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VISION 4FOOD

D8.2

Management and Quality Plan- 2nd version

White Research (WR)

25/06/2026

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0.1	15/5/26	First draft shared for review	White Research
0.2	27/5/26	Second draft integrating consortium input	White Research
1.0	25/6/26	1st version of the document as it was released by the PC	White Research

The methodology of VISION4FOOD (GA No 101183145) for the project's management and quality plan builds upon an existing know-how, tools and templates that were internally developed by White Research while also taking into account EC guidelines and good practices available in literature. Part of the adopted standard methodology has been developed and employed in previous research projects where White Research served as beneficiary or coordinator, such as MOBI-TWIN (GA No. 101094402), BECoop (GA No. 952930), InnoRate (GA No. 821518) and INCENTIVE (GA No. 101005330), projects. For the VISION4FOOD-employed methodology, ad hoc and tailored modifications were integrated in order to comply with the GA conditions, EU recommendations and project particularities. Along these lines, this deliverable presents the adjusted methodology as it was further developed and applied in the context of VISION4FOOD.

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List of Abbreviations

AB	Advisory Board
CA	Consortium Agreement
EC or Commission	European Commission
DM	Dissemination manager
EA	Ethics Advisor
EM	Exploitation Manager
EU	European Union
GA	Grant Agreement
MQP	Management & Quality Plan
PC	Project Coordinator
PMO	Project Management office

PO	Project Officer
QM	Quality manager
SC	Steering Committee
TL	Task Leader
WP	Work Package
WPL	Work Package Leader

Executive summary

The present document constitutes the updated Management and Quality Plan (MQP) of the VISION4FOOD project, funded by the European Union's Horizon Europe Research and Innovation programme. The main objective of VISION4FOOD is to improve food systems in Europe. The project's goal is to make food systems more sustainable, equitable and resilient in crisis, ensuring everyone has access to healthy food without harming the environment.

In this context, the current updated Management and Quality Plan describes the project management principles and furthermore includes the quality assurance provisions for safeguarding high-quality project outcomes. The report also describes the roles and responsibilities for each project participant, with emphasis on the work break down and management, progress reporting, and payment processes, as well as risks identification and change management.

In particular, this updated version of the VISION4FOOD MQP, in comparison to the initial one, includes the following enhancements:

1. An introduction to the VISION4FOOD Advisory Board members.
2. A presentation of the internal tracking templates used to monitor the progress of Task activities and relevant KPIs; the templates include the **'V4F KPIs monitoring"** and the "**WP_Task_Tracking_Template"**.
3. Integration of RRI principles in D8.2

Proper quality assurance and risks mitigation measures are put in place for VISION4FOOD to ensure project outcomes, namely deliverable reports and methodologies, etc., are of high quality and offer value to the project stakeholders. The underlying management and quality assurance mechanisms, as described in this document, are obligatory for all VISION4FOOD partners, while they aim at complementing (and not replacing) the Grant Agreement and the Consortium Agreement of the project.

1. Introduction

1.1 Overview and Objectives

VISION4FOOD is dedicated to enhancing the sustainability and resilience of food systems across Europe. The project aims to develop innovative governance models that facilitate better-informed decision-making while promoting social engagement and supporting innovation in five diverse regions: Finland, Spain, Italy, Greece, and Poland. Each of these regions offers unique opportunities and challenges based on their varying levels of innovation ecosystem maturity. A key objective of VISION4FOOD is to empower these regions in the establishment of Food Innovation Platforms (FIPs). These platforms will enable collaboration among Quadruple Helix stakeholders to identify and scale innovations essential for transforming food systems. The methodology involves co-creating research and innovation strategies that prioritize open science and Responsible Research Innovation (RRI). By adopting a multi-stakeholder approach, VISION4FOOD integrates tools and services that support knowledge exchange, networking, and priority setting. Each region will benefit from a tailored acceleration agenda designed to meet its specific needs and objectives, facilitating a transition toward a more innovative and inclusive food system. Furthermore, VISION4FOOD will closely monitor and evaluate the performance of these governance models to provide clear evidence of their impacts, ensuring that the lessons learned contribute to ongoing improvements in food system resilience.

Specifically, the main objectives of the VISION4FOOD project are to:

- Perform a business-focused analysis of R&I ecosystems and food system value chains, understand the food systems dynamics, and identify current bottlenecks and opportunities for strengthening existing R&I ecosystems with a "food systems" approach in order to support the EU's farm-to-fork objectives and food 2030 priorities
- Identify novel governance models and define an acceleration agenda framework and support tools to empower the quadruple helix actors to collaborate in regional innovation ecosystems that can foster a food system transformation
- Deploy a Quadruple Helix governance model in the form of the open, inclusive and transparent Food Innovation Platforms, engage regional food systems actors and define a locally-tailored acceleration agendas and respective acceleration solutions
- Deploy the regional acceleration agendas in 5 EU regions and put in place solutions that will strengthen the regional innovation ecosystems and broaden their scope towards a food systems approach
- Transfer findings to additional regions by engaging in mutual learning activities in order to stimulate new ecosystems of innovation and equip EU policy and decision-makers with clear and forward-looking guidelines on how to nurture environments that can enable regional innovation ecosystems with a food systems approach.

To achieve the objectives above, a multidisciplinary and well-balanced consortium has been built, possessing wide access to groups of relevant stakeholders. The consortium of VISION4FOOD consists of 13 partners, coming from 8 different European countries, as summarised in Table 1.

Table 1 VISION4FOOD partners

No	Role	Partner Name	Partner Short Name	Country
1	Coordinator	WHITE RESEARCH SRL	WR	Belgium
2	Beneficiary	FUNDACION CARTIF	CARTIF	Spain
3	Beneficiary	Q-PLAN INTERNATIONAL ADVISORS PC	Q-PLAN	Greece
4	Beneficiary	STICHTING VU	VU	Netherlands
5	Beneficiary	COPENHAGEN BUSINESS SCHOOL	CBS	Denmark
6	Beneficiary	ARISTOTELIO PANEPISTIMIO THESSALONIKIS	AUTH	Greece
7	Beneficiary	EUROPEAN RURAL DEVELOPMENT NETWORK	ERDN	Poland
8	Beneficiary	AGRICULTURAL APPLICATIONS IKE	AGROAPPS	Greece
9	Beneficiary	CONSEJERIA DE AGRICULTURA, GANADERIA Y DESARROLLO RURAL DE CASTILLA Y LEON	JCYL	Spain
10	Beneficiary	PERIFERIA THESSALIAS	RoT	Greece
11	Beneficiary	CONFEDERAZIONE GENERALE DELL AGRICOLTURA ITALIANA	CONF	Italy
12	Beneficiary	MAA-JA KOTITALOUSNAISTEN KESKUS RY	RWAC	Finland
13	Beneficiary	STICHTING EFFOST (EFFoST)	EFFoST	Netherlands

Within the framework of VISION4FOOD, **the main objectives of the MQP** are to:

- Ensure the smooth implementation and on-time completion of the diverse activities foreseen by the project.
- Safeguard the quality of the activities and deliverables of the project, in line with the contractual obligations that the consortium has undertaken against the European Commission (hereafter referred to as the Commission).

