D.1.2 SET OF IMPLEMENTATION DOCUMENTS

CHAIN

Cooperation for Holistic Agriculture Innovation Nests in Sub-Saharan Africa

ERASMUS-EDU-2022-CBHE-STRAND-1 ERASMUS2027
PROJECT ID 101082963

TRIESDORF

2025

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the European Union

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FORWARD

The Cooperation for Holistic Agriculture Innovation Nests in Sub-Saharan Africa (CHAIN) project is funded by the EU Erasmus+ programme under the Capacity Building in Higher Education (CBHE) Action Region 9: Sub-Saharan Africa. The CBHE Action supports international cooperation projects based on multilateral partnerships between organisations active in the field of higher education. It promotes the relevance, quality, modernisation and responsiveness of higher education in third countries not associated with the Erasmus+ programme for socio-economic recovery, growth and prosperity, and responds to recent trends, in particular economic globalisation, but also the recent decline in human development, fragility and growing social, economic and environmental inequalities, exacerbated by the COVID-19 pandemic.
The action is expected to contribute to the overarching priorities of the European Commission in Region 9: Sub-Saharan Africa*:*

- Green deal: Contribute to a successful green and sustainable global economic recovery (including climate change, environment and energy), awareness-raising, green jobs.
- Digital transformation: Performing digital education eco-systems, improving digital skills and competences, connectivity, teacher training.
- Migration and mobility: Recognition of qualifications, legal pathways, integration of migrants and displaced persons, education access, scholarships, language education.
- Governance, peace, security and human development: Human rights, social and economic rights, democracy, fundamental values, governance, citizenship, health, youth, gender, access and inclusion.
- Sustainable growth and jobs: Skills, entrepreneurship, employability, links to the labour market and jobs creation, job opportunities, rural areas, private sector involvement

The Project Management Handbook (hereafter referred to as the PMH) is a document prepared in accordance with the project design (as defined in Work Package 1 - Inception and Work Package 6 - Project Management) and is intended to underpin the overall management, coordination and reporting of the project. The PMH is intended for internal use and is structured around 4 key implementation thematic areas, e.g. General Management; Financial Management; Communication, Dissemination and Exploitation; Impact and Sustainability, with a particular focus on financial, communication and quality assurance procedures throughout the implementation period.

Please note that the PMH document does not impose any contractual obligations on the project, but rather supports its implementation process in line with some of the best practices gained from previous experience in similar actions. Most of the rules are predefined by the grant.

CHAIN PROJECT

CHAIN introduces mechanisms and measures to increase access to tertiary education for women and poverty-stricken individuals from remote areas, and provide them with more equitable chances of employment and growth. Project outcomes will create opportunities for further innovation and modernization of higher education and agricultural production in SSA, equipping higher education institutions, their staff and students with different social and economic background, as well as smallholders in remote rural areas with essential mechanisms for sustainable advancement and growth.

Program	ERASMUS2027
TOPIC ID	ERASMUS-EDU-2022-CBHE-STRAND-1
Title	Cooperation for Holistic Agriculture Innovation Nests in Sub-Saharan Africa
Acronym	CHAIN
Refer. No	101082963
Coordinator	Weihenstephan-Triesdorf University of Applied Sciences, Germany
Budget	781.824.00 EUR
Duration	36 Months (06/23 – 06/26)

Consortium partners

The CHAIN consortium includes 10 higher education institutions (HEIs) in 6 countries: Togo, Kenya, Nigeria, Romania, Poland and Germany. It is led by the Weihenstephan-Triesdorf University of Applied Sciences, Germany.

Table 1: Consortium list of CHAIN Project

No	**Participating Organisation Legal Name**	**Country**	**Role**
P1	HSWT - Hochschule Weihenstephan Triedorf	Germany	Coordinator
P2	UK - Universite de Kara	Togo	Partner
P3	UL - Univeriste de Lome	Togo	Partner
P4	SEKU- South Eastern Kenya University	Kenya	Partner
P5	JOOUST - Jaramogi Oginga Odinga University of Science and Technology	Kenya	Partner
P6	FSK- Farming Systems Kenya	Kenya	Partner
P7	FUTMINNA - Federal University of Technology, Minna	Nigeria	Partner
P8	AE-FUNAI - Alex Ekwueme Federal University Ndufu Alike	Nigeria	Partner
P9	UPWR- Uniwersytet Przyrodniczy we Wroclawiu	Poland	Partner
P10	IULS- Universitatea Pentru Stiintele Vietii "Ion Ionescu De La Brad" Din Iasi	Romania	Partner

The project relies on every participating institution to:

- have the required institutional services/departments on board from the start, e.g. international office, student services, finance department, etc.

- provide regular feedback on the required matters via the institutional coordinator for the project
- Provide clear information to the partnership on institutional requirements/practice

The coordinating institution assumes the following core partnership roles in line with the GA:

- Oversees the implementation of activities
- Ensures the respect of CBHE rules
- Shares with the partners all the documents related to the project (e.g. financial reports)
- Manages the funds of the project and transfers funds to partners without delays
- Central communication point with project partners and external stakeholders
- Overall and intermediary communication point with the EACEA for the submission of reports, payment and amendment request

All other project partners assume the following core roles in line with the GA:

- Equally responsible as the coordinator
- Precise knowledge of the proposal and the CBHE contractual framework
- Implement activities under their responsibility as per the project design and work plan
- Support the coordinator (e.g. providing information and supporting documents for reporting, monitoring, evaluation, etc.)
- Cooperate with the key institutional services in their organization
- Contribute to the dissemination of the project results within their organization, community and/or region.

Table 2: Responcibilities of Partner Countries and Programm Countries with common contribution

Partner countries responsibilities include and are not limited to:	Program countries responsibilities include and are not limited to:	Associated partners indirectly contribute to:
Enhancing Project results relevance / added value Awareness raising & Dissemination Identifying and involving target groups and local stakeholders into project activities and dissemination and exploitation of results Respecting national requirements / legal constraints	Knowledge transfers to partner countries counterparts Methods transfers to partner countries counterparts Active participation in quality assurance and visibility activities Respecting national requirements / legal constraints	Visibility and dissemination activities Impact and sustainability of project results

Both partner and program countries partake in the project bodies' setup, where different Individuals and countries specifics (i.e. cultures, currencies, languages, time zones, legal frameworks, etc.) and institutional constraints are outlined, debated and agreed upon as required and in order to obtain the highest possible implementation quality (table 2).

Project management structure and bodies

CHAIN project management structure and bodies ensure efficiency and effectiveness of the implementation process. Detailed composition of the managing bodies is presented down below while the structure is given in the graph (figure 1).

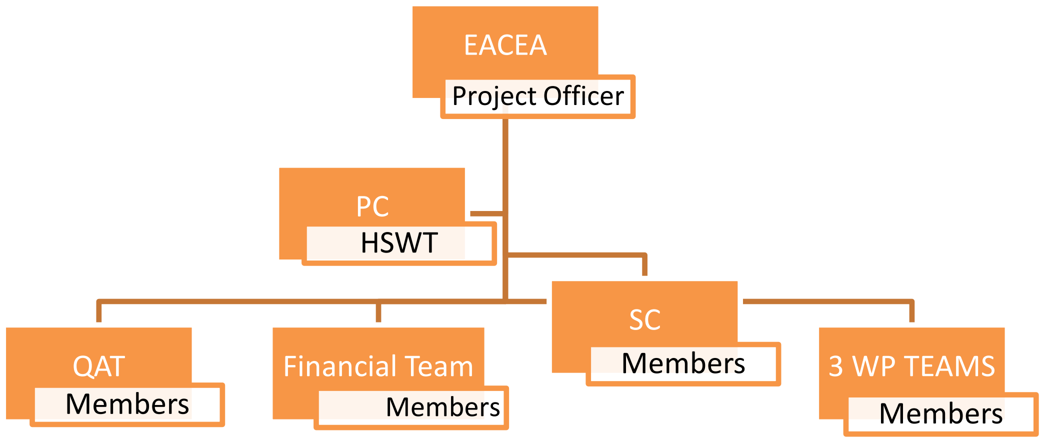

Figure 1. CHAIN project management structure and bodies

Project coordinator (PC)
CHAIN project PC the HSWT is responsible for the overall project management (technical and operational), communication and reporting to EACEA, efficient use of the project grant, etc. On behalf of the PC Prof. Dr. Ralf Schlauderer is the project coordinator. HSWT as PC will be responsible for collecting and keeping all the project implementation related documentation.

Steering Committee (SC)

SC is the core CHAIN decision-making body consisting of 10 full members – one delegated representative from each partner institution. The full members may send their replacements to attend SC meeting, by sending email to project coordinator before the start of the meeting.

The SC shall conduct the following tasks:
- Discuss and review the progress of project activities,
- Make decisions,
- Approve deliverables/results,
- Discuss PQA reports,
- Resolve possible conflicts and
- Agree on any risk contingency measures.

Other tasks of this body may include:
- Providing advice on the budget

- Helping to achieve the project outcomes
- Identifying the priorities in the project – where the most energy should be directed
- Identifying and responding to the potential risks
- Providing advice (and sometimes-making decisions) about changes to the project.

Individual SC members

Even though SC members may not be directly responsible for managing project activities, they should be able to provide support and guidance for those who do. Their selection per each partner institution should be based on the following overall criteria:

- Understand the aim, strategy and intended outcomes of the project
- Appreciate the significance of the project for their own organization
- Be genuinely interested in the project and the intended outcomes
- Be an advocate for the project by doing what they can to promote its outputs
- Have a broad understanding of project management issues.

SC members should be able to perform the following tasks throughout project duration:
- Ensure the strategy that is planned matches the aim of the project
- Consider how they will know if the aim of the project has been achieved
- Review the progress of the project against the milestones set
- Consider and decide on ideas and issues raised (on behalf of their institution)
- Provide guidance to the project teams where/when needed
- Help balance conflicting priorities and resources
- Foster positive communication outside of the SC regarding the project's progress and outcomes
- Actively promote the outputs of the project
- Contribute to the evaluation of the project, both the process of developing and implementing the project, and its actual impact on its intended audiences.

SC Chairperson

The SC is chaired by a Chairperson, elected among SC members.

The Chairperson is responsible for drafting SC meeting agenda, facilitating the meeting and drawing meeting conclusions and action points. The Chairperson prepares the meeting in partnership with SC member from institution hosting the meeting.

SC meetings

The SC shall meet minimum four times a year or more often if deemed necessary.

The SC meets face-to-face and/or virtually. When meeting face-to-face, the SC meeting should be combined with other project events due to cost-efficiency.

The SC meeting shall be held when there is a quorum of minimum 6 SC members, representing 6 different partner institutions members of the CHAIN project consortium. At the beginning of each SC meeting, Chairperson shall ascertain the quorum, and presence of the replacements of full members.

The SC meeting shall be prepared and conducted in compliance with the best practice procedures:

a) A week before the meeting the draft agenda stating meeting focus and time slots is sent to all the members for possible comments and information along with the envisaged project materials to be reviewed/approved/discussed
b) The Chairperson conducts the meeting according to the agenda, ensuring that all members are encouraged to provide input throughout the meeting and that any decisions or recommendations are adequately resolved and agreed to by the members. It's important to check through the list of action points from the previous meeting, confirming action taken and issues resolved, and agreeing how to progress any actions that aren't completed.
c) Meeting minutes shall be taken by assigned representative of the host institution, and delivered upon the meeting to SC Chairperson for finalization. Following the meeting, and no later than within a week, a copy of the meeting minutes should be circulated to all members containing at a minimum, the decisions, conclusions and action points taken.

Decision making process

- Decision making is based on consensus, and if this is not possible by voting.
- When decision is taken by voting, 1 project consortium institution shall have only 1 vote in the SC.
- Decisions shall be taken by simple majority vote. Only specified decisions shall be taken by an absolute majority vote.
- In terms of these Rules of Procedures, the simple majority voting shall be considered voting of minimum 50%+1 vote of present SC members. In terms of these Rules of Procedures, the absolute majority voting shall be considered voting of minimum two-thirds (2/3) of votes of present SC members.

Risk mitigation and conflict resolution provisions

In a high risk or conflicting situation, the SC may decide to constitute an ad hoc team of impartial mediators (hereinafter referred to as the ToM). This team shall have 3 members whereby 1 team leader, preferably of the following background:
- 2 representing Partner country HEI
- 1 representing Program country HEI

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Within 3 weeks following the constitution, the ToM shall collect information about the conflict, interview all parties to the conflict, prepare a conflict resolution plan and present it to the SC. The SC will approve the plan and present it to the parties to the conflict.

In case the parties to the conflict or a party to the conflict refuse the suggested conflict resolution plan, the SC may vote on making the plan mandatory to parties to conflict, by an absolute majority vote.

In case of serious misconduct of the partner institution, the SC may decide to redistribute the tasks, funds or roles from such partner to one or more consortium members. This decision shall be taken by an absolute majority vote.

Final provision

The Chairperson shall be responsible for the implementation of these Rules of Procedure. The Rules of Procedure may be amended by an absolute majority vote of the SC.

Table 3 outlines the SC team members and lead (HSWT).

Table 3: Team 1_Project Steering Committee (Institutional Coordinators team)

University	Personnel/staff Name, surname	Email-adress
HSWT	**Prof. Dr. Ralf Schlauderer**	**ralf.schlauderer@hswt.de**
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SEKU	Dr. Benjamin Muli	bmuli@seku.ac.ke
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FSK	Kenneth Wamuga	kenneth.wamuga@gmail.com
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UPWR	Prof. Dr. Stanislaw Minta	stanislaw.minta@upwr.edu.pl
IULS	Prof. Dr. Florin Lipsa	florin.lipsa@iuls.ro

Financial Administrator Team (FA)

Accurate and effective financial management will be carried out under the leadership of the Project Coordinator – Weihenstephan-Triesdorf University of Applied Sciences, which is the grant applicant and the intermediary organisation between the EU partner universities and the African universities. The FAT consists of at least one representative from each partner institution to ensure synchronised financial processes and budget implementation. The FAT will work closely with the Steering Committee and will assist in monitoring the implementation of the budget and the compliance of expenditure.) Other tasks of the FAT may include:

- Control of staff costs and subcontracting;
- Control travel and subsistence costs;

- Coordinate the purchase of equipment, taking into account the legal tender process and EU requirements as well as national regulations and laws;

Table 4 outlines the FA team members

Table 4: Team 2_Financial Administrator Team

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Quality Assurance Team (QA)

QAT (tabel 5) consists of members from partner institutions experienced in quality assurance. The QAT is a direct support to the Project Coordinator in monitoring and assessing the quality of the project and its results. It implements the project quality framework in line with the devised Quality Plan and Instruments prepared as separate project document. The table below outlines QAT members and lead (HSWT and UK).

Table 5: Team 3_Quality Assurance Team

University	Personnel/staff Name, surname	Email-adress
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Table 6: Team 4_WP2: Curricula innovation

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Table 7: Team 5_WP3: Innovation of learning methods & teaching methodology

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Table 8: Team 6_WP4: Creation of C(ollaborative) H(olistic) A(griculture) I(nnovation) N(ests)

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In addition to the 6 mentioned teams, consortium proposed and agreed to have team of dissemination and team of tender for project management and quality control.
The tables below outlines the teams' members and leads.

Table 9: Team 7_WP5: Communication, Dissemination and Impact

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Table 10: Team 8_Project management and quality control

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COMMUNICATION AND MANAGEMENT TOOLS

Photo made by K.Tuzhyk

Management tool internal WbMoodle

Source: https://wbmoodle.hswt.de/

The CHAIN project brings together eight different universities in five countries. This kind of international work requires good communication, good management and a common structure to get everyone involved. To bring everyone together and to share documents, tasks and information, CHAIN uses the web portal wbmoodle.

Wbmoodle is a Platform for continuing education and internationalisation at Weihenstephan-Triesdorf University of Applied Sciences. It is published on behalf of the president of the HSWT.

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Legal form

The University of Applied Sciences Weihenstephan-Triesdorf is a public corporation according to Art. 11 Para. 1 Sentence 1 Bavarian Higher Education Act. It conducts its own affairs as a corporation (Körperschaftsangelegenheiten), state affairs as a state institution - Art. 12 Para. 1 Bavarian Higher Education Act.

Authorised representative

The University of Applied Sciences Weihenstephan-Triesdorf is legally represented by the president of the university, Dr. Eric Veulliet. The president is responsible in the sense of § 5 Telemediengesetz and § 55 Rundfunkstaatsvertrag. For contributions marked by name or with a separate imprint, the responsibility lies with the respective authors.

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Responsibility for content

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Disclaimer

WbMoodle module E+ CBHE Project CHAIN – 101082963

The HSWT Moodle platform serves as a comprehensive hub for project coordination. It allows project coordinators to share essential documents and provides participants access to workshop materials, updates on upcoming workshops through forum communication, and the ability to collect and analyze evaluation data. This centralized system enhances collaboration and transparency among all stakeholders.

Link: https://wbmoodle.hswt.de/course/view.php?id=3455

Before being able to use the CHAIN module, each member of the project must create an account on HSWTWBMoodle.

After successful registration you will receive an email from the IT-Service of HS Weihenstephan-Triesdorf (servicedesk@hswt.de) with a link to confirm your registration.
Please open this link in your internet browser!
On the wbmoodle page you will see the message "Registration has been confirmed". Please click on the "Continue" button.
Congratulations! The CHAIN module is now open for you to use! Go to E+CBHE Project CHAIN - 101082963.

Do you already have an account on HSWTWBMoodle? Then log in and go to E+CBHE Project CHAIN - 101082963. (the login key is: CHAIN2023).
Please don't create more than one account. If you forget your password, you can reset it at any time by clicking on "Forgot your password?

WbMoodle management

One or two people with IT skills will be delegated from each university. These people will be responsible for managing the portal and uploading/updating the required information/data on the CHAIN portal. The IT Team

WbMoodle can be adapted to the needs of each project. The tools currently used are for uploading folders, documents or providing information. All possible tools that can be used in wbmoodle are shown below.

To edit in the wbmoodle portal it is necessary to enter the "edit mode". The interface will change and it is possible to start editing all the details.

Structure of the CHAIN Module

In the CHAIN module, the following structure has been developed, as shown in Figure 2 and 3.

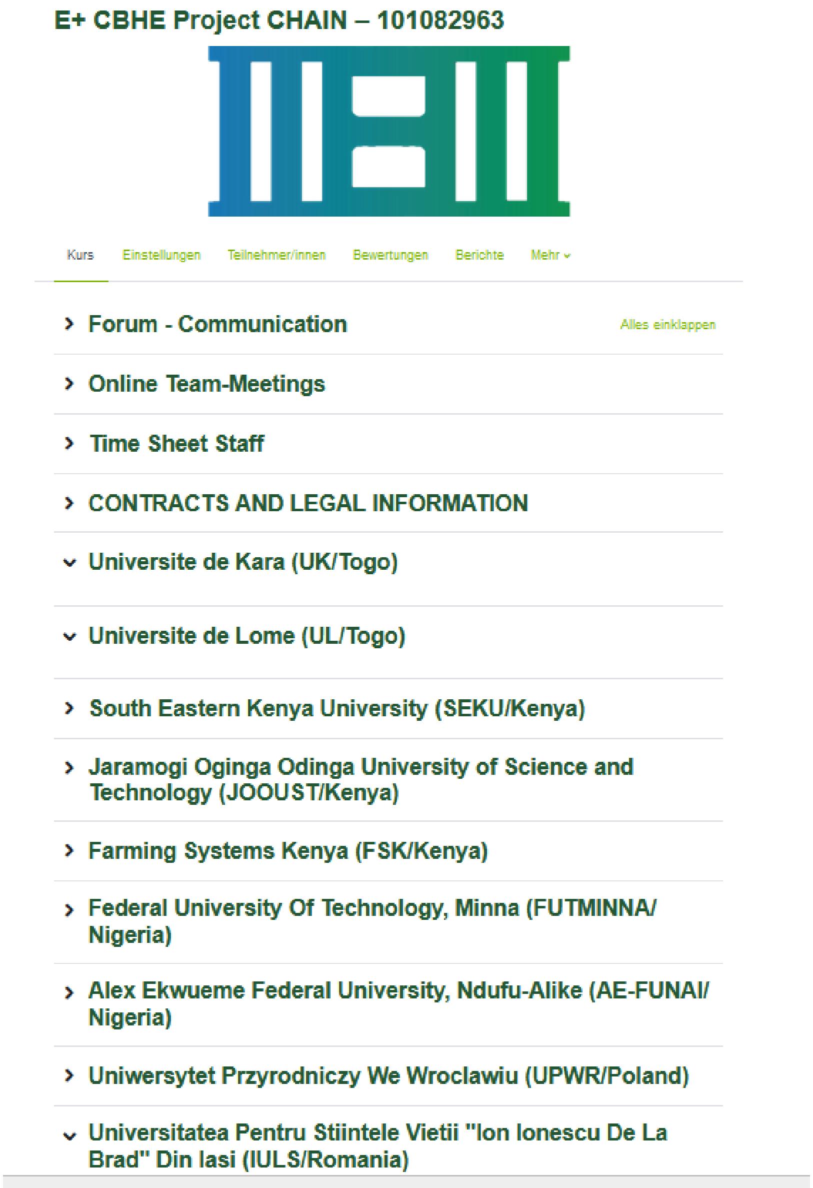


Figure 2. Screenshot of the HSWT Moodle course for the CHAIN Project, showing folders for all partner universities.

- CONTACT INFORMATION ALL PARTNERS
- DELIVERABLES AND REPORTING
- EVALUATIONS
- Steering Committee
- DISSEMINATION MATERIAL
- WP1: Preparatory activities
- WP2: Curricula Innovations
- WP3: Innovation of learning methods & teaching methodology
- 3.1. Training of partner staff on adult learning and student-centered teaching
- 3.2. Training of partner staff on e-learning and use of digital tools in teaching and learning, 15.11.2024
- 3.2. Training of partner staff on e-learning and use of digital tools in teaching and learning, 10.12.2024
- 3.5 Training of Partner Staff on organization of HACKATHON
- WP 4: Creation of CHAINs
- 4.4 TOT on writing Proposals for International Donors
- WP5: Communication, Dissemination and Impact
- WP6: Project management and quality control
- WP 7 Agricultural and Food Economics Course Development
- MINDMAP

Figure 3. Overview of subjects and work packages listed in the HSWT Moodle course for the CHAIN Project

Source: https://wbmoodle.hswt.de/course/view.php?id=3455

Contracts and Legal Information

The next topic is "Contracts and Legal Information". There are folders containing the CHAIN documents. The CHAIN project proposal, Financial Regulation, the Grant Agreement, the Consortium Agreement and the Information by SyGMA are stored here. (Figure 4)

Figure 4. Content of "Contracts and Legal Information" part

Deliverables and Reporting´

"Deliverables and Reporting" allows partners upload the documengs (reports, evidences, pictures, newsletters etc.) regarding the deliverables and milestones of the CHAIN. Each university that has done any event, task or activity regarding the project plan, can upload the evidence in this part (figure 5).

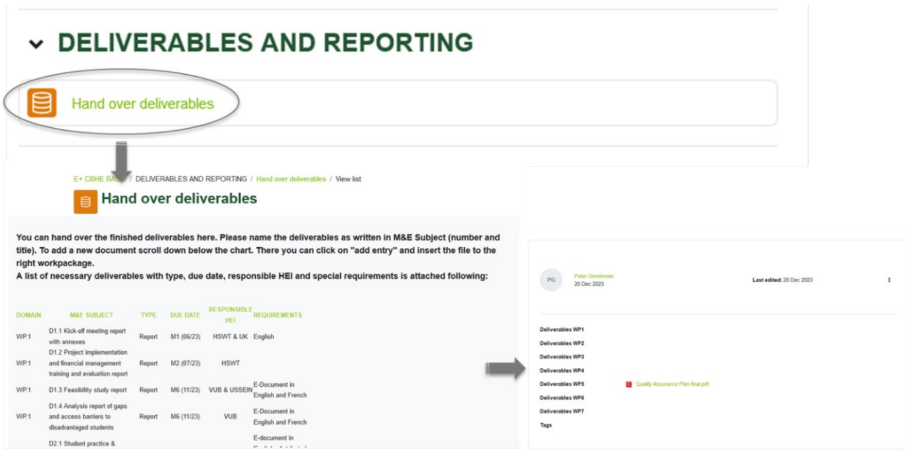


Figure 5. The CHAIN deliverables evidence repository

How do I submit the evidence of deliverables?

This can easily be done in 4 steps (see figure 6).

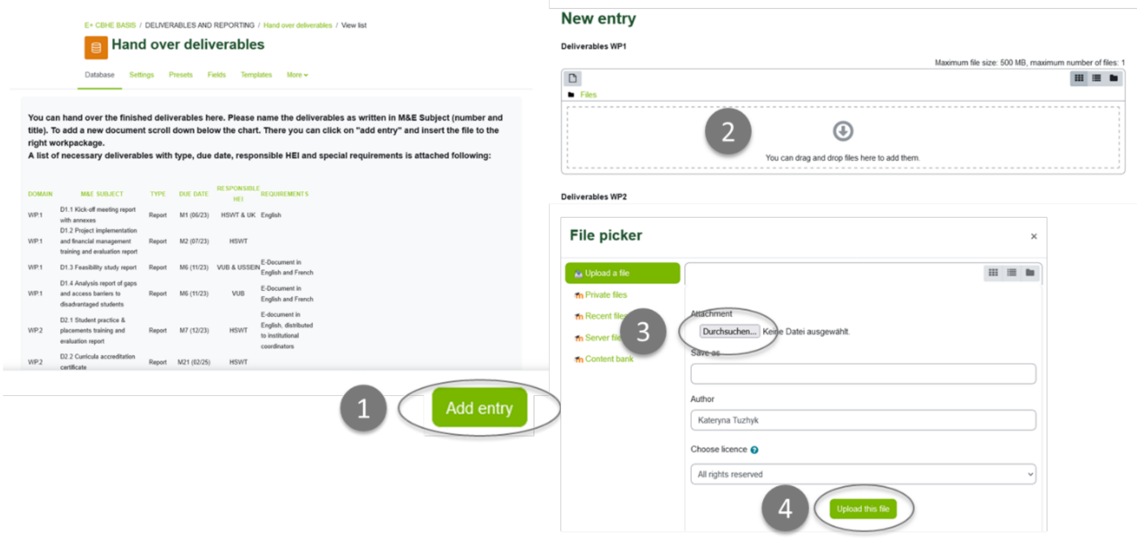


Figure 6. Illustrated way of uploading a file to the "Hand over deliverables" section

1. Press "Add entry"
2. Drag and drop the preferred file
3. Press "Durchsuchen…" and select the preferred file on your device or external storage
4. Press "Upload the file".

Document submitted by one can be viewed and downloaded by other member of the project. This tool allows easy exchange between partners with data.

Annex 1 provides a list of deliverables divided into work packages for ease of reference.

Evaluation

This part consists of surveys. Regarding the QA regulations, all activities, events in the framework of CHAIN have to be evaluated by the participants according to the Key Performance Indicators (KPI) of the CHAIN project.

Each evaluation must be completed as soon as it has been created with all the requirements (gender, number of participants, see QA plan). This is an EU requirement.

How do I add the evaluation questioner to the section?

