025	31st May 2026	12 months

The Coordinator has to submit a **Periodic Report** within 60 days following the end of each Reporting Period. Deadlines for Periodic Reports submission are the following:

- 1st Periodic Report (RP1) → Deadline M20 (January 2023)
- 2nd Periodic Report (RP2) → Deadline M38 (July 2024)
- 3rd Periodic Report (RP3) → Deadline M50 (July 2025)
- 4th Periodic Report (RP4) → Deadline M62 (July 2026)
- Final Report → Deadline M62 (July 2026)

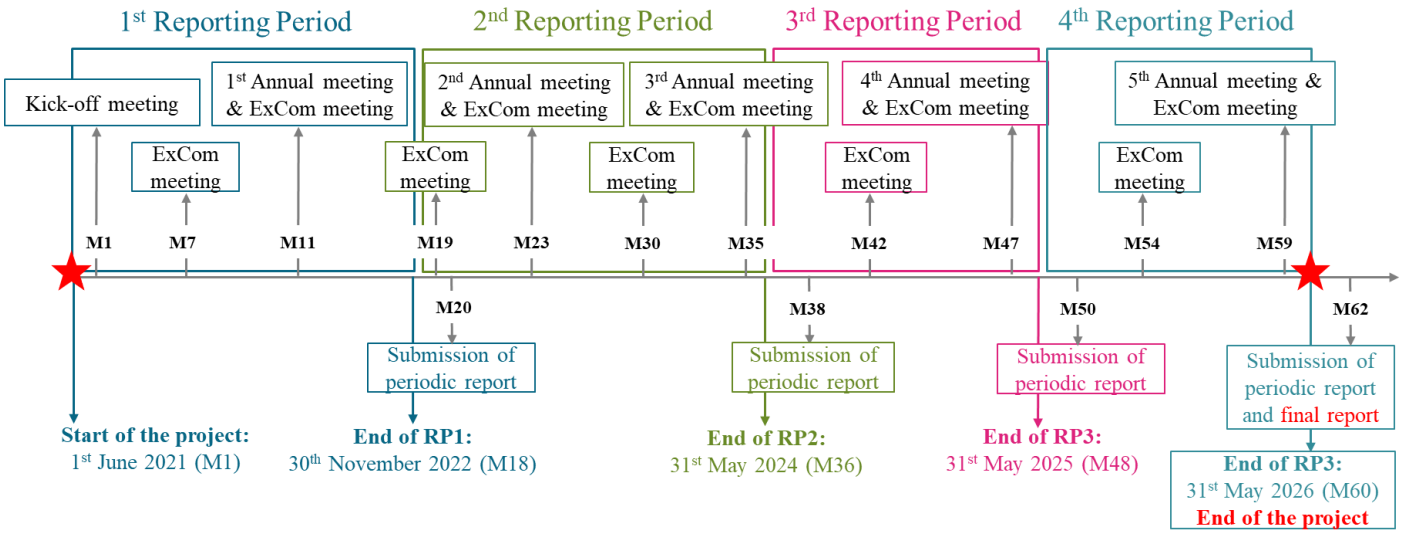

Figure 4: INTAQT reporting periods.

Periodic Reports must be prepared using the templates and following the instructions provided by the Project Manager. **Periodic Reports are submitted as a one and only package.**

Any Partner that will be late in delivering its contribution to the report will have to declare his work and costs at the next periodic report (12 or 18 months later) and will therefore receive the payment corresponding to his work 12 (18) months later.

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Periodic Reports include a Periodic Technical Report and a Financial Report:

- **Periodic Technical Report**

The Periodic Technical Report includes an explanation of the work carried out during the Reporting Period and describes the progress towards the objectives of the project, including Deliverables and Milestones.

The Periodic Technical Report includes:

- an overview of the **progress** towards the objectives of the project, including Milestones and Deliverables identified in the DoA. The report must include:
  - An explanation of the **work carried out** justifying the differences between the works expected to be carried out in accordance with the DoA and that actually carried out.
  - Details on the exploitation and dissemination of the results and an **updated plan for the exploitation and dissemination of the results**.
  - Communication activities.

- **Periodic Financial Report**

The Periodic Financial Report includes:

- an **individual financial statement** from each beneficiary and linked third party, for the reporting period concerned.
  - The individual financial statement must detail the eligible costs (actual costs, unit costs and flat-rate costs) for each budget category (see Financial issues).
  - The beneficiaries must declare all eligible costs, even if they exceed the amounts indicated in the estimated budget.
  - If an individual financial statement is not submitted for a reporting period, it may be included in the periodic financial report of the next reporting period as an adjustment financial statement for the previous reporting period.
  - The individual financial statements of the last reporting period must also detail the receipts of the project (see Financial issues).
  - Each beneficiary and each linked third party must certify that:
    - the information provided is full, reliable and true;
    - the costs declared are eligible;
    - the costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews or audits.

    For **linked third parties**, the financial statements must be filled out and submitted by their beneficiary (the linked third parties cannot sign them in the informatics system).

  Individual financial statements must be filled out by each beneficiary, signed and formally submitted to the coordinator **through the Participant Portal**.

- an explanation of the **use of resources** and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary and linked third party, for the reporting period concerned.

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4.2. Final Report

A Final Report must be submitted by the Coordinator at the end of the project. The Final Report includes a Final Technical Report and a Final Financial Report.

The periodic report for the last reporting period covers only the last period, while the final report must give an overview of the project's results over its entire duration.

The **Final Technical Report** is a publishable summary of the entire project (describing the overview of the results and their exploitation and dissemination, the conclusions on the project and its socio-economic impact).

The Final Financial Report consists of the final summary financial statement that is automatically generated by the informatics system. In some cases, (see Financial issues), it must be accompanied by a certificate on the financial statements (CFS; one certificate per beneficiary/linked third party if necessary).

4.3. Project reviews

The aims of the project reviews are to assess the work carried out under the project over the considered period in order to provide recommendations to the Agency / Commission and to the Consortium. Such reviews may cover scientific, technological and other aspects relating to the proper implementation of the project's workplan and of the Grant Agreement.

During the whole duration of the INTAQT project, three reviews are planned by the Agency / Commission 60 days after each reporting period (Table 3).

Table 3: Forecast planning of project reviews

Project Reviews number	Tentative timing	Planned venue of review	Comments
PRV1	M21 (February 2023)	Brussels	Contact PO on M18
PRV2	M39 (August 2024)	Brussels or remote	Contact PO on M36
PRV3	M51 (August 2025)	Brussels or remote	Contact PO on M48
PRV4	M63 (August 2026)	Brussels or remote	Contact PO on M60

The organisation of project reviews should be further discussed and organised with the PO according to the advancement of the project, the periodic reports submission and the project meetings.

The Agency may seek for an expert's opinion, and will invite one or several scientific or technological experts to review the reports. Notwithstanding, it is the REA who decides if reports are accepted or not.

