



**D3.5 Guidelines for WP3/WP4
to monitor projects (JRP&JIP)
(at start, periodic and end-
term reports)**

WP3 Joint Research Projects

Responsible Partner: Sciensano

Contributing partners: SVA, WVBR, INSA



GENERAL INFORMATION

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Guidelines for WP3/WP4 to monitor projects (JRP&JIP) (at start, periodic and end-term reports)

These guidelines build on the 'Procedure for Project Leaders to report on JRP' (D3.1) and 'Instructions for Project Leaders' reporting on JIPs, excl. final reporting' (D4.1), which describe the reporting from the point of view of the user. This document lists and describes the actions that the WP3 & WP4 teams should take to obtain the essential input for monitoring of the on-going projects and for reporting to the EC (Research Executive Agency, REA) according to the Horizon 2020 rules (see the OneHealth EJP Grant Agreement).

WP3 & WP4 will send the leaders of the second round projects the relevant instructions on the reporting (D3.1 or D4.1) and on the evaluation of the final project report (D3.9 and D4.12, available M18).

For the timing of the mandatory reporting (i.e. initial online questionnaire, intermediate reporting at 9 and 12 months and final report at the end of the project), see D3.1, D4.1 and D4.12 (pending, due M18).

First reporting: online questionnaire

The WP3 & WP4 teams have developed an online questionnaire that explored some key elements concerning projects that started in January 2018. The questionnaire will be updated and administered to the leaders of projects that will start in January 2020, to examine if project leaders have any needs or requests that the EJP management can help them with, similar to the first questionnaire with the same objectives.

The reports on these questionnaires are OneHealth EJP deliverables and WP3 & WP4 will communicate these to the Scientific Steering Board that ensures the scientific follow-up of the projects. Any request concerning the EJP management or suggestions for improvement will be discussed by the EJP Coordination Team that takes care of the daily management of the OneHealth EJP (i.e. the EJP coordinator and deputy coordinator plus the support team).

The 9- and 12-months periodic reports and the final report

It is the task of the WP3 & WP4 teams to, well in advance, contact the project (deputy) leaders and to invite them to submit their reports and to provide them with the appropriate template. If needed, support is given by phone, mail or videoconferencing. When judged beneficial, WP3 & WP4 may suggest some revision of the text, in cooperation with the authors.

- An essential element in these reports is the notification on the project milestones and deliverables, including any modification as compared to the initial planning. Together with the project (deputy) leaders, WP3 & WP4 will closely oversee that by the end of the project all milestones and deliverables will be dealt with. The deliverables, and if applicable also the milestones, will be placed on the OneHealth EJP website in the private space dedicated to the corresponding JRP or JIP.
- Of special importance to the OneHealth EJP are the ethics issues with which many JRP and JIP have to deal. WP3 & WP4 will support the OneHealth EJP ethics advisors to assess the risk and will encourage project leaders to follow up these recommendations.



- For any foreseen and unforeseen critical implementation risk identified by the project leaders, appropriate measures shall be discussed in mutual cooperation between the project (deputy) leader and WP3 & WP4.
- As for peer-reviewed publications, these should be open access and WP3 & WP4 will see to it that this obligation is adhered to. Guidance on the management of data and other output from the OneHealth EJP is provided in the OHEJP Data Management Plan.
- WP3 & WP4 will encourage notification by project leaders of their dissemination and communication activities.

The progress of the JRP and JIP will be reported to and discussed by the EJP Coordination Team that will take appropriate action, if needed.

The 9- and 12-months reports will feed into the EJP Summary Progress Report and the EJP Annual Report, respectively. As for the final project reports, WP3 & WP4 will send these to external evaluators, together with the appropriate instructions and templates for the assessment.

The Summary Progress Report, the EJP Annual Report, the final reports and the reports of the evaluators will be discussed by the Scientific Steering Board.

Since the Research Executive Agency and the OneHealth EJP stakeholders ECDC and EFSA judiciously insist on the identification of the potential direct or indirect impact of the OneHealth EJP, the reporting on JRP and JIP should include any consequence that the project may have on EU policies in the relevant domain (foodborne zoonoses, antimicrobial resistance or emerging threats).

In the templates of the final reports for JRP and JIP, Project Leaders are requested to describe the expected impact their project will have in terms of potential for providing evidence for EU policies in the relevant domain, closing the gap between Med and Vet, what results have been obtained regarding integration (e.g. databases, protocols, ...) and harmonisation of procedures and other approaches closing the gap.

Informal monitoring

The WP3 & WP4 teams may interact with any collaborator of the projects, e.g. at the occasion of scientific meetings (e.g. the EJP's annual scientific meetings) or lab visits. Such informal contacts may help in the better understanding of the practical work and its impact on the objectives of the project, the efforts done to align with other partners and the progress made on integrative actions, if any.

All this information is very useful when discussing the scientific progress of the projects in the Scientific Steering Board and with the Programme Managers, the Programme Officers and the External Scientific Advisory Board and when reporting to the Research Executive Agency.