This can easily be done in 4 steps (see figure 7):

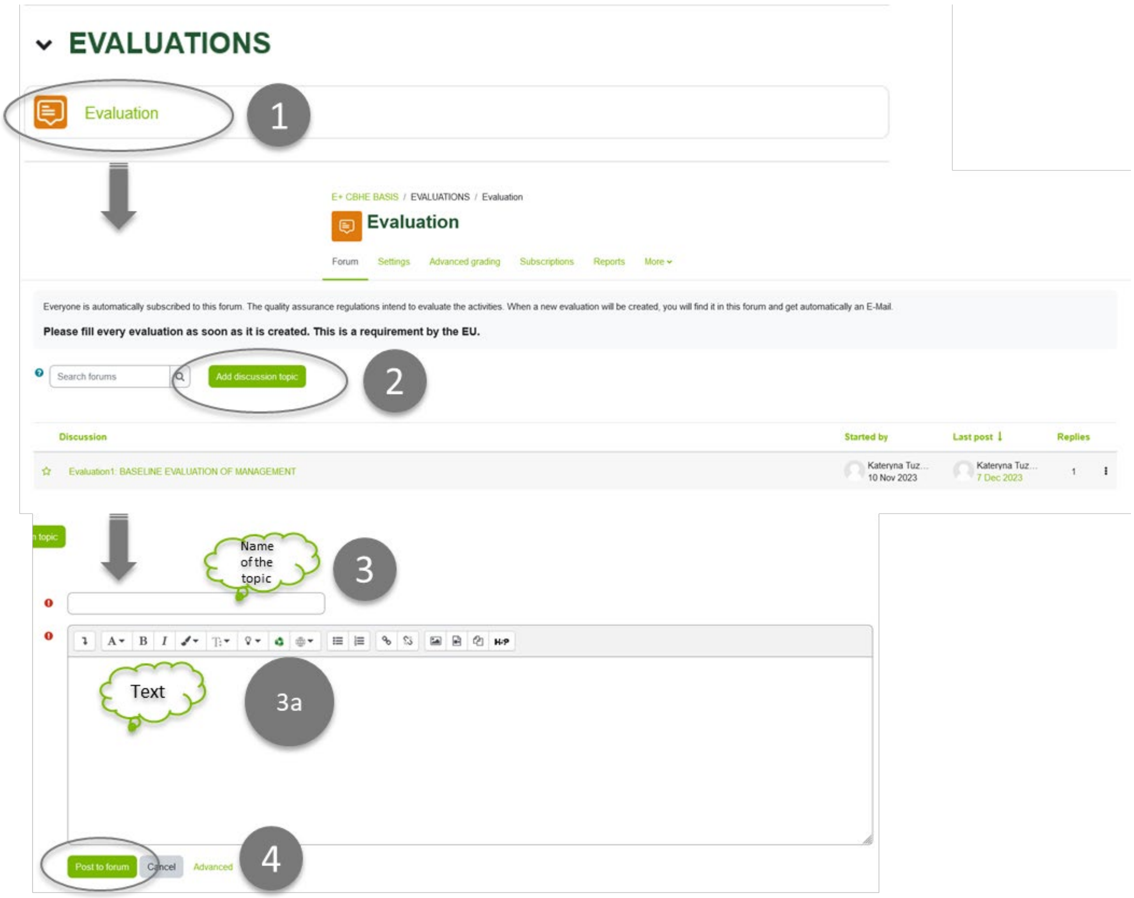


Figure 7. Illustrated way of adding the quetioners to the "Evaluation" section

1. Press the "Evaluation" button
2. Press "Add new topic"
3. Type the name of the topic
   3a. Write the text (link of the questioner, QR code etc)
4. Press "Post to forum"

In order to ensure that information reaches all partners, **everyone is automatically subscribed** to this forum. This means that in case of any activity (e.g. a new evaluation is created), all members will automatically receive an email with a link to the survey.

Dissemination Materials

Dissemination material (e.g. posters, social media images or information) can be downloaded and found here. All rights reserved. If someone doesn't want to be published, don't put them in the picture!

Learn more about private data here: https://www.consilium.europa.eu/en/policies/data-protection/

How do I add the evaluation questioner to the section?

This can easily be done in 5 steps (see figure 8):

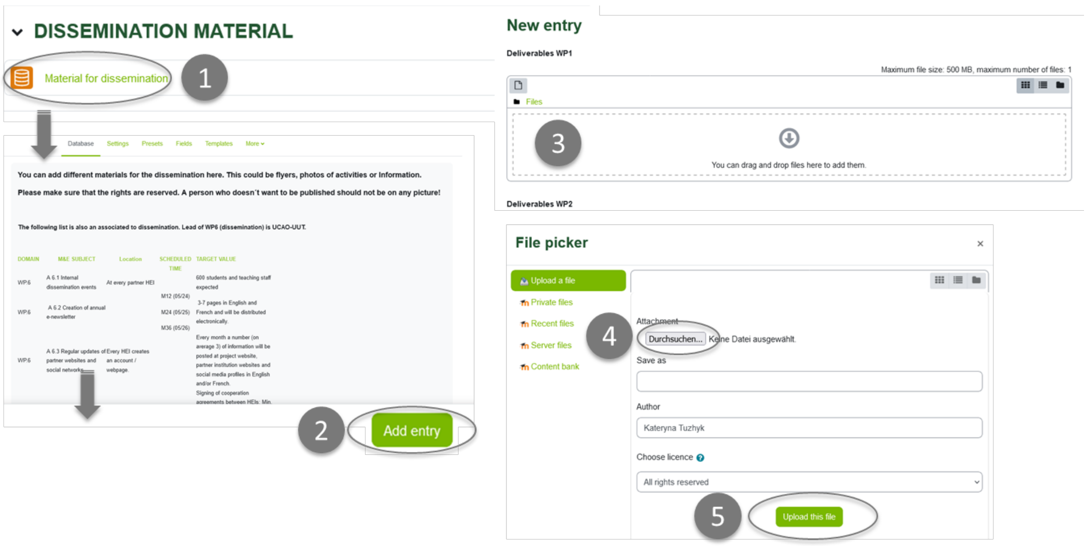


Figure 8. Illustrated way of adding the data to the "Dissemination material" section

5. Press the "Material for dissemination"
6. Press "Add entry"
7. Drag and drop the preferred file
8. Press "Durchsuchen…" and select the preferred file on your device or external storage
9. Press "Upload the file".

Annex 3 provides a list of dissemination activities.

Steering Committee

The Steering Committee has its own section to share its documents. The Steering Committee includes all the directors of the higher education institutions. General agreements, documents and minutes of meetings are shared there (figure 9).

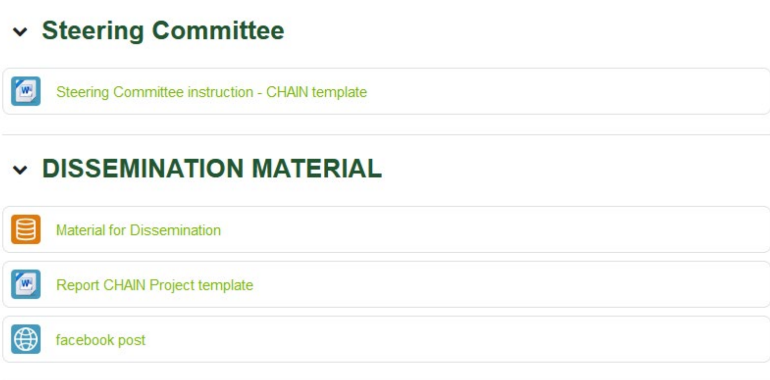


Figure 9. Steering Committee sector, CHAIN

Work Packages 1 - 7

Each work package also has a space for sharing and store project information. Documents can be uploaded by any CHAIN member from any university with IT access. The CHAIN project consists of 6 work packages (WPs):

- WP.1 is preparatory WP and will last for 6 months. It has 8 tasks which will allow the project team to prepare for implementation (create virtual office, implementation instruments, project teams) and update the data necessary for planning activities implementation in the vertical WP.
- WP.2 is about creating new master program and innovating agricultural curricula. It has 6 tasks that will cover the development of master program in FVC, accreditation and enrolment of students. Accomplishment of WP.2 leads to fulfilling of specific objective #1.
- WP.3 is about innovation of teaching and improving teacher skills and shifting practices towards more diverse, entrepreneurial and student-centered educational teaching which stimulates innovation and entrepreneurship. It has 5 tasks. Accomplishment of WP.3 leads to fulfilling of specific objective #2.
- WP.4 is about creation of C.H.A.I.N. nests: Collaborative Holistic Agriculture Innovation Nests, and providing innovation and entrepreneurship support to students and entrepreneurs. It has 10 tasks. Accomplishment of WP.4 leads to fulfilling of specific objective #3.
- WP.5 has 7 tasks focusing on communication with target groups, dissemination of resources and ensuring impact and sustainability of project results.
- WP.6 has 5 tasks related to robust project and finance management and quality control.

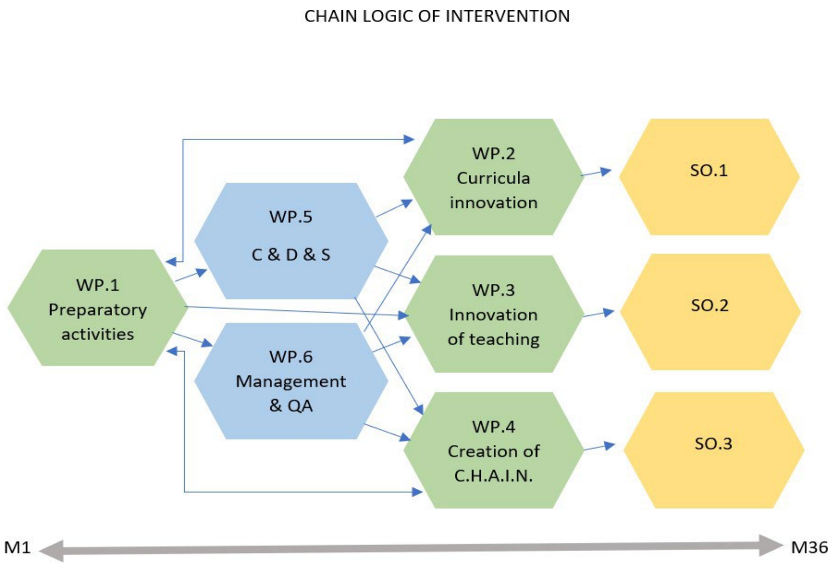


Figure 10. CHAIN Logic of Intervention

Source: CHAIN Project Proposal, p.47

How do I add materials in the WP section?

Well, first of all make sure that you have an IT access in the wbmoodle. Please contact the HSWT IT team to provide you with this.

If you have IT access, it can easily be done in a few steps:

1. Select one of the preferred WP on the main page of [E+CBHE Project CHAIN -101082963.]
2. Switch to "Edit Mode" (figure 11)
3. Add an Activity or Resource (figure 12)
4. Select one of the default e.g. Resources (figure 13)
   The full list of wbmoodle activities and resources is presented in Appendix 4.
5. Fill in the information about the added resource: Name, Description (optional) (figure 14)
6. Drag and drop files in the window to add them (figure 14)
7. Save and return to the course / Save and display

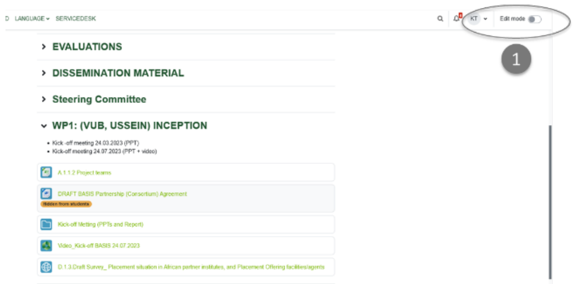


Figure 11. Step 1 to tern into Edit mode

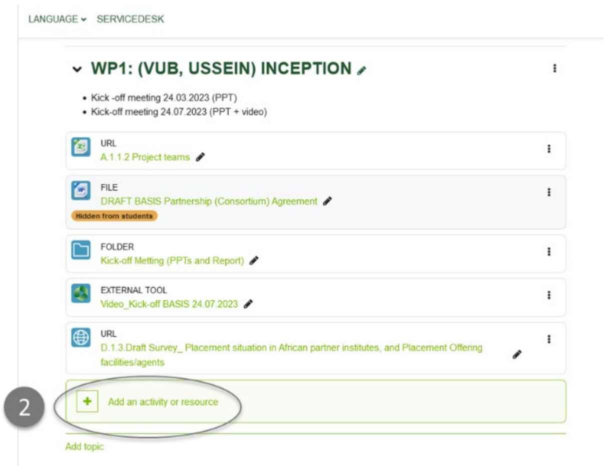


Figure 12. Step 2 to add an activity or resources

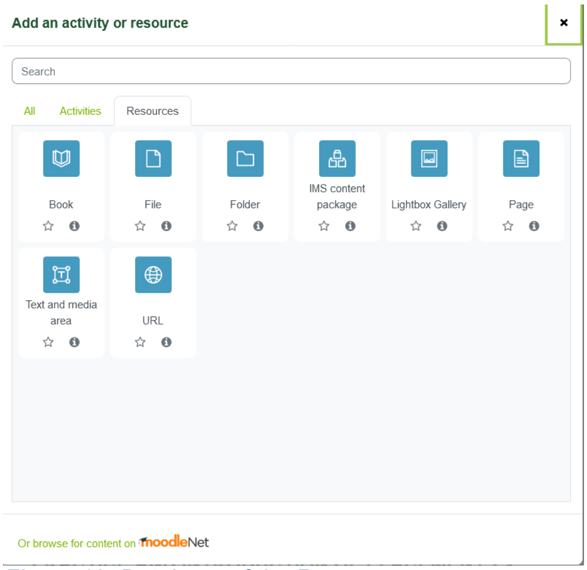


Figure 13. Database of the Resources

More information in Annex 2

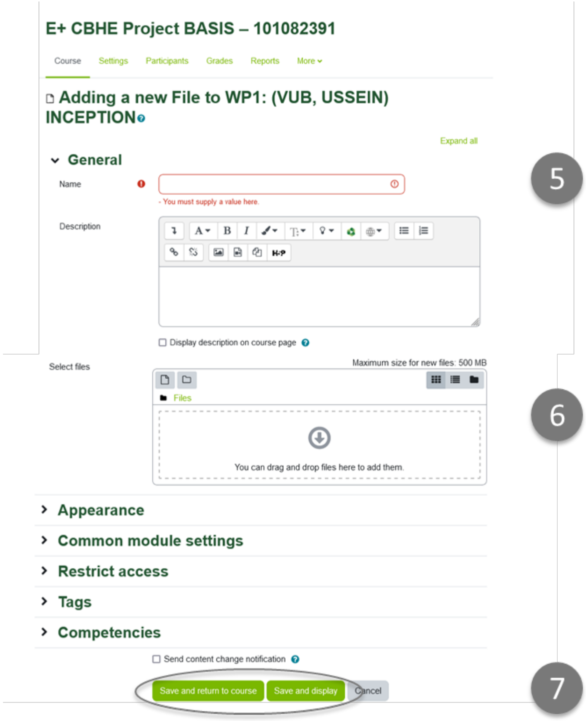


Figure 14. Addition of document/data/file in the WP section

Co-funded by the European Union

European Commission Single Electronic Data Interchange Area (SEDIA)

All screenshots and text have been taken from the official portal of the EU https://webgate.ec.europa.eu/
Some of the pictures are from the BASIS Project Plattform taken.

Introduction

EU Login is the entry gate to sign in to different European Commission services and/or other systems. EU Login verifies your identity and allows recovering your personal settings, history and access rights in a secure way. You can sign in using social media accounts or the EU Login account.

For more information on how to sign up: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+authenticate+with+EU+Login

Funding and Tenders Portal

The Funding and Tenders Portal is the single entry point for participants and experts in the funding programmes and tenders managed by the European Commission and other EU bodies. You can browse and search information through the portal without logging in, but to apply for funding, you will need to authenticate with your EU Login.

Once you have logged in, you will see the '**Manage my area**' section on the left hand side. This is your personalised area within the Portal, from which you have access to the different systems you need in each step within the process of applying for funding or tenders.

Manage my area

In this part are (figure 15):

My Person Profile

For more information on My Personal Profile: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Funding+and+Tenders+Portal#FundingandTendersPortal-MyPersonProfile

My Organisation(s)

For more information on My Organisation: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Funding+and+Tenders+Portal#FundingandTendersPortal-MyOrganisation(s)

Grants

1. My Proposal(s)
2. My Project(s)

My Formal Notifications

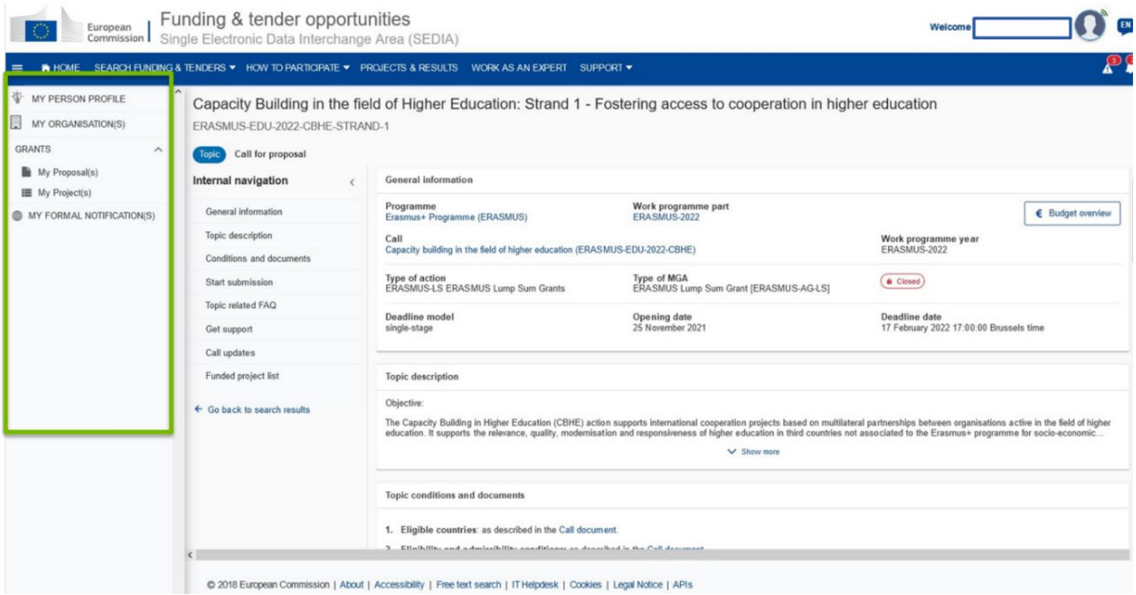


Figure 15. Manage my area section on the Funding and Tenders Portal, CHAIN

Grants

This section comprises two different subsections: **My Proposal(s)** and **My Project(s)**.

Please make sure to log in with the account to which the proposal(s)/project(s) you want to access is/are assigned.

Also, note that if you see the **Loading data** sentence on your screen while trying to open these pages, this might be linked to the fact that you do not have a role in the proposal/project. In this case, contact coodinator of the project at your institution.

For more information on Roles and access rights: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Roles+and+access+rights

Note for LEARs and Account Administrators

Even if you are the LEAR or the account administrator of the organisation, you cannot display the details of proposals and projects in which your organisation is participating, but only for the ones where you have a role within the proposal/project. However, you can ask to be granted read access both to projects and to proposals:

- Check How to assign or revoke roles for information on the management of roles both at the level of the organisation and the project.
- Check Access to projects and proposals for LEARs or Account Administrators for information on how LEARS/account administrators get access to proposals and projects. You will have the option to request access under the **Actions** drop-down menu for each proposal or project to which you do not currently have the access.

My Proposal(s)

Any proposal, submitted or not, in which you have been appointed as a contact of one of the participants, will be listed in the My Proposal(s) page. To view your proposal(s), select **My Proposal(s)** from **My Area** on the left, then click on the **Actions** button.

For more information about managing your proposals, see Submit a proposal.

My Project(s)

CHAIN listed in the **My Project(s)** page.

When you select **Manage Project**, you will access the Grant Management Services (GMS). Iinformation about GMS is at the page 29).

When you select **Manage Consortium**, you will access the consortium page, where you can manage the roles of your organisation on level of the project.

For more information on How to assign or revoke roles: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+assign+or+revoke+roles

My Formal Notification(s)

Formal Notifications (FN), i.e. messages which need to be acknowledged by the participant, are displayed in a specific section within **Manage My Area**. To view your formal notifications, select **My Formal Notification(s)** from the **My Area** on the left and you will arrive to a page displaying all your formal notifications (figure 16).

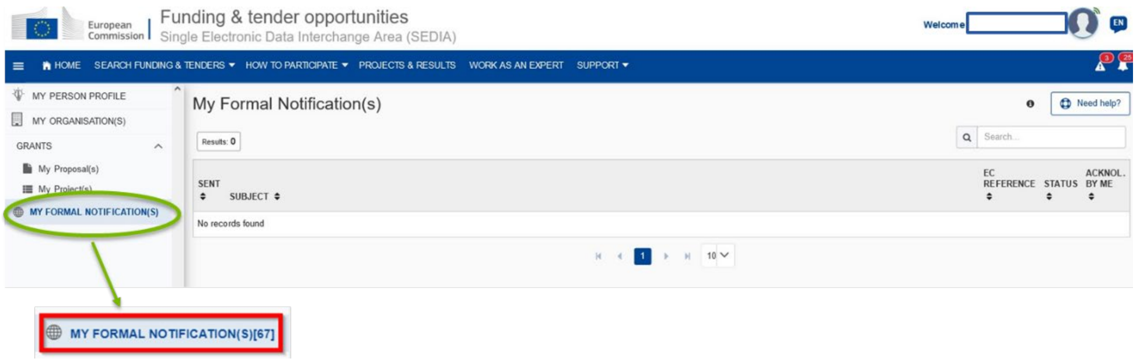


Figure 16. Formal Notification on the Funding and Tenders Portal, CHAIN

The number next to My Formal Notification(s) indicates the number of notifications that needs to be acknowledged and does not include the unread ones:

Formal Notifications (FN) are not really just an electronic message, but a letter document in PDF format that you need to sign for acknowledgement. Click the Formal Notification to access it. You will be requested to sign by entering your EU Login credentials (acknowledgement) and will be able to download it.

You need to know that the notifications expire after 15 days by default (30 days for EACEA only).

A notification can show different status:

- **Receipt not yet acknowledged**: notification well received but you need to acknowledge it first by downloading the notification
- **Read**: the document has been downloaded
- **Unread**: the notification has been acknowledged but not read yet
- **Expired**: too late to be acknowledged (you have passed the 15 days deadline)

For information about FNs received in the context of a project, see Formal Notifications.

For information about FNs received in the context of an audit, see Formal Notifications for audits.

Validation of the organisations do not involve Formal Notifications, the messages are sent to the registered email address of the self-registrant and they are also available in Participant register.

For more information on Messages: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Messages

Notifications in the Portal

The Portal offers a notification system through which you receive messages (called PNS) from the different processes in which you are participating. The messages can be addressed to you (your action is needed) or for information (you are informed about processes but no action is required).

To view your notifications, click on the bell 

icon on the right. The red number is the amount of unread notifications. When clicking on the icon, a panel will open on the right, where you can click on an item to open a specific notification (figure 17).

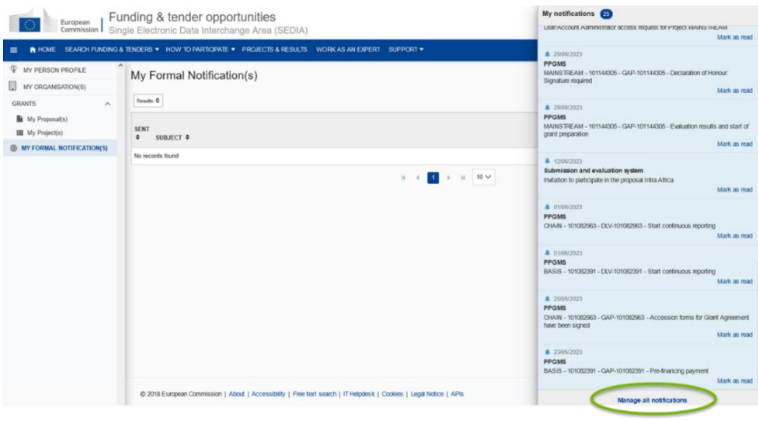


Figure 17. My Notification section on the Funding and Tenders Portal, CHAIN

If you want to see all the received notifications, then click on **View all notifications** at the bottom of the list of notifications and your inbox with all the notifications will be displayed (figure18).

Co-funded by the European Union

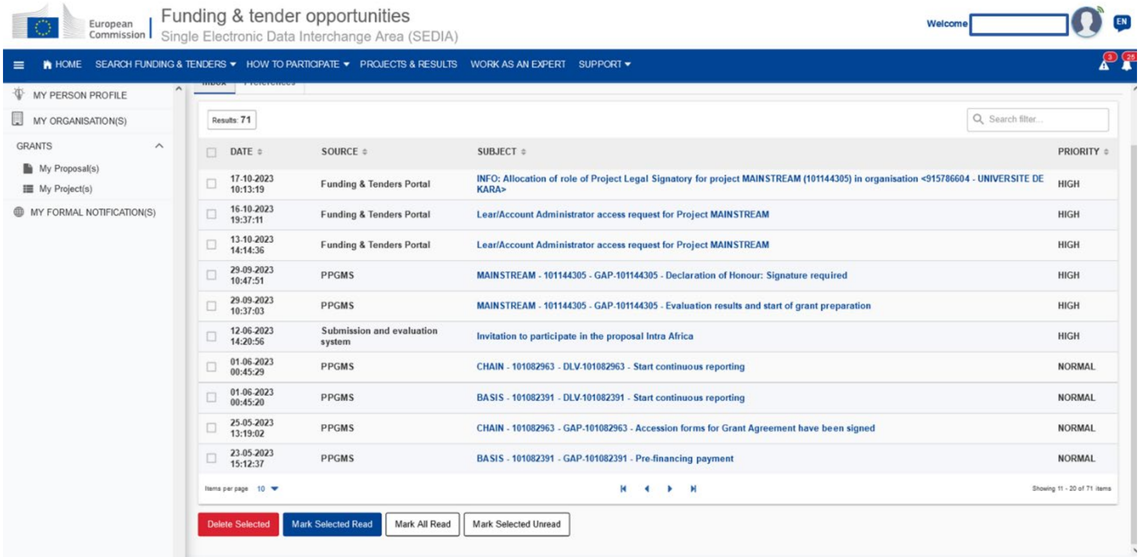


Figure 18. How to view al notification on the Funding and Tenders Portal, CHAIN

For more information about managing your notifications via the Portal: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+manage+your+notifications

Grant management services system (GMS)

Log in

To view your projects, select **My Project(s)** from the My Area and select the **Manage Project** option under the **Actions** button beside the relevant project (figure 19**).**

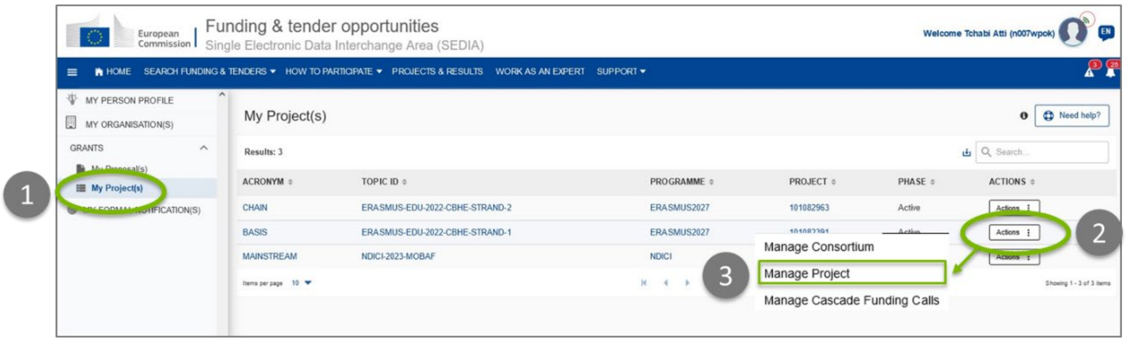


Figure 19. How to log in to the Grant Management Services system

Now you're in the **Grant Management Services** section where you will be able to follow up your proposal (figure 20).

*Figure 20. Grant Management Services **interface***

The Grant Management Services (GMS) provide three levels of information:

1. Project information
2. Process information
3. Task information

Project Information

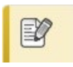
In the left hand side panel, you can find all key data regarding your project (figure 21).

Image	Explanation
	This box contains the **key project data**, such as: 1. Call 2. Type of Action 3. Acronym 4. Current Phase 5. Number 6. Duration 7. Start Date 8. Estimated Project Cost 9. Requested EU Contribution 10. Contact Click on **Latest Legal Data** to see the data of the: • latest amendment signed by both parties (in case a signed amendment exists)* • Grant Agreement (GA) signed by both parties (in case a signed amendment doesn't • exist)* latest completed grant preparation session (in case the GA isn't signed yet) * Data update via an Information Procedure is now also visible in this screen. Click on **Active Processes** to see all current processes regarding your project. **Document Library** Click on to see all relevant documents regarding your project. **Communication Centre** Click on to start using the message service. **Archived Processes** Click on to consult your completed processes.

Figure 21. Explanation of the Project Information Section of the GMS

Process information

- Colour explanation:

 **yellow** box means that a task is available to be carried out by the Consortium.

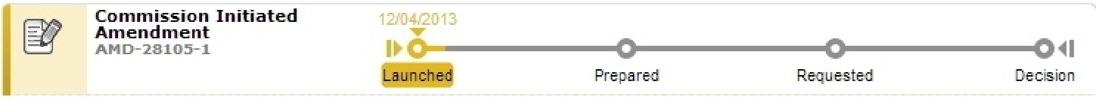
 **blue** box means that no task is available to be carried out by the Consortium.