5. Financial issues

The purpose of this section is to summarise how costs claims are made and how claims will be verified by the EC. In order to be considered for reimbursement, costs incurred by the beneficiaries in the course of the project must satisfy the eligibility criteria laid down by the Grant Agreement.

5.1. Eligible or non-eligible costs

Eligible	Non-eligible
☑ Actual (real and not estimated)	☒ Deductible Value Added Tax (VAT)

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☑ Economic (standards of "good housekeeping")	☒ Identifiable tax and duties
☑ Necessary for the implementation of the project	☒ Interest owed
☑ Recorded in the accounts of the Partner	☒ Provisions for future charges/losses
☑ In accordance with the usual accounting and management principles of the Partner	☒ Currency exchange losses
☑ Incurred during the addressed period	☒ Bank charges
☑ Indicated in the overall budget of the project	☒ Excessive/reckless expenditure
☑ Non-deductible VAT	

5.2. Direct costs

Direct costs are costs that are directly linked to the project implementation and can therefore be attributed to it directly. The eligible direct costs are:

- ✓ Personnel assigned to the project: permanent and temporary;
- ✓ Travel and subsistence for the project;
- ✓ Durable equipment: depreciation at its level of use for the project (except for TNA);
- ✓ Consumables and supplies;
- ✓ Subcontracting (see below);
- ✓ Certificate of financial statement costs;
- ✓ Dissemination: posters, papers, publications, website, etc.;
- ✓ Other costs.

- **Personnel costs**

- Personnel costs (eligible if they are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action. They must be limited to salaries (including during parental leave), social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act)).
- The costs for natural persons working under a direct contract with the beneficiary other than an employment contract are eligible personnel costs, if:
  - the person works under the beneficiary's instructions and, unless otherwise agreed with the beneficiary, on the beneficiary's premises;
  - the result of the work carried out belongs to the beneficiary, and
  - the costs are not significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.
- The costs of personnel seconded by a third party against payment are eligible personnel costs, if the conditions in Article 11 of GA are met.
- The number of actual hours declared for a person must be identifiable and verifiable through a timesheet (*see below article 18.1.2 of the Annotated Model Grant Agreement from the EC).

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Timesheets (labour costs justification) *

- All the justifications of the costs declared for the project must be recorded precisely by each partner. This is also the case for the time spent on the project, which needs to be correctly recorded with timesheets for each participant and certified by the signature of their line manager.
- Each person who are working for the project must register all its working time (*i.e.*, the time spent on the project, per WP, and the time spent on all other activities). Partners must use the standard timesheet of their organisation.

- **Direct costs of subcontracting**

They are eligible if the tasks to be implemented and the estimated cost for each subcontract is set out in the DoA and the total estimated costs of subcontracting per beneficiary are set out in the budget. The beneficiaries must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests.

If a beneficiary needs to subcontract tasks and it was not planned in the DoA, she/he will have to inform the Coordinator who will take care to check with the PO if an amendment is needed or not. Subcontracting costs not foreseen in the DoA are not eligible.

- **Other direct costs**

This category includes:

- **Travel costs** and related subsistence allowances (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary), eligible if they are in line with the beneficiary's usual practices on travel.
- **The depreciation costs of equipment, infrastructure or other assets** (new or second-hand) as recorded in the beneficiary's accounts are eligible, if they were purchased in accordance with Article 10 of GA.

  The costs of renting or leasing equipment, infrastructure or other assets (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary) are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

  The costs of equipment, infrastructure or other assets contributed in-kind against payment are eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets, do not include any financing fees and if the conditions in Article 11 of GA are met.

  The only portion of the costs that will be considered is that which corresponds to the duration of the action and rate of actual use for the purposes of the action. It has to be in the beneficiary's records and the full time use of equipment must be auditable.
- **Costs of other goods and services** (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary). Such goods and services include, for instance, consumables and supplies, dissemination (including open access), protection of results, certificates on the financial statements (if they are required by the Agreement), certificates on the methodology, translations and publications.

5.3. Indirect costs

Indirect costs (overheads) are costs whose link to the project implementation cannot be measured directly (*e.g.*: renting of building, electricity, water, administrative costs, etc.).

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In H2020 **a single flat rate of 25%** of all eligible direct costs is charged as indirect costs → Overheads = 25% x (all direct eligible costs).

Costs of subcontracting and costs of in-kind contributions provided by third parties which are not used on the Partner's premises **are excluded** from indirect costs calculation.

5.4. Subcontracting

Subcontracting concerns only certain parts of the project which should in principle not be "core" parts of the work. Usually subcontracts do not concern the research work itself, but tasks or activities needed to carry out the research, auxiliary to the main topic of the project.

1. The work that a subcontractor carries out under the project relates to the Partner in the GA. The subcontractor has no IP rights on the work he produced.
2. A subcontractor has no rights or obligations regarding the Commission or the other beneficiaries. The responsibility regarding the EC for the work subcontracted lies fully with the Partner.
3. The need for a subcontract has to be detailed and justified in the DoA (if it is not the case, please contact the project manager as an amendment needs to be done before the subcontracting costs become eligible for reimbursement).
4. A task cannot be subcontracted if one of the Partners of the Consortium has the competences to perform it.
5. The selection of a subcontractor has to be clear and transparent, the selection must be based on the best value for money or lowest price: partners must be able to provide several quotes (usually a minimum of three), unless it has an established framework contract for the provision of those services.

5.5. Third parties

A third party is, by definition, any legal entity which does not sign the GA. Consequently, the Partner who involves a Third Party in the project to accomplish part of its tasks is fully responsible for the performance of any part of the work to be carried out by his related Third Party towards the EC and the other Partners.

The eligibility of the third parties' costs may be subjected to controls and audits. The Partner shall ensure that the third parties abide by the provisions of the GA.

5.6. Certificate on the financial statement (CFS)

Such a certificate is needed for partners requesting a total financial contribution of direct costs of 325 000€ (or more) as reimbursement calculated according to its usual accounting practices. This means that indirect costs are NOT counted for the 325 000€ threshold (and do not need to be covered by the certificate).

- The CFS must cover all the direct eligible costs.
- The CFS must cover all costs incurred by the Partner and its third parties.
- The CFS is prepared and certified by an external auditor (or competent public officer for public bodies).
- The CFS must be submitted as scanned copy (PDF) together with the financial statement only for the last reporting period of the beneficiary concerned.

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If a beneficiary fails to submit its financial statement for the last reporting period, the Commission/Agency may suspend the payment deadline.

Below are the beneficiaries who will need to submit a CFS:

Table 4: CFS report to be submitted by these partners

Partner		Costs covered by the CFS based on the estimated budget (to be reviewed at the end of the project)
1	INRAE	730 711.00 €
2	FiBL	458 440.00 €
3	UNIPD	407 061.00 €
4	IDELE	335 816.00 €
5	BfR	446 327.00 €

For those partners, the cost of the CFS can be charged on the Management WP.