The MQP provides an overview of the management structure, as well as the roles and responsibilities of the partners and defines the procedures for progress monitoring, quality assurance and project management.

Important remarks:

i. Compliance with the MQP is obligatory for all partners of the VISION4FOOD project.
ii. The MQP complements and does not replace the Grant Agreement (GA) signed with the Commission, including its Annexes, as well as the Consortium Agreement (CA) of the project.

1.2 Structure

The MQP is divided into 6 main chapters:

- **Chapter 1:** introduces VISION4FOOD and the MQP.
- **Chapter 2:** presents the management structure of the project and describes the roles and responsibilities of the partners in this respect.
- **Chapter 3:** analyses the control processes (quality control, monitoring of changes, management of records / files, etc.) of the project documents (deliverables, reports, etc.)
- **Chapter 4:** addresses project communication issues, both "internal" (among project partners) and "external" (formal communication with the Commission, communication with coordinators / contractors of other relevant projects or initiatives, etc.).
- **Chapter 5:** outlines the procedures for distributing the grant payments to the partners.
- **Chapter 6:** describes the way in which the project planning and monitoring are performed (work packages, tasks, checks, etc.).

Finally, the **Annex of the MQP** includes a list of files that are directly related to the MQP (administrative management documents, templates, etc.).

1.3 Control

The MQP was produced by the Project Coordinator (PC) and has been approved by the Steering Committee (SC). The project coordinator is responsible for updating or changing the MQP, if necessary. The PC is also responsible for reviewing periodically the MQP and recommending relevant changes. In the case of ambiguities or disagreements regarding the content of the MQP, the Steering Committee of VISION4FOOD is responsible for taking the final decision (following the procedures foreseen in the CA). In any case, changes are marked appropriately (briefly in the cover page of the MQP, new or modified text highlighted accordingly, etc.). After each change, a new version of the MQP will be published and distributed to all project partners.

2. Project Management Structure and Roles *(updated)*

2.1 Project Management Structure

The management structure of VISION4FOOD is depicted in the following figure:

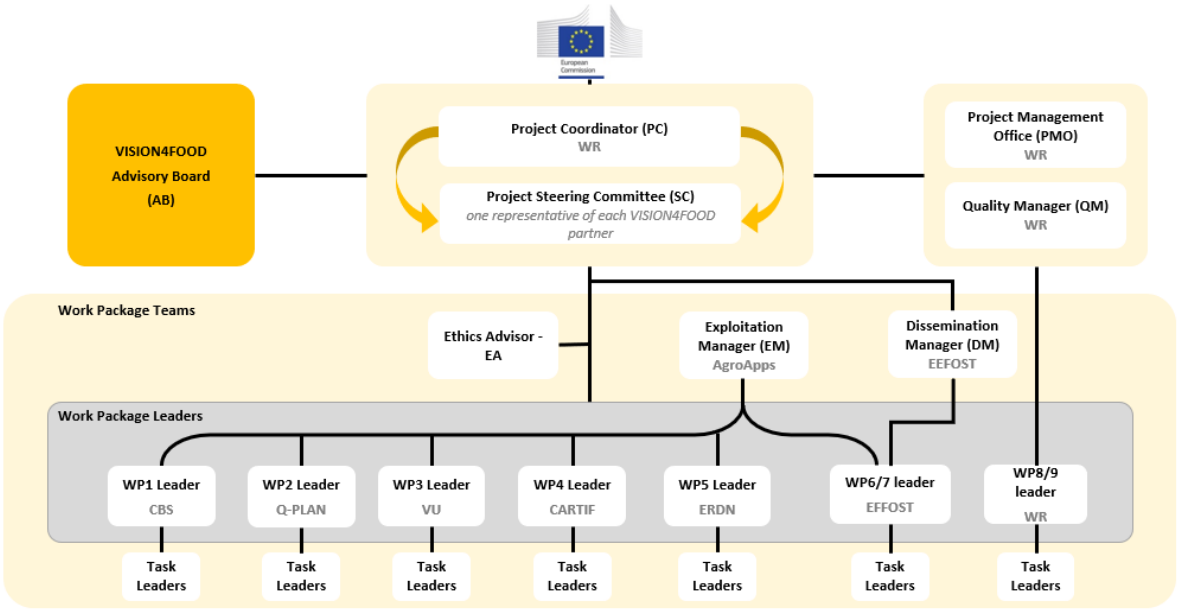


Figure 1. Project management structure

2.2 Project Management Roles *(updated)*

Management roles and responsibilities are described below:

- The **Project Steering Committee (SC)** is the central decision-making body of the project which deals with all key strategic project decisions. It consists of **one representative per partner**. Project Coordinator (PC) is the chairman of the Project Steering Committee and is responsible for aspects affecting the contractual terms with the Commission. Individually, each SC member is responsible for the on-time delivery of results on behalf of the partner they represent, the quality assurance of the work executed, budgetary and technical results monitoring, and for gathering input for internal and external reporting and documentation. The exact authorities, responsibilities and operational procedures of the SC are documented in detail within the CA of the project (see Articles 6.1, 6.2 and 6.3).

- The **Project Coordinator (PC)**, as mentioned above, serves as the chairman of the Project Steering Committee (SC) and is also responsible for the coordination of the project's activities. The PC coordinates and manages the items that affect the contractual terms

with the EC, as well as the technical and scientific activities of the consortium. The mandate of the PC is described in detail by Article 6.4 of the project's CA.

- The **Project Management Office (PMO)** and the **Quality Manager (QM)** assist the SC on project implementation, and they are connected to the PC, as they are under the responsibility of the same organisation (WR). PMO and QM are responsible to elaborate and monitor the implementation of the project's MQP. Moreover, they provide supporting material and administrative support for project meetings (agenda, minutes, circulation of presentation and minutes, etc.). In addition, they assist PC in internal and external reporting, in financial aspects of the project and advice PC in terms of monitoring the activities of the project. Finally, they are also responsible for the effectiveness of internal communication. PMO and QM are in support of and managed by the PC

- The VISION4FOOD **Advisory Board (AB)** is comprised of leading experts and stakeholders that act as a consultation and validation body for the project. The AB provides their technical and scientific expertise on the needs and problems that their stakeholder groups are currently facing, as well as with meaningful feedback on our ideas, designs, pilot actions and project outcomes. AB members also suggest potential stakeholders and drive the widespread acceptance and upscale of our results by informing and inviting their contacts and networks to benefit from them.