 **black** box means that the process is finalised.

- Sections

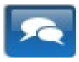
Each process box consists of four sections:

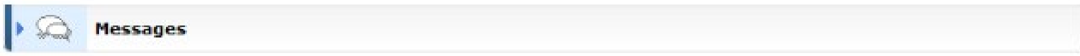
The **metro line section**, indicating the status of the process.



The**task line section**, indicating the actual tasks to be carried out. Click on the title of the task (Prepare the amendment request data in this example) to start the task. Click the "Prepare request" button to finalise the task.

The **documents section**, containing all relevant documents for the process. Note: obsolete documents are not listed, but can be accessed by clicking on the Document Library button.

The **messages line section**, containing all relevant messages for the process. *Note*: All messages can also be accessed by clicking on the Messages button 



Process metro line icons

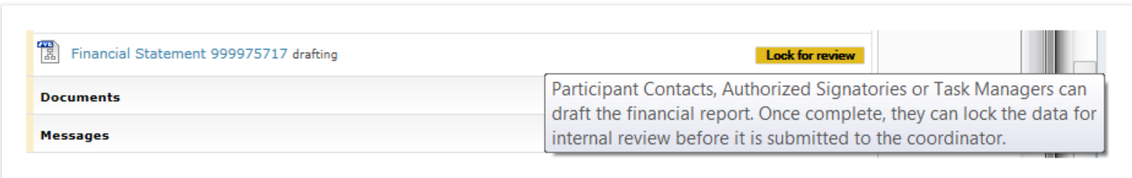
The process metro line can contain the following process icons:

Proposal Management and Grant Preparation

Amendment

Deliverable

Task information



The **task line** can contain the following **document icons**:

Document	Incoming or outgoing document without electronic signature	
Draft document	Document under preparation	
Obsolete document	Document that has been replaced by another or that is no longer relevant	
Pack document	Several documents belonging to the same group	
Sealed document	Document that is ready for signature	
Sealed and signed document	Document that is signed and in force	
Form to complete	Redirects to a form to complete	

- to **open/expand** the task, click the button
- for **open tasks**, a **progress status** is being displayed when clicking on the task

When clicking on a **task document,** the **progress status** of signing the document is displayed with the help of the following **signature icons**:

The coordinator has signed	
The coordinator hasn't signed yet	
The beneficiary has signed	
The beneficiary hasn't signed yet	
The EU has signed	
The EU hasn't signed yet	

Getting help

The documentation for each process in the GMS can be accessed from the **Help** menu in the far right corner of the screen (figure 22).

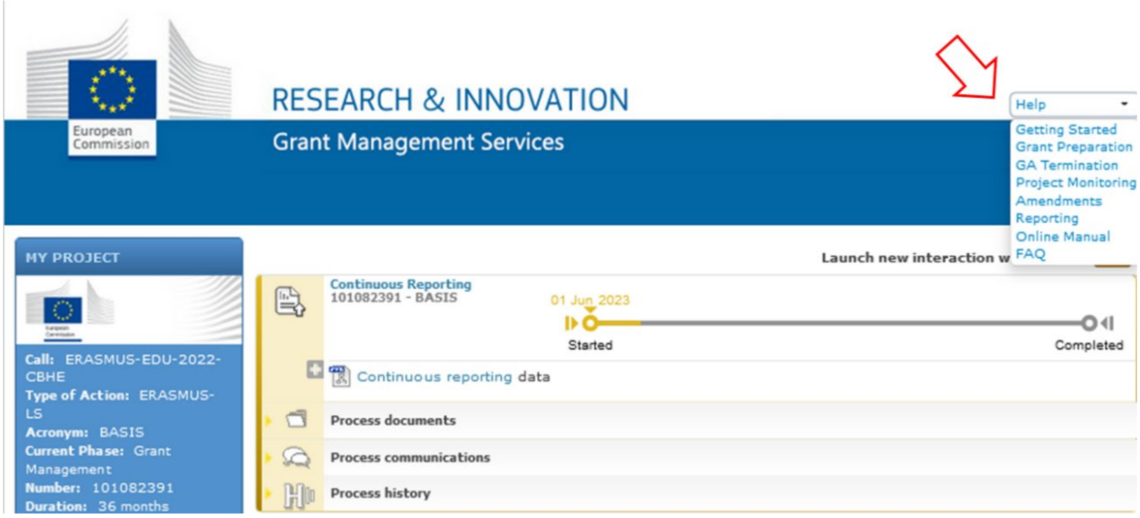


Figure 22. How to access Help menu in the in the GMS

Grand Management in SyGMa Platform

Keeping records

All participants must keep **records and other supporting documentation** in order to prove the proper implementation and the costs claimed *(see [AGA — Annotated Grant Agreement, art 20](#))*.

For Lump Sum grants, records on costs incurred are exceptionally NOT needed; it is enough to keep the evidence to prove the proper implementation of the action.

Amendments

If there are any changes to the Grant Agreement *(e.g. data or options specific to that agreement)* or its annexes, they must be done through a formal amendment directly in the Portal (electronic signature).

Where? Access to the Grant Management System is available through **My Projects > Actions > Manage Project > Launch new interaction with the EU > Request for Amendment.**

Who? Amendments can be prepared by the consortium participants together, but only the Coordinator can launch, sign and submit them.

The EU Granting Authority can also propose amendments, but for practical reasons we will often as you to initiate the procedure.

When? Amendments must normally be done before the end of the project, but some amendment clauses are also open afterwards *(addition of Beneficiary/Affiliated Entity/Associated Partner, change of Coordinator, change of Annex 1, change of Annex 2, change of bank account, error amendments, etc.)*

What? Cases requiring a formal amendment are listed in the AGA — Annotated Grant Agreement, art 39. See also How to prepare an amendment.

Amendments are normally NOT necessary for:

- budget transfers covered by the budget flexibility
- name or address changes of a participant — done directly in the Participant Register
- universal takeovers (merger/acquisition) of a participant — done directly in the Participant Register
- changes of the banking details — done directly in the Participant Register.

The signed amendment is the legal document containing the changes to the Grant Agreement. It is legally binding and will be incorporated into the Agreement. The consolidated version is only for information.

Amendment process

Get ready > Launch amendment > Amendment preparation > Consult Commission > Sign&Submit > Assessment > Countersign

Amendment request

The **amendment request** consists of:

- updated structured information on the Grant Management System screens
- amendment request letter: the letter with the request and reasons for the amendment
- amendment core (including new version of GA Annexes 1 and 2, if needed): the legal document with the list of amendment clauses
- supporting documents: documents uploaded by the consortium, consolidated Grant Agreement, etc.

All participants can contribute to the amendment, but it is the Coordinator who will have to launch, finalise, submit and sign the request.

Tasks of the Coordinator:

- Check that the updated information Grant Management System screens is correct.
- Quality check: Check that the Amendment documents are correct and all supporting documents attached.

Actions to be completed before amendment

1. Make sure new participants are registered and validated (PIC)

New Beneficiaries and Affiliated Entities must be registered and validated in the Participant Register before the amendment can be requested *(see section on [Registration and validation of your organisation](#))*.

Associated Partners need to be only registered (have a PIC); no validation is needed, because they will not receive any grant money from us.

2. Make sure that new bank accounts are registered and validated

New banking information must be registered and validated in the Participant Register before an amendment can be requested *(see section on [Bank account registration and validation](#))*.

Submitting an amendment

Amendments must be prepared in the Portal Grant Management System.

Details are explained in the steps:

1. Get ready

Before launching your amendment request, prepare the supporting documents and, if needed, discuss the request beforehand with the EU Project Officer (— recommended for more complicated cases).

2. Launch the amendment

Go to **My Projects > Actions > Manage Project > Launch new interaction with the EU > Request for Amendment**

Amendment reference number (ID) — Once you have launched the request, the amendment is automatically assigned a reference number. Please use this unique identifier in all contacts with the Granting Authority during the amendment process.

3. Change the grant data in the system

Go to **My Projects > Actions > Manage Project > Amendment > Amendment preparation**.

Once the amendment is been launched, you can amend the grant data in the same way as as you did when preparing the Grant Agreement .

4. Enter the amendment information into the system

a) Justification

Fill out the field to justify the request on the Amendment Information screen.

b) Amendment clauses

On the CHAIN of the changes to the grant data, the system will automatically select the relevant amendment types (automatic clauses) on the Amendment Information screen.

Other types of amendment have to be selected manually by the EU Project Officer, *(change of Annex 1, change in the maximum grant amount, resuming the action after suspension, etc.)* Contact the Project Officer to activate the clause.

5. Upload annexes and supporting documents

You will be prompted to upload mandatory supporting documents. These depend on the type of amendment and the specific case *(e.g. a new Beneficiary must provide the DoH and the Accession Form)*.

6. Consult Granting Authority

Once ready, the amendment request must be submitted to the Granting Authority for informal assessment.

7. Informal assessment by the Granting Authority

The Project Officer will check that the amendment request is correct and admissible. If needed, they will send it back to the consortium for changes/additional information (ping-pong).

8. Coordinator signs & submits the amendment request

Once the request for an amendment is complete and ready to be submitted, the system generates the 2 documents (amendment request letter and amendment core) for signature (PDF document, digitally signed to guarantee its security, reliability and authenticity).

The Coordinator's PLSIGN logs into **My Projects > Actions > Manage Project > Amendment > Sign & Submit** (same procedure as for Grant Agreement; *see* *Signing the Grant Agreement*).

The amendment can be previewed, downloaded or printed (before or after signature) from the Documents screen if desired.

As Coordinator, you cannot alter a request for an amendment once it has been signed and submitted. There are 2 options:

- You withdraw it.
- The Granting Authority rejects it (amendment rejection letter).

9. Formal assessment by the Granting Authority

The Granting Authority has 45 days to accept or reject the request.

This deadline will be extended if needed *(e.g. if the amendment are complex, specific compliance checks are needed for a new participant, or if the project has to be reviewed to assess the changes)*.

10. Granting authority signs the amendment

Acceptance: If the Granting Authority accepts the request, they countersign it from their side (same procedure as for Grant Agreement; *see* *Signing the Grant Agreement*).

The Coordinator and Beneficiaries will be informed and the countersigned amendment will be available in their Portal Library (**My Projects > Actions > Manage Project > Project Library**).

Rejection: If the request is rejected, the consortium will be informed by amendment rejection letter.

Amendment number — Once the amendment is countersigned, it is automatically assigned a sequential amendment number *(1, 2, 3, etc.)* For instance, an amendment request with the reference AMD-345622-6 is assigned number 2 if it is the 2nd signed amendment for the grant.

Rejected amendments are assigned a number *(R1, R2)*; but they are saved, so that they can be reused to draw up a new request.

The Coordinator's PLSIGN can **withdraw** a submitted request until it is countersigned. Withdrawn requests are saved and can be reused to submit a new request.

Entry into force & taking effect

An amendment proposed by a consortium **enters into force** on the day the Granting Authority signs it.

It **takes effect** (i.e. the changes to the Grant Agreement start to apply) either:

- on a specific date specified in the amendment or
- on the date of entry into force (last signature = signature by the EU).

Depending on the nature of the amendment, the date on which it takes effect may affect the eligibility of costs *(e.g. if a Beneficiary is added, costs are eligible from the accession date specified in the Accession Form).*

Coordinator change without their agreement

If the Coordinator is to be replaced without their agreement, another Beneficiary (acting on behalf of the other Beneficiaries in the consortium) must submit the amendment request.

To do this, you will need to contact the EU Project Officer, so that they can give you (exceptional) PCoCo access rights in the system.

Please note you will have to provide proof both of the consortium decision to change the Coordinator, to nominate you to act on their behalf AND the opinion of the changed Coordinator (or at least proof that the opinion was requested) — otherwise the termination will be considered improper.

Amendments initiated by the Granting Authority

If the Granting Authority requests an amendment, the request is also prepared and signed electronically in the Portal Grant Management System.

You will receive an e-mail notification prompting you to accept the request.

To do so, the Coordinator's PLSIGN must countersign the amendment on the consortium's behalf.

For more information about amendments:

- Amendment Guide
- AGA — Annotated Grant Agreement, art 39

Both parties to the Grant Agreement can initiate the amendment request:

Consortium Requested Amendments

- How to launch an amendment
- How to prepare an amendment
    - Amendments — Beneficiary termination
    - Amendments — GA/FPA termination (early termination)
    - Amendments — Removal of an Affiliated Entity
    - Amendments — Removal of an Associated Partner
    - Amendments — Change concerning research infrastructures and installations
- How to prepare an amendment — MFF 2014-2020
    - Available types for consortium requested amendments — MFF 2014-2020
    - Amendments — Change concerning a beneficiary/linked third party 'not receiving EU funding'
    - Amendments — Change concerning trans-national/virtual access to research infrastructure — MFF 2014-2020
    - Amendments — Change of beneficiary due to partial takeover
    - Amendments — Change of Partner Organisation (MSCA-IF-GF)
    - Amendments — Change of PI data
    - Amendments — Change of reimbursement rate
    - Amendments — FPA/SGA Connected amendments
    - Amendments — Removal of a beneficiary whose participation was terminated (Accession Form signed)
    - Amendments — Transfer of the Grant Agreement (portability)(replace host institution)

EU Initiated Amendments

- How to sign an EU initiated amendment
- Available types for EU Services Initiated amendments — MFF 2014-2020

Reporting

The precondition for reporting is the**signature of the Grant Agreement** by the Coordinator and the EU Services.

There's two types of reporting in the Grant Management Services in the Funding & Tenders Portal:

- **Continuous Reporting**: available from the beginning of a project (collaborative: all beneficiaries can edit)
- **Periodic Reporting**: available at the end of a reporting period

The reporting process consists of several phases:

1. Logging in to the Funding & Tenders Portal when you have received a notification.
2. Completing the tabs available in continuous reporting.
3. Each time a periodic report is submitted to the EU, a snapshot is taken from the data entered for the continuous reporting and used for the periodic report.

Step 1: **All beneficiaries receive a notification and log on to the Funding & Tenders Portal**

At the beginning of each project, all beneficiaries will receive a notification to contribute to the continuous reporting tabs. The continuous reporting is collaborative.

To fill in the information the beneficiary must log on to the Funding & Tenders Portal and access the relevant project.

Step 2: All beneficiaries complete their own data as soon as they are available

The template for reporting can be found in the reference documents section on the Funding & Tenders Portal (see Templates & forms for the template for the periodic report).

Continuous reporting on milestones & deliverables

During the project, you are expected to provide regular updates on the status of the project - the continuous reporting.

The continuous reporting includes:

- progress in achieving milestones
- deliverables
- updates to the publishable summary
- response to critical risks, publications, communications activities, IPRs
- programme-specific monitoring information (if required).

Where? **SyGMa – System of Grant Management** (figure 23)

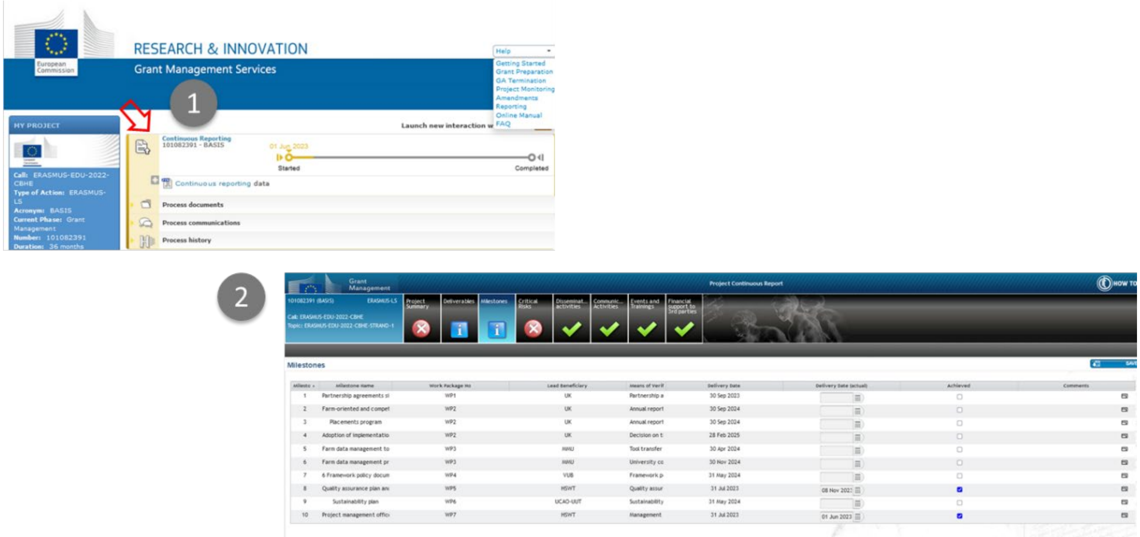


Figure 23. How to log in into SyGMA

Who? Milestones and deliverables should be submitted by each participant for their work.

What? You should report on milestones and deliverables in accordance with the schedule set out for them.

The Continuous Reporting Module also allows you to report on critical risks, prepare the summary for publication and the programme-specific information on indicators (e.g. Trainings, Gender, Open Data, etc. — .if available for your programme and type of action).

Milestones — Control points in the project that help to chart progress (kick-off meetings, steering committes, first-draft of a survey, prototype, etc.) They may correspond to the completion of a key deliverable, which allows the next phase of the work to begin or is needed at intermediary points.

Deliverables — Outputs to be submitted to the EU (publication, leaflet, progress report, brochure, list, etc.)

All this information is automatically compiled to create **part A** of the **periodic Technical Report**, at the moment this report is prepared (Locked for review).

Currently, **according to the Type of Action or topic of the project**, **the Continuous reporting module displays several tabs/questionnaires to be completed**:

- Completing the Communication Activities
- Completing the Critical Risks
- Completing the Deliverables
- Completing the Dissemination Activities
- Completing the Events and Trainings
- Completing the Financial support for 3rd parties questionnaire
- Completing the Milestones
- Completing the Project Summary

Communication Activities

The **Communication activities questionnaire** is available for both Continuous and Periodic Reporting. The questionnaire lists all communication activities for the Project (figure 24).

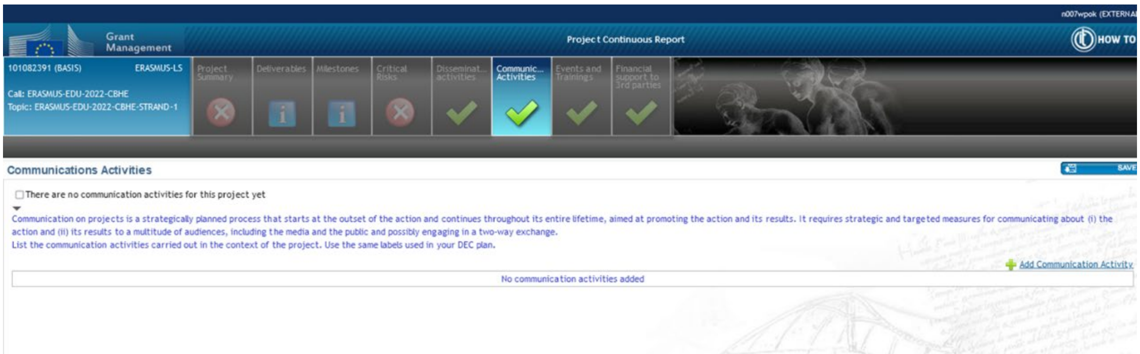


Figure 24. Communication activities section of SyGma, CHAIN

Source document

For more information about periodic report template in the Reference Documents section of the Funding & Tenders Portal and the Online manual for more information.

The templates can be found on the wbmoodle CHAIN in WP7 Management-> Templates (folder): https://wbmoodle.hswt.de/mod/folder/view.php?id=168477

Periodic report

The information of the **Communication activities** questionnaire will be included in the Technical Part (Part A) of the relevant Periodic Report (PDF).

Once a communication activity with the 'Delivered' status has been included in an intermediate report, it will be also included in the next periodic report but without the possibility to modify it.

The Final Report must contain:

- At least one communication activity with the status 'Delivered';
- No communication activity with the 'Ongoing' or 'Postponed' status.

Relevant screens in the Grant Management Services – SyGMA

The **Communication activities** tab contains a table listing all communication activities for the Project.

Actions:

1. To add a new communication activity to the list:

- click the "Add communication activity" button (figure 25).

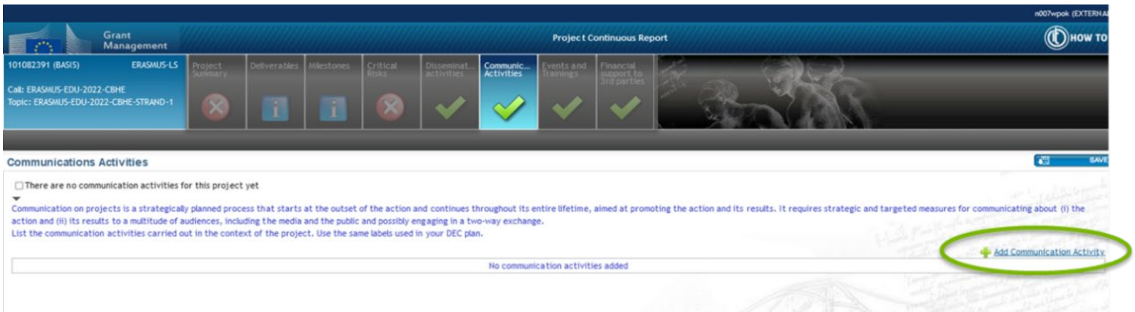


Figure 25. To add a new communication activity in SyGMA, CHAIN

- edit all the mandatory fields (marked with an *) in the pop-up window and set the status for the activity (figure 26)

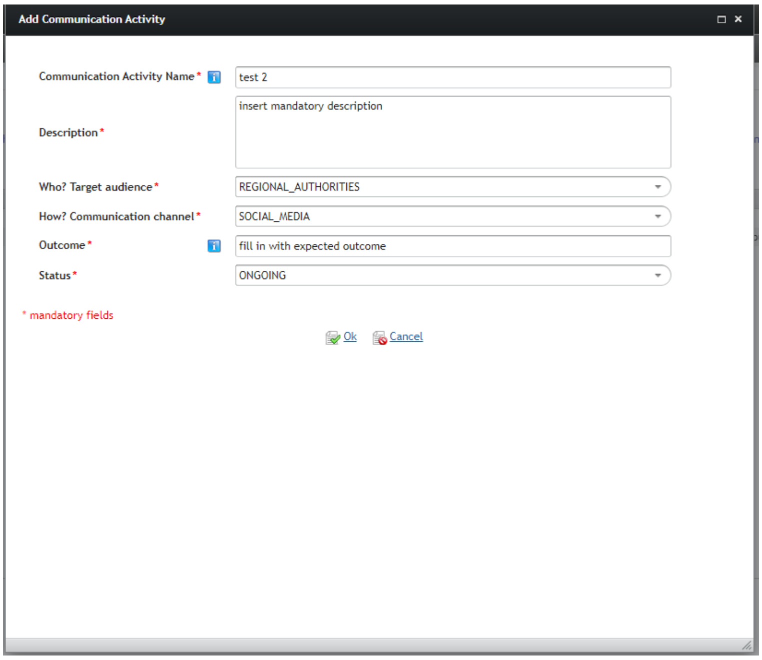


Figure 26. Communication Activity Screen Description

- click "**OK**" to add the communication activity to the list.
- after you have added all activities to the list, click "**Validate**" (at the right low conner of the screen, figure 27) to make sure there will be no errors in the tab and "**Save**" to save your changes.

Figure 27. Validate button in SyGMa

2. Remove a communication activity from the list

It is possible to delete a communication activity from the list up to the moment when it is submitted with a Periodic Report. After that, the activity cannot be deleted neither from the Continuous Reporting nor from the Periodic Reporting.

To remove a communication activity:

- Click the button in the actions column of the relevant activity.
- click "**Save**" to save your changes.

3. Edit a communication activity already added to the list

You can edit a communication activity during the Continuous Report, in the current Periodic Report or during the next reporting.

Once a communication activity with the status 'Delivered' has been included in an intermediate periodic report, it will be also included in the next reporting but without the possibility to modify it.

The Final Report should contain at least one activity with the status'Delivered' and no activity with the status 'Ongoing' or 'Postponed'.

To edit a communication activity:

- Click on the row corresponding to the activity you need to modify.
- Modify the data introduced in the fields of the pop-up and click "**OK**".
- After having completed the questionnaire, click “**Save**” your data.

Find more information onCommunication Activity: https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=1867972

Completing the Critical Risks

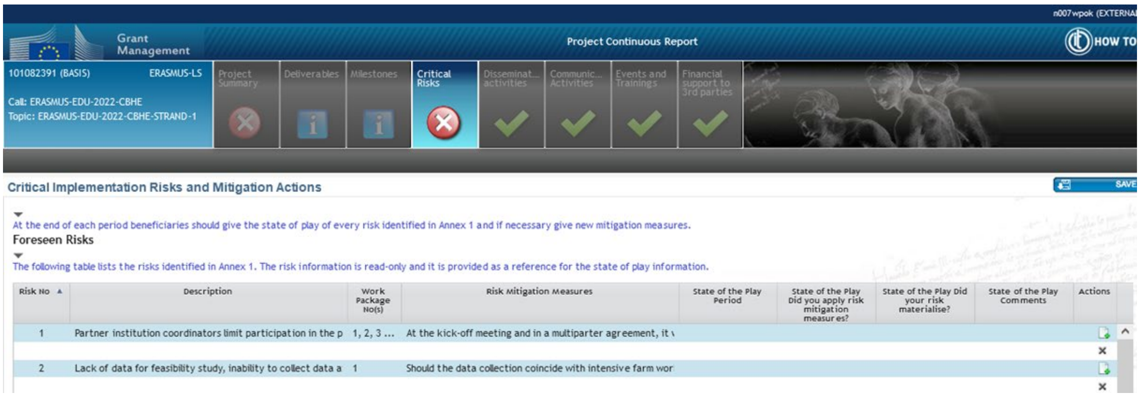


Figure 28: Critical Risks in SyGMA, CHAIN

The critical risks tab displays data about:

- Critical Implementation Risks and Mitigation Actions
- Foreseen risks (come from the Grant Agreement Preparation - Annex-I).

Critical Implementation Risks and Mitigation Actions

At the end of each period beneficiaries should give the state of play of every risk identified in **Annex1** and if necessary provide new mitigation measures (figure 29)

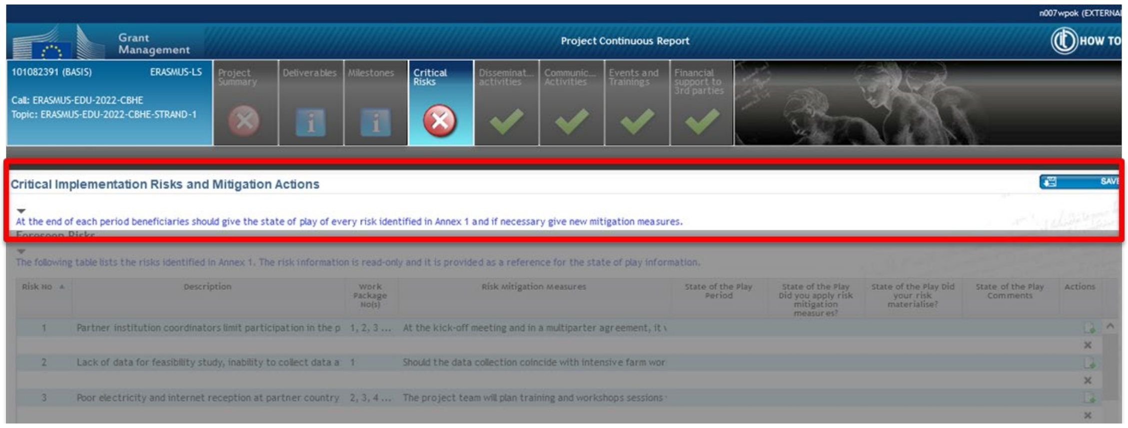


Figure 29. Critical Implementation Risks and Mitigation Actions in SyGMA

Foreseen risks (come from the Grant Agreement Preparation - Annex-I)

Foreseen risks have already been indicated at the Grant Agreement Preparation phase and are therefore automatically displayed. They can't be added at this stage of the flow any more (figure 30).