File your documents!

The EC, at any time during the implementation of the project and up to **2 years after the final payment**, may arrange financial audits of any Partner (this audit is different from CFS and also concerns partners who do not need to provide a CFS). The audits may cover financial aspects, systemic aspects and others aspects such as accounting and management principles.

5.7. Payment schedule

The EC makes payments to the Coordinator, and the Coordinator distributes the amounts to the beneficiaries according to the Consortium Agreement and without undue delay.

There are 6 payments planned for this project (figure 6):

- 2 payments to distribute the pre-financing received from the EC.
  The pre-financing corresponds to **35% of the total EC contribution**, 40% of the total contribution minus the contribution to the Guarantee Fund (5% of the total EC contribution). As for the pre-financing, a limit of payment was introduced in the CA for each interim payment in order to protect the consortium against potential defaulting party during the project timeframe. This pre-financing will be distributed in 2 parts:
  - The 1st pre-financing will be transferred by INRAE accounting services in month 1 (= 60 % of the total pre-financing).
  - The 2nd pre-financing will be transferred after validation by the ExCom of an interim report after month 12 (= 40 % of the total pre-financing, as specified in the Consortium Agreement).
- 4 interim payments linked to each Periodic Report.

  The next payments will be issued following approval by the EC of the Periodic Reports. Each payment settles the amounts justified by the partner and accepted by the EC during the concerned Reporting Period. The amounts received during the project will under no circumstances exceed 85% of the total EC Grant.
- The final 15% will be paid following the approval of the Final report and includes the reimbursement of the Guarantee Fund.

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If the financial statement of one partner is not submitted on time, it will have to be submitted for the next period and the payment will be delayed to next period.

For the last reporting period, the timely submission of financial reports by all partners is essential as the delay caused by one partner will delay payment to the whole consortium.

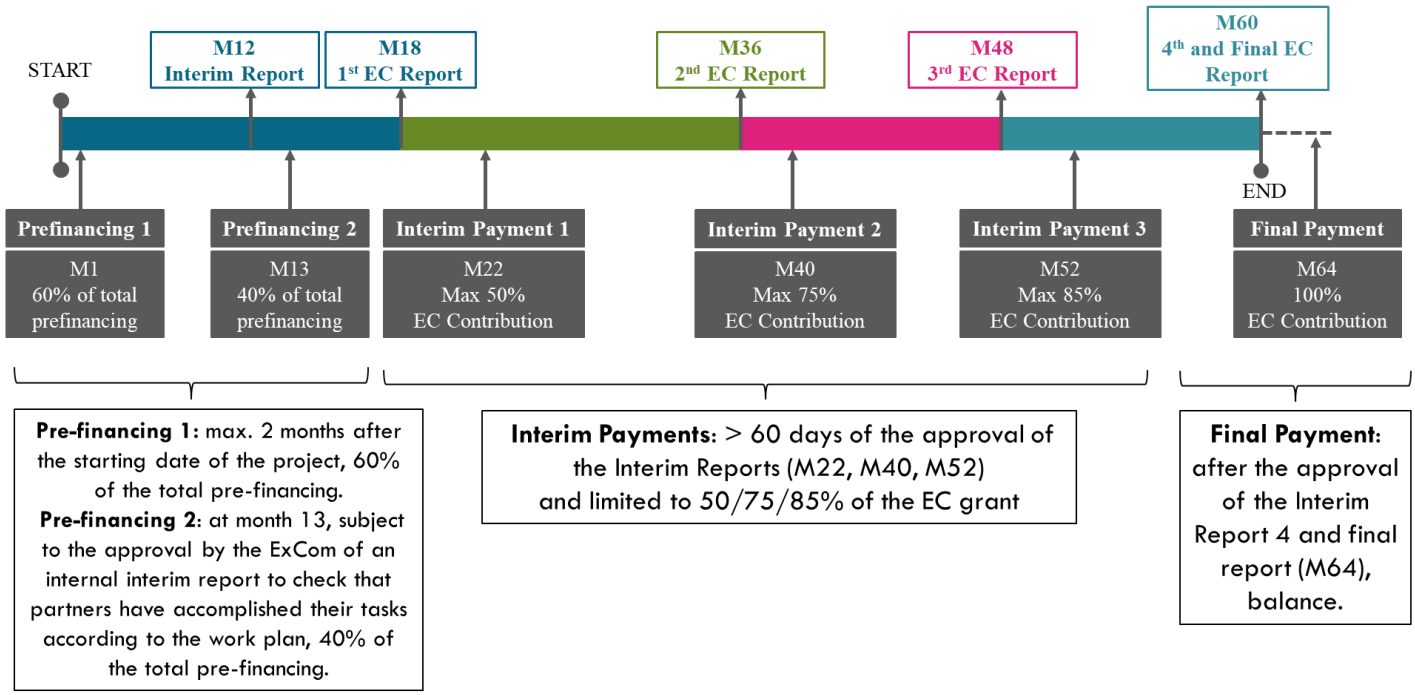

Figure 5: Payments timeframe.

- **Moratorium of payment**

The EC may partly or totally suspend its payment at any time for several reasons:

- Individual, WP or global non-conformity with the financial statement or the scientific reports.
- Breach of any contractual provision (*e.g.*, audits and control provision, IPR)
- Suspected irregularities in the activities of a Partner.

For more information on financial issues refer to the Annotated Model Grant Agreement, available in the Contractual Documents section of the collaborative platform

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6. Communication

6.1. Internal communication

During the project, numerous documents will be created and modified by partners. That's why it is important to have a good traceability of any document.

For this purpose, a nomenclature has been defined for INTAQT. Each document must be named as follows:

INTAQT_WPx (or Dx.x or MSx.x)_document title_yyyymmdd_Vx

- **Mailing List**

INTAQT mailing list (intaqt-partners@groupes.renater.fr) has been created in order to facilitate communication between partners within the consortium. It has been created in order to send important information concerning all partners.

If you need to include a new member in the INTAQT mailing list, contact the Project Manager and justify your request by given the name and the role of the new member.

- **Confidentiality**

Due to the participation of people outside the INTAQT consortium in meetings (*e.g*. Scientific Advisory Board, Stakeholder Board), their potential involvement in the communication and document transmission, some information should be indicated and treated as confidential.

Some external participants may receive confidential or proprietary information from INTAQT members. All external participants have to sign a **Non-Disclosure Agreement** (annex 4) to ensure the confidentiality of the project information.

It is the responsibility of the owner (author) or the publisher of the information to designate as confidential the material that should not be divulgated outside the INTAQT consortium:

- The confidentiality nature of a document must be specified by an appropriate stamp or legend on each page of the document.
- When disclosed orally, the confidentiality nature of the information must be confirmed in writing within 15 days from oral disclosure as confidential information.