The following table presents an overview of the AB members profiles.

First Name	Last name	Stakeholder Category	Organisation	Expertise
Maurizio	Notarfonso	Research & Academia	ENEA	Agrifood Innovation
Danielle	Wilde	Research & Academia	SDU	Sustainability transitions; Food system transformative action.
Norbert	Steinhaus	Civil Society	Wissensch-aftsladen Bonn	RRI principles; Quadruple Helix; Agri-food systems
Rosina	Malagrida	EU initiatives & projects	IRSI Caixa	RRI principles; Food Systems; Innovation Ecosystems; Quadruple-Helix
Mirelle	Van Hilten	Research & Academia	Wageningen University	AgriFood Digitalisation; Ethical, legal and social

				aspects of AI and data economy[1]

- AB members are invited to support collaboration and contribute to validate activities so that they are aligned with the project's scope, expected outcomes, and benefits. Members may, where relevant, facilitate connections with stakeholder communities across the food system landscape and contribute to promoting VISION4FOOD's outcomes and methodology. AB members are also invited to join Network of Interest annual meetings, and they may also provide feedback or suggestions on presentations and related materials, and engage on an ad hoc basis whenever useful or of interest.

Figure 2. VISION4FOOD Advisory Board member

- The VISION4FOOD **Ethics Advisor (EA)** is an external independent expert (Mr. Ioannis Kiriakidis) with expertise in various fields, including data protection law, migration law, contract law and public law. The EA closely monitors research activities to **ensure strict adherence to ethical standards**, including objectives, methodology and impact. The EA also provides valuable guidance, advice and monitoring throughout the project and ensure an enabling environment. The Ethics Advisor is in direct contact with the leaders of the work packages and work with consortium members to produce reports at specific project milestones.

- The **Exploitation Manager (EM)** is responsible for the coordination of innovation activities and the exploitation of the project's results. The Exploitation Manager defines the project's **Innovation and IPR Management Strategy** and ensures that innovative ideas which arise during the project are thoroughly examined and assessed for potential exploitation, while at the same time, all background and foreground intellectual property of the project is meticulously managed. The Exploitation Manager will be in close communication with the PMO and the SC to ensure continuous feedback from escalating project activities.

- The **Dissemination Manager (DM)** is responsible for the design and implementation of the **Dissemination and Communication Plan**. The main goal of the DM is to raise awareness on the scope and activities of the project, achieve the widest diffusion of the project's outcomes and share ideas with external stakeholders.

- The **Work Package Leaders (WPL)** are responsible for the coordination of the partners collaborating under their respective work package to ensure the quality of the executed

[1] Given changes in the role within their organization, since February 2026 Mirelle Van Hilten was not able to continue being part of the VISION4FOOD Advisory Board.

work. The WPL is also responsible for: (a) resolving day-to-day administrative, technical and resource problems within their work package, (b) disseminating information relating to all aspects of the work to the other WPL ensuring smooth coordination of work package activities, and (c) reporting to the upper levels of project management (i.e. the PC and SC).

- The **Task leaders (TL)** are responsible for the on-time delivery of results and deliverables of the respective tasks. They work under the direct supervision of the respective WPLs and report directly to them.

All partners should take all the necessary measures and provide all necessary resources for the on-time and smooth elaboration of their tasks and responsibilities.

Note: The roles and responsibilities of each partner are described in detail within Annex 1 of the Grant Agreement (GA), namely the Description of the Action (DoA) and more specifically, within Part A articles 7-9, Section "List of Work Packages" as well as within Part B, Section 3.2 "Capacity of participants and consortium as a whole". The roles and responsibilities of the SC, as well as the PC, are also described in detail in the CA of the project.

The synthesis of the SC, as well as the names of the WPL, are available within **MQP-VISION4FOOD-F6: "List of Names (PSC and WPL)".** All partners should respect the decisions of the SC.

3. Records and Quality Control of Deliverables

3.1 Records

Throughout the project's duration, the PC, as well as all partners, maintain records in electronic and/or paper form. The PC has the responsibility of maintaining the central records of the project. These records include:

- Contractual documents and correspondence with the Commission.
- Correspondence with project partners.
- Deliverables submitted to the Commission.
- The Management and Quality Plan (all versions).
- Meeting minutes and progress reports (internal and external).
- Other important documents.

Important remarks:

i. Each partner should maintain records of all documents that concern them or for which they are responsible.
ii. Both the PC as well as all partners are responsible for storing and maintaining documents in a way that they are protected against damage, deterioration, or loss.
iii. With respect to electronic records (digital files), all partners should regularly perform back-ups.
iv. All the official project documents and the latest deliverables are stored in the Participant Portal.

The WPLs are responsible for providing the deliverables of the tasks of each WP to the PC. The **PC is the only party responsible for releasing a deliverable** (publicly and/or to the EC).

When a deliverable is released, version 1 is assigned to it. The version changes only after important corrections / remarks from the EC or when a deliverable is updated, according to the work plan described in the DoA annexed to the GA. **The PC is the only party one responsible for changing the versions of a deliverable.**

With respect to electronic records (digital files), the following guidelines should be followed in terms of the name of the file:

✓ File name should contain the version number, e.g., v0.1.

Minor version numbering, e.g., v0.1, v0.2 etc., should be used for the documents before they are officially released, e.g. before deliverables are released to the EC by the PC. Major version numbering, e.g., v1.0, v2.0, etc., should be used only for the official releases of a document.

An example demonstrating the rules which apply to the naming of electronic files is provided below:

- **D8.1_Management&QualityPlan_v0.1.docx** - Deliverable 8.1 (full title: Management and Quality Plan), draft version of the document, shared within the consortium for collection of feedback.
- **D8.1_Management&QualityPlan_v1.0.docx** - Deliverable 8.1 (full title: Management and Quality Plan), 1st version of the document as it was released by the PC.
- **D8.1_Management&QualityPlan_v2.0.docx** - The second version of deliverable 8.1 as it was released by the PC.

The latest versions of all deliverables and other documents relevant to the MQP can be found in **MQP-VISION4FOOD-F8: "List of QM documents**", updated and maintained by the QM.