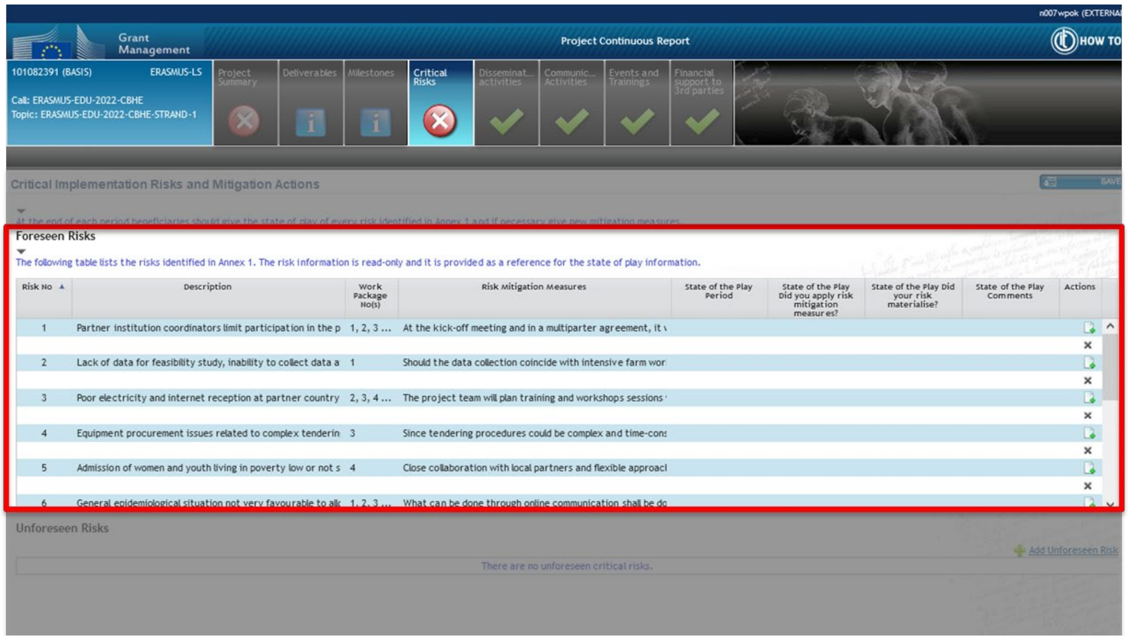


Figure 30. Foreseen Risks, CHAIN in SyGMA

When clicking on the line of the critical risk, more details and the link to the work package are displayed (figure 31).

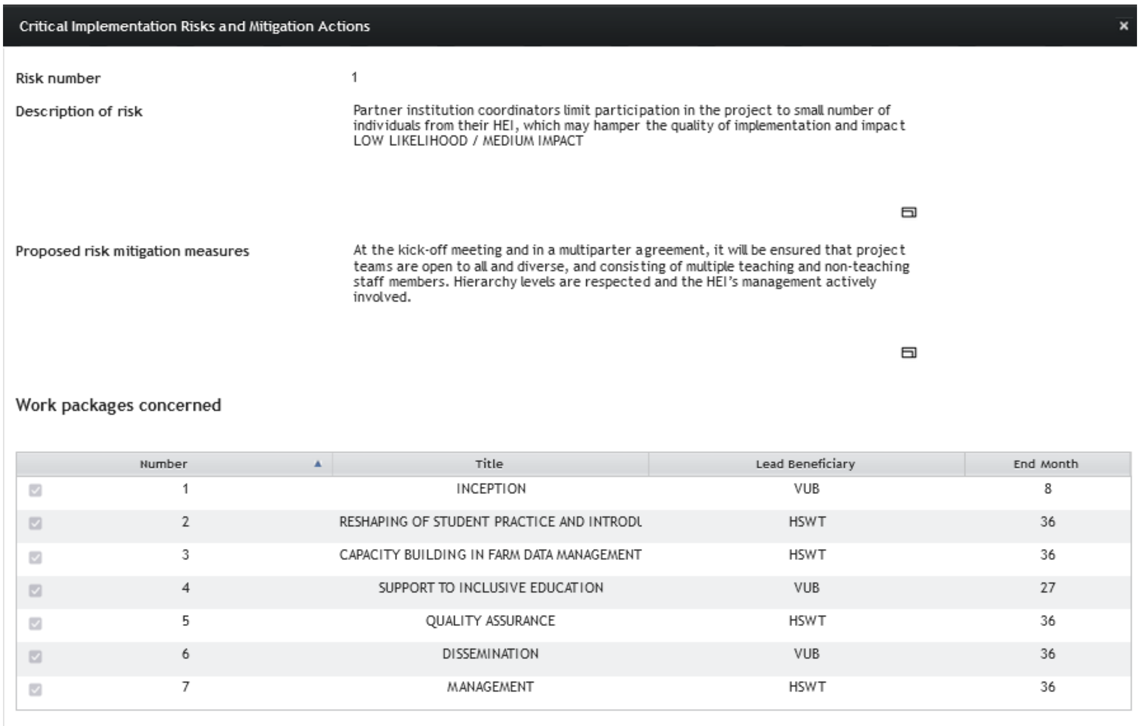
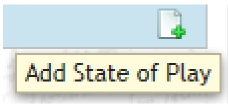


Figure 31. Example Foressen Risk No1 in CHAIN project, SyGMA

The state of play of the current period of the risk can be added by clicking the relevant item



and completing the necessary fields (figure 32)

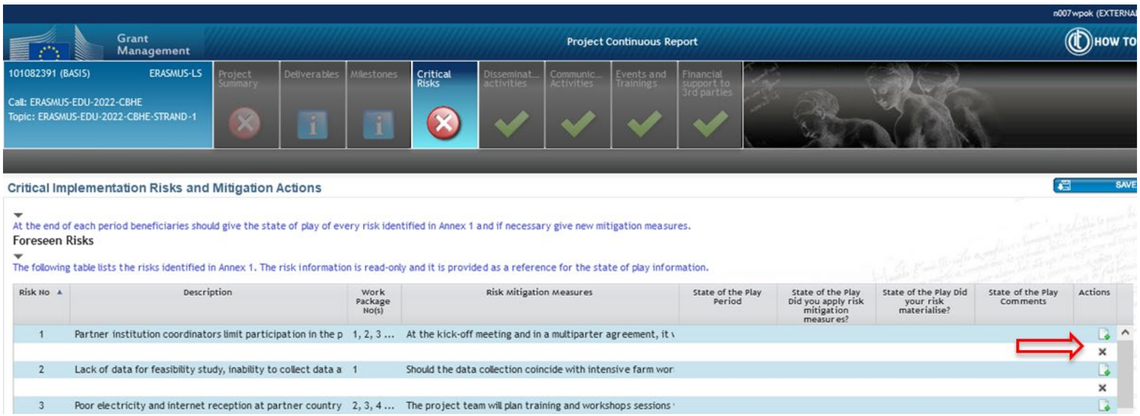
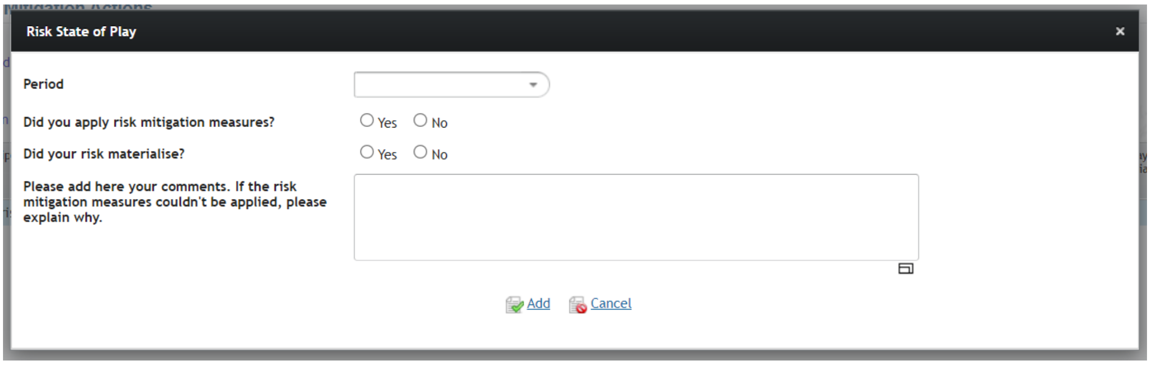
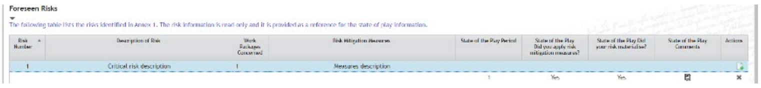


Figure 32. Adding the State of of Play to the foreseen risk (example CHAIN) in SyGMa

It is not mandatory to provide a state of play for the current period when completing the periodic report, but before a periodic report is "Locked for review'", you will be asked to provide a state of play for the concerned period for each risk.



Once added it will look like this:



Or like this - when the risk is foreseen for multiple reporting periods and a state of play needs to be added for each period, separately:

Unforeseen risks (risks detected after the Grant Agreement Preparation)

Unforeseen risks are typically detected after the Grant Agreement Preparation.

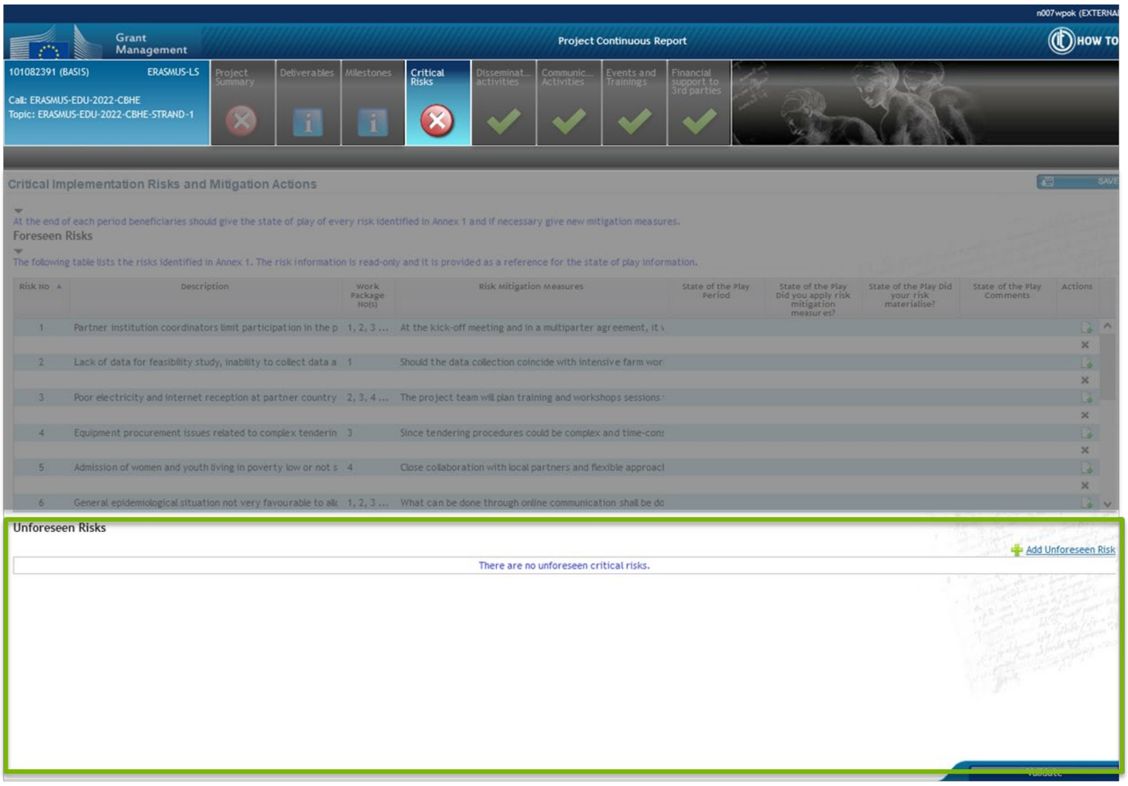


Figure 33. Unforeseen Risks in SyGMA, CHAIN

An unforeseen risk can be added by clicking the relevant icon Add Unforeseen Risk and completing the necessary fields.

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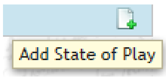
Once added, more details and the link to the work package can be displayed by clicking on the line of the unforeseen risk.

The state of play of the risk can be added by clicking the relevant item 

and by completing the relevant fields.

It is not mandatory to provide a state of play for the current period when completing the periodic report, but before a periodic report is "Locked for review'", you will be asked to provide a state of play for the concerned period for each risk.

Once added it will appear in the list of unforessen risks.

After having completed the questionnaire, click "**Save**" your data.

Completing the Deliverables

The deliverables entered during the Grant Preparation are displayed here (figure 34).

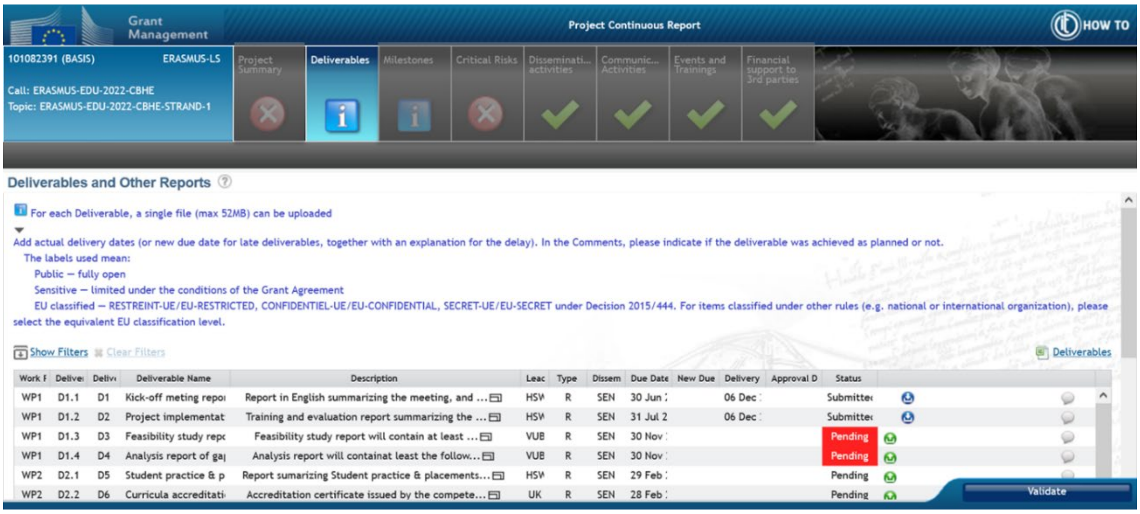


Figure 34. List of Deliverables in SyGMa, CHAIN project

Upload

Maximum one file per deliverable should be uploaded (the allowed formats for the file are doc, docx, odt, rtf, pdf, csv, zip). If you wish to upload several files, please create a zip and upload that zip.

Justification

If the deliverable's Estimated Delivery Date falls in a given reporting period and the deliverable is not **submitted** here on time, before the periodic report is "Locked for review" you will be asked to justify the delay.

Status

The status of the deliverable is:

- **Pending**, when a deliverable hasn't been uploaded yet.

- **Draft**, when a deliverable has been uploaded. Once uploaded, a deliverable can be downloaded, deleted or submitted .
- **Submitted**, when a deliverable has been submitted. You can add a comment (optional) and you are asked to confirm that you wish to submit the deliverable. The date the deliverable has been submitted, will appear in the column "Delivery date". Once the EU Officer has accepted the deliverable, the date he/she accepted will appear in the column "Approval date".

Note that only the Primary Coordinator Contact (PCOCO) can submit deliverables.

When the status is displayed with a red background (Pending) this means that the estimated delivery date has passed (figure 35 -37).

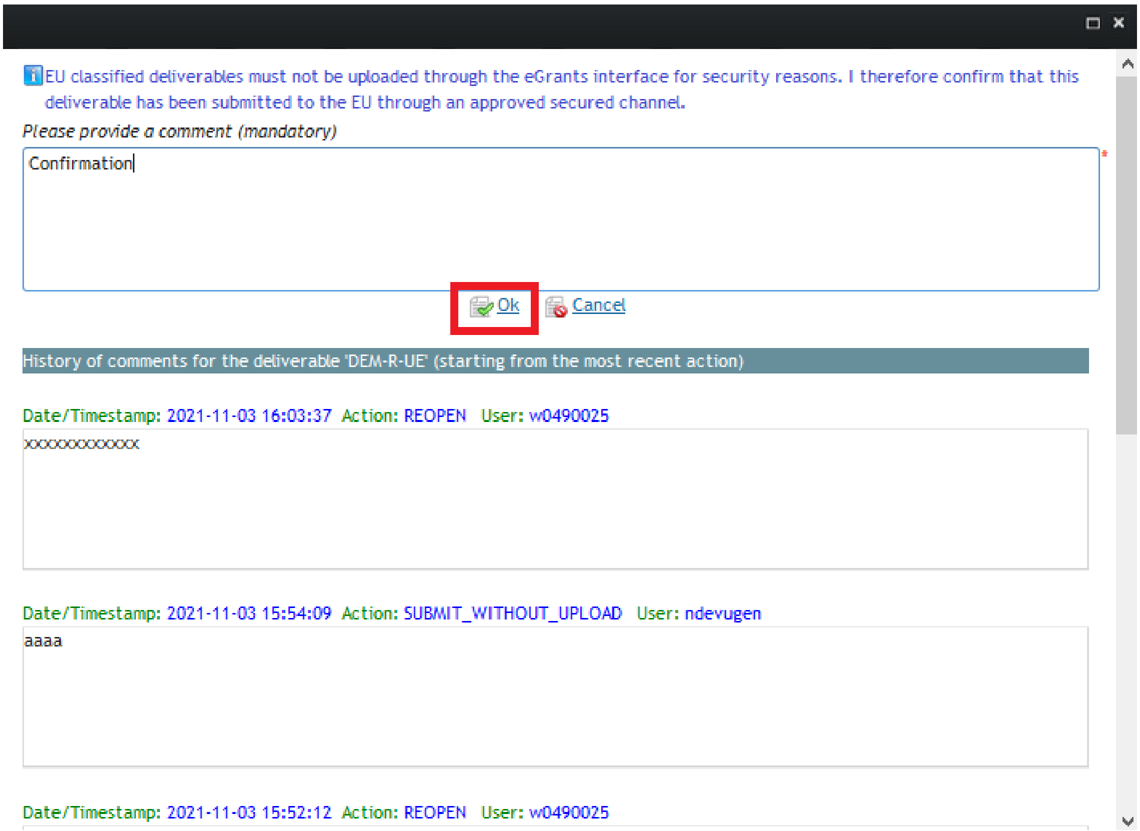


Figure 35. Comments on the deliverable during submission in SyGMA

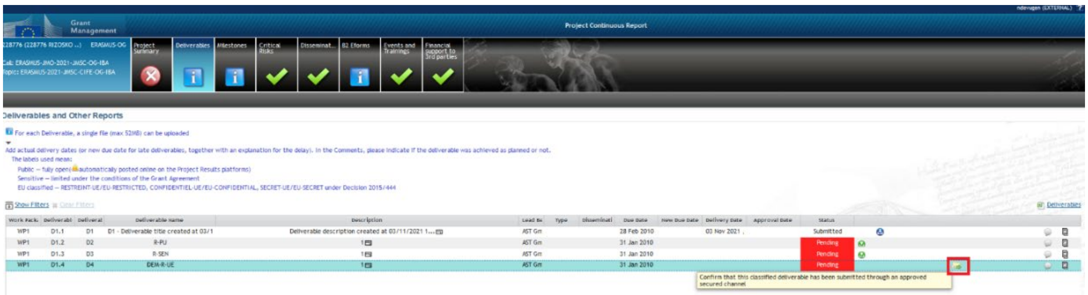


Figure 36. Button to sent the deliverable by PCOCO

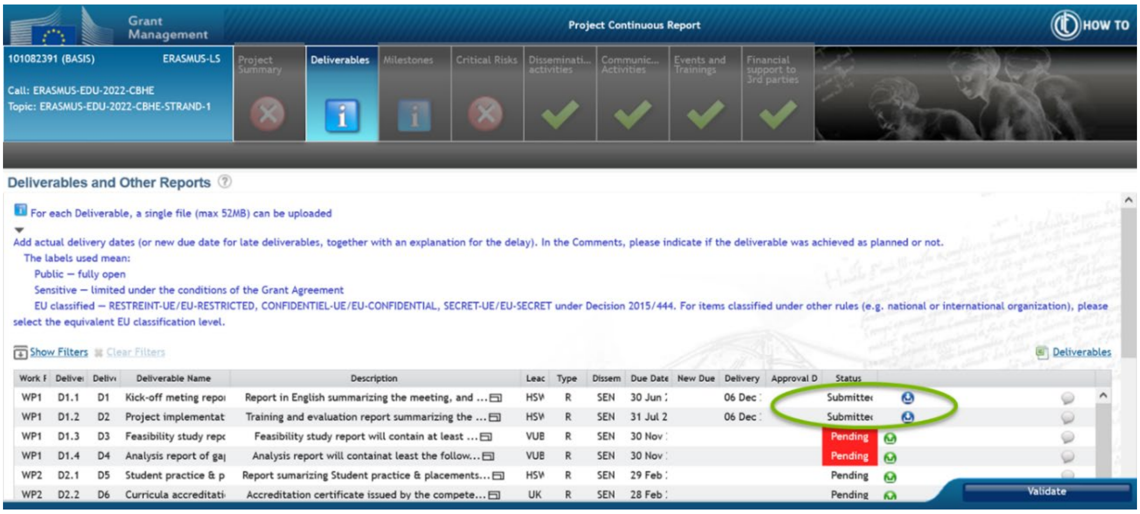


Figure 37. Deliverables submitted and sent by the CHAIN project coordinator in SyGMa

Due date

If necessary, **the Project Officer** can revise the due date of a deliverable but only if it is not yet submitted (in status 'Pending' or 'Draft') and if the date is in the future.

Delete and replace

Uploaded deliverables can be deleted and replaced directly. Once a deliverable has been submitted, though, it can't be replaced without an intervention from the Project Officer: he/she has to reject the deliverable first (ask for a revision). Then the deliverable will be in the "pending" status again, and you will be able to upload a new version.

Dissemination levels (figure38)

- *Public — fully open.*
- *Sensitive — limited under the conditions of the Grant Agreement*
- *EU classified (EUCI) under Decision [2015/444](2015/444):*
  - *RESTREINT-UE/EU-RESTRICTED (R-UE/EU-R),*
  - *CONFIDENTIEL-UE/EU-CONFIDENTIAL (C-UE/EU-C),*
  - *SECRET-UE/EU-SECRET (S-UE/EU-S)*

During continuous reporting: The EUCI deliverables cannot be uploaded and, if they are in status "Pending", they cannot be deleted, submitted or downloaded. Instead, they can be "submitted without upload" after the submission has been done through a secure channel (i.e. by post or via an email address accessible only by the PO and/or a few project managers). To "Submit without upload" a mandatory comment is required (notice that, upon comment submission, a dummy document is automatically uploaded by the system and the delivery date will be the one of the comment submission). The status of the deliverable will become 'Submitted' and the workflow can continue like for the other deliverables.

In the periodic report and in GMS: for the EUCI deliverables, a dummy pdf file is downloaded when downloading the deliverable.

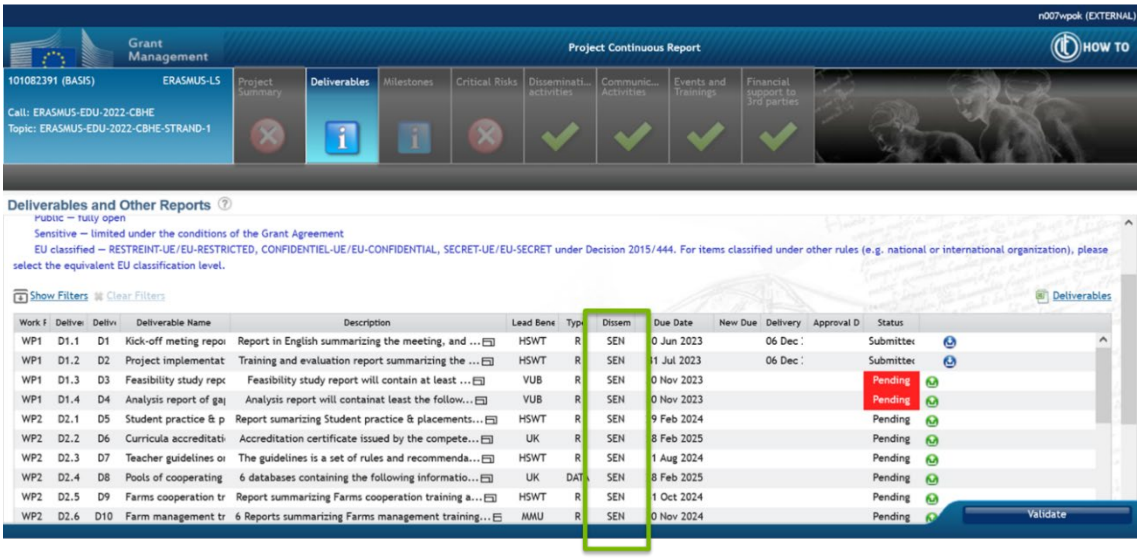


Figure 38. Dissemination levels of the deliverables of CHAIN in SyGMa

Notification

Each time a deliverable has been submitted, the EU Officers will be notified. Each time the EU Officers reject the deliverable, the Coordinator Contacts and the Participant Contacts are notified through the Funding & Tenders Portal Notification System.

Ethics Officers are informed when an Ethics deliverable is submitted; Scientific Officers are also informed when deliverables (except Ethics deliverables) are submitted.

All actions are automatically saved (therefore there's no **Save** button).

Sort

The deliverables can be **sorted** by clicking on the title of the relevant column (figure39).

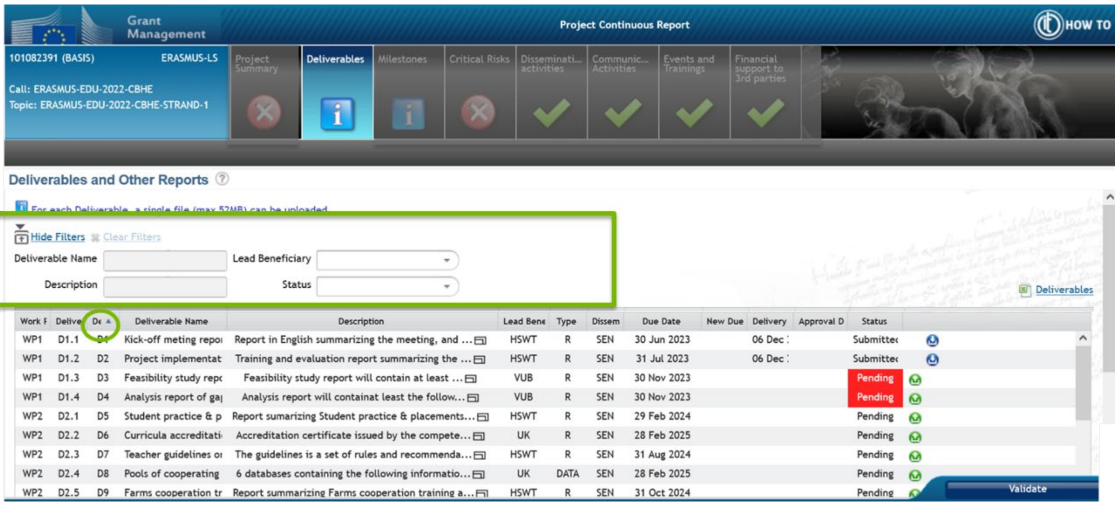


Figure 39. Sorting options of deliverables in SyGMa, CHAIN

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Comments

Comments can be added in the continuous reporting, by clicking the comment button next to the relevant deliverable. These comments are visible to the Project Officer, but are not meant to replace the [messaging system] of the Grant Management Services in the Funding & Tenders Portal. These comments only pertain to the continuous reporting and will not be printed in the deliverables pdf in the periodic reporting.

Comments added in the periodic reporting session though will be printed in the pdf. This icon is available in the periodic report session by clicking on the "comments for report submission" column.