6.2. Guidelines for the organisation of meetings

- **Plan it**

- Define the objectives of the meeting.
- Identify the participants.
- Choose a location and date that is convenient for most participants
- In case of phone or video conference, provide phone numbers and standard time of calls.

- **Record it in the INTAQT collaborative platform**

- Add your event in the INTAQT shared calendar on the collaborative platform
- See the INTAQT collaborative platform guide to help you

Link to the INTAQT shared calendar on the collaborative

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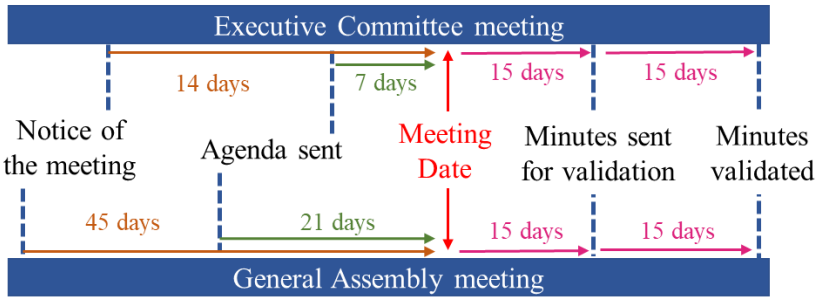
- **Prepare it**

- Specify the operational objectives of the meeting.
- Elaborate the agenda considering the following criteria: fairness, efficiency, and constructiveness. Agenda has to include:
  - Addressed topics and forecast timing for each topic,
  - List of speakers,
  - Schedule, including breaks and social events.
- Send the agenda at least 7 days before an ExCom meeting and 21 days before a General Assembly meeting. Along with the list of topics to be addressed, planned speakers and schedule, provide complete information on the location.
- Appoint a chairperson and a person in charge of drafting the minutes.
- Ensure appropriate logistics (*e.g.*, room booking, information technology, speaker presentations).

- **Time it**



- **Lead it**

- Ensure that a person takes notes,
- Check that time allocated to each topic is respected,
- Make sure all issues have been covered,
- Ensure that all participants contribute to the meeting.

- **Trace it**

- Draft the minutes with all information available,
- Send in due time a draft of the minutes to all participants for approval
- After approval, upload the official minutes and presentations on the collaborative platform in the concerned WP folder.

6.3. The collaborative platform

The collaborative platform is a secured intranet dedicated to the project and only accessible to INTAQT members: https://sites.inra.fr/site/intaqt/SitePages/Home.aspx. It is designed to share and archive information, to enable collaboration between partners and to ensure traceability during the construction of INTAQT outputs (*e.g.*, Deliverables) and to disseminate results within the INTAQT community. On the other hand, the public website of the project is dedicated to disseminating information outside the project.

The collaborative platform is the internal communication system of the project and is there to help you achieve your tasks. It is a place:

- to exchange ideas among your group,
- to share and modify documents simultaneously;
- to gather results from your WP or Task,
- to ask for contribution from the INTAQT community,

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- to disseminate your results within the Project.

Collaborative platform = Internal communication
Public website = Disseminate information outside the project

- **Purpose of the collaborative platform**

It is:	It is not:
☑ Meant to be used by all project participants	☒ A web-site: it is built up by the inputs of every participant not by one single webmaster
☑ A collaborative system: everybody can provide information	☒ A showcase: its first and foremost aim is to be useful before being good-looking
☑ A secured internal communication tool: only accessible to INTAQT members so that they can freely and confidentially exchange documents and ideas	☒ A 'storage' website: it has to be dynamic and updated all along the project
☑ Meant to help you: do not hesitate to give suggestions to improve it	☒ A Management tool: it is not restricted to management use and has to be used by all WP participants

Any document produced in INTAQT must be uploaded on the collaborative platform so that the members of the project can have direct and secured access to the last updates.

All the documents posted in the collaborative platform are considered confidential.
Specific access can be given on a specific page if necessary.

- **Content**

Different pages are available on the collaborative platform to help you in your work. They are listed on the homepage with direct links. Among them you will find:

- Information on the project: a contact list of all participants, important documents such as Management Guidelines, CA, GA, reporting process
- Information on management: with templates for Deliverables, Reports
- Dissemination: with all the documents needed for external use such as the logo, brochure, poster, ppt template
- Meetings: with the Agenda, Minutes and Power Point (PPT) presentations of meetings, Minutes of ExCom and other meetings
- WP section: with a page dedicated to each WP for internal communication

Access to the collaborative platform:
You should have received a personal login and password
For any new access (or removed access) please contact the Project Manager

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6.4. Dissemination

- **Visibility of EU funding**

Any dissemination of results or communication related to the project (in any form, including electronic) must:

- display the EU emblem and the suitable format of INTAQT's logo (available on the collaborative platform, here *e.g.* one of the complete formats)

- include the following text: "*This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°101000250*"

- **Dissemination of own results – Reviewing process**

H2020 Model Grant Agreement Article 29.1:

Unless it goes against their legitimate interests, each beneficiary must - as soon as possible - 'disseminate' its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium).

This does not change the obligation to protect results (in case of potential valorisation), the confidentiality obligations, the security obligations or the obligations to protect personal data, all of which still apply.

This reviewing process for results dissemination is mandatory during the project and for a period of 1 year after the end of the project (**article 8.6 of the CA**). Please read it carefully!

The reviewing and validation process for INTAQT members is the same for scientific publications and other types of dissemination of project results (*e.g.*, presentation at a conference, publication in a peer-reviewed journal or other publication format or on a website). The procedure to follow prior results divulgation is described below and in the Figure 6.

1. All intended publications must be submitted electronically through the collaborative platform, at least:
   - **45 calendar days** before the submission of a publication,
   - **15 calendar days** before the abstract submission to the organising committee for dissemination (talks, posters…) to be made in the framework of congresses or conferences,

   A specific form has to be completed on the Collaborative platform in order to submit the intended publications or dissemination. More guidelines are provided into the INTAQT collaborative platform guide.
2. Partners have **30 calendar days** in case of publication and **10 calendar days** in all other cases from the date of submission (and notification) to send their objection to the Coordinator and to any concerned partner.
3. If no objection is made within the time limits stated above, the publication or communication is permitted.
4. If an objection is raised, the involved partners shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication) and the objecting Party shall not unreasonably continue the opposition if appropriate measures are taken following the discussion (**see CA section 8.6**)

In case of project promotion, not aiming at divulgating results, it is not necessary to inform project partners. In this last case, please use as much as possible the communication tools and contents developed in the frame of WP6.