3.2 Quality Control and Deliverables

All deliverables produced in the context of VISION4FOOD will undergo a dedicated quality control process prior to their internal approval and ultimate release. The internal approval of the deliverables will be considered complete only after the successful completion of the respective quality control process. In this framework, each deliverable will be examined with respect to its:

- **Content**: to what extent the content of the deliverable is relevant and meets its objectives as set out in the DoA, as well as the degree to which it includes all the required information.
- **Quality**: whether the quality of the deliverable is at an acceptable level that meets the specifications / standards that have been set (where relevant) and based on the judgment of the reviewer.
- **Structure, format, and appearance**: where necessary, and especially with respect to the deliverable's model template defined for the project (by the DM).
- **Data/information**: a cross-check (where necessary and if applicable) to ensure that no contradictions or overlaps between different deliverables exist.
- **Accordance with the timetable**: a check of the delivery date, which must be in line with the one agreed.
- **Attached documents**: a check to ensure that all necessary accompanying documents are attached.

With that in mind, the 3-step quality control process to be followed before the submission of each deliverable is thoroughly described below:

1st Quality check

The 1st quality check is implemented by the partner responsible for the preparation of the deliverable. After its 1st quality check, the deliverable is submitted to the WPL of the WP under which the deliverable is being elaborated and to one more partner (keeping the PC in copy), both of which will serve as quality reviewers for the respective deliverable. In case the WPL is responsible for the preparation of the deliverable, its quality control shall be performed by two other project partners with relevant expertise.

2nd Quality check

The quality reviewers are responsible for the 2nd quality check of the deliverable, examining if there are any remarks / deficiencies and providing their comments directly on the documents. The quality reviewers shall perform the quality check and respond to the partner responsible for the preparation of the deliverable within **5 working days upon receiving the deliverable**, by providing the commented deliverable. In this context, the partner that acts as quality reviewer of a deliverable should complete and provide a single commented deliverable (i.e. with track changes, comments, etc.) to the responsible partner, including all the comments of the reviewing partner organisation. The appropriate **adaptations are considered and addressed within 3 working days by the responsible partner**. If necessary, the responsible partner may contact the quality reviewers in order to receive further clarifications regarding the comments of the quality review.

The rule of 2 reviewers per deliverable will not be applied on specific deliverables that describe project management processes and strategies that are binding for the whole consortium, such as the MQP, the Data Management Plan (DMP), the Dissemination and Communication Plan (DCP), the Innovation and IPR Management Strategy, etc. This kind of deliverables will be reviewed and accepted by all partners within the consortium before submission, so that all partners are well aware of and reach consensus on important administrative processes and strategies put in place for VISION4FOOD.

The entire internal preparation and quality control procedure of deliverables is monitored by the PC. The partners responsible for the deliverables of VISION4FOOD along with the quality reviewers assigned to each deliverable are listed in the respective spreadsheet used for this purpose, i.e., **MQP-VISION4FOOD-F7: "Deliverable Quality Reviewers**". The list of quality reviewers per deliverable is confirmed by all partners. The PC will be responsible for applying any change to the list, if such a need occurs throughout the project, after an agreement among the partners.

3rd Quality check

The final version of the deliverable is submitted by the responsible partner to the PC for a final quality check and submission to EC (see Figure 2 for an illustration of the process).

Important remarks:

i. In order to ensure that there is enough time for the quality control of each deliverable, respective **deadlines should be set well before the contractual deadline.**
ii. Every partner is responsible for the quality of its deliverables. In this context, a partner may decide to address or not any comment provided by the reviewers, assuming full responsibility for the outcomes of this decision.
iii. To the extent possible, all deliverables are prepared in a standard format based on the template defined by the project's Dissemination Manager.
iv. It is advisable for the responsible partner to **share a table of contents at least 1.5 months before the submission deadline**. This table of contents should be discussed and agreed upon by all contributing partners and the project coordinator (PC).