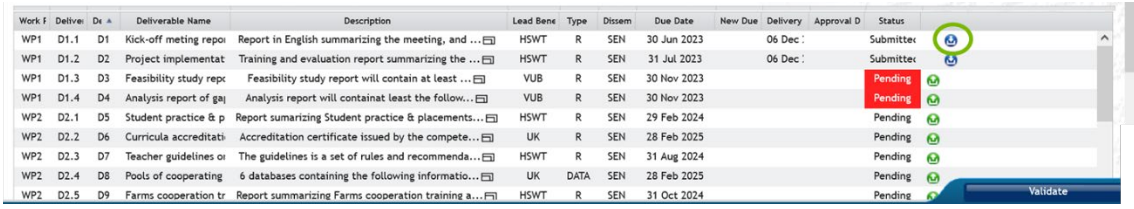
History

A history of the previous submissions is available by clicking on the relevant icon :

WP27	D27.9	D245	SAE.D05	CCFE	Report	Confidential, only f	30 Jun 2017			Pending
WP27	D27.10	D246	SAE.D06	CCFE	Report	Confidential, only f	31 Dec 2018			Pending
WP28	D28.1	D303	SES.D01	CCFE	Report	Public	31 Aug 2014	29 Apr 2015	16 Sep 2015	Approved
WP28	D28.2	D304	SES.D02	ENEA	Report	Public	31 Dec 2016			Pending
WP28	D28.3	D305	SES.D03	CCFE	Report	Public	30 Jun 2016			Pending
WP28	D28.4	D306	SES.D04	ENEA	Report	Public	31 Dec 2017			Pending
WP28	D28.5	D307	SES.D05	ENEA	Report	Public	30 Jun 2017			Pending
WP28	D28.6	D308	SES.D06	ENEA	Report	Public	31 Dec 2017			Pending
WP28	D28.7	D309	SES.D07	ENEA	Report	Public	30 Jun 2018			Pending

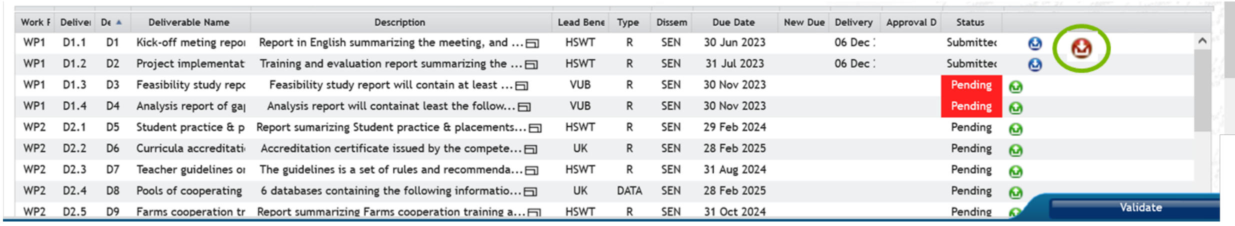
Click on the icon and a pop-up containing a list of all previous submitted versions of the deliverable will open.

By clicking the blue download icon , you can download the chosen previous submitted version.



Work F	Delive	De	Deliverable Name	Description	Lead Bene	Type	Dissem	Due Date	New Due	Delivery	Approval D	Status
WP1	D1.1	D1	Kick-off meting repo	Report in English summarizing the meeting, and …	HSWT	R	SEN	30 Jun 2023		06 Dec		Submitte
WP1	D1.2	D2	Project implementat	Training and evaluation report summarizing the …	HSWT	R	SEN	31 Jul 2023		06 Dec		Submitte
WP1	D1.3	D3	Feasibility study rep	Feasibility study report will contain at least …	VUB	R	SEN	30 Nov 2023				Pending
WP1	D1.4	D4	Analysis report of ga	Analysis report will containat least the follow…	VUB	R	SEN	30 Nov 2023				Pending
WP2	D2.1	D5	Student practice & p	Report sumarizing Student practice & placements…	HSWT	R	SEN	29 Feb 2024				Pending
WP2	D2.2	D6	Curricula accreditati	Accreditation certificate issued by the compete…	UK	R	SEN	28 Feb 2025				Pending
WP2	D2.3	D7	Teacher guidelines o	The guidelines is a set of rules and recommenda…	HSWT	R	SEN	31 Aug 2024				Pending
WP2	D2.4	D8	Pools of cooperating	6 databases containing the following informatio…	UK	DATA	SEN	28 Feb 2025				Pending
WP2	D2.5	D9	Farms cooperation tr	Report summarizing Farms cooperation training a…	HSWT	R	SEN	31 Oct 2024				Pending

By clicking the red download icon , you can download the request for revision letter that was sent out in connection to that particular submitted version.



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WP1	D1.4	D4	Analysis report of ga	Analysis report will containat least the follow…	VUB	R	SEN	30 Nov 2023				Pending
WP2	D2.1	D5	Student practice & p	Report sumarizing Student practice & placements…	HSWT	R	SEN	29 Feb 2024				Pending
WP2	D2.2	D6	Curricula accreditati	Accreditation certificate issued by the compete…	UK	R	SEN	28 Feb 2025				Pending
WP2	D2.3	D7	Teacher guidelines o	The guidelines is a set of rules and recommenda…	HSWT	R	SEN	31 Aug 2024				Pending
WP2	D2.4	D8	Pools of cooperating	6 databases containing the following informatio…	UK	DATA	SEN	28 Feb 2025				Pending
WP2	D2.5	D9	Farms cooperation tr	Report summarizing Farms cooperation training a…	HSWT	R	SEN	31 Oct 2024				Pending

In the Deliverables' generated .pdf file, the accepted/rejected deliverables have the status "Accepted"/"Rejected".

Amendment

If, via an amendment, the work packages without active deliverables are removed, the modification of the list is applied to the Continuous Report and the current Periodic Report.

Reminders

Beneficiaries receive reminders via PNS (participant notification) for the deliverables they have not submitted yet (one reminder for all non-submitted deliverables of a project) as follows:

- **1st reminder**: for **all deliverables that haven't been submitted 15 days before their due date** (excluding the ones for which a reminder of the same type has been sent previously, unless the due date has been changed): the Lead Beneficiaries of the not submitted deliverables and the Coordinator in the copy of the message
- **2nd reminder**: for **all deliverables that haven't been submitted 15 days after their due date** (excluding the ones for which a reminder of the same type has been sent previously, unless the due date has been changed) - the Lead Beneficiaries of the not submitted deliverables and the Coordinator, in the copy of the message.

Export

It is possible to export the list of Deliverables and their current status to an Excel file, via a link in the **Deliverables** page (figure 40).

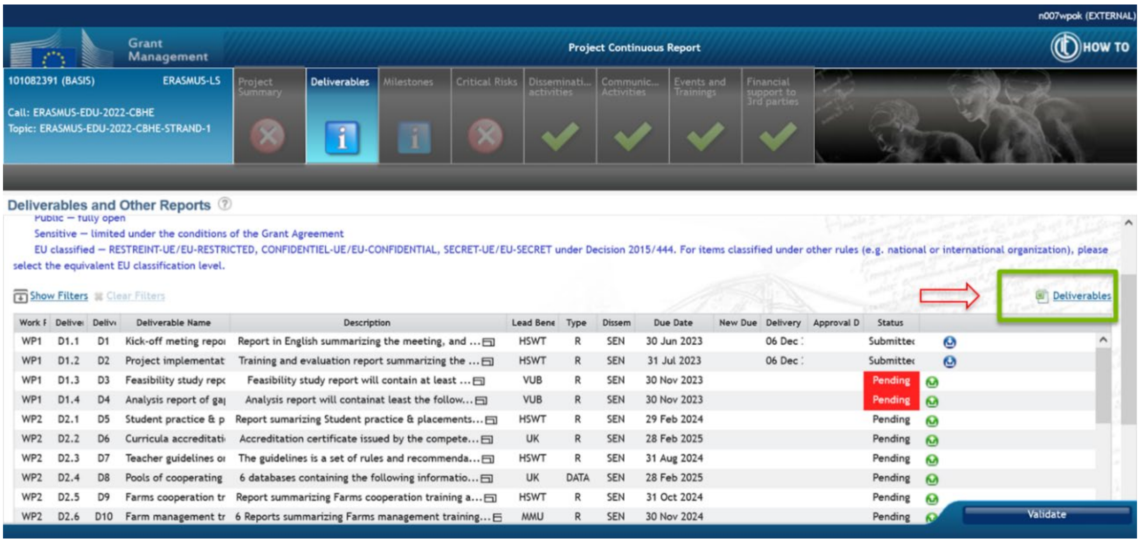


Figure 40. Export Deliverables into Excel file from SyGMa, CHAIN project

Note: Deliverables are stored in the wbmoodle CHAIN: Deliverables and Reporting Part: https://wbmoodle.hswt.de/mod/data/view.php?id=168231 (see page 8)

Completing the Dissemination Activities

The **Dissemination activities questionnaire** is available for both Continuous and Periodic Reporting. The questionnaire concerns the public disclosure of the Project results via dissemination activities by any appropriate means (other than resulting from protecting or exploiting the results), including the scientific publications in any medium.

Source document

For more information about periodic report template in the Reference Documents section of the Funding & Tenders Portal and the Online manual for more information.

The templates can be found on the wbmoodle CHAIN in WP7 Management-> Templates (folder): https://wbmoodle.hswt.de/mod/folder/view.php?id=168477

Periodic report

Theinformation of the **Dissemination activities** questionnaire will be included in the Technical Part (Part A) of the relevant Periodic Report (PDF).

Once a dissemination activity with the 'Delivered' status has been included in an intermediate report, it will be also included in the next periodic report but without the possibility to modify it.

The Final Report must contain:

- At least one dissemination activity with the status 'Delivered';
- No dissemination activity with the 'Ongoing' or 'Postponed' status.

Relevant screens in the Grant Management Services – SyGMA

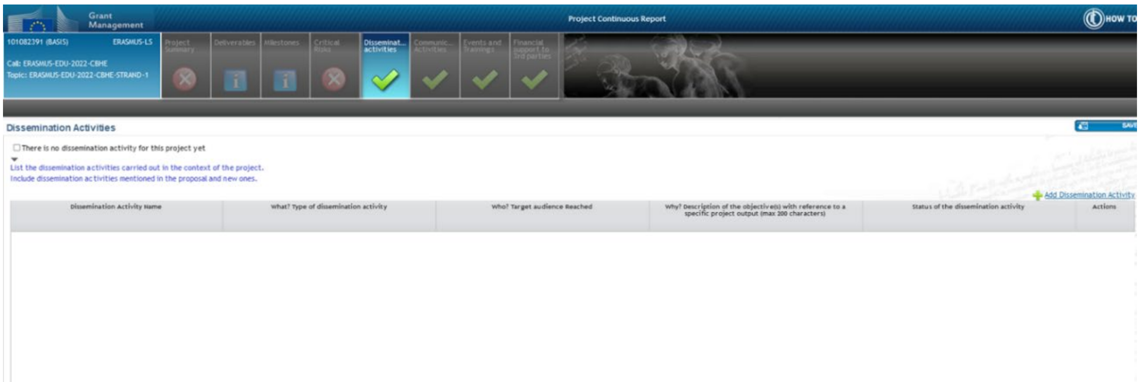


Figure 41. Dissemination Activities part in SyGMa, CHAIN

Actions:

1. **Add a new dissemination activity to the list**

To add a new dissemination activity to the list:

- click the "Add dissemination activity" button (figure 42).

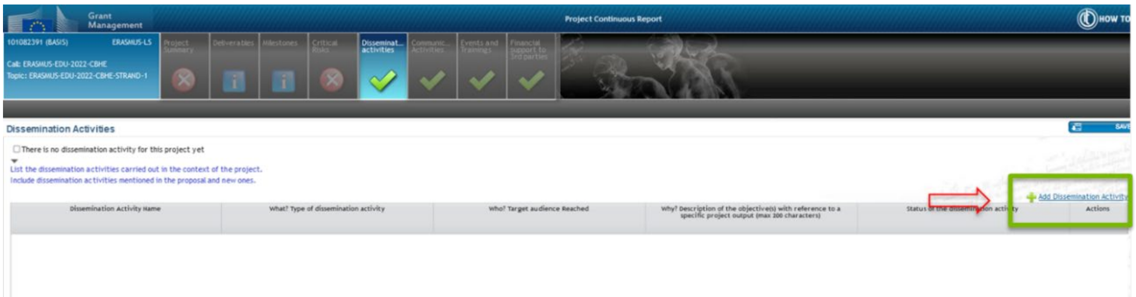


Figure 42. Addition of dissemination activities in SyGMa, CHAIN

- edit all the mandatory fields in the pop-up window (marked with *) and set the status for the dissemination activity (figure 43).

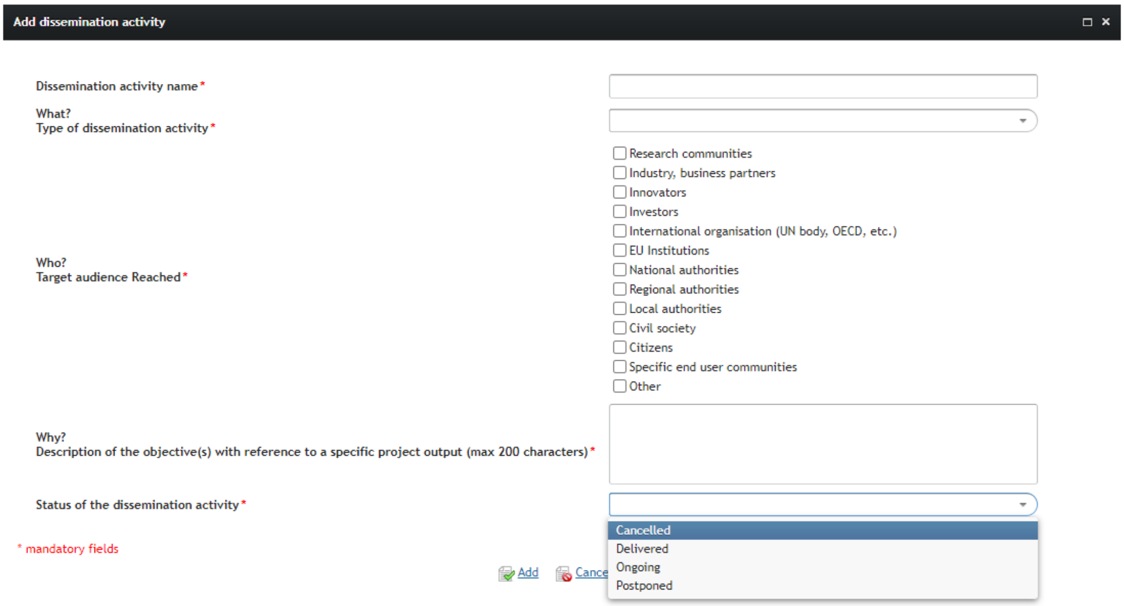


Figure 43. Information about dissemination in the additional process

- click "**Add**" to add the dissemination activity to the list.
- after you have added all activities to the list, click "Validate" to make sure there will be no errors in the tab and "**Save**" to save your changes (figure 44).

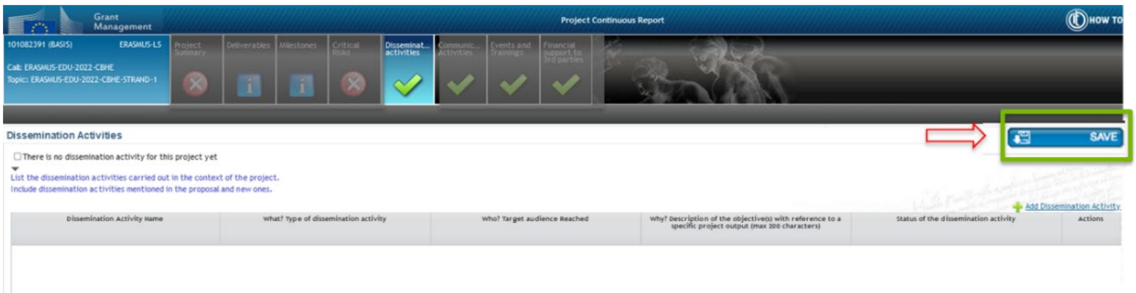


Figure 44. How to save added dissemination activities in SyGMA, CHAIN

2. Remove a dissemination activity from the list

It is possible to delete a dissemination activity from the list up to the moment when it is submitted with a Periodic Report. After that, the activity cannot be deleted neither from Continuous Reporting nor from Periodic Reporting.

To remove a dissemination activity:

- Click the ✖ button in the actions column of the relevant activity.
- Click SAVE to save your changes.

3. Edit a dessemination activity already added to the list

You can edit a dissemination activity during continuous reporting, in the current periodic report or during the next reporting.

Once a dissemination activity with the status 'Delivered' has been included in an intermediate periodic report, it will be also included in the next reporting but without the possibility to modify it.

The Final Report should contain at least one activity with the status 'Delivered' and no activity with the status 'Ongoing' or 'Postponed'.

To edit a dissemination activity:

- Click on the row corresponding to the activity you need to modify.
- Modify the data introduced in the fields of the pop-up and click "OK".
- click SAVE to save your changes.

Note: Dissemination Plan is stored on WbMoodle CHAIN in part of WP 6: Dissemination.

Completing the Events and Trainings

The **Events and Trainings questionnaire** lists all events and training activities for the project.

The templates can be found on the wbmoodle CHAIN in WP7 Management-> Templates (folder): https://wbmoodle.hswt.de/mod/folder/view.php?id=168477

Periodic report:

The information of the **Events and Trainings** questionnaire will be included in the Technical part (Part A) of the relevant Periodic Report (PDF).

Relevant screens in the Grant Management Services

The **Events and Trainings** tab contains a table listing all communication activities for the project (figure 45).

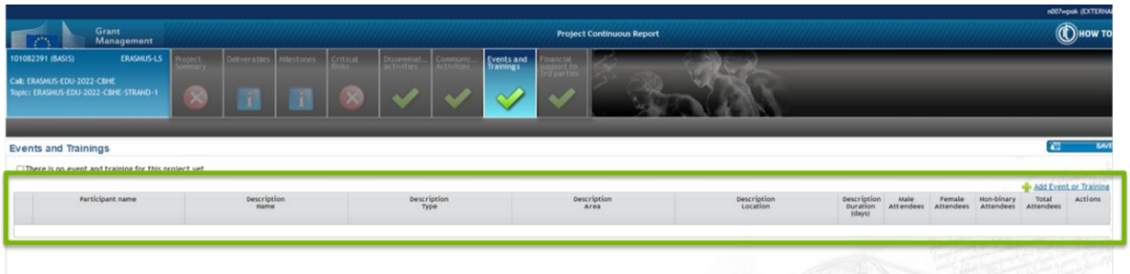


Figure 45. Events and Trainings section in SyGMa, CHAIN

Actions:

1. Add a new event or training to the list

To add a new event or training to the list:

- click the **Add Event or Training** button
- dit all the (mandatory) fields in the pop-up window (figure 46)
- click **OK** to add the event or training to the list
- after you have added all events or trainings, click **Validate** to make sure there will be no errors in the tab and **Save** to save your changes.

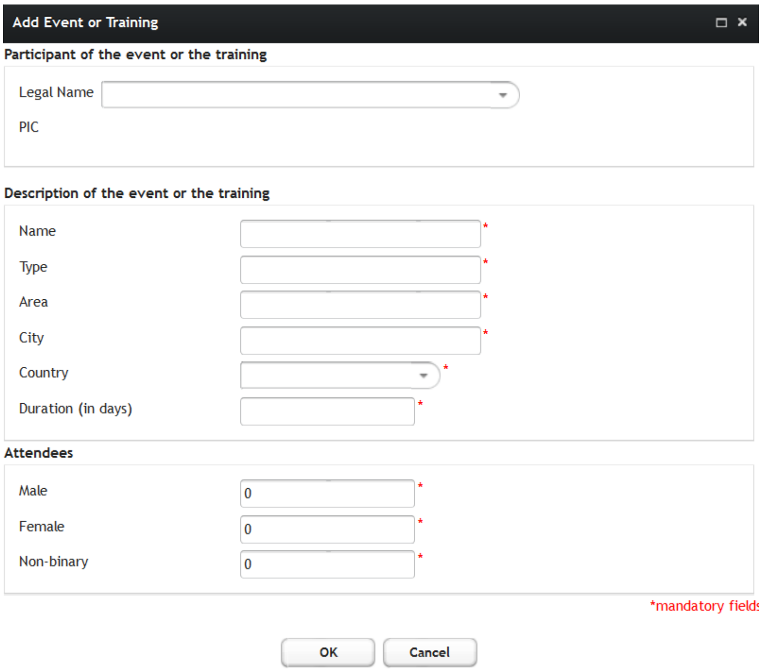


Figure 46. Adding Event or Training information in SyGMa

2. Remove an event or training from the list

- click the ✕ button in the actions column of the relevant activity
- click **Save** to save your changes.

3. Edit an Event or a Training already added to the list

- Click on the row corresponding to the activity you need to modify

- modify the data introduced in the fields of the pop-up and click **OK**.
- lick “Save” your data.

Note: List of Events is in the CHAIN project proposal Part B (DoA) p 87 – 92:
https://wbmoodle.hswt.de/mod/folder/view.php?id=168435 (Annex 3)

Completing the Financial support for 3rd parties questionnaire

The custom questionnaire is made available, during both Periodic and Continuous Reporting, to the Horizon Europe projects for which the **option GAO40 - Financial Support to Third Parties is set** (at ***Grant Agreement Preparation phase***) and to non-Horizon Europe projects (according to the reporting specifications of each programme)*. It allows the participants to enter sub-calls and awarded beneficiaries.

Relevant screens in the Grant Management Services

The questionnaire lists the following sections containing data to be defined by the consortium during the Project Continuous or Periodic Reporting:

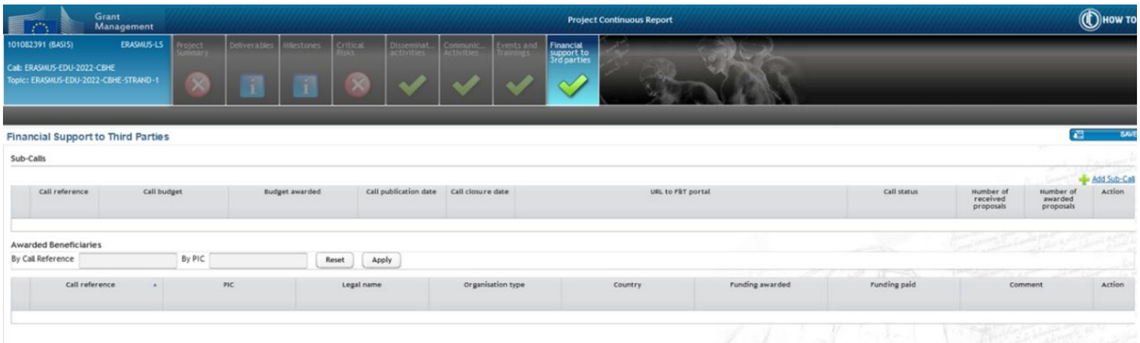


Figure 47. Financial support for 3rd parties questionnaire in SyGMa, CHAIN Project

Actions:

1. **Sub-call**

   Add Sub-call (figure 48):

- Click **Add Sub-calls** to add a sub-call.
- Complete the necessary fields and click **OK**.

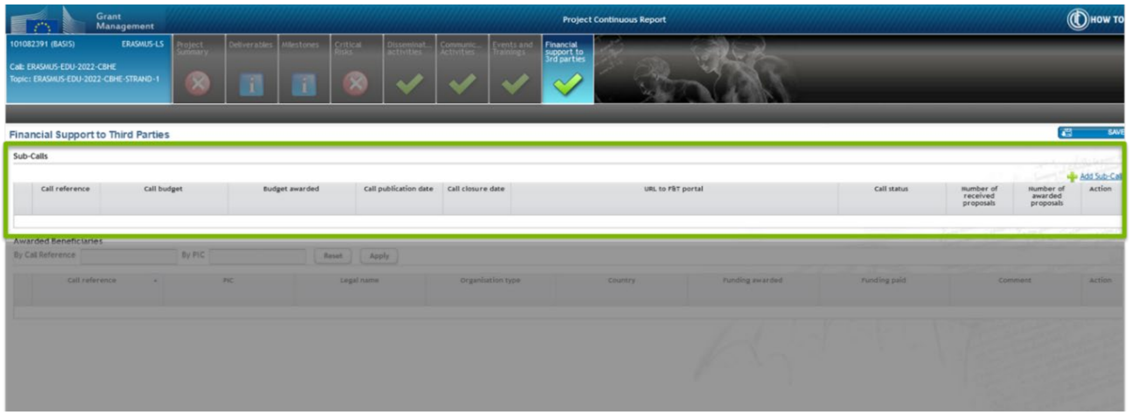


Figure 48. Sub-call section in Financial Support foro 3rd parties in SyGMa, CHAIN

2. **Delete sub-calls**

- If necessary, delete any added Sub-calls by clicking on the **Delete** button **x**.

3. **Edit sub-calls**

- You may **edit** the sub-call details by clicking on the corresponding row
- then edit the data in the pop-up and click **ok**.

4. **Add awarded beneficiaries to a sub-call**

- Add awarded beneficiaries to the sub-call by clicking on the dedicated button Add
- Complete the fields (completing the PIC* will automatically retrieve all the other legal data of the organisation) and click **OK** (to add the awarded beneficiary), **Cancel** (to cancel your changes) or **OK, and add another** (to add another awarded beneficiary to the same sub-call).

***If the PIC is not provided, you can manually edit the "Status" and the "Country".**

- The newly added awarded beneficiary will be displayed in the Awarded Beneficiaries table described below.

<u>**Awarded Beneficiaries**</u>

1. **Filter awarded beneficiaries**

Yo may filter the awarded beneficiaries completing the field(s):

- Call Reference and/or
- PIC
- Click Apply to apply the search criteria or Reset (to clear the fields).

2. **Edit Awarded beneficiaries**

- The data of Awarded beneficiaries can be edited by clicking on the corresponding row
- Then edit the data in the pop-up and click **OK**

3. **Delete Awarded beneficiaries**

- If necessary, delete any added awarded beneficiary by clicking on the **Delete** button **x.**

- After completing the questionnaire, please click **Save** your data.

Completing the Milestones

The milestones entered during the Grant Preparation are displayed in this cestion (figure 49).

- Check the check box to indicate whether the milestone has been achieved or not
- Select the delivery date
- Add a comment (optional)
- Click the Save button (figure 49)

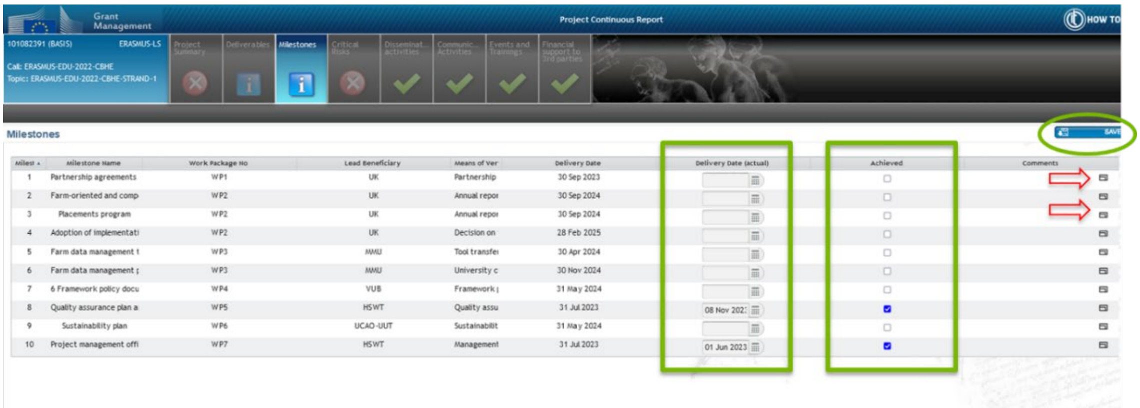


Figure 49. Milestones section in SyGMa, CHAIN

Completing the Project Summary

All fields are mandatory. At least one image needs to be uploaded under "Images attached to the Project Summary for Publication" (figure 50).

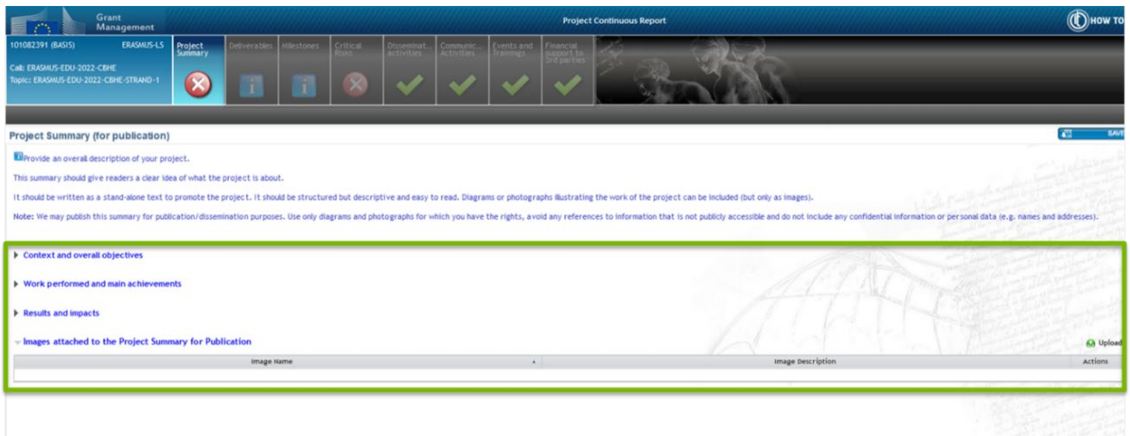


Figure 50. Project Summary section in SyGMa, CHAIN

- After having completed the questionnaire, click on 

Reports & payment requests

Source: https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=1867970

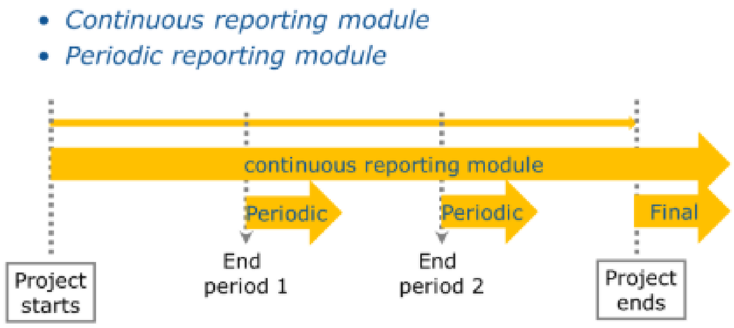
In order to receive payments, the consortium must submit periodic reports (following the schedule set out in the Grant Agreement). When these are due, they must be submitted directly in the Periodic Reporting Module of the Portal Grant Management System.

Where? Access to the Grant Management System is available through My Projects > Actions > Manage Project > Periodic Reporting > Technical Part contribution/Financial Statement drafting .

Who? The periodic report should be prepared by the consortium participants together and submitted by the Coordinator.

How? You will be prompted by e-mail for all the actions that you need to carry out for the periodic reporting.

What? In the periodic report, you should report on the progress of the work and costs claimed (see below Periodic Report). When the Coordinator submits the periodic report, the IT tool will capture the information from the Continuous Reporting Module in order to generate the Part A of the Technical Report. The system will also consolidate the Individual Financial Statements and it will generate the use of resources report (if required) and the Summary Financial Statements (for the consortium).



Reporting process

Continuous reporting > Preparing your periodic report > Approving Partners' reports > Submitting the report to the Commission > Acceptance or rejection by the Commission > Interim payment

The **periodic report** consists of two parts, the Technical Report and Financial Report.

The **Technical Report** is itself also divided in two parts, Parts A and B:

- Part A: contains the structured tables with project information (retrieved from the Grant Management System).
- Part B (the narrative part): mirrors the application form and requires the participants to report on differences *(delays, work not implemented, new subcontracts, budget overruns etc.)* It must be uploaded as PDF document.

The **Financial Report** consists of the structured individual and consolidated Financial Statements (retrieved from the Grant Management System). In addition, most programmes require either a detailed cost reporting table (Excel table) or the use of resources report (online wizard) and, for payments above a certain thresholds, a certificate on the financial statements (CFS).

The technical report Part A and the financial report is generated automatically on the CHAIN of the data in the Grant Management System; Part B needs to be prepared outside the tools (using the template downloaded from the system) and then uploaded as PDF (together with Annexes, if any).

All participants should contribute to the parts, but it is the Coordinator who will have to submit them as a single report.

Tasks of the Coordinator:

- Check that the Continuous Reporting Module is updated in time (before the Periodic Report is Locked for review)
- Check that all participants have submitted their Financial Statements (and CFS, if needed)
- Quality checks: Check that the Report is coherent and that information in Part A and B is consistent.
- Make sure that the template has been followed and all sections are completed and no annexes are missing.

Certificate on the Financial Statements (CFS)

The CFS is a report produced by an independent auditor (or, for public bodies, public officer) using the template available on Portal Reference Documents. Its purpose is to give assurance to the Granting Authority about the regularity of the costs claimed.

The thresholds depend on the EU programme and type of action *(see call conditions on the Topic page)*. For the MFF 2021-2027, there is usually a single threshold of EUR 325 000 requested EU contribution.

Please note that costs already audited by the Granting Authority do not have to be covered again by the CFS (the EU contribution covered by the audit can therefore be excluded from the calculation of the threshold).

The CFS must be uploaded as a scanned copy (PDF) together with the Financial Statement. The originals must be kept in the your files.

Submitting the periodic reports

You should start preparing the periodic report in the Grant Management System right after the periodic reporting is opened at the end of each reporting period (— deadline for submission is normally 60 days).

More information on how to submit: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Periodic+Reporting

Final report

The Periodic Reporting Module (and periodic reports) are also used for the final report (report for the last reporting period, to close the grant). The system behaviour, screens and documents used are the same.

Beneficiary termination reporting

If one of the Beneficiaries has to leave the consortium, the the Coordinator has to prepare a termination report (Technical Report Part B and Financial Report) and a report on the distribution of payments to this Beneficiary in the Grant Management System.

More information on Beneficiary Termination Reporting: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Beneficiary+Termination+Reporting

Periodic Reporting (more detailed information)

Periodic Reporting: available at the end of a reporting period*

*Reporting periods serve to divide the project into regular periods for technical reporting and monitoring. They are expressed in months from the project starting date, are consecutive and cannot overlap.

The periodic reporting process consists of several phases:

1. Logging in to the Funding & Tenders Portal when you have received a notification.
2. Completing the report.
3. Submitting the report to the EU.
4. The EU assess the report.
5. The EU perform the Interim Payment.

Reporting Process and Steps

Step 1: All beneficiaries receive a notification and log on to the Funding & Tenders Portal (page

At the end of each reporting period, a beneficiary will receive a notification to complete:

- Their own Financial Statement (and the financial report of their Affiliated Entity (Third Party), if any).
- Their contribution to the Technical Part of the Periodic Report (this is common for all beneficiaries in the project)

To fill in the information the beneficiary must log on to the Funding & Tenders Portal and access the relevant project.

In the right-hand side of your screen, in the process list, you will find the Periodic Reporting process (figure 54).

In the right-upper corner of the process box, a link to the Periodic Reporting will lead you to an overview of the periodic report consisting of both the Financial Statement and the Technical Part of the Periodic Report.

Step 2: All beneficiaries complete their own Financial Part (Financial Statement) and their contribution to the Technical Part of the Periodic Report. Beneficiaries e-sign and submit their Financial Parts to the Coordinator

A. **Completing your Financial Part**

   a. Draft the financial statement

   - The Participant Contacts (or Coordinator Contacts if it concerns the coordinating organisation), Project Financial Signatories and Task Managers can perform this action.
   - For Affiliated Entities (Third Parties): the Participant Contacts of the main beneficiary perform this action.
   - Click on the task "Financial Part" and complete the costs (figure 55).

More information on how to **complete your financial statement:** https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+complete+your+financial+statement

Figure 51. Access to the Periodic Reporting in the Funding & Tenders Portal (example)

Source: https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=8913035

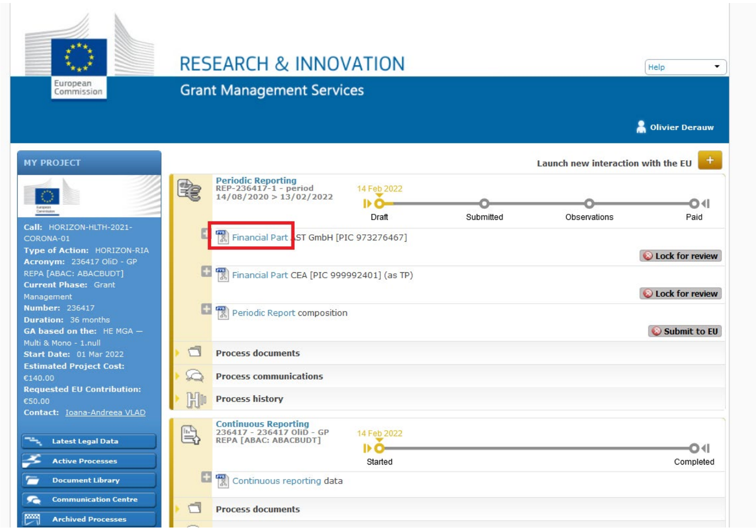


Figure 52. Access to the Financial Part in the Funding & Tenders Portal (example)

- Complete the requested information and save (figure 56).

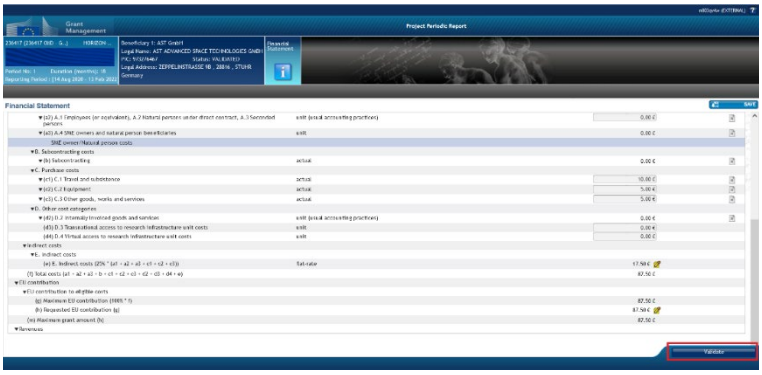
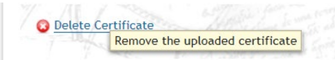


Figure 53. Financial Statement window in the Funding & Tenders Portal (example)

Complete the requested information and, if required, upload 

a Certificate on the Financial Statements and fill in the necessary connected data.

- If necessary, you may: 

view the certificate or
- 

delete the certificate
- click the **Validation** button to see whether you have filled in all information correctly, then close the current screen and return to the the Funding & Tenders Portal.

aa. Lock the financial statement for review

- Click the "Lock for Review" button (figure 57), which will prevent further editing **and generate** a pdf document (This might take a few minutes.)
- Confirm by flagging the box and clicking **OK**.

Same action can be applied for the Financial Part of an Affiliated Entity (Third Party).

aaa. Electronically sign the Financial Report & submit it to the coordinator to include it in the Periodic Report

Only users with the role Project Financial Signatory (PFSIGN) can perform this action.

Note that also users with the roles Participant Contacts, Coordinator Contacts, Primary Coordinator Contacts, Task Managers and Team Members can open the pdf to see the data, but that they can't unlock the data.

If necessary, the Financial Statement can be unlocked ("Unlock to draft") for further editing and after that electronically signed & submitted ("Sign and Submit") to the coordinator (figure 58).

The system will then ask you to confirm that the information is valid.

Once you have confirmed, the system will ask you to complete your EU Login password, in order to electronically sign the Financial Statement (the comment box is optional).

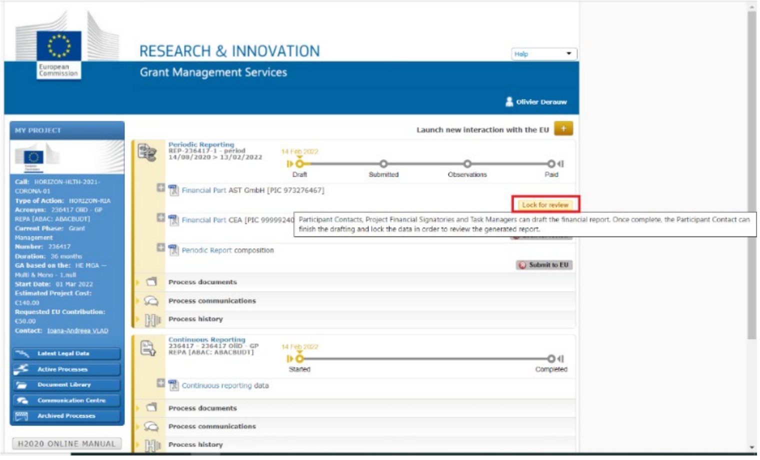


Figure 54. How to "Lock for Review" of the Financial Statement in the Funding & Tenders Portal (example)

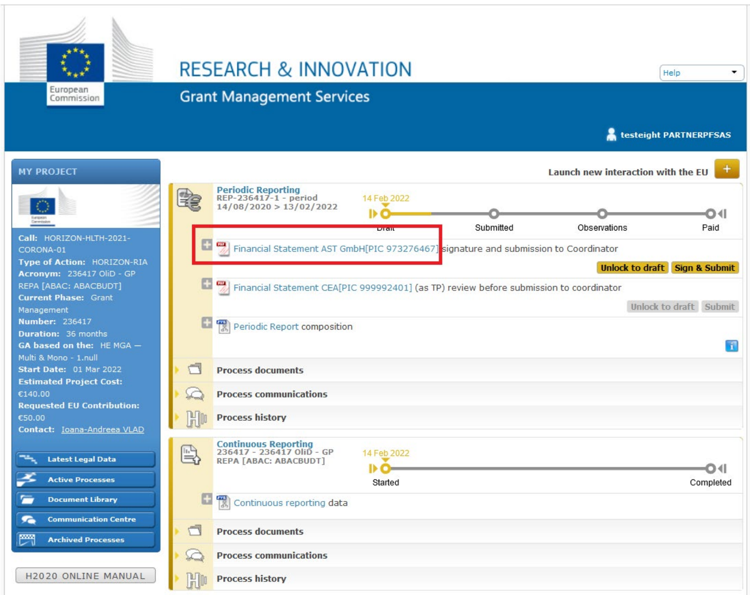


Figure 55. Electronically sign the Financial Report & submit it to the coordinator to include it in the Periodic Report (example)

At this point you have completed your Financial Statement. Your statement has been electronically signed & submitted to the Coordinator. It is accessible via the task **Periodic Report composition**. Please click on the Financial Statement pdf to consult the data you have submitted to the coordinator (figure 59, 60).

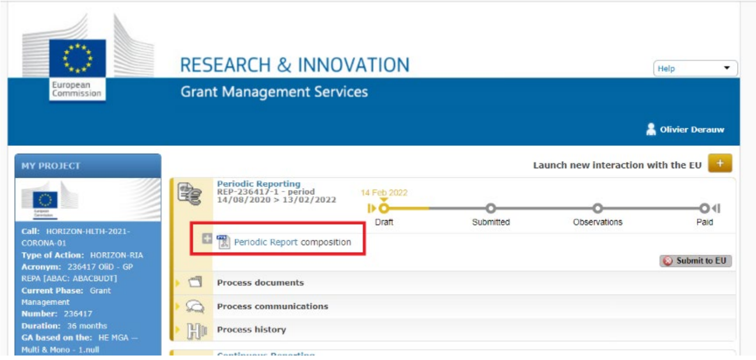


Figure 56. Access to the Periodic Report Composition in the Funding & Tenders Portal (example)

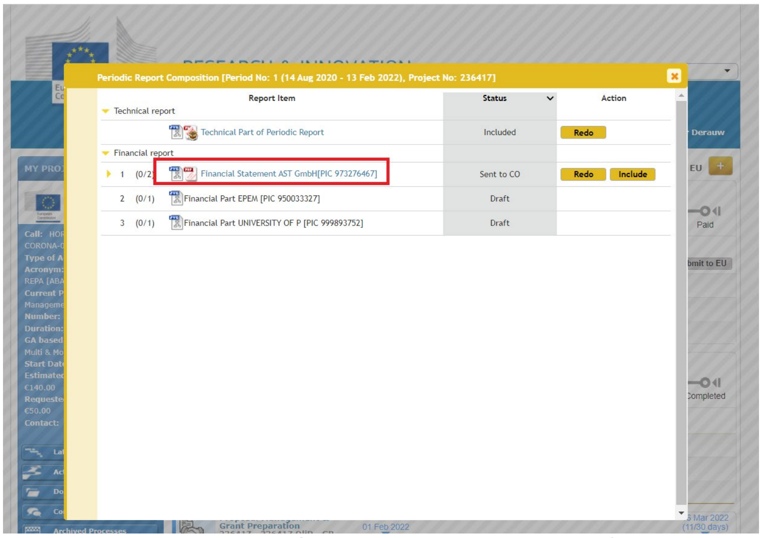


Figure 57. Periodic Report Compposition in the Funding & Tenders Portal (example)

B. Completing your contribution to the Technical Part of the Periodic Report

b. Complete the Technical Part

The Participant Contact usually performs this action (also users with the roles Project Financial Signatories, Coordinator Contacts, Primary Coordinator Contacts and Task Managers can perform this action).

- Click on the task "Technical Part contribution" to complete the requested information.

More information on how to complete your technical part of the periodic report: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+complete+your+technical+part+of+the+periodic+report

The principle of the technical part is that all beneficiaries contribute to this technical part. When two participants are working on the same data, the data of the beneficiary saving first, will be saved, whilst the other participant receives a notification that the data have been changed and that his data are lost.

- Then click the "Save" button. Then close the current screen and return to the Funding & Tenders Portal. The validation button can give you an overview of errors which prevent you from saving.

bb. Lock the Technical Part for review

Only users with the role Participant Contact, Project Financial Signatory or Task manager can perform this action.

- Click the "Lock for Review" button, which will prevent further editing and generate a pdf document.
- Confirm the action by flagging the checkbox and clicking "OK".

bbb. Review the Technical report and accept and include it for submission to the EU

Only users with the role Coordinator Contact and Primary Coordinator Contact perform this action

Note that also users with the roles Financial Signatories, Legal Signatories, Task Managers and Team Members can open the pdf to see the data, but that they can't unlock the data, nor accept & include the report.

Once reviewed, the Technical report can be unlocked ("**Unlock to draft")** for further editing or accepted and included ("**Accept & Include**") in the Periodic Report (you might have to refresh the page to see the buttons appear).

Step 3: The Coordinator approves the elements of the Periodic Report & submits to the EU

Only users with the role Coordinator Contact and Primary Coordinator Contact perform this action

The Coordinator must review and explicitly approve those elements of the Periodic Report, which he wishes to submit to the EU. The coordinator can:

- reject a Financial Statement back to a beneficiary for further editing (by clicking the Redo button)
- approve the Financial Statement and include it in the Periodic Report (by clicking the Include button)
- and/or he can unlock the Technical Part of the Periodic Report for further editing (by clicking the Redo button)

To approve or reject an element of the Periodic Report, click on the task **Periodic Report** composition.

The screen below appears. Click on the **Include** /**Redo** button to approve or reject an element (Financial Statement and/or Technical Part of the Periodic Report) (figure 61)

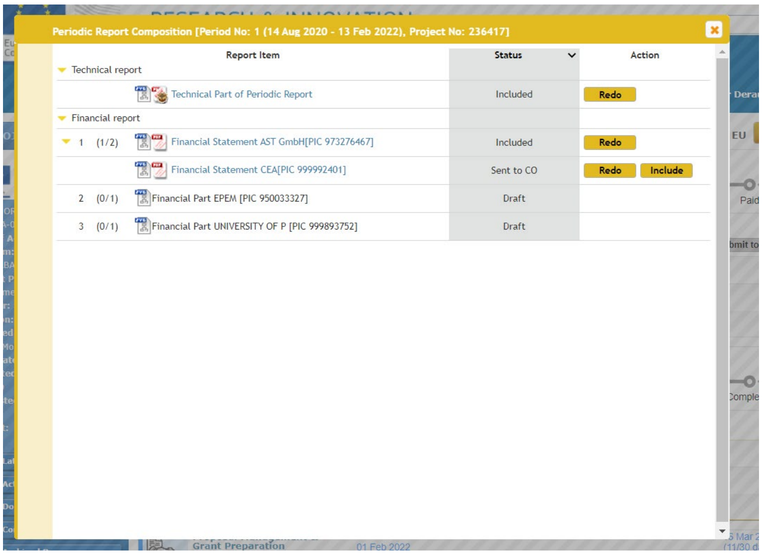


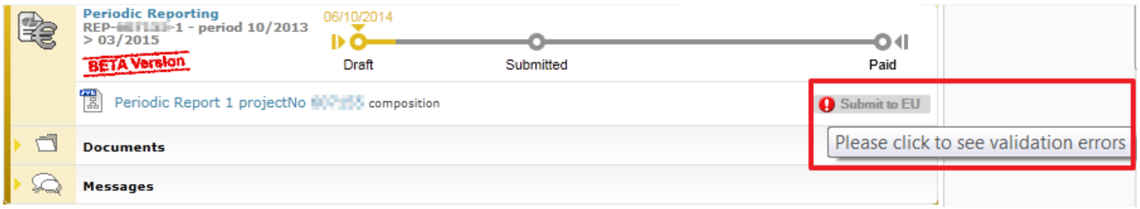
Figure 58. Approvement of the elements of the Periodic Report & submition to the EU in the Funding & Tenders Portal (example)

Once the elements of the Periodic Report are approved, the Periodic Report can be submitted to the EU.

The Financial Statements and the Technical Part of the Periodic Report are submitted to the EU in one single submission.

- To submit click on the button Submit to EU.

The button will be disabled if there are validation errors (in order to be able to submit to the EU at least one Financial Statement plus the Technical Part of the Periodic Report must be provided).



- Click the **Submit to EU** button to submit the periodic report to the EU.

The process goes to the status **Submitted** and the process box turns blue (this means the process is in the hands of the EU now).

Step 4: The EU reviews the submitted Periodic Report and accepts, requests additional information or rejects it

The EU can accept the report and start preparing the interim payment.

The EU can request additional information in order to accept the Periodic Report. The Coordinator will be notified via the Participant Notification System. He should read the request letter and upload the document containing the requested information (figure 62).

Figure 59. Example of additional information requirements by EU Commission in the the Funding & Tenders Portal

After uploading the document, complete the task.

The EU can also ask for a revision of the Report, this means that the process described above starts again.

Step 5a: The Coordinator does not agree with the content of the Payment Letter and uploads observations

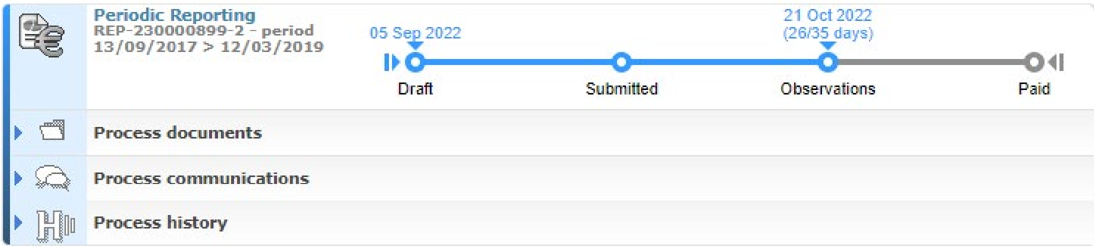
A letter containing the decision regarding the interim/final payment is sent by the EU via a Formal Notification. The Coordinator will be notified about the sending of this letter via the Participant Notification System. After receiving the Payment Letter, the Coordinator has 30 days to submit observations on the EU decision if it does not agree with its content.

- If you need to consult the Payment letter, you can find it in the task - click the link to the document to download it.

The document is also stored under Process Documents- it can be accessed and downloaded from there. To download the letter, click the link and then the download icon 

- To upload the observations document, click on the **Upload** button.
- Then click **Add new attachment** to attach the document.
- To remove the attached document, you just need to click on the "X"
- Once the uploading is finished, click **OK**.
- After uploading the observations, click **Submit to EU** to send them to the EU. A notification will be sent to the Commission to inform that the observations have been submitted.

If the Observations document has been successfully submitted, the corresponding action is not available anymore and the process will be completed. The submitted Observations document will be added to the Process documents section.



Step 5b: The Coordinator agrees with the content of the Payment Letter and closes the process without observations

- If you agree with the content of the payment letter, complete the process without sending any observations. For this, you need to click the **Close without Observations** button
- Click **OK** to confirm or Cancel if you wish to go back and upload observations.
- After the observations have been submitted or the process has been closed without observations, the EU will state its final position via a Formal Notification containing the "EU final payment letter".

More information on the **Periodic Reporting**: https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=8913035

More information on **Reporting – Lump Sum**: https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=8913115

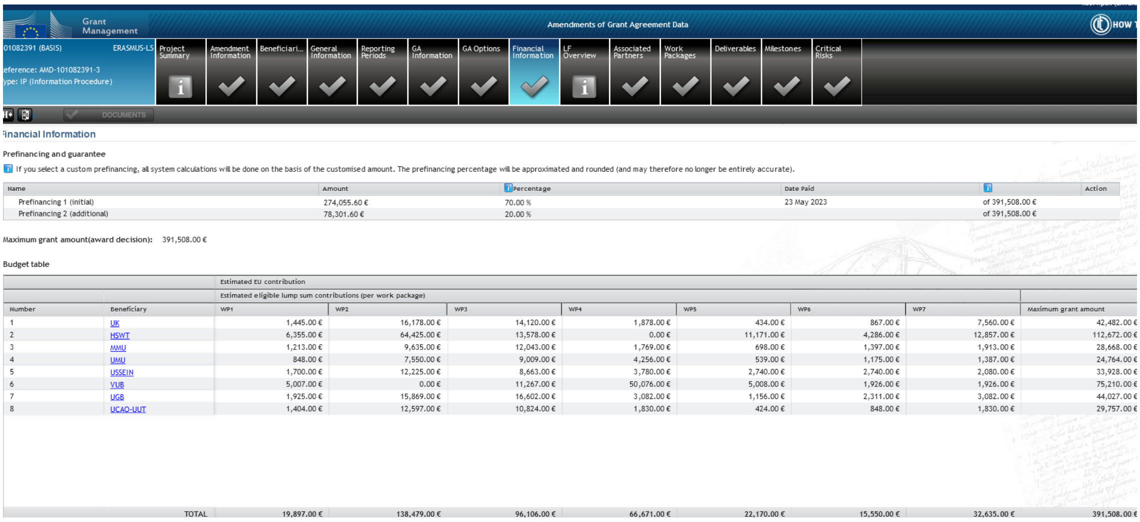
Co-funded by
the European Union

FINANCIAL PROJECT MANAGEMENT

The maximum Erasmus+ grant contribution to the project for the contractual period covered bythe Grant Agreement is estimated at 781.824.00 EUR and shall take the form as stipulated in Annex 2 of the Grant Agreement.

The Erasmus+ grant contribution is awarded to the partnership under the form ofa "*lump sum contribution"* for the completion of work packages.

Project budget and payment cycle overview


Grant Management
Amendments of Grant Agreement Data

01082391 (BASIS) ERASMUS-LS
eference: AMD-101082391-3
ype: IP (Information Procedure)

Project Summary | Amendment Information | Beneficiari... | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Associated Partners | Work Packages | Deliverables | Milestones | Critical Risks

DOCUMENTS

inancial Information

Prefinancing and guarantee

If you select a custom prefinancing, all system calculations will be done on the basis of the customised amount. The prefinancing percentage will be approximated and rounded (and may therefore no longer be entirely accurate).

Name	Amount	Percentage	Date Paid		Action
Prefinancing 1 (initial)	274,055.60 €	70.00 %	23 May 2023	of 391,508.00 €	
Prefinancing 2 (additional)	78,301.60 €	20.00 %		of 391,508.00 €	

Maximum grant amount(award decision): 391,508.00 €

Budget table

		Estimated EU contribution							
		Estimated eligible lump sum contributions (per work package)							
Number	Beneficiary	WP1	WP2	WP3	WP4	WP5	WP6	WP7	Maximum grant amount
1	UK	1,445.00 €	16,178.00 €	14,120.00 €	1,878.00 €	434.00 €	867.00 €	7,560.00 €	42,482.00 €
2	HSWT	6,355.00 €	64,425.00 €	13,578.00 €	0.00 €	11,171.00 €	4,286.00 €	12,857.00 €	112,672.00 €
3	MMU	1,213.00 €	9,635.00 €	12,043.00 €	1,769.00 €	698.00 €	1,397.00 €	1,913.00 €	28,668.00 €
4	UMU	848.00 €	7,550.00 €	9,009.00 €	4,256.00 €	539.00 €	1,175.00 €	1,387.00 €	24,764.00 €
5	USSEIN	1,700.00 €	12,225.00 €	8,663.00 €	3,780.00 €	2,740.00 €	2,740.00 €	2,080.00 €	33,928.00 €
6	VUB	5,007.00 €	0.00 €	11,267.00 €	50,076.00 €	5,008.00 €	1,926.00 €	1,926.00 €	75,210.00 €
7	UGB	1,925.00 €	15,869.00 €	16,602.00 €	3,082.00 €	1,156.00 €	2,311.00 €	3,082.00 €	44,027.00 €
8	UCAO-UUT	1,404.00 €	12,597.00 €	10,824.00 €	1,830.00 €	424.00 €	848.00 €	1,830.00 €	29,757.00 €
	TOTAL	19,897.00 €	138,479.00 €	96,106.00 €	66,671.00 €	22,170.00 €	15,550.00 €	32,635.00 €	391,508.00 €

Figure 60. ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

The transfer of the Erasmus+ grant contribution to individual beneficiaries will be implemented in accordance with the following timetable and procedure:

First instalment of initial pre-financing: The coordinator will transfer the first instalment of initial pre-financing, that is 60% of the beneficiary's total Erasmus+ grant budget. The first pre-financing instalment consists of the total amount provided for the purchase of the equipment (where applicable) and for implementation of other project activities.

Second instalment of initial pre-financing: The coordinator will transfer the second instalment of the initial pre-financing, that is 10% of the beneficiary's total Erasmus+ grant budget. In order to receive a second pre-financing a progress report must be submitted which demonstrates expenditures covering at least 70% of the first pre-financing already transferred. The beneficiary is obliged to demonstrate to the coordinator that all planned deliverables and/or activities have been realized. Each beneficiary will keep all necessary Supporting Documents available.

Additional pre-financing: The coordinator will transfer up to 20% of the beneficiary’s total EU grant amount in one instalment, provided that the coordinator has received the second pre-financing payment from the Executive Agency and in line with Article 22, point 22.3.1., of the Grant Agreement and Data Sheet 4.2. The beneficiary is obliged to demonstrate to the coordinator that all planned deliverables and/ or activities, up to that moment, have been realized, by sending the necessary materials and documentation.

The final balance is carried out after the approval of the final report by the Executive Agency and the payment of the final balance by the Executive Agency to the coordinator. A final payment corresponding to the remaining 10% of the grant will be executed upon receipt of the final report and its approval by the Granting Authority, and after receiving the payment of the balance from the Granting Authority. Beneficiary should provide the requested necessary proofs to the coordinator within the foreseen deadline.

Necessary proofs are: proofs of activity covering the amount already transferred, including proofs that the activities have been actually and properly implemented and/or that the expected output(s) have been produced; reports requested by the Executive Agency, as well as internal reports on implementation of the project.

Financial reporting standarts, contenet and schedule

All reports should be typed and should be in English using EUR currency calculations and as detailed as possible with a matching in the inserted information in the financial tables and the corresponding narrative. Hard copies of all documents are kept within each partners premises, while the PC collects the certified copies of documentation as per PA during the whole implementation period. In order to be considered eligible costs must comply with the requirements of applicable tax and social legislation within concerned country.

The payment cycle associated with reporting that is indicated in CA:

- For the purpose of internal partnership reporting on the Project's milestones, the internal reports shall be submitted by the beneficiary to the coordinator according to the following schedule:

  - Internal report 1 (Reporting period: 01/06/2023 – 30/11/2023): 15/12/2023
  - Internal report 2 (Reporting period: 01/12/2023 – 31/05/2024): 15/06/2024
  - Internal report 4 (Reporting period: 01/12/2024 – 31/05/2025): 15/06/2025
  - Internal report 5 (Reporting period: 01/06/2025 – 30/11/2025): 15/08/2025

- For the purpose of reporting by the coordinator to the Executive Agency, beneficiaries shall have to submit their reports to the coordinator according to the following schedule:

  - First periodic report (Reporting period: 01/06/2023 – 30/11/2024): 15/12/2024
  - Second periodic report (Reporting period: 01/12/2024 – 31/05/2026): 15/06/2026

The templates of the Periodic report are avaliable on the on WbMoodle CHAIN in section WP7:Management -> Templates

More information on Financial report: https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=25559066

Lump sum contribution will be calculated on the CHAIN of the amounts set out in Annex 2 of the Grant Agreement.

Lump sum contributions are eligible if they are set out in Annex 2 and the work packages are completed and the work is properly implemented by the beneficiaries and/or the results are achieved, in accordance with Annex 1 of the Grant Agreement and during in the period set out in Article 4 of the Grant Agreement (with the exception of work/results relating to the submission of the final periodic report, which may be achieved afterwards; Article 21 of the Grant Agreement).

More Information on the Lump-Sum reporting process in SyGma: https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=8913115

Template of FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD see Annex 4.

Supporting Documents

Project budget contains 5 different headers: staff cost, travel costs, cost of stay, equipment and other costs. The grant is calculated on the CHAIN of Actual costs for the budget headings Equipment and Subcontracting, and of Unit Costs for the budget headings Staff costs, Travel costs and Costs of stay.

Supporting Documents shall mean any adequate written documentation to prove eligible cost and/or tasks of a beneficiary. Originals of the Supporting Documents must be kept by each beneficiary. The beneficiary must provide, upon request, during the implementation of the project and afterwards the coordinator with copies or certified copies of the Supporting Documents. Submitting the required Supporting Documents is an integral part of the obligations of the Agreement and the Grant Agreement, and failure to submit one or more Supporting Documents may lead to a request for reimbursement of the corresponding lump sums.

Each beneficiary shall keep a record of any expenditure/activity incurred under the project and all proofs and related Supporting Documents for a period of at least 5 years after the payment of the final balance under the Grant Agreement. That period shall be extended if a longer period is required by national legislation or in the case of ongoing not yet completed audits, checks, visits, verification or investigations.

Templates for record keeping during project implementation are available on WbMoodle CHAIN:

- **Timesheet CHAIN_2023-2026 (xlsx file)**
- **Check Form Travel Costs_CHAIN (docx)**
- **20231023_Equipment_CHAIN (docx).**

Reference numbers designation rules for supporting documents

The Numbering of the project support documenst is set up following the principles:

- Number of the project partner as indicated in the project design (P1-P8 in CHAIN project)
- Hyphen
- Short name of the documents (e.g.JD, TS, ITR) in capital letters
- Hyphen

- Document designated number starting from 001

Example: P2-ITR-001 would be the first individual travle report provided by the project partner no.1 (HSWT) as stated in proposal.

Order number of the document will have progressive numbering for the same type of supporting documents

Exchange rates

By way of derogation from Article I.4.6 of the GA, any conversion into euro of costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the European Commission and published on the following official website – http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm applicable:

- on the month of the receipt of the first pre-financing for all costs incurred until the second pre-financing is received and
- from the date when the second pre-financing is received from EACEA until the end of the eligibility period, the rate of the month of the second pre-financing should be applied. It will be announced after the second pre-financing.

The invoice date will be considered in order to determine the applicable exchange rate.

SUSTAINABILITY IN ERASMUS + CBHE PROJECTS

Higher education is needed to build skills for life and work. Higher education also supports employability and is a precondition for sustainable growth. A key objective is to tackle the existing mismatch between education outcomes and labour market demands, including through the development of work-based learning. In this context, priority will be given to projects that aim to:

- foster the offer and uptake of Science, Technology, Engineering, Arts and Maths (STEAM) skills - and related gender inclusiveness - with linkages with the just green transition towards climate neutrality;
- promote youth and women entrepreneurship, develop innovation hubs and start-ups to help generate local employment opportunities and prevent brain drain;
- strengthen links between the academic sector, research and business to address current and future skills needs, primarily entrepreneurship, and skills needed for value chains development on national, regional level;
- support the upskilling of the young population;
- strengthen links with the labour market to promote jobs creation, job opportunities and private sector involvement in skills-development;
- develop primary and secondary teacher education and in-service trainings to address structural causes of school dropouts and counter persisting economic and gender inequalities [1].

Context analysis

CHAIN project specific objectives (as Action promise) stem from the results of the needs assessment performed with HEI beneficiaries, action main target groups and SSA involved countries and communities-based specifics. On the regional level, common core issues and trends observed with beneficiaries institutional and national contexts the project contributes to solving include:

Rapid changes in technologies, institutions, climates, and the importance of globalization and relationships between local and international actors – are expanding and changing the emphasis of the skill sets demanded by private and public sector workers in agri-food systems.

Fundamental and longstanding challenges of low agricultural productivity, food insecurity, and poverty, which highlight the enduring (and often latent) demand for knowledge and skilled people to address these chronic challenges.

The demand for higher education in agriculture will rise tremendously over the next two decades as a result of demographic trends and enrolment in secondary education which threatens to jeopardise the quality of educational provision.

[1] European Commission, 2024: Capacity building in higher Education (CBHE), online available at https://erasmus-plus.ec.europa.eu/programme-guide/part-b/key-action-2/capacity-building-higher-education

Next generation of employment shifts from farms to off-farm agro-food industries such as distribution, packaging, processing, finance, technology development, etc. The skills required for success in these businesses are diverse and involve soft skills as well as technical and problem-solving skills. Higher education institutions in SSA need to position themselves to effectively train those who will be providing the training to millions of workers in agri-food systems.

As a higher proportion of labour force derive their livelihoods from off-farm sources, there will be aIn order to achieve the first specific objective, in the cooperation with European partners, the HE partners in Togo, Kenya and Nigeria will:

- improve the quality of higher education in third countries not associated to the programme and enhance its relevance for the labour market and society by developing a master program in Food Value Chain (FVC) at 6 SSA beneficiary HEIs in the period of 18 months (including accreditation process). The innovative program is multidiscipline and prone to innovation, which is which is highly relevant to students' uptake, labour market and education skills gap and sustainable employment
- become introduced to the developing new and innovative education programmes, specially-devised trainings and workshops: 36 members of the teaching staff in total at 6 African partner HEIs will be trained and thoroughly introduced to fundamental aspects of using and further promoting learning methods and use of teaching methodology prone to entrepreneurial thinking and innovation, with emphasis on e-learning and digital tools
- Improve the training of teachers and continuous professional development in order to impact the longer-term quality of the education system in the third countries not associated to the programme
- establish 6 Collaborative Holistic Agriculture Innovation Nests (CHAINs) at partner HEIs in cooperation with private sector and offer support to innovation initiatives of students, farmers, and entrepreneurs
- introduce students, farmers, entrepreneurs to the concept of Business Incubation centers by organising crash-courses and supporting innovations (480 participants, 60 supported innitiatives)
- stimulate cooperation of institutions, capacity building and exchange of good practice
- stimulate further knowledge exchange, networking and collaboration potential among involved institutions as well as target groups
- establish durable and continuous cooperation between partner higher education institutions and signing of agreement among partner HEIs on cooperation in Holistic Agriculture innovation and entrepreneurship.

Chain project introduced lasting changes&results

The sustainability of the newly introduced and/or redefined student practice at African universities is to be secured by the segment of the project which introduces modern technology intended for incubation center management. Namely, CHAIN as a capacity building endeavour also engages in building infrastructural capacities of the six African HEIs through the procurement of the equipment which will contribute to the attainment of the set project objectives. In order to be able to use the full capacity of the afore-mentioned state-of-the-art equipment both the teaching staff and students will participate in on-site trainings and webinars to thoroughly understand and master how to use the acquired equipment (hardware and software) in order to secure sustainable progress with respect to the further development of agriculture studies and practice and further modernisation of agricultural production. The equipment will help the staff manage and use the data collected at farms for lecturing and continuous research, which will provide students with continuously revised and modernised practice-based curricula offering the latest knowledge and skills in the field of agriculture.

Even though some intuitions perform well in provision of teacher training in digital skills (Kenya) and others do the same in entrepreneurship (Togo), neither one institution have combined the competence-based training in both aspects with soft skills enabling more students centred and engaging role in the learning process which only together bring about the increase of innovation potential. Comprehensive teacher training towards increased innovation potentials of the SSA HEIs is thus the core need of this target group while the interchange of gained knowledge will be an important asset. In addition, difficulties in obtaining innovation and research funding by HEIs staff remains an important obstacle to fully exploring their capacities and influences on the HEIs innovation culture.

University non-teaching staff (including student services, libraries, etc.) will be participating in capacity building activities offered to sustain and promote newly established innovation nests as well as increase effectiveness in services delivery including through digitalization measures and processes.

Agricultural students have the need for shortening the transition process from HE to work, and this is attained only through attending study programs developed in close collaboration with industry representatives. Also, leading their own learning process facilitated by teachers and having better support in creating and understanding innovation around FVC will lead them to a more sustainable jobs and living also in the rural area.

The needs of the targeted participants with fewer opportunities are considered through positive discrimination of participating students of agriculture among whom women and ethnic/religious minorities and in Togo socio-economically deprived students from remote areas will form 40%. Their engagement is expected in activities T1.2, T2.6, T3.5, T4.1-T4.2, T4.6, T4.8-T4.11, T5.2, T5.4, T5.7, T6.2, T6.5. Female academicians/researchers tend to have fewer opportunities than their male colleagues across the partner countries and particularly in the natural sciences. Women’s position in academia could thus be best described in terms of subordination, marginalization and segregation. This is related to women’s life cycle (motherhood), segmentation of the academic labor market and gender discrimination. Female academics are therefore underrepresented in the natural sciences and there is therefore need for equal opportunities in the access to higher education. JOOUST and SEKU Gender Mainstreaming Strategy may be promoted with other beneficiary HEIs as a good practice in the field.

When it comes to individual needs of African partner universities in relation to this project objective, all six universities in their devised strategies emphasise the need to fight and reduce gender disparity and create equitable conditions and equal access to higher education for both women, and persons with lower incomes, who often come from distant and rural areas. Specifically, the University of Kara in its strategy clearly expresses the need to address gender disparities, bearing in mind that the ratio between genders is three female students per ten male students.

From the afore-mentioned one can observe that different African partner countries taking part in CHAIN project share some mutual needs to various challenges that they encounter. Namely, all three African partner countries seek to facilitate the promotion of equal access to quality higher education for everyone, with emphasis on various identified disadvantaged groups. The higher education population structure which needs assistance in terms of equality and inclusion includes women, people with low income, and students in remote areas. Furthermore, this project objective is in line with individual strategies of African partner countries which have set goals in their political and educational agenda to achieve gender parity, for example, Togo Sectorial Plan for Education as well as Nigeria HE Equity policy recognize the need to address the stated issues for various disadvantaged groups (low-income students, gender groups, and geographically disadvantaged groups).

As it appears, the cultural and social background in Kenya, Togo and Nigeria are still highly patriarchal, i.e., dominated by male discourse. Economic, social, political and cultural power is generally held by men, limiting the influence women and girls have in the decision-making. This impinges the decision-making process when it comes to women and choices that affect their lives. Bearing in mind the afore-mentioned share of women in agricultural production in SSA in general, as well as in the three partner countries, the project aims to address this rather important issue of social inclusion, equity and access to higher education of the members of female population. However, although the focus will be on gender equity, the notion of social inclusion and measures which will be sought and recommended would also include other disadvantaged groups such as students with low income, and geographically disadvantaged students (those who come from rural and remote areas). In order to achieve this particular objective, in cooperation with the European partners, the partners in SSA will deploy the following steps:

- become acquainted with social inclusion, equitable and accessible higher education through specially devised and planned trainings (at least 36 teachers and administrative staff will go through training in six HE institutions in SSA)
- identify best models and practices for a successful introduction of social inclusion, equitable and accessible higher education (shared by European partners)
- map the current state of affairs in three African partner countries as well as their individual contexts and strategies on social inclusion as the basis for affirmative measures and procedures (this includes defining groups and individuals with fewer opportunities who are especially disregarded; pinpointing the main challenges and risks with respect to the issue of social inclusion; identifying existing strategies for social inclusion in partner countries and the main obstacles for their implementation so far, etc.)
- devising and adopting affirmative measures supporting disadvantage students in different contexts and settings of three partner countries
- teacher and administrative staff training on a holistic support to disadvantaged students (at least 60 teachers and administrative staff will go through training in six HE institutions in SSA)

The sustainability of new measures to secure the support for disadvantaged students is to be secured by the adoption of jointly constructed and devised regulations and protocols suited to individual contexts of the three partner countries. Furthermore, the more people are trained on social inclusion and its advantages the more widely will measures be accepted and applied. The steps which are to be devised to tackle the issue of social inclusion within the project are both gradual and logical and as such they primarily guarantee understanding of the importance of getting to grips with this problem, as well as what steps need to be taken in order to achieve this very important objective. The university staff will become further acquainted with the notions of social inclusion, equity and the importance of equal access to higher education.

Identification of best practices and models would provide partners with concrete possible solutions or guidelines which partner institutions could use to successfully devise measures which could be achievable in their particular contexts. Consequently, in order to successfully devise and apply certain measures one first needs to establish the current state of affairs in partner countries, i.e., to become acquainted with the afore-mentioned particular contexts when it comes to current social inclusion and equity strategies, concrete information regarding the number of students with fewer opportunities who have access to higher education, etc. With every information in place, it will be possible to address the issue and devise concrete measures to support students with fewer opportunities and help increase the number of disadvantaged students who have access to higher education. Upon devising the afore-mentioned measures, the teaching and administrative staff will be introduced to the defined measures in order to secure a comprehensive, i.e., holistic support to disadvantaged students.

Chain sustainability pathways (sp)

SP1 - Project results use in the long run

Further use and scaling up of materials is enabled through exploring the following paths:

- The establishment of Master Food Value Chain Course in all partner HEIs.
- The establishment of close cooperation between universities and incubation centers in the country will be further developed and the experiences will be used to strengthen the university- industry link.
- The inclusive policy of the universities is further developed and the respective staff is trained and take care to enable the universities to conduct a sound and sustainable inclusive policy.
- The link between universities and agricultural and food industry is ongoing strengthened due to the increased attractiveness of more practical relevant trained alumni of the universities. Universities involve staff of relevant industry partners in the training of their students.

SP2 - Results mainstreaming and multiplication on national/international level

- As a result of intensive project dissemination and networking outside the consortium with stakeholders of the agricultural and food industry, CHAIN partnership activities are well positioned to continue promotion of the entrepreneural orientation in agricultural education.

The partners nurture the ongoing relations and partnership already established and extend the cooperation to other courses and fields of university work; The cooperation leads to increasing networking potentials through partaking in international annual conferences and scientific symposiums and initiatives that are included.

On national and regional levels the project enabled connectivity and mutual learning with a number of similar ongoing or recently closed project including AmA, TAP, BASIS, MASSTERS, MAINSTREAM.

SP3 - Co-funding and other forms of non-EU funding support planned

Through the use of CHAIN networking and entrepreneural experiences exchange in the three countries, new CHAIN project complementing initiatives should be developed targeting both youth and senior staff in agriculture.

Chain major obstacles to sustainability pathways

Major obstacles identified to SPs	**Category**	**Explanation**
Partners experiences, motivation and capacities	HR, organizational – personnel related	Bearing in mind that partners in this project who are not associated to Erasmus + Programme come from Sub-Saharan Africa and that they are mostly newcomers (five out of six) without previous experiences with capacity-building projects within Erasmus + Programme, one can assert that this particular project is not a continuation of some previous projects, nor is it based on results of either previous or ongoing projects within this particular Action of the Erasmus + Programme.
Master course Food Value Chain and incubation centers as task for universities	mind set	Professors and university staff were trained and asked in the last decades more and more to go for new project ideas, research, publications and conferences. The reorientation to the clients, the africulture and food industry, and to assure a better and more effective agricultural education due to practical elements and innovations improved in partner universities may not be supported by all members of the scientific communities of universities. Resource allocation and continuous improvement of the practical issues will need support from the university and faculty management to be able to successful establish these topics.
Support of innovators (entrepreneurs) and industry	Practical & partnership	Universities have to gain trust and support by business sector and public administration to be able to establish sound and effective implementation for the students, farmers and entrepreneurs. This will take some time and a continuous and trustful cooperation between universities and businesses. A careful and consistent work from side of the universities to be

		able to gain this trust is a necessary condition and has to be accompanied by responsible persons.

Chain financial and institutional sustainability

Financial sustainability is obtained through innovative nests placement in HEIs available space and with engagement of qualified university staff in its maintenance and work promotion. Further, as the operations of nests growth, specific, largely tailored, consultancy services that the nests would be able to provide to their customers may yield substantial financial resources (ensuring sustainability of the innovation nests).

Maintenance of the project web platform that will sit with HSWT server during the 2 years of project implementation would in 3rd year be shifted permanently to one of the beneficiaries HEIs (most likely JOOUIS) for sustainable use and care (funded through university own sources).

Financial sustainability is dependent of staff, students and industry users of nests in terms of their improved management competences and international collaboration aspirations and Increased quality in the preparation, implementation, monitoring and follow-up of international projects which the project directly instils through international/regional/national links and collaboration openness and share of best practices. In addition, each nests development will be followed by international collaboration plan as one of the set of documents establishing the nests that should earmark potential for funding and collaboration for the next strategic period.

Institutional sustainability is ensured through a set of establishing documents related to the innovation nests that are formally confirmed with decision of establishment. The Decision creates new university entities – innovation nests that will be able to operate on the market and conclude cooperation agreements with other projects and entities reaffirming their institutional role. Innovation labs and other equipment and software programs contribute to sustainable operations of the nests while their offer in terms of standing programs developed on the CHAIN will remain available for next generations of researchers and learners. Further local ownership is ensured through creation of action- research approach of different nests, their project management arrangements, and annual impact assessment plans that are based on systematic monitoring of performance measures and the stipulations of the code of conduct for different actors including teaching and non-teaching staff, students and other stakeholders. Resources sharing and specialization in different segments is enabled through network of 6 created innovation nests that also bring about institutional sustainability in midterm.

Two standing service support programs of innovation nests (delivered in a form of ToT for sustainable application and larger impact) including on supporting innovation and collaboration by and between HEIs and industry representatives and on obtaining international funding for education and research and innovation should increase institutional sustainability of nests whereby the research activities have resulted in enhancements to the stock of knowledge around innovation; the diverse dissemination activities have facilitated knowledge transfer to beneficiaries/users in the public, private and third sectors; and the wide range of teaching and learning activities for students attached to MSc and other courses is increasing .

Sustainability of the project is ensured also through the co-designed and accredited new and highly relevant master program in FVC (as baseline needs analysis showcased with the beneficiary institutions) and given the expected increase of students in agricultural studies and their interest in the program for increased employment.

Institutional ownership of the results lies at the core of ensuring sustainability and is assisted by robust stakeholders' management that provides continuous communication with all key stakeholders, understanding their interest and influences, and their minding workloads. CHAIN pays attention to national stakeholders through sharing of best practices in domains of intervention through identified stakeholders network including with other HEIs.

Specific relevance to the valorisation and uptake of the previous sector relevant projects results is expected with Agri SCALE and Agri ENGAGE ongoing EU projects advances the synergy of practices in teacher training and creative work with students (supporting entrepreneurship competences development) and thus enables further sustainability of project core results and their use in wider contexts and different audiences after the project closure.

Plans and ellaborated structures after the end of chain project for all HEIs

- To develop competence-based master curriculum on FVC at 6 partner HEIs;
- To build teacher capacity at 6 partner HEIs from rural and remote areas to promote learning methods and use teaching methodology prone to entrepreneurial thinking and innovation, with emphasis on e-learning and digital tools;
- In cooperation with private sector to establish Collaborative Holistic Agriculture Innovation Nests (CHAINs) at 6 partner HEIs and offer support to innovation initiatives of students, farmers, and entrepreneurs, enhancing their employability, sense of initiative and entrepreneurship;
- Increased level of digital, entrepreneurial and soft competence for staff; provide retrained and more qualified non-academic staff as well as academic staff that drive innovation culture at HEIs and become more motivated for teaching, remaining at institution and co-creating learning materials with industry representatives (pre and post test results as well as students' evaluations)
- Agri-entrepreneurs, farms, NGOs, other private sector industry representatives are expected to significantly increase productivity levels through new research data available and standing collaboration with Universities innovation nests where new value of their products and services can created and/or tested.
- Innovation nests providing business coaching and space, including laboratories, for start-ups including virtual business support and networking services to university and regional

entrepreneurs should be seen as vital to the development of the region as a whole as the innovation incubation in different nests is interlinked through the formed innovation nests network.

- Closer cooperation between universities, farmers and industry. Applied teaching and research. This will build trust, effectiveness and understanding.
- Other stakeholders on local, regional, national level including Ministries, local and regional developmental agencies, are expected to benefit from the action in mid run due its possible effects on policy formation and changes to professional practice within organisations in different disciplines
- Symbiosis between farmers and universities. Sharing of data, collaboration in incubation centers and practice elements. Through applied research farmers and industrys issues and concerns can be adressed.
- Modernised HEIs are not merely transferring knowledge but are in fact co-creating economic and social value through the transfer of their teaching and research results to the community/country

GANT CHART- CHAIN

The Gantt chart provides a visual representation of the project's timeline, illustrating tasks, their dependencies, and the duration of each activity to ensure efficient time management and coordination.

Cooperation for Holistic Agriculture Innovation Nests in Sub-Saharan Africa (CHAIN)

[ERASMUS+]
[Prof. Dr. Schlauderer]

	Project Start:	1. Juni 2023
154	Today:	2. November 2023
	Project Ende:	31. Mai 2026

TASK	ASSIGNED TO	PROGRESS	DAYS	START	END
WP1 - Preparatory activities					
T 1.1 Creation of virtual project office	HSWT	85%	182	1. Juni 2023	30. November 2023
T 1.2 Partner kick off meeting	IULS	85%	182	1. Juni 2023	30. November 2023
T 1.3 Project implementation and financial management training	HSWT	85%	182	1. Juni 2023	30. November 2023
T 1.4 Development of M&E instrument s and instructions	HSWT	85%	182	1. Juni 2023	30. November 2023
T 1.5 M&E training for project team	IULS, HSWT	85%	182	1. Juni 2023	30. November 2023
T 1.6 Update assessment of teaching methodology training needs	IULS,SEKU	85%	182	1. Juni 2023	30. November 2023
T 1.7 Analysis of holistic agriculture (HA) innovation and business transformation potential	IULS, SEKU	85%	182	1. Juni 2023	30. November 2023
WP 2 - Curricula innovation					
T 2.1 Introduction training on HA and FVC master curricula	HSWT		912	1. Dezember 2023	31. Mai 2026
T 2.2 FVC Master program development workshops	HSWT		912	1. Dezember 2023	31. Mai 2026
T 2.3 Consultative group meetings with farmers, business sector and public administration	HEI`s		912	1. Dezember 2023	31. Mai 2026
T 2.4 Peer-review of draft master program and finalization	HEI`s		912	1. Dezember 2023	31. Mai 2026
T 2.5 Master curricula accreditation	6 African HEI`s		912	1. Dezember 2023	31. Mai 2026
T 2.6 Enrolment of first generation of students in new master program at 6 HEI`s	6 African HEI`s		912	1. Dezember 2023	31. Mai 2026
WP 3 - Innovation of learning methods &teaching methodology					
T 3.1 Training of partner staff on adult learning and student-centered teaching	UPWR		211	1. Februar 2024	30. August 2024
T 3.2 Training of partner staff on elearning and use of digital zools in teaching and learning	UPWR		211	1. Februar 2024	30. August 2024
T 3.3 Training of partner staff on reflective thinking and selflearning methods	UPWR		211	1. Februar 2024	30. August 2024
T 3.4 Creation of teacher toolkit on teaching methodology conducive to entrepreneurial thinking and innovation creation	UPWR		211	1. Februar 2024	30. August 2024
T 3.5 Training of partner staff on organization of student hackatons	UPWR		211	1. Februar 2024	30. August 2024
WP 4 - Creation of C (ollaborative H(olistic) A(griculture) I(nnovation) N(ests)					
T 4.1 Introduction webinar for partner staff, students, farmers, business community and policy makers…	IULS		821	1. März 2024	31. Mai 2026
T 4.2 Development workshops on establishing C.H.A.I.N.	HSWT,IULS, UPWR		821	1. März 2024	31. Mai 2026
T 4.3 Establishing C.H.A.I.N. at partner HEI`s	6 African HEI`s		821	1. März 2024	31. Mai 2026
T 4.4 ToT on writing project proposals for international donors	6 African HEI`s, HSWT		821	1. März 2024	31. Mai 2026
T 4.5 Innovation crash courses creation	HEI`s		821	1. März 2024	31. Mai 2026
T 4.6 Development workshops on standing innovation support programme…	HSWT,IULS,UPWR		821	1. März 2024	31. Mai 2026
T 4.7 Creation of video introduction to C.H.A.I.N	6 African HEI`s		821	1. März 2024	31. Mai 2026
T 4.8 Innovation crash-courses for students, farmers and businesses	HEI`s		821	1. März 2024	31. Mai 2026
T 4.9 Implementation of standing innovation programmes	HEI`s		821	1. März 2024	31. Mai 2026
T 4.10 Organization of student hackatons at 6 partner HEI`s	6 African HEI`s		821	1. März 2024	31. Mai 2026
T 4.11 creation of e-Manual on organizing student hackatons…	HSWT, IULS,UPWR		821	1. März 2024	31. Mai 2026
WP 5 - Communication, Dissemination and Impact					
T5.1 Creation of CHAIN-Newsletter	6 African HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T5.2 Hosting of internal dissemination events	HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T5.3 Regular updates of project and partner websites and social networks	HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T5.4 Media promotion and guest appearance activities	HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T5.5 Signing of agreement among partner HEI`s on cooperating in HA….	HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T5.6 Signing of cooperation agreements with business sector entities on organization of student hackatons	HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T5.7 National CHAIN diffusion conferences	6 African HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T5.8 Creation of project website and social network profiles	IULS	14%	1095	1. Juni 2023	31. Mai 2026
T5.9 Sustainability plan	HSWT, HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T5.10 Report on key point Indicators	HSWT, HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
WP 6 - Project management and quality control					
T6.1 Regular monthly coordination virtual meetings and updating of Gantt chart	HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T6.2 M&E activities of management , WP`s, results, events and CDI	HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T6.3 Internal and external verification of costs and results	HSWT,HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T6.4 Annual progress evaluation of the project	HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T6.5 External evaluation	HSWT	14%	1095	1. Juni 2023	31. Mai 2026
T6.6 Partnership agreement	HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
T6.7 Quality assurance plan	HEI`s	14%	1095	1. Juni 2023	31. Mai 2026
Insert new rows ABOVE this one					

Figure 61. Gantt chart of CHAIN Project.

KEY MANAGEMENT DOCUMENTS

Grant agreement (GA)

Multi-Beneficiary Grant Agreement (GA, please see Annex1 to PIM below) is signed by the coordinating HEI on behalf of the consortium and as a shared obligation of the partnership. Based on the provisions of the GA and the Mandate letters the coordinating institution prepared and signed individual Partnership Agreements (PA, see template in Annex2) with each consortium partner detailing on the roles, rights and obligations of each signatory party.
In terms of the GA, and the corresponding provisions stipulated in the PAs, the Special Conditions hold precedence over the Annex II – General Conditions, which holds precedence over the other Annexes (including the project proposal itself).
PAs are signed at the highest level as mandatory project documents containing requirements related to project management and decision-making process, quality assurance, communication, conflict resolution, roles and responsibilities and financial aspects while taking national and institutional constrains and settings into account. The documents are sent to EACEA during the first 6 months of the implementation process.

The signed GA document is avaliable on the WbMoodle E+ CHAIN portal and on SyGMa

Consortium Agreement (CA)

This CA defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the Erasmus+ CBHE project STRAND-1 Cooperation for Holistic Agriculture Innovation Nests in Sub-Saharan Africa CHAIN.
The coordinator and beneficiaries undertake to do everything in their power to carry out the work programme forming the subject of this CA as specified in the Grant Agreement (Annex I to this CA), which falls within the framework of the Grant Agreement of the Project: 101082963 — CHAIN — ERASMUS-EDU-2022-CBHE-STRAND-1 concluded between the coordinator and the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the "Executive Agency"), related to the above mentioned project.
The subject matter of this CA and the related work programme are detailed in the annexes of the Grant Agreement. The Grant Agreement, related annexes and guidelines, including any further amendments of the latter, shall form an integral part of the present CA. In case the terms of this CA or its annexes are in conflict with the terms of the Grant Agreement, the terms of the latter shall prevail. Each beneficiary declares to have read and approved the Grant Agreement and its annexes.
The coordinator and beneficiaries shall be bound by the terms and conditions of this CA, the Grant Agreement, the annexes to those agreements, and any further amendments.

The signed document CA is avaliable on the WbMoodle E+ CHAIN portal and on the SyGMa portal.

Quality assurance and project monitoring (QA)

Overall monitoring and evaluation is conducted externally (e.g. Erasmus plus office monitoring and control visits) and internally (e.g. students, non-academic and academic staff questionnaires).

The CHAIN quality assurance team leads the team and team meetings, formulates conclusions and recommendations, and puts evaluation reports to the vote.

The PQAT administrator creates evaluation e-forms and instruments, provides members with technical support in the use of e-instruments, and sends reports to recipients after PQAT adopts them. The administrator keeps minutes of PQAT meetings. Elected **administrator** in CHAIN is **Joachim Weber** from the University of Applied Sciences Weihenstephan-Triesdorf.

Internal Evaluation of CHAIN activities, results and events:

- Concerns all dimensions of the project, i.e. academic aspects, financial & administrative, management, outputs, visibility/dissemination, impact, relations with EU, etc.
- Involves all parties concerned by the project academic, administrative staff, students, local stakeholders, etc.
- Assesses that activities conducted are in line with project objectives (Logical Framework, needs analysis)
- Ensures follow-up of activities (tools: roadmaps, dashboards, questionnaires, reports etc.)
- Keeps partners informed of evaluation results and remedial actions taken

As per WP5 framework primary quality assurance mechanism for ensuring efficient, effective, timely, on scale and budget realization of the activities is constant, clear, precise and on-time communication within the consortium and WP teams. In particular, regular QA will be enabled through:

1. QAT (Quality Assurance team) set to consist of independent academic, non-academic and student representatives with a role to monitor and report on quality control of the project against the adopted Quality plan (prepared as a separate document) and on quarterly CHAIN
2. QA plan and instruments (prepared as a separate document) devised by the QA team leads and members and adopted by SC to ensure qualitative and quantitative indicators and deadlines against which project QA will be made and reported on with reflection on WP, outputs, events, etc.

External evaluation of CHAIN activities, results and events is conducted through:

- Persons/bodies not involved in the project, e.g. peer-reviews by external experts not involved in the consortium, representatives from local authorities/private companies
- Same holistic approach as for internal QA (in terms of dimensions addressed and parties consulted).
- EU monitoring in desk and field formats and adherence to the provided recommendations

Thus, the PQA methodology has a dual value in the project:

- Provides information on the quality of the process, ie. whether the project is implemented in accordance with expectations and defined indicators
- Evaluation reports and data collected this way, form the CHAIN for the process of reporting and verification of implemented activities and achieved results.

PQA can also be seen as an "open coordination methodology" which, through regular evaluation procedures, detects delays and deviations in project implementation, and by means of recommendations directs consortium attention onto the partners responsible for such delays and deviations. This is known as ‘’naming & shaming’’ approach. It is a general experience that in international projects, no one wants to risk their reputation due to non-fulfillment of commitments or delays, and be marked as the source of the problem in evaluation reports, which makes PQA methodology particularly effective.

DISSEMINATION AND EXPLOITATION

Publicity rules, tools and provisions (EU logo, disclaimer, etc.)

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge the EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):

Funded by the European Union

Co-funded by the European Union

Co-funded by the European Union

Funded by the European Union

The Erasmus+ Project CHAIN is Co-funded by the European Union, so only the logos containing "co-funded" are allowed to be used.

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text. Apart from the emblem, no other visual identity or logo may be used to highlight the EU support. When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos. For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

Disclaimer

Any communication or dissemination activity related to the action must use factually accurate information. Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them."

Dissemination and exploitation activities

Communication, dissemination and exploitation plan is prepared as a separate document. WP6 outlines the envisaged project communication, promotion, dissemination and sustainability of project activities and their exploitation.

These include:

- maintenance of web portal and its regular updating
- Facebook/Instagram dissemination pages
- D6.1 Six Internal diss. Events reports
- D6.2 Three newsletters
- D6.3 Website and social media analytics report
- D6.4 Cooperation agreements
- D6.5 Three dissemination conferences reports
- D6.6 Dissemination plan
- D6.7 Sustainability plan
- D6.8 Report on measurement of KPI in LFM (quantitative and qualitative)

The project website is available containing news, announcements and downloadable project materials and documents. The same content shall also be promoted on each partner's website. Internal communication and dissemination are done at two levels - departmental and institutional. At minimum 1 internal dissemination event(s) shall be organized in order to inform the colleagues at their home institution about the project.
External communication and dissemination are conducted with practitioners, business sector, educators and extension service providers, agricultural cooperatives, farms and individual agro-producers, local, regional and national authorities and policy makers.
Team leaders of the WP will provide final versions of the project materials that will be uploaded onto the Platform by the PC.

Dissemination Plan is develeped and avaliable on WbMoodle E+ CHAIN portal and on SyGMa as Deliverable 5.11

Annex 1

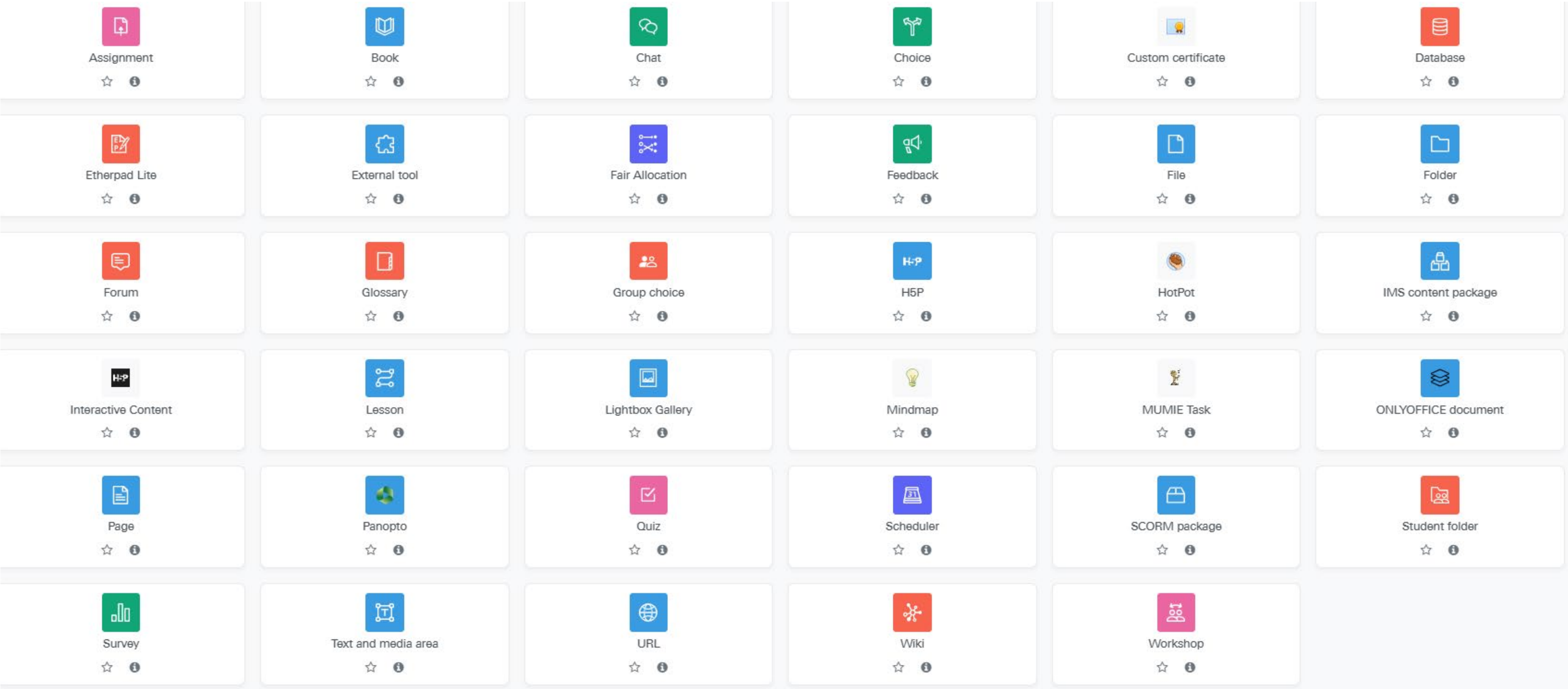
List of Deliverables in E+ CHAIN Project

Work Package	M&E SUBJECT	TYPE	DUE DATE	REQUIREMENTS
WP.1	D1.1 VPO set up and operational	Other	M1 (06/23)	Virtual Project Office (VPO) is an virtual cloud (HSWT Moodle platform)
WP.1	D1.2 Set of implementation documents	Report	M1 (06/23)	E-Document in English
WP.1	D1.3 Training and evaluation reports on project implementation and financial management	Report	M2 (07/23)	E-Document in English
WP.1	D1.4 A set of M&E instruments and instructions	Other	M2 (07/23)	English
WP.1	D1.5 Training and evaluation report on M&E	Report	M3 (08/23)	E-Document in English
WP.1	D1.6 Update needs assesment report on teaching methodology	Report	M6 (11/23)	E-document in English and French. Expected number of pages: 60
WP.1	D1.7 Analysis report of HA innovation and business transfromation potential at partner HEIs	Report	M6 (11/23)	E-document in English and French. Expected number of pages: 60
WP.1	D1.8 C.H.A.I.N website	DEC	M6 (11/23)	English and French
WP.2	D2.1 ''Holistic agriculture (HA) and FVC master curricula'' training and evaluation report	Report	M7 (12/23)	E-Document in English
WP.2	D2.3 Feedback from consultative meetings	Report	M14 (07/24)	E-document in English, conducted by 6 HEIs, min. 6 pages of comments and recommendations
WP.2	D2.4 Feedback from peer-review	Report	M17 (10/24)	E-document in English, conducted by 6 HEIs, min. 10 pages of comments and recommendations
WP.2	D2.5 **6** accreditation certificates	OTHER	M20 (01/25)	Certificates of accreditation of new master curricula in FVC
WP.2	D2.6 6 partner HEIs enrolled 120 students in new master program	OTHER	M24 (05/25) M36 (06/26)	20 students enrolled at 6 African partner HEIs
WP.3	D3.1 ''Adult learning and student-centered teaching'' training and evaluation report	Report	M9 (02/24)	E-Document in English
WP.3	D3.2 ''e-learning and use of digital tools in teaching and learning'' training and evaluation report on	Report	M11 (04/24)	E-Document in English
WP.3	D3.3 ''Reflective thinking and self-learning methods'' Training and evaluation report	Report	M12 (05/24)	E-document in English
WP.3	D3.4 Published teacher training toolkit	OTHER	M14 (07/24)	E-toolkit in English and French, English version published will be printed (400 copies) Expected pages: 85
WP.3	D3.5 ''Organization of student hackatons'' Training and evaluation report	Report	M15 (08/24)	E-document in English
WP.4	D4.1 ''Innovation in HA and FVC'' training and evaluation report on	Report	M12 (05/24)	E-document in English
WP.4	D4.2 C.H.A.I.N. founded at 6 partner HEIs	OTHER	M21 (02/25)	C.H.A.I.N.s founded as organizational units at 6 African partner HEIs
WP.4	D4.3 ToT training report	Report	M15 (08/24)	E-document in English, summarizing 6 Tots with total of 24 trainers

WP.4	D4.4 sets of crash-courses created	OTHER	M21 (02/25)	E-Document in English and French. 20 pages hanout for learners , instructons for teachers
WP.4	D4.5 Standing innovation support programme focusing on food security, climate change, reduction of hunger, farm data management) for innovators developed at 6 partner HEIs	OTHER	M24 (05/25)	E-Document in English and French, presented on CHAIN website and partner HEIs websites in English and/or French
WP.4	D4.6 6 videos	DEC	M26 (07/25)	6 video presentations up to 10 minutes per video, presenting each C.H.A.I.N, distributed on social networks, partner websites and e-magazines
WP.4	D4.7 Delivered Crash courses reports	Report	M36 (05/26)	E-document in English or French
WP.4	D4.8 Structured innovators support provision C.H.A.I.N. report	Report	M36 (05/26)	E-document in English, summarizing support provided to min. 60 innovators at 6 C.H.A.I.N.s
WP.4	D4.9 Student hackatons at 6 partner HEIs	OTHER	M36 (05/26)	6 competitions organized at 6 C.H.A.I.N.s. Expected number of participants: 30 teams with min 90 students, 15 business representatives
WP.4	D4.10 e-Manual on organizing student hackatons	OTHER	M30 (11/25)	E-manual on 80 pages in English and/or French
WP.5	D5.1 3 newsletter	OTHER	M12 (05/24) M24 (05/25) M36 (05/26)	E-documents. 10 pages per newsletter.
WP.5	D5.2 Internal dissemination events	OTHER	M12 (05/24)	3 events reaching out to 600 students, teaching staff and partners at 6 partner HEIs
WP.5	D5.3 CDI evaluation report	Report	M36 (05/26)	E-documents in English, 20 pages.
WP.5	D5.4. Press-clipping report	Report	M36 (05/26)	E-documents. 5 pages in English
WP.5	D5.5 Network of C.H.A.I.N.s	OTHER	M19 (12/24)	Informal cross-continental network based on Cooperation agreement concluded by 6 HEIs
WP.5	D5.6 18 Cooperation agreements	OTHER	M36 (05/26)	18 cooperation agreements
WP.5	D5.7 3 national conferences	OTHER	M36 (05/26)	3 national events with 480 participants
WP.6	D6.1 Monthly Coordination reports	Report	M36 (05/26)	E-document in English, distributed to institutional coordinators.
WP.6	D6.2 Quarterly M&E reports	Report	M36 (05/26)	E-document in English, distributed to institutional coordinators.
WP.6	D6.3 Bi-annual internal verification certificates	OTHER	M7 (12/23) M13 (06/24) M19 (12/24) M25 (06/25) M31 (12/25) M36 (05/36)	E-document in English, distributed to institutional coordinators.
WP.6	D6.4 3 Annual progress reports	Report	M13 (06/24) M25 (06/25) M36 (05/36)	E-document in English, min. 30 pages
WP.6	D6.5 External evaluation report	Report	M36 (05/26)	E-document in English, distributed to institutional coordinators, min. 75 pages

Annex 2

List of all the tools available in wbmoodle:



Co-funded by the European Union

Annex 3

List of Dissemination Events of E+ CHAIN Project

Event No	Participant	Description					Attendees
		Name	**Type**	**Area**	**Location**	**Duration (days)**	**Total**
E1.1	Meeting hosted by: IULS Participants: HSWT, UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI, UPWR, IULS	Partner virtual kick off meeting (Task1.2)	Meeting	Topics: Project description, results, activities, indicators, task division, budget, timeline, grant agreement, partnership agreement, project teams, implementation tools.	Iasi, Romania	4	**TOTAL: 30** (2 HSWT, 3 UK, 3 UL, 3 SEKU, 3 JOOUST, 3 FSK, 3 FUTMINNA, 3 AE-FUNAI, 2 UPWR, 2 IULS)
E1.2	Training delivered by: HSWT & IULS Participants: UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI, UPWR	Project implementation and financial management training (Task1.3)	Training	Topics: - Keeping of project implementation documentation and financial supporting documentation in VPO and management of partner folders in VPO. Coordination and implementation of work packages and associated tasks, reporting and evaluation of WPs and deliverables - financial management (program rules, staff costs, time sheets, travel and subsistence costs, equipment and subcontracting costs, indirect costs, co-	Virtual platform	2	**TOTAL: 24** (3 UK, 3 UL, 3 SEKU, 3 JOOUST, 2 FSK, 2 FUTMINNA, 2 AE- FUNAI, 2 UPWR, 2 IULS, 2 HSWT)

				financing requirements, etc.) - internal verification procedure and payment of tranches from coordinator to partner institutions.			
E1.3	Training delivered by: HSWT & IULS Participants: UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI, UPWR	M&E training for project team (Task 1.5)	Training	Topics: M&E approach, responsibilities, timeline, and use of M&E reports.	Virtual platform	1	**TOTAL: 18** (2 UK, 2 UL, 2 SEKU, 2 JOOUST, 1 FSK, 2 FUTMINNA, 2 AE- FUNAI, 2 UPWR, 2 IULS 1 HSWT)
E2.1	Training delivered by: HSWT & UPWR Participants: UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI	Introduction training on HA and food value chain (FVC) master curricula (Task 2.1)	Training	Topics: Day 1 – concept of HA, FVC in HA; Day 2 – FVC master program, competences, carrier and application of competences in professional life.	Virtual platform	2	**TOTAL: 24** (3 UK, 3 UL, 3 SEKU, 3 JOOUST, 2 FSK, 3 FUTMINNA, 3 AE-FUNAI, 2 UPWR, 2 HSWT)
E2.2.1	Workshop facilitated by: HSWT Participants:UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI, UPWR	#1 Master program development workshop (Task 2.2)	Workshop	Topics: agree on the process, phases and milestones in developing curricula, and to analyse each institution pathway from the development of the master program, to receiving accreditation certificate from the competent national accreditation authority.	Virtual platform	2	**TOTAL: 24** (2 HSWT, 3 UK, 3 UL, 3 SEKU, 3 JOOUST, 2 FSK, 3 FUTMINNA, 3 AE-FUNAI, 2 UPWR)
E2.2.2	Workshop facilitated by: HSWT Participants: UK, UL, SEKU,	#2 Master program development workshop and	Workshop	Topics: to discuss each African partner master curricula matrix, benchmark it against each	Freising, Germany	5	**TOTAL: 24** (2 HSWT, 3 UK, 3 UL, 3 SEKU, 3

	JOOUST, FSK, FUTMINNA, AE-FUNAI, UPWR	study visit to Germany (Task 2.2)		other, and identify strengths and weaknesses that should be improved. In addition, the upcoming consultative process with stakeholders and farms and peer-review activity will be discussed and prepared.			JOOUST, 2 FSK, 3 FUTMINNA, 3 AE-FUNAI, 2 UPWR)
E2.2.3	Workshop facilitated by: HSWT Participants:, UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE FUNAI, UPWR	#3 Master program development workshop (Task 2.2)	Workshop	Topics: Fnalizing and polishing the new master curricula	Virtual platform	2	**TOTAL: 24** (2 HSWT, 3 UK, 3 UL, 3 SEKU, 3 JOOUST, 2 FSK, 3 FUTMINNA, 3 AE-FUNAI, 2 UPWR)
E2.3	Meetings hosted by: UK, UL, SEKU, JOOUST, FUTMINNA, AE-FUNAI	Consultative group meetings with farmers, business sector and public administration (Task 2.3)	Meeting	Topics: collect stakeholder's opinion and feedback on the proposed curricula, with focus on competences, employability and learning outcomes.	UK, UL, SEKU, JOOUST, FUTMINNA, AE-FUNAI	1	**TOTAL: 72** (at 6 consultative meetings)
E3.1	Training delivered by: UPWR Participants: UK, UL, SEKU, JOOUST, FUTMINNA, AE-FUNAI	Training of partner staff on adult learning and student-centered teaching (Task 3.1)	Training	Topics: during day 1, to introduce teaching staff at African partner HEIs on the principles of teaching and learning of adults who will be target groups for FVC master program during day 2, the training is expected to make teaching staff acquainted with concept of student centered teaching and	Virtual platform	2	**TOTAL: 36** (6 UK, 6 UL, 6 SEKU, 6 JOOUST, 5 FUTMINNA, 5 AE-FUNAI, 2 UPWR)

				learning which ensures interactive program delivery, participation of students, combination of knowledge and experiences, and development of competences			
E3.2	Training delivered by: UPWR Participants: HSWT, UK, UL, SEKU, JOOUST, FUTMINNA, AE FUNAI	Training of partner staff on e-learning and use of digital tools in teaching and learning (Task 3.2)	Training	Topics: e-learning and effective platforms, e-learning courses, teaching and learning materials, test, simulations, projects and group work in digital world, risks and assumptions, good and bad practices (what have we learnt from Covid pandemic period?), digital tools and open source software for digital classrooms.	Virtual platform	2	**TOTAL: 36** (3 HSWT 5 UK, 5 UL, 5 SEKU, 5 JOOUST, 5 FUTMINNA, 5 AE-FUNAI, 3 UPWR)
E3.3	Training delivered by: UPWR Participants: HSWT, UK, UL, SEKU, JOOUST, FUTMINNA, AE-FUNAI	Training of partner staff on reflective thinking and self-learning methods (Task 3.3)	Training	Topics: reflective thinking and self- learning methods	Virtual platform	2	**TOTAL: 36** (3 HSWT 5 UK, 5 UL, 5 SEKU, 5 JOOUST, 5 FUTMINNA, 5 AE-FUNAI, 3 UPWR)
E3.4	Training delivered by: UPWR Participants: HSWT, UK, UL, SEKU, JOOUST, FUTMINNA, AE-FUNAI, UPWR	Training of partner staff on student hackatons & study visit (Task 3.5)	Training	Topics: concept of hackathons, role of organizers, roles of jury, role of competitors, how to make agreement with business sector to participate in jury, awards and fundraising,	Hybrid event, on the spot in Wroclaw , Poland + participa	4	**TOTAL: 24+24** (2 HSWT, 7 UK, 7 UL, 7 SEKU, 7 JOOUST, 6 FUTMINNA, 6 AE-

				winning solution and production of blueprint and prototype.	tion of virtual participa nts		FUNAI, 6 UPWR)
E4.1	Webinar delivered by: IULS Participants: UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI,students, farmers, business community, policy makers	Introduction webinar on innovation in HA and FVC (Task 4.1)	Webinar	Topics: acquaint the representatives of different stakeholders and community with innovation potential in HA and FVC, and invite them to cooperation with HEIs to exploit such potential.	Virtual platform	1	**TOTAL: 72**
E4.2. 1	Workshop delivered by: HSWT, UPWR Participants: UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI	#1 development workshops on CHAIN (Task 4.2)	Workshop	Topics: concept of innovation hubs/nests/accelerators at HEIs, transformation of education to innovation, functions and methods of work of university nests, business and technological aspects of nests, preconditions and assumptions existing before establishing nests.	Virtual platform	2	**TOTAL: 25** (1 HSWT, 3 UK, 3 UL, 3 SEKU, 3 JOOUST, 3 FSK, 3 FUTMINNA, 3 AE-FUNAI, 1 UPWR)
E4.2. 2	Workshop delivered by: HSWT, IULS Participants: UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI	#2 development workshops on CHAIN (Task 4.2)	Workshop	Topics: elements of identity of nests, documents to be developed/completed, support program to be developed/completed, positioning and promotion internal/external), sinhronization with university procedures, etc.	Virtual platform	2	**TOTAL: 25** (1 HSWT, 3 UK, 3 UL, 3 SEKU, 3 JOOUST, 3 FSK, 3 FUTMINNA, 3 AE-FUNAI, 1 IULS)

E4.2.3	Workshop delivered by: HSWT, UPWR Participants: UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI	#3 development workshops on CHAIN (Task 4.2)	Workshop	Topics: presentation of their draft founding documents and the process of finalization and establishing will be discussed and agreed	Virtual platform	2	**TOTAL: 25** (1 HSWT, 3 UK, 3 UL, 3 SEKU, 3 JOOUST, 3 FSK, 3 FUTMINNA, 3 AE-FUNAI, 1 UPWR)
E4.3.1	Workshop delivered by: HSWT, UPWR & IULS Participants: UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI	#1 development workshop on standing innovation support programme (Task 4.6)	Workshop	Development of standing support program	Virtual platform	2	**TOTAL: 25** (1 HSWT, 3 UK, 3 UL, 3 SEKU, 3 JOOUST, 3 FSK, 3 FUTMINNA, 3 AE-FUNAI, 1 IULS)
E4.3.2	Workshop delivered by: HSWT, UPWR & IULS Participants: UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI	#2 development workshop on standing innovation support programme (Task 4.6)	Workshop	Development of standing support program	Virtual platform	2	**TOTAL: 25** (1 HSWT, 3 UK, 3 UL, 3 SEKU, 3 JOOUST, 3 FSK, 3 FUTMINNA, 3 AE-FUNAI, 1 UPWR)
E4.3.3	Workshop delivered by: HSWT, UPWR & IULS Participants: UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI	#3 development workshop on standing innovation support programme (Task 4.6)	Workshop	Development of standing support program	Virtual platform	2	**TOTAL: 25** (1 HSWT, 3 UK, 3 UL, 3 SEKU, 3 JOOUST, 3 FSK, 3 FUTMINNA, 3 AE-FUNAI, 1 IULS)
E4.4	6 Hackathons organized by: UK, UL, SEKU, JOOUST, FUTMINNA, AE-FUNAI Participants:	6 student hackathons (Task 4.10)	Competition event	Topics: C.H.A.I.N.s student hackathons for best FVC innovation	Partner HEIs	2	**TOTAL: 108** (90 students and 18 business representatives)

	students and entrepreneurs						
E5.1	Events hosted by: HSWT, UK, UL, SEKU, JOOUST, FSK, FUTMINNA, AE-FUNAI, UPWR, IULS	6 internal dissemination events (Task 5.2)	Dissemination event	During first project year 6 Partner HEIs will organize internal dissemination events for their colleagues, and students to present the project.	Partner HEIs	1	**TOTAL: 600** students, teachers and partners
E5.2.1.	Conference hosted by: UK Participants: teaching staff, students policy makers, local community	National CHAIN conference in Togo (Task 5.7)	Dissemination conferences	Partner HEIs will host national CHAIN dissemination conference to present project results and achievements to target groups and stakeholders in Togo	Hybrid event at Partner HEI and virtually	1	**TOTAL: 160**
E5.2.2	Conference hosted by: FUTMINNA Participants: teaching staff, students policy makers, local community	National CHAIN conference in Nigeria (Task 5.7)	Dissemination conferences	Partner HEIs will host national CHAIN dissemination conference to present project results and achievements to target groups and stakeholders in Nigeria	Hybrid event at Partner HEI and virtually	1	**TOTAL: 160**
E5.2.3	Conferences hosted by: SEKU Participants: teaching staff, students policy makers, local community	National CHAIN conference in Kenya (Task 5.7)	Dissemination conferences	Partner HEIs will host national CHAIN dissemination conference to present project results and achievements to target groups and stakeholders in Kenya	Hybrid event at Partner HEI and virtually	1	**TOTAL: 160**