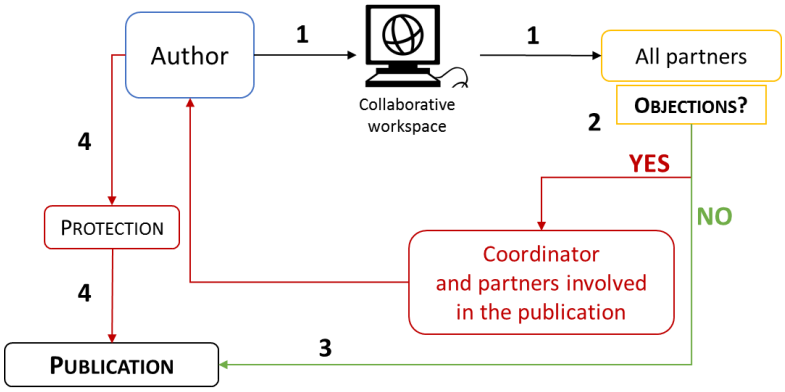

Figure 6: Reviewing process

6.5. Open access requirements

Each partner must ensure **open access (free of charge online access for any user) to all peer-reviewed scientific publications** relating to its results and shall:

- as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;
- ensure open access to the publication – via the repository – at the latest:
  - on publication if an electronic version is available for free via the publisher (Open access publishing/**Gold Open Access**), or;
  - within six months of publication in any other case (Self-archiving/**Green Open Access,** and the publishing partner should aim to give access to the research data needed to validate the Results published).
- ensure open access — via the repository — to the bibliographic metadata that identifies the deposited publication (standard format required by the EC)

- **Publication strategy**

INTAQT follows the guidelines for open access to scientific publications and research data in H2020. It actively supports the publication of results in open access peer-reviewed scientific journals and data papers (in both green and gold open access). INTAQT academic partners have a budget allocated (in WP6) for 'gold' open access (*i.e*. where open access publications are provided by the publisher). Some partners of INTAQT (like INRAE, UNIPD, UNIBO…) have agreements with Poultry and Cattle Science Associations allowing to publish at a reduced fee. In this multi-disciplinary project, joint publications between partners are encouraged. When applicable, the scientific and technical publications (*e.g*. Applied Poultry Research, Poultry Signal) will be made available through public repositories widely known and accessed, like the Open Access Infrastructure for Research in Europe (OpenAIRE.eu) as an electronic gateway for peer-reviewed articles and other important scientific publications (pre-prints or conference publications). Partners' own repositories are also used such HAL INRAE, UGENT Academic Bibliography. Whenever self-archiving of publications is allowed, articles are made available on the INTAQT website, as plain text, and as editorial open access.

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- **Strategy for knowledge management and protection**

The knowledge generated in the INTAQT project is managed by the partners with the support of the Executive Committee (ExCom) and, when needed, the Innovation Management Group (IMG). The knowledge management follows the Data Management Plan, as well as the dissemination and exploitation plan, and respects the rules established in the Consortium Agreement (CA).

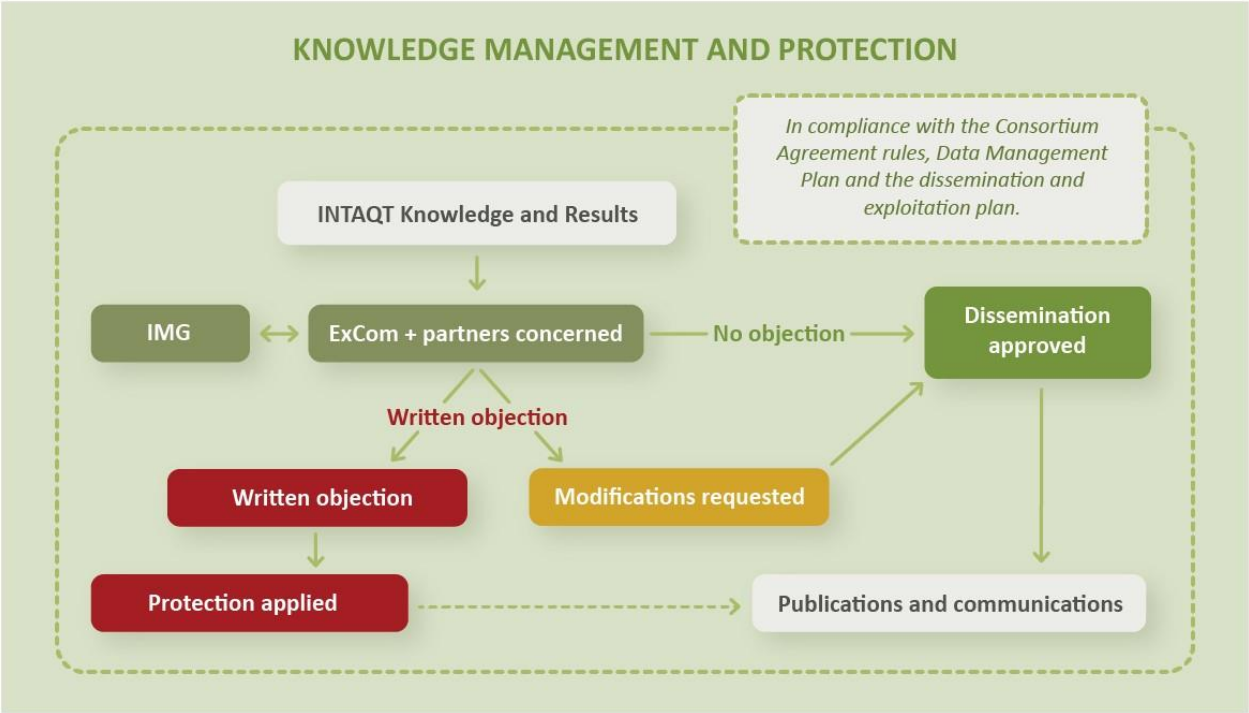

Figure 7: Decision process for protection vs. dissemination of INTAQT results

Prior to the dissemination of any project result, the relevant partners must submit an abstract to the other partners involved in the result produced and to the ExCom for approval (Figure 7). Partners concerned and the ExCom provide an opinion on whether it is acceptable for dissemination as it is, if modifications are required, or if the dissemination must be delayed (*e.g*. 6 months) to implement protection measures. When needed, the IMG is appointed by the ExCom to advice on whether a result needs protection, and the type of protection.

The management of 'Background' and 'Results' Intellectual Property Rights is detailed in the CA. The CA regulates the process of obtaining intellectual property protection, exploitation and revenue sharing between partners. INTAQT follows the rules for intellectual property set out by the European Commission, specifically:

- 'Background' i.e. partners' pre-existing know-how, while remaining the sole property of their owners, is made available to other partners when needed for the project implementation (*e.g.* analytical methods on standard compositional and quality traits, existing databases and datasets including longitudinal data of IR spectra / datasets of products composition, existing models, methodology to coordinate multi-actor groups and to interview actors). Background needed to implement the project is annexed to the CA, and specific restrictions regarding its access and use are detailed;
- 'Results' i.e. knowledge developed through the project are owned by the partners who directly contributed to its creation. In case of joint ownership, a separate contract will be drawn up and signed by the co-owners to determine their rights and obligations, and settle the intellectual property management and exploitation rules;

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- Traceability of Background and Results information is sought throughout the project. INTAQT will generate a constant flow of Results between the partners, and each partner's contribution of the Results will be recorded;
- Access rights to Results for in-house research or for teaching activities will be granted on a royalty-free basis;
- Access rights to Background and Results brought to the project if needed for use of a beneficiary's own Results including commercialisation or for third-party research will be granted under fair and reasonable conditions.