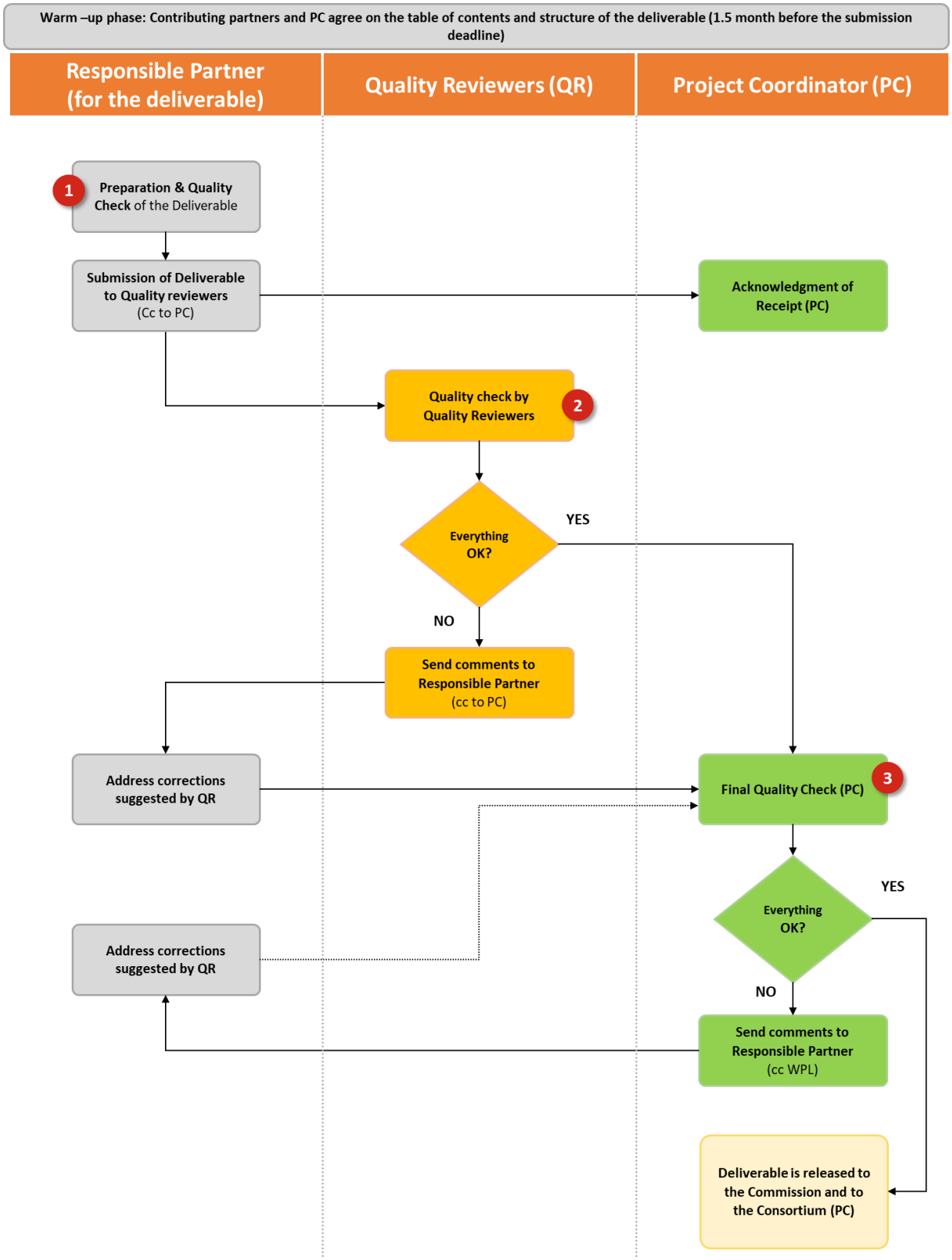


Figure 3. Internal process for controlling the quality of deliverables

4. Project Coordination

4.1 Internal Communication

Throughout the project communication between PC, WPL, Task leaders and partners takes place via any available – convenient way (e.g., e-mail, Microsoft Teams, Skype, phone, etc.) Internal communication may be distinguished into formal and informal:

Formal Communication: The Formal Communication includes sending deliverables, planning meetings, project meetings etc. This kind of communication should be documented (maintain mails, meeting minutes)

Informal Communication: The Informal communication includes all everyday interactions of project's partners (via informal e-mail, phone, etc.) and it is not necessary to be documented.

- The PC and the WPL are expected to communicate regularly with the project partners to follow closely the project and work packages' progress with a view to identifying and rectifying potential deviations in time.
- Close collaboration and communication between project partners are essential, especially in cases when they must cooperate in order to perform specific tasks of the project.
- The PC has the main responsibility of ensuring smooth and effective internal communication.

The **contact details of VISION4FOOD partners** are kept in a separate file (**see MQP-VISION4FOOD-F1 "VISION4FOOD mailing list"**). In the event of any change in the contact details or in the project team, partners must notify the PC, who will then inform the rest of the partners (and if necessary, the EC).

4.2 External Communication

4.2.1. Communication with the Commission

The PC is the sole responsible for the communication with the responsible Project Officer (PO) of the EC with respect to the project. The PC is the one who submits to the Commission all the reports and the deliverables and provides any additional information requested by the PO. **The PC keeps all consortium partners informed about any important communication with PO**. **Project partners should not contact the PO**. Only in exceptional cases, after reconciliation with the PO in advance, may a project partner contact the PO directly. In such a case, the PC is kept fully informed (in written) about the content of the communication.

4.2.2. Communication with third parties

Project partners may and should communicate with third parties and project stakeholders (e.g., businesses, investors, public authorities, innovation intermediaries, National Contact Points, other EU-funded projects, etc.) within the context of the project. In all relevant external communications, a reference to the project should be made, ensuring we use the project identifiers correctly (e.g., project acronym, EU programme, GA No, etc.).

4.2.3. Complaints - Disputes

The members of the SC, as well as the WPL, will notify immediately the PC for any events or circumstances that may significantly affect the performance of the work executed in the frame of the work package which they are leading (e.g. suggestions for considerable improvements and modifications / changes in the methodology, timetable and task allocation, potential delays, disputes between partners, etc.).

The PC will be responsible for and try to resolve the abovementioned issues by consulting with the QM, as well as the WPL and any partner directly involved in the respective work package. The PC will try to achieve a compromise between the conflicting parties, based on consensus and considering the conformance to the objectives and work plan of the project.

If the mediation of the PC does not turn to be successful, then the PC will forward the conflict to the SC for making the final decision. The SC will try to respond to changes or settle conflicts by achieving consensus among the parties involved. If consensus cannot be achieved and / or conflicts remain unresolved, the SC will decide on the matter via voting. Further details with respect to decision-making, conflict resolution, as well as the management of internal administrative-financial issues are incorporated into the project's CA. In any case, the final decision on the mediation process remains to the PC and the SC. When necessary, the PC informs the Commission requesting feedback.

5. Payment process

Payments to partners are the exclusive task of the PC.

The transfer of the initial pre-financing, the additional pre-financings (if any) and interim payments to partners will be handled in accordance with Article 22.1. and Article 7 of the Grant Agreement along with the clarifications made in Article 7.2 of the Consortium Agreement for the payment process, following this payment schedule:

1. **Pre-financing payment in 2 instalments**
2. **Interim payment** issued following the conclusion of the first project period (M18)
3. A **final payment** is made after the second project period ends, marking the project's completion, including the Mutual Insurance Mechanism contribution.

Pre-financing payment:

The Prefinancing(s) included in the Consortium Agreement will be paid by the Coordinator to the Parties after receipt of prefinancing payment from the Granting Authority in separate instalments as agreed below:

- **1st instalment** of pre-financing at the beginning of the project (upon signature of the GA): 80% of the total EU contribution was forwarded to Parties not later than thirty (30) calendar days after receipt of the pre-financing from the Granting Authority, minus 5% of the maximum grant amount which the Granting Authority keeps for the Mutual Insurance Mechanism.
- **2nd instalment:** 20% (twenty percent) of the pre-financing, without prejudice to sections 7.1.3 and 7.1.5 of the CA, was paid to the Parties when the second internal report (according to the reporting templates of the Management and Quality Plan of the Project) of month 12 was submitted to the Project Coordinator. The second instalment was made within thirty (30) calendar days after the receipt of the second internal report.

Interim payment

VISION4FOOD includes **one (1) Interim payment following the first external reporting period (month 18)**. Following the lump sum approach, payments will only be made for the Work Packages (WP) that are completed within the respective official period.

Funding of the Lump Sum Contributions accepted by the Granting Authority will be transferred to the Party concerned by the Coordinator after receipt of payments from the Granting Authority without undue delay and in conformity with the provisions of the Grant Agreement. The steps involved in the payment and distribution process are the following:

1. All scheduled reports and deliverables for the period must have been submitted.
2. The Commission confirms that targets have been achieved through a successful official review meeting.

3. The Granting Authority pays the PC based on the periodic report and the activities carried out, only for the Work Packages completed in the corresponding period.
4. The PC calculates the distribution plan for the entire amount received. All partners are informed accordingly.
5. All partners, through their SC representatives, agree with the distribution plan suggested by the PC and confirm / update their bank accounts.
6. The PC conducts the payment of the respective amounts.

The assessment of the completion of a WP will be carried out during the reporting period through the validation of deliverables, milestones, KPIs and the technical report. Nevertheless, a WP that is not fully finalised or rejected over a reporting period may be re-reported, validated, and paid in the context of a subsequent reporting period.

Only during the final reporting will it be possible to indicate that a WP has been partially completed: in this case, the EC will finance this WP proportionally and according to a declared and validated rate of achievement (The decision on the partial amount is taken on a case-by-case basis, taking into account comments and observations.)

Final payment

The final payment of the balance pays the remaining lump sum shares for the implementation of the action. This includes the 5% Guarantee Fund retained as contribution to the Mutual Insurance Mechanism and any potential payments for WPs which were finalised during the last reporting period).

Payments for partially completed Work Packages are possible only at the end of the project, as part of the payment of the balance. In this case, the lump sum share is paid partially, in line with the accepted degree of completion. This means that the amount reimbursed will correspond to the accepted part of the Work Package, which may be less than the part declared completed.

6. Work planning, monitoring and control *(updated)*

6.1 Work-planning

The work plan is divided into 10 work packages (WP) and each WP into respective tasks. The overall work planning of the project is presented in the **(see MQP-VISION4FOOD-F2 "Work-Planning")** and includes:

- The WP and the respective tasks, including partners responsible in each case.
- The duration, start and end dates for each task and WP as a whole, including the Gantt Chart of the project.
- The respective deliverables.
- The milestones of the project.

Any modification / change in the work-planning, which does not affect the overall course of the project, should be approved by the PC. Any significant change should be in line with the contractual obligations and the rules of the Commission.

Important remarks:

In case the consortium fails to submit a deliverable to the Commission on time, the PC should inform the Commission before the deadline, justify the delay, and suggest a new deadline. For this reason, all partners should give early warnings about delays to the respective WPL and the WPL to the PC (see also Section 7.5 Risk Management of the current document).

6.2 Project meetings

A total of 7 meetings are anticipated in the framework of the VISION4FOOD project.

- 1st Kick-of-meeting(M1): detailed project planning
- 2nd -6th Meeting (every semester): planning for the next semester's actions and progress review for the previous semester
- 7th Final meeting (end of the project): Project review and preparation for the final event.

The PMO and the QM are responsible for the preparation of minutes for all project meetings. The meeting minutes are circulated to all partners for approval.

6.3 Progress monitoring (internal reports) *(updated)*

Every six months a short progress report will be prepared by project partners, to summarise the work progress (including progress against targets) incurred in the reporting period (see model templates in **MQP-VISION4FOOD-F3: "Semester Activity Report Template".** Based on the

individual semester progress reports, the PC will elaborate on the respective "Internal Semester Report" for the whole project. All individual semester progress reports should be delivered to the PC no later than 15 days after the end of the respective reporting period. The PC should provide comments within 15 days from the date of delivery. If no comments are provided within this period, the delivered report is considered accepted.

The Internal Semester Reports will provide input to the major Periodic Reports to the Commission. To support the internal reporting process, monitoring templates such as the "**V4F KPIs monitoring**" and the "**WP_Task_Tracking_Template**" have been introduced, as partners should ensure continuous monitoring of content and KPIs throughout the implementation of their tasks. This is closely linked to the proper finalisation of each task and its corresponding deliverable. All relevant monitoring entries must be completed before a task is closed and the deliverable is submitted, as this information feeds directly into project reporting and performance assessment.

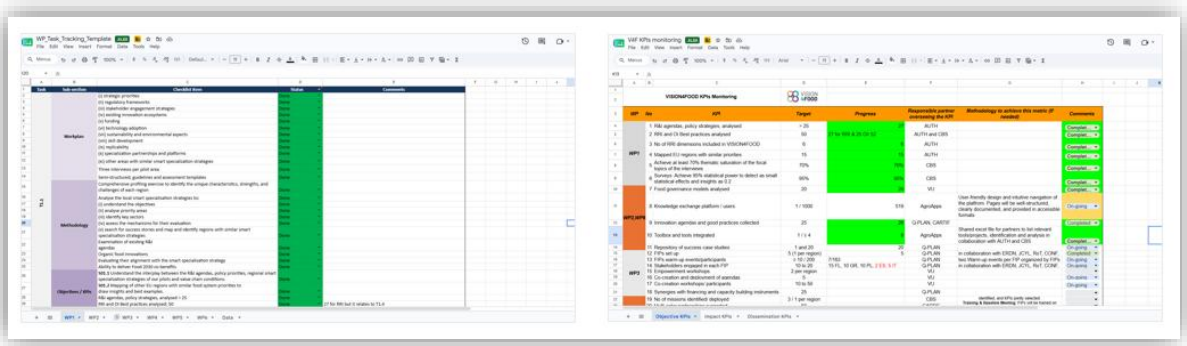


Figure 4. Monitoring templates

Important Notice
As the project follows a lump sum approach, there is no requirement to submit financial reports to the Managing Authority. Instead, attention will be directed toward ensuring the timely completion of the Work Packages (WP) planned for the first reporting period. Failure to complete even one task within the timeframe may jeopardize payments for all partners and the entire WP.

6.4 Reports to the Commission (external reports)

The PC is responsible for the overall preparation and timely submission of the project reports to the Commission (Periodic Reports). All partners provide the necessary input for the preparation of the reports. Two such reports are required in the framework of VISION4FOOD, one at the end of the two respective reporting periods (M1-M18 and M19-M36). The exact content of the reports is specified in the GA (Article 21).

6.5 Risk management *(updated)*

Risks that may affect considerably the progress and quality of the project have been identified and relevant contingency plans have been elaborated. The list of risks will be updated on an ad-hoc basis or once every six months.

6.5.1. Main risks and contingency plans

Two types of risks have been identified:

- **Internal** risks linked with the operation of the project team, which is characterised by a large number of experts, different backgrounds and geographical dispersion (e.g., partner / consortium / project as a whole), delays, changes in the project team, etc.
- **External** risks induced by the project targeted stakeholders, though they may still be caused by inappropriate project approach or inadequate performance.

Risks are assessed separately and reported in the reports to the Commission. Each WPL is responsible for identifying additional risks that may arise during the implementation of the project and to constantly assess those that have been identified. Contingency planning may be adapted accordingly.

6.5.2. Risk process and roles

Risks are handled by the SC, PC and WPL:

- The SC has the decisive role on which countermeasures should be applied, by whom and when.
- The PC has the role of informing the SC about the identified risks, monitoring the implementation of the countermeasures, and assessing the results / outcomes. The PC also supervises the QM and the PMO with respect to risk monitoring and management.
- WPL submit a Risk Report to the PC on the date a new risk is identified or every six months (along with the internal reports) for the already identified risks, in which they provide detailed info about the risks, propose counter-measures and report on the implementation of those measures, based on the model template in **MQP-VISION4FOOD-F5: "Risk Report".** The same document is also used by the PC to inform the SC about the identified risk and to communicate the SC decisions back to the responsible WPL.

6.5.3. Risk assessment

Risk assessment concerns two main factors, namely Severity and Probability of occurrence (for more details, see Table 2).

Table 2. Two main factors for risk assessment

Assessment Factors	Estimation		
Severity	1-Low	2-Medium	3-High
Probability	1-Low (P<35%)	2-Medium (35%<P<75%)	3-High (P>75%)

A risk management section is included in the internal semester reports, referring to the WPs that will be affected by each risk. A risk management section will also be included in the reports to the EC, describing the major risks and the countermeasures taken by the consortium.

6.5.4. Corrective actions - Contingency plans *(updated)*

In case a risk is identified and/or the project's effort does not conform to the project's work-planning and/or objectives, the PC may apply corrective actions (based on SC decisions). In the case of non-conformities, the PC may also activate contingency plans. With that in mind, Table 3 summarises the main internal and external risks identified at this stage of the project, as well as respective contingency plans.

Table 3. Risk assessment

No	Risk Description	Linked WP	Proposed risk-mitigation measures
1	Lack of interest from regional stakeholders to collaborate ***Probability**: Low* ***Severity**: High*	All WP1-WP7	Our consortium has access to a wide network of stakeholders and communities so the probability of this risk is very low. Our pilot partners are integral actors of regional innovation systems while the project activities and tools are developed to stimulate interest of target actors. Contingency planning and actions have been considered to minimise this risk (e.g. engagement strategy)
2	Low response rate to interviews and surveys ***Probability**: Low* ***Severity**: High*	All WP1	Project partners have extensive experience in designing and running such activities (e.g. facilitate rapid completion, monitoring, etc.). Also, our interview approach start from a wide pool of potential candidates to opt for substitutes if needed.
3	Low participation in regional events ***Probability**: Low* ***Severity**: High*	WP3,WP4	VISION4FOOD address this risk through: (i) early engagement of a large community of actors (innovators, SMEs etc); (ii) a detailed dissemination and communication strategy aiming at reaching a wide audience; (iii) training sessions and warm up events for boosting stakeholders' interest.
4	Lower than expected engagement of stakeholders in FIPs ***Probability:** Low* ***Severity:** High*	WP3	All pilots have confirmed the allocation of experienced personnel trusted by regional stakeholders, ensuring community access. Proactive contingency planning and risk-mitigation measures are integrated into the project design
5	Shortage of resources and/or changes in project team ***Probability:** Low* ***Severity**: High*	WP8, WP9	All partners guarantee the allocation of suitable personnel for agreed activities and commit to binding agreements on resource availability. In case of personnel substitution, the replacement must demonstrate equivalent competencies

No	Risk Description	Linked WP	Proposed risk-mitigation measures
6	Reduced societal responsibility and trust of stakeholder ***Probability:*** *Low* ***Severity****: High*	All WP1 – WP9	The project integrates Responsible Research and Innovation (RRI) principles across all activities to ensure transparency, inclusiveness, ethical conduct, and responsiveness to societal needs. Continuous stakeholder engagement, adaptation of project strategies and activities based on feedback from internal and external stakeholders, open communication, and participatory approaches are applied throughout project implementation to strengthen societal trust and acceptance of the project. The RRI-related trainings to the consortium further contribute to raising awareness, providing guidance on responsible practices, and identifying early potential ethical or societal issues.

7. Integration of RRI principles in D8.2 *(new)*

The VISION4FOOD project centers on the societal and open science dimensions of innovation in food systems. All project tasks are aligned with the Responsible Research and Innovation RRI principles (science education, gender equality, governance, open science, public engagement, and ethics) to ensure the delivery of outcomes that meet society's needs and maximize impact.

D8.2 has been developed in full alignment with the RRI principles and guided by the methodology steps and indicators defined in T1.4- Roadmap for the Integration of RRI principles into the Project's activities. In particular, the review process for D8.2 focuses on three key RRI pillars relevant **Project Management (PM) as designed by T1.4: Ethics, Gender Equality, and Governance.**

A total of 7 meetings are anticipated in the framework of the VISION4FOOD project.

- **Ethics**: Ethical considerations are systematically integrated into project management processes to ensure integrity, transparency, and accountability. In line with the RRI framework outlined in D1.3, ethics is addressed not only as a compliance requirement but as a core element of quality assurance. The Management and Quality Plan (D8.2) establishes clear procedures for project implementation, including defined roles and responsibilities (e.g., Project Coordinator, Steering Committee, Quality Manager), risk management processes, and conflict resolution mechanisms. These structures support the anticipation and mitigation of potential ethical risks, ensuring that project activities are conducted in accordance with established standards, contractual obligations, and principles of responsible research and innovation. In addition, the project's multi-step

quality control process contributes to safeguarding research integrity by ensuring that deliverables are reviewed not only for scientific quality and consistency, but also for the appropriate use of resources and compliance with ethical standards, including the prevention of fabrication, falsification, plagiarism, and other forms of research misconduct. The quality review process is further supported by the collaboration with the project's Ethics Advisor (EA), who provides guidance and oversight on ethical aspects throughout project implementation

- **Gender Equality**: The integration of gender equality is monitored through specific KPIs that assess both institutional commitment and practical implementation. The number of participating institutions with a Gender Equality Plan (PM-1) is tracked as an indicator of organisational alignment with gender equality objectives. As of M15, 8 out of 13 partner organisations have adopted a GEP, with continued efforts to encourage uptake across the consortium. A centralised repository of Gender Equality Plans (PM-2) has been established to facilitate knowledge sharing and transparency. In addition, the gender-balanced composition of project teams (PM-3) is monitored to promote inclusive participation in project activities and decision-making processes. Preliminary data indicate a balanced representation (approximately 62.5% female and 37.5% male), while further data collection efforts are ongoing to improve completeness and inclusiveness. These actions support the RRI objective of fostering equitable and diverse research and innovation environments.

- **Governance:** A structured governance framework ensures effective coordination, oversight, and quality assurance across all project activities. The Management and Quality Plan (D8.2) defines the organisational structure, roles, and procedures for project management, including decision-making processes, internal communication, and progress monitoring. The application of the Management Quality Plan Deliverables as a Quality Assurance Plan (PM-4) is a key component of this framework, ensuring that all project deliverables undergo a systematic multi-step review process assessing content quality, relevance, consistency, and compliance with project objectives and timelines. This approach supports transparency, traceability, and accountability, while enabling adaptive management through regular monitoring, reporting, and risk mitigation measures. In alignment with RRI principles, it promotes inclusive, responsive, and well-coordinated project implementation.

Specific KPIs were used to monitor the integration of RRI principles in the present deliverable (Table 9).

Table 4. RRI Principles KPIs for Task 8.1

KPI Code	Description
PM-1	**Number of institutions with a Gender Equality Plan (GEP):** Tracks how many participating institutions have an officially adopted Gender Equality Plan, reflecting commitment to gender equity in research and organizational practices.

PM-2	**GEP repository:** Assesses the extent to which project teams reflect gender diversity, promoting inclusive participation and equitable representation in decision-making and research activities.
PM-3	**Gender balanced composition of project teams:** Assesses the extent to which project teams reflect gender diversity, promoting inclusive participation and equitable representation in decision-making and research activities.
PM-4	**Application of a Quality Assurance Plan (QAP):** Assesses the consistent application of anonymization or pseudonymization techniques to protect individuals' personal data, minimizing risks of identification and ensuring ethical data handling.

8. Annex

This section provides the list of MQP-related files. It also includes the project's Gantt chart, a Work Breakdown, indicating schedule per task, responsible partner related subtasks, related deliverables, and the list of deliverables' quality reviewers (also: MQP-VISION4FOOD-F8).

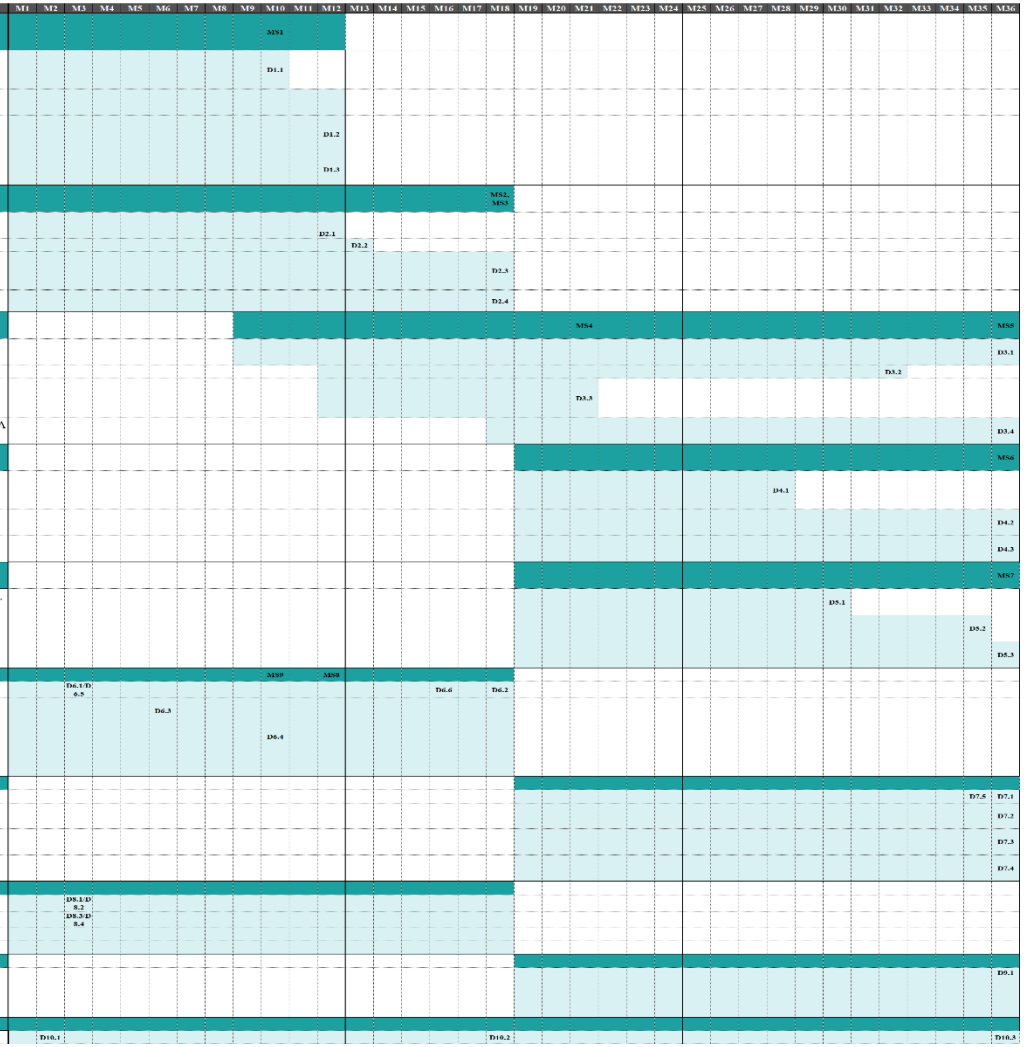
8.1 List of files related to the Management and Quality Plan

Table 5. List of files related to the Management and Quality Plan

Official Documents			
VISION4FOOD Grant Agreement with the Commission VISION4FOOD Consortium Agreement			
Internal Forms/Templates			
Title	**Description**	**Code**	**Document type**
VISION4FOOD mailing list	Spreadsheet which contains contact information (e-mails) of partners involved in the project	**MQP-VISION4FOOD-F1**	Spreadsheet
Work-Planning	Spreadsheet which contains all information regarding the work plan of the project (Gantt chart, list of deliverables, milestones).	**MQP-VISION4FOOD-F2**	Spreadsheet
Semester Activity Report Template	Template (.docx) for provision of input regarding the semester activity of each WP (internal reporting).	**MQP-VISION4FOOD-F3**	Document
Deliverable Template	Template (.docx) for project documents and deliverables.	**MQP-VISION4FOOD-F4**	Document
Risk Report	Template (.docx) for reporting any identified risk	**MQP-VISION4FOOD-F5**	Document
List of Names (PSC and WPL)	Spreadsheet which contains the contacts of the SC and WPL representatives	**MQP-VISION4FOOD-F6**	Spreadsheet
Deliverable Quality Reviewers	Spreadsheet listing the quality reviewers of each deliverable.	**MQP-VISION4FOOD-F7**	Spreadsheet
List of QM documents	Spreadsheet containing the latest versions of the project's official documents, templates, and deliverables.	**MQP-VISION4FOOD-F8**	Spreadsheet

8.2 VISION4FOOD Gantt Chart

		Start	End	Lead partner	Supporting partners
WP1	**Mapping the food system transformation landscape through an Open Innovation and Responsible Research and Innovation perspective**	**M1**	**M12**	**CBS**	
T1.1	Analysis of the regional R&I agendas, smart specialization strategies and policy priorities related to food systems	M1	M10	AUTH	WR, CARTIF, VU, CBS, ERDN, AGROAPPS, JCYL, RoT, CONF, RWAC, EFFOST
T1.2	Business focused analysis of enablers and barriers of regional food system transformation	M1	M12	CBS	WR, CARTIF, VU, AUTH, ERDN, AGROAPPS, JCