



**D4.1 Instructions for Project
Leaders' reporting on JIPs,
excl. final reporting**

WP4 Joint Integrative Projects

Responsible Partner: SVA

Contributing partners: Sciansano, INSA



GENERAL INFORMATION

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Instructions for Project Leaders' reporting on JIPs, excl. final reporting

These guidelines aim to provide Project Leaders (PL) with sufficient guidance to submit their periodic scientific reports to WP4 leaders. These reports will subsequently be aggregated reports on JIP progress, and be submitted to the Coordinator who will produce Summary Progress Reports and Annual Reports that are official deliverables of the One Health EJP programme (see Grant Agreement, and below).

Please note that these reports should only cover scientific and technical issues. Financial progress will be reported by each beneficiary and will comprise all their respective activities, e.g. involvement in JRPs, JIPs, education & training activities as well as overarching EJP tasks. The financial reporting is not covered by this procedure.

Planning of the reporting

The timeline for reporting on JIPs is provided in Figure 1.

During the life span of each project, PLs will submit three types of reports to WP4 leaders, i.e.

1. brief online questionnaire for recently started projects,
2. periodic reports in September (for the first 9 months of the year) and January (for the previous 12 months) each year, and
3. a final report at the end of the JIP.

These instructions cover the reporting related to items 1 and 2. Instructions for final reporting will be covered in Deliverable D4.12, which will be released in 2019.

First reporting: online questionnaire

Within the first few months after the start of the project, i.e. February-March 2018 and 2020 (1st and 2nd call, respectively), new PLs will be asked to fill in an online questionnaire that collects information on various practical issues such as:

- the start date of the project,
- the date of the project's kick-off meeting,
- whether staff is being/have been recruited,
- the frequency of meetings within the project, and means to communicate,
- the confirmation that ethical issues have been dealt with,
- awareness and knowledge of issues regarding the data management plan (DMP) that will be developed in the EJP.

The questionnaire will also invite PLs to express their needs regarding support from the EJP Programme Management Team (PMT). Following the questionnaire's outcome, the EJP Management Team will develop a uniform approach to deal with the suggestions and requests (for instance, by adding functionalities to the One Health EJP webpage).



The outcome will subsequently be reported to the Scientific Steering Board (SSB) that ensures the scientific follow-up of the JIP.

An overall objective of this first reporting activity is to build and maintain a productive relationship between the EJP management, particularly WP4 leaders, and the various PLs.

Periodic reports

An overview of the reporting flow is given in Figure 2.

The 9-month periodic report: Input for the Summary Project Report of WP1 of One Health EJP

Rationale

According to the Grant Agreement, the EJP Support Team will submit a Summary Progress Report (SPR) in September each year. The SPR shall cover the activities carried out during the on-going reporting period. In addition, an Annual Work Plan (AWP) for the next year has to be submitted at this time point, in order to be ready and approved for the coming year. Therefore, the PLs will be requested to provide input to the SPR during the period from June to September each year.

Content

The SPR should briefly describe the work carried out from January to September of each year. Any difference between the work expected under the current annual work plan and the work actually performed must be clearly justified.

The information requested can be found in the Grant Agreement and is the following:

- Summary of the work carried out (this will be the main source for WP4 to compile the SPR) (500 words, 1 page);
- Progress of the project: status with respect to project-specific milestones and deliverables; major deviations arising during this period of execution, and justification;
- Description of the project activities, per task, including details of changes and modifications as compared to the annual work plan to which this 9-month report applies and the reason(s) for these differences (1000 words, 2 pages);
- Briefly: list of planned tele- or video conferences, face to face meetings in the coming year; WP4 leaders may contact PLs and participate in some meetings.

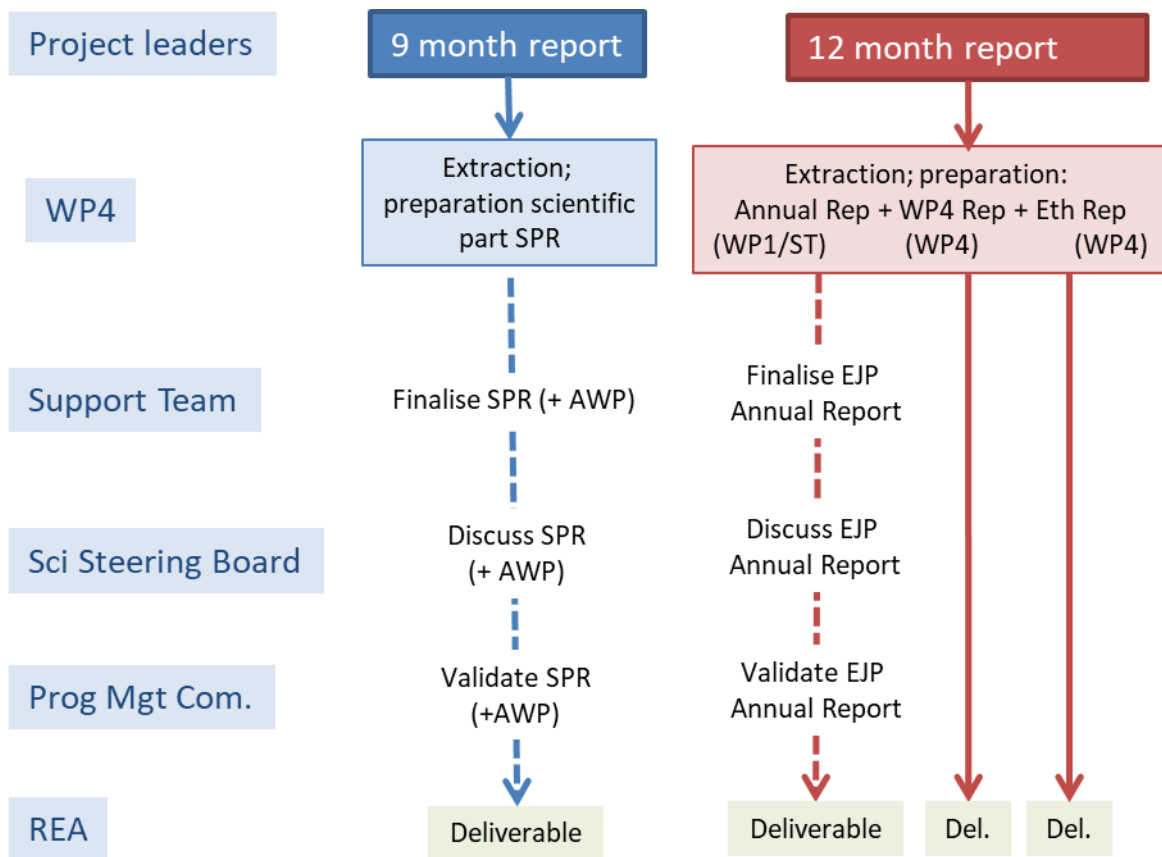


Figure 2: Overview of the intermediate reporting (at 9 and 12 months). SPR: Summary Project Report, AWP: Annual Work Plan.

Work flow

WP4 will contact the JIP PLs and ask for their input by sending the relevant template. The 9-month reports shall be sent to WP4, who may suggest some improvements, if needed. The 9-month reports will then serve to complete the SPR by the Support Team (deliverable of WP1). The SPR will be discussed by the SSB before validation by the Programme Management Committee (PMC).

The 12-month periodic report: Input for the periodic report of WP4 of the One Health EJP

Rationale

The periodic reports after 12 months of activity are deliverables of WP4 of the One Health EJP due for January 2019, 2020, 2021 and 2022. These reports will also inform the drafting of the annual EJP report, which is led by the Support Team and WP1, as well as the submission of the annual ethics report.

Content

The information to submit covers a whole year of project activities and should contain the following elements:



- Summary of the work carried out (500 words, 1 page);
- Work carried out, scientific results (2500 words, 5 pages);
- Progress of the project: milestones and deliverables (tables); major deviations arising during this period of execution, and justification;
- Publications and patents, if any;
- Follow-up of the recommendations identified by the Ethics Advisors: explaining the actions and measures that have been taken to comply with these;
- Dissemination and Communication activities;
- Critical risks (table);
- Planned meetings in the next year: list of planned tele- or video conferences, face to face meetings; WP4 leaders may contact PLs and participate in some of these meetings.

Work flow

WP4 will send the PLs an appropriate template for reporting. PLs shall submit this 12-month report to WP4 who may suggest some improvements, if needed.

The 12-month reports will serve WP4 to prepare its periodic report (deliverables due in January each year of WP4) and to draft the WP4 part of the One Health EJP annual report. The annual report will be discussed by the SSB before validation by the PMC.

WP4 will also consolidate the report concerning the ethics matters together with WP3; this ethics report is a specific deliverable of WP1 of the One Health EJP.

Scientific Steering Board (SSB)

The aggregated periodic reports will be discussed in the SSB meeting in February and September each year. The SSB meetings serve to follow-up the progress of the integrative activities of the projects.

In general, no presentations by PLs are foreseen at the SSB meetings. However, WP4 may invite PLs to comment on significant developments, collaborations or activities that potentially will raise interest within the One Health EJP community. To this end, PLs may propose to be heard by the SSB.

In exceptional cases, WP4 leaders and the SSB may propose the premature ending of a particular project (or of one of its work packages), for instance for reasons of poor management or obvious insufficient progress after repeated comments from WP4 leaders.



Templates

Template for the 9-month periodic report

The information requested in the 9-month report is rather concise and includes the following:

1. Summary of the work carried out

This will be the main source for WP4 to complete the One Health EJP’s SPR: all elements that illustrate the progress of your report should be described here (500 words, 1 page).

2. Progress of the research project: milestones and deliverables

JIP name	Milestone number	Milestone name	Delivery date from AWP	Achieved (Yes / No)	If not achieved: Forecast achievement date	Comments

and

JIP name	Project deliverable number	Deliverable name	Delivery date from AWP	Actual delivery date	If deliverable not submitted on time: Forecast delivery date	Comments

3. Progress of the integrative project

Description of the activities per task (1000 words, 2 pages)

This part should also clearly indicate changes and modification (deviations) as compared to the annual work plan to which the 9-month report refers and the reason(s) for these differences

4. List of planned tele- or video conferences, face to face meetings in the next year

WP4 leaders may contact project leaders and participate



Template for the 12-month periodic report

The periodic annual report should contain the following elements:

1. Summary of the work carried out

500 words, 1 page

2. Work carried out in the JIP, technical and integrative results

Please provide enough detail to understand the work without additional information (2500 words, 5 pages)

3. Progress of the integrative project: milestones and deliverables

JRP name	Milestone number	Milestone name	Delivery date from AWP	Achieved (Yes / No)	If not achieved: Forecast achievement date	Comments

And

JRP name	Project deliverable number	Deliverable name	Delivery date from AWP	Actual delivery date	If deliverable not submitted on time: Forecast delivery date	Comments

4. Publications and patents

List peer reviewed publications (please mention if these are registered in OpenAIRE) and others, including the doi reference, if available.

If no doi reference is available (e.g. article in journal, publication in conference proceedings or workshop, book or monograph, chapter in a book, thesis/Dissertation, other), please provide as much information as possible. The One Health EJP might contact you for further instructions.

5. Follow-up of the recommendations and comments in previous review(s) by the Ethics Advisors

Please list the recommendations that you received from the Ethics Advisors and clearly explain the actions and measures that have been taken to comply with these.



6. List of critical risks

Please indicate possible risk within your JRP (Likelihood & Consequence from 1-5 with 1 being very low/limited)

Description of risk	Likelihood	Consequence	Mitigation plan
Loss of key-persons (staff and / or leaders)			
Delay in work plan execution			
Conflicts within the consortium			
Lack of commitment of partners			
Delay in duties, tasks or reporting			
Poor intra-project (JRP) relationship			
Potential entry/exit of partners			
Other risks (please describe)			

7. List of dissemination and communication activities

For each event, please provide the following information

Name of the event:			
Date:			
Place:			
Specify the Dissemination and Communication activities linked to the One Health EJP project for each of the following categories			
		Yes / No	Yes / No
	Organisation of a Conference		Participation to a Conference
	Organisation of a Workshop		Participation to a Workshop
	Press release		Participation to an Event other than a Conference or a Workshop
	Non-scientific and non-peer-reviewed publication (popularised publication)		Video/Film
	Exhibition		Brokerage Event
	Flyer		Pitch Event
	Training		Trade Fair
	Social Media		Participation in activities organized jointly with other H2020 projects
	Website		Other
	Communication Campaign (e.g. Radio, TV)		
Specify the estimated number of persons reached, in the context of this dissemination and communication activity, in each of the following categories			
		Number	Number
	Scientific Community (Higher Education, Research)		Media
	Industry		Investors
	Civil Society		Customers
	General Public		Other
	Policy Makers		



[8. List of planned tele- or video conferences, face to face meetings in the next year](#)

List of planned tele- or video conferences, face to face meetings. WP3 leaders may contact project leaders and participate



Template for the final project report of JRP

The final report should contain the following elements:

1. Summary of the work carried out in the JRP

500 words, 1 page

2. Work carried out, scientific results

5000 words, 10 pages. Describe all tasks per project work package

3. Achievements of the research project: milestones and deliverables

JIP name	Milestone number	Milestone name	Delivery date from AWP	Achieved (Yes / No)	Comments

and

JIP name	Project deliverable number	Deliverable name	Delivery date from AWP	Actual delivery date	Comments

4. Publications and patents

List peer reviewed publications (please mention if these are registered in OpenAIRE) and others, including the doi reference, if available.

If no doi reference (e.g. article in journal, publication in conference proceedings or workshop, book or monograph, chapter in a book, thesis/Dissertation, other), please provide as much information as possible. The One Health EJP might contact you for further instructions.

5. One Health impact

Expected impacts of the JIP in terms of:

- 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



6. Follow-up of the recommendations and comments in previous review(s) by the Ethics Advisors

Please list the recommendations that you received from the Ethics Advisors and clearly explain the actions and measures that have been taken to comply with these

7. List of dissemination and communication activities

For each event, please provide the following information

Name of the event:			
Date:			
Place:			
Specify the Dissemination and Communication activities linked to the One Health EJP project for each of the following categories			
	Yes / No		Yes / No
Organisation of a Conference		Participation to a Conference	
Organisation of a Workshop		Participation to a Workshop	
Press release		Participation to an Event other than a Conference or a Workshop	
Non-scientific and non-peer-reviewed publication (popularised publication)		Video/Film	
Exhibition		Brokerage Event	
Flyer		Pitch Event	
Training		Trade Fair	
Social Media		Participation in activities organized jointly with other H2020 projects	
Website		Other	
Communication Campaign (e.g. Radio, TV)			
Specify the estimated number of persons reached, in the context of this dissemination and communication activity), in each of the following categories			
	Number		Number
Scientific Community (Higher Education, Research)		Media	
Industry		Investors	
Civil Society		Customers	
General Public		Other	
Policy Makers			