Specific confidentiality agreements will be signed among partners involved in tasks with sensitive intellectual property and commercial issues. Confidentiality for external parties interested by the exploitation of specific INTAQT results will be managed through confidentiality agreements.

Possible protection measures.

Specific case of innovative analytical methods and tools to assess and predict the most relevant quality traits and to authenticate husbandry systems and practices (WP4): Patents could be applied for Omics as "Application of a developed metabolomic tool to characterize animal-based products". This could be more specific for a particular food item (*e.g.* meat) and a particular quality trait (*e.g*. flavour). The authentication methods are also typical to be protected by patent as it involves an original development of the technique and the original description of a particular molecular pattern / fingerprinting that may unequivocally identify particular food products from a particular origin (breed, feeding, geographical location, etc.).

Specific case of the INTAQT database and multi-criteria scoring tools (WP5): The multi-criteria scoring tools will be based on a database integrating data collected or generated in WP2-WP3-WP4, models developed in WP5 and multi-actor opinions gathered in WP1. The multi-criteria scoring tools will be developed and hosted by INRAE. A web designer will be involved as sub-contractor in order to make the tool user-friendly. The software will be protected by the APP (Agence de Protection des Programmes), and licensing will be possible if a company wants to exploit commercially the software.

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7. Reference documents

7.1. Contractual documents

- **The Grant Agreement and its amendments**

The GA is signed between the Coordinator and the EC and is the official and legal base of the project.

The Grant Agreement is composed of different Annexes:

Annex 1: Description of the Action (DoA).

- Overall description of the project for the full duration of the contract;
- The objectives and expected impacts;
- An outline of the work plan, including the list of Deliverables and Milestones; A description of the role of the participants; Ethical provisions;
- A description of the organisational, management and governance structure of the project; the plan for using and disseminating knowledge.

Annex 2: Estimated budget for the action

Annex 2a: Additional information on the estimated budget (of each partner)

Annex 3: Accession Forms

Annex 4: Model for the financial statements

Annex 5: Model for the certificate on the financial statements (CFS)

Annex 6: Model for the certificate on the methodology

- **The Consortium Agreement**

Signed by the INTAQT participants, the Consortium Agreement establishes internal rules (*i.e.*, governance, distribution of the EC contribution) and specifies and/or supplements the provisions of the Contract.

7.2. Guides of reference from the EC

- **H2020 Annotated Model Grant Agreement**

This is the Reference Guide for the project - H2020 Annotated Model Grant Agreement which contains all the information regarding financial issues, project reporting, etc.:

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

All these documents are available in the collaborative platform in the Contractual Documents section.

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8. Annex

8.1. Annex 1 – List of deliverables

Del. n°.	Deliverable title	Tasks n°	Lead partner	Type	Dissem. level	Delivery date
D1.1	Points of views, expectations of actors and consumers about intrinsic quality of milk/dairy products, beef and chicken meat	T1.1/ T1.2	Cécile Laithier (ACTA)	R	PU	**M18**
D1.2	Current prediction and authentication tools and methodologies used and needed in EU livestock products chains	T1.2	Nigel Scollan (QUB)	R	PU	**M18**
D1.3	Final recommendations to design sustainable standards for production	T1.3	Christèle Couzy (ACTA)	R	PU	**M60**
D2.1	Compilation of quality traits and infrared data for cattle and poultry carcasses and bulk milk and associated husbandry systems	T2.1	Jean-François Hocquette (INRAE)	Oth	CO	**M18**
D2.2	Core food sample library (samples of milk, beef and chicken meat with detailed farming system descriptors)	T2.2	Florian Leiber (FiBL)	Oth	CO	**M30**
D2.3	Empirical farm assessment dataset	T2.2	Rennie Eppenstein (FiBL)	Oth	PU	**M30**
D2.4	On-farm analysis of system improvement potential with regard to intrinsic quality of animal products	T2.3	Enrico Sturaro (UNIPD)	Oth	PU	**M54**
D3.1	Results of product safety (1st and 2nd sampling)	T3.1	Fenja Klevenhusen (BfR)	R	PU	**M56**
D3.2	Results of nutritional value (1st and 2nd sampling)	T3.2	Stefaan de Smet (UGENT)	R	PU	**M56**
D3.3	Results of sensory features (1st and 2nd sampling)	T3.3	Massimiliano Petracci (UNIBO)	R	PU	**M56**
D3.4	Results of safety, nutritional and sensory traits merged into an open access reference table by products and husbandry systems	T3.1/ T3.2/ T3.3	Fenja Klevenhusen (BfR)	Oth	PU	**M58**
D4.1	Fingerprint authentication of particular animals' foods from specific origin using molecular profiling	T4.1	Mario Estevez (UEX)	Oth	CO	**M48**
D4.2	Report about the feasibility of the use of infrared techniques to develop infrared prediction tools on different products for authentication of husbandry systems	T4.1	Massimo de Marchi (UNIPD)	R	PU	**M48**
D4.3	Report about the application of versatile Omics techniques for authentication of farming systems	T4.1	Nigel Scollan (QUB)	R	PU	**M48**
D4.4	Database of genotypes with associated breed names (and strains) for different	T4.2	Donagh Berry (TEAGASC)	Oth	PU	**M48**

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	cattle to be made public as well as SNP effects for each breed/strain type					
D4.5	Report about the feasibility of the use of Infrared and rapid Omics techniques to develop prediction tools of several quality traits on different products	T4.3	Massimo de Marchi (UNIPD)	R	PU	**M60**
D5.1	Data Management Plan	T5.1	Jean-François Hocquette (INRAE)	ORPD	CO	**M6**
D5.2	Database gathering all data on intrinsic product quality traits and linked farm descriptors	T5.1		Oth	PU	**M36**
D5.3	Report on relationships between intrinsic product quality traits and farming systems/ husbandry practices	T5.2	Stefaan de Smet (UGENT)	R	PU	**M54**
D5.4	Web application gathering multicriteria scoring tools to define new sustainable husbandry practices complying with high product quality	T5.3	Cécile Berri (INRAE)	Oth	PU	**M60**
D5.5	Draft paper describing final prediction model for quality and sustainability estimation	T5.4	Simon Moakes (FiBL)	Oth	PU	**M60**
D6.1	Communication, Dissemination & Exploitation (C, D & E) Plan	T6.1	Dina Lopes (Consulai)	R	CO	**M6**
D6.2	Midterm report on C, D & E plan implementation	T6.1		R	CO	**M30**
D6.3	Report on Training Sessions	T6.4		R	PU	**M48**
D6.4	Final report on C, D & E plan implementation	T6.6	Hélène Genty (IT)	R	PU	**M60**
D6.5	Practice abstracts - Batch 1	T6.5	Jerzy Wierzbicki (IMR3GF)	R	PU	**M24**
D6.6	Practice abstracts - Batch 2	T6.5		R	PU	**M59**
D7.1	INTAQT management guidelines.	T7.2	Marion Bondoux (IT)	R	CO	**M2**
D7.2	INTAQT Collaborative Platform guide	T7.2		R	CO	**M4**
D7.3	Evaluation of INTAQT Management tools and procedures.	T7.2		R	CO	**M30**
D8.1	H - Requirement No. 1	T8.1	Cécile Laithier (ACTA)	Eth	CO	**M6**
D8.2	POPD – Requirement No. 2	T8.2	Bruno Martin (INRAE)	Eth	CO	**M6**
D8.3	NEC - Requirement No. 3	T8.3	Florian Leiber (FiBL)	Eth	CO	**M6**
D8.4	EPQ - Requirement No. 4	T8.4	Fenja Klevenhusen (BfR)	Eth	CO	**M10**
D8.5	A - Requirement No. 5	T8.5	Bruno Martin (INRAE)	Eth	CO	**M12**

Codes: R - document, report; DEM - demonstrator, prototype, plan designs; DEC - websites, patents filing, press & media actions; Oth. - software, technical diagram; ORDP – Open Research Data Pilot PU - public, fully open; CO - confidential; CI – classified; Eth – Ethics.

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8.2. Annex 2 – List of milestones

MS N°	Milestone name	Task	Lead	Means of verification	Due Date
MS01	Kick-off meeting organisation	T7.3	Marion Bondoux (IT)	Minutes of the meeting	**M1**
MS02	Questionnaire enquiring food chain actors' expectations and needs about quality	T1.1/ 1.2	Nigel Scollan (QUB)	Written questionnaire	**M4**
MS03	Study protocols for T1.1 ensuring data collection on farming systems, manufacturing processes in different countries for each kind of products	T1.1	Barbara Früh (FiBL)	Written study protocol forwarded to other WPs	**M5**
MS04	Dissemination, communication and exploitation plan implemented	T6.1	Dina Lopes (Consulai)	WP6 Communication materials and notes	**M5**
MS05	Large survey on line to overview methodologies on current prediction and authentication tools	T1.2	Nigel Scollan (QUB)	Survey on line	**M6**
MS06	Sampling network for near infrared screenings defined (T2.1)	T2.1	Jean-François Hocquette (INRAE)	Near infrared data collection schedule documented	**M6**
MS07	Farm networks for core sampling library defined (T2.2) and procedures for sample exchanges agreed	T2.2	Florian Leiber (FiBL)	Sampling schedule documented	**M6**
MS08	Web questionnaire interface for farm data assessments developed	T2.2	Rennie Eppenstein (FiBL)	On-line questionnaire available and in function	**M6**
MS09	Updated ontologies	T5.1	Jean-François Hocquette (INRAE)	ATOL and EOL databases updated and communicated to all INTAQT partners	**M6**
MS10	Standardised methods for recording characteristics of farms and animals	T5.2	Jean-François Hocquette (INRAE)	Report forwarded to WP2	**M6**
MS11	4 Consumers' focus groups	T1.1/ T1.2	Christèle Couzy (ACTA)	Meeting reports	**M10**
MS12	National and European multi-actor meetings completed	T1.1/ T1.2	Cécile Laithier (ACTA)	Meeting reports	**M12**
MS13	Living labs started	T2.3	Enrico Sturaro (UNIPD)	Meeting report	**M12**
MS14	Project website set up and running	T6.1	Dina Lopes (Consulai)	Website available on-line	**M12**
MS15	Evaluation of the interaction between the Stakeholders Board and Scientific Advisory Board	T7.1	Bruno Martin (INRAE)	Report about these interactions, keys to improve it, and next steps	**M12**
MS16	Annual meetings organisation	T7.3	Marion Bondoux (IT)	Minutes of the meetings	**M12**
MS17	First part of the sampling round in living labs completed	T2.3	Enrico Sturaro (UNIPD)	Samples and data delivered to WP3, 4, 5	**M23**
MS18	Core food sample library completed	T2.2	Florian Leiber (FiBL)	Samples completely delivered to WP3 and WP4	**M23**

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MS19	Large screenings completed	T2.1	Jean-François Hocquette (INRAE)	Near infrared spectra and information delivered to WP4	**M18**
MS20	Format and information system for data compilation within databases	T5.1	Jean-François Hocquette (INRAE)	Specifications available and forwarded to WP2 and WP3	**M18**
MS21	Farm data collection completed	T2.2	Rennie Eppenstein (FiBL)	Dataset delivered to WP5	**M23**
MS22	First infrared calibration models for authentication developed and ready for external validation	T4.1	Massimo de Marchi (UNIPD)	Minutes of discussions with WP1 multi-actor groups	**M24**
MS23	DNA information collected and ready for statistical analysis	T4.2	Donagh Berry (TEAGASC)	Material transfer agreement to share genotypes signed and file format for sharing agreed	**M24**
MS24	Links with the EIPAGRI platform	T6.5	Jerzy Wierzbicki (IMR3GF)	EIP AGRI template completed for INTAQT project. Contacts initiated with Operational Groups and Thematic Networks in the scope of INTAQT.	**M24**
MS25	First calibration models using REIMS, DART and ASAP analyses developed	T4.1	Nigel Scollan (QUB)	Best platform chosen with WP1 multi-actor groups	**M30**
MS26	Points of view about the innovative/ sustainable husbandry practices to test	T1.3	Christèle Couzy (ACTA)	Meeting reports	**M32**
MS27	Analyses 1st sampling conducted	T3.1/ T3.2/ T3.3	Fenja Klevenhusen (BfR)	Analytical results verified and forwarded to WP2, 4 and 5	**M33**
MS28	First infrared and Omics calibration models for prediction of quality traits developed and ready for external validation	T4.3	Massimo de Marchi (UNIPD)	Minutes of discussions with WP1 multi-actor groups	**M40**
MS29	Draft of multi-criteria models evaluating synergies and trade-offs between product quality and farm sustainability	T5.4	Simon Moakes (FiBL)	Report forwarded to WP1	**M42**
MS30	Final sampling round in living labs completed	T2.3	Enrico Sturaro (UNIPD)	Samples and data delivered to WP3, 4, 5	**M47**
MS31	Calculation models to transform quality trait measurements into scores ready	T5.3	Marie-Pierre Ellies (INRAE)	Models used for implementation of the multicriteria scoring tools	**M48**
MS32	Training tutorials uploaded and translated on the project website	T6.4	Dina Lopes (Consulai)	Access to the website	**M48**
MS33	Dissemination material for end-users distributed and translated	T6.1	Dina Lopes (Consulai)	Materials available	**M48**
MS34	Analyses 2nd sampling conducted	T3.1/ T3.2/ T3.3	Fenja Klevenhusen (BfR)	Analytical results verified and forwarded to WP2, 4 and 5	**M55**

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MS35	Algorithms to predict the quality of animal product according to husbandry practices	T5.2	Stefaan de Smet (UGENT)	Algorithms integrated into the multi-criteria scoring tools	**M54**
MS36	International Scientific Conference-Organization	T6.2	Riccardo Carelli (EAAP)	Programme and list of Participants	**M55**
MS37	Final EIP-AGRI Seminar-Organization	T6.5	Jerzy Wierzbicki (IMR3GF)	Programme and list of Participants	**M59**

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8.3. Annex 4 – Non-Disclosure Agreement (NDA)

CONFIDENTIAL DISCLOSURE AGREEMENT

BETWEEN:

The National Institute for Agricultural Research, Food and Environment (INSTITUT NATIONAL DE RECHERCHE POUR L'AGRICULTURE, L'ALIMENTATION ET L'ENVIRONNEMENT)

French public scientific and technological research establishment

Designated hereinafter: **INRAE**

Having its registered offices at:147 Rue de l'Université, 75338 PARIS CEDEX 07-FRANCE
Represented by **Mr. Phillippe MAUGIN,** acting in his capacity of President and by delegation …….. [to complete],and in his capacity of Head of Unit …. [to complete],

[Commentaire : les Accords de secret sont signés par le Directeur d'Unité]

[Optional]
Acting in his/her own name and on behalf of [indicate the entities represented] within the scope of [indicate the name of the organisation concerned (UMR, GIS, etc.)]

,

AND:

[to complete]

(corporate form) [compulsory]

Designated hereinafter: **XX** [to complete]

Having its registered offices at: **[to complete]**
Represented by **[to complete]**

Acting, in his capacity of **[to complete]**

[optional]
Acting both in his/her own name and in the name and on behalf of [indicate the entities represented] within the scope of [indicate the name of the organisation concerned (UMR, GIS, etc.)]

,

Designated hereinafter individually as "the Party" or collectively as "the Parties"

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WHEREAS

Each Party wishes to disclose to the other party confidential information in relation to [indicate the research domain relevant to the future discussions between the parties) aiming to ……(to be completed in accordance to the purpose of your project, for example :aiming to explore the possibility of a future research collaboration OR to evaluate the interest of a possible patent/ trade secret) within the frame of the present "Agreement").

Options: Choose one of the 2 options designed below, in accordance with the choices you have made in the last article. Option : choisir entre les 2 possibilités qui doivent être compatibles avec les options choisies au dernier article Option 1: Disclosure of confidential information between the parties will take place during the meeting of …(date) Option 2: Disclosure of confidential information will take place repeatedly within a period of …(to complete) months, starting from (indicate a date posterior to the contract signature date, the contract signature date, or a ate prior to the date of signature of the contract)

IT IS AGREED THAT:

Within the frame of the present Agreement, "Confidential Information" means all information, of any nature, disclosed orally or in writing between the Parties.

Therefore, in order to avoid any unauthorised disclosure to a third party, the receiving Party hereby undertakes:

1. to give access to this Confidential Information only to his permanent and non-permanent staff who agree to comply with the provisions of this Agreement;
2. to take all reasonable steps to prevent its employees from disclosing all or part of the Confidential Information to a third party, without the disclosing Party's prior written consent;
3. not to file a patent application or any other title of industrial property that includes the Confidential Information;
4. not to use the Confidential Information for any purpose other than the purpose described in the Preamble of this Agreement, without the prior written consent of the Disclosing Party.

None of these provisions may be construed as granting, in the receiving Party, a patent license and/or any other industrial property right and/or authorising the exploitation of the disclosed confidential information.

Any use of the Confidential Information other than the use described in the preamble , is subject to prior signature of a specific agreement between [option 1: the Parties] [/ option 2 (if more than two Parties are implicated): the concerned Parties].

Confidential Information shall not include any information for which the receiving Party can prove:

a) That it entered the public domain prior to its communication

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b) That it hasbeen made known to the public in any manner after it was communicated, except in the case of misconduct by one of the Parties,

c) That it was already in the possession of the receiving Party prior to its communication and that it was not received directly or indirectly, under the seal of secrecy.

d) That it was lawfully communicated to the Parties by a third party without any obligation of secrecy.

e) That it was communicated following a legal obligation. The Party which is subject to such obligation shall inform the other Party/Parties in order to allow them to protect its/their own interests.

f) That it has been independently developed by the receiving Party without use in any manner whatsoever of the confidential information disclosed the receiving Party.

Choose one of the following options when the purpose of the present agreement is (a) to establish another contract (research contract, license) or (b) to prevent the falling into the public domain of industrial property elements.

Option à choisir si l'accord de secret est signé (a) en vue d'établir un contrat (contrat de recherche, licence…) ou (b) d'empêcher la mise dans le domaine public d'éléments de propriété industrielle.

Option 1 (case a)

After a period of _____ months from the signature of this Agreement, XX shall notify INRAE of its intention to conclude a research / license agreement [To complete with the nature of the agreement: license agreement, research agreement … for which the information is disclosed]

Option 2 (case a)

After a period of _____ months from the signature of this Agreement, each Party shall notify the other Party/ies of its intention to conclude or not a research / license agreement [To complete with the nature of the agreement: license agreement, research agreement … for which the information is disclosed]

Option 3 (cas b)

No specific provisions to be include in the agreement

Choose one of the three following options

Option 1

The present Agreement will enter into force on XX (*attention : the date of signature has to be identical with the option chosen in the preamble)* and will last as long as the Confidential Information has not entered the public domain.

Option 2

The present Agreement will enter into force on the date of its signature (*attention: it has to be compatible with the option chosen in the preamble),* and will last as long as the Confidential Information has not entered the public domain.

Option 3

The present Agreement will enter into force on XX (*attention: the date has to be identical with the option chosen in the preamble*) for a duration of XX years *(to complete*).

Remarks: The duration of the agreement is to be defined in accordance with the sensitivity of the disclosed information (secret know how, patent filed or prepared to be filed but not yet published , rapidly obsolete information …)

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The Agreement shall be governed by French Law.

The parties shall endeavour to settle disputes that may arise over the interpretation or implementation of clauses of the present contract by amicably. In the event of lasting disagreement, the dispute shall be settled under French courts.

Read, signed and approved in Paris,
In _____original copies,

XX	**INRAE**
Name :	Name :
Acting as :	Acting as :
Date :	Date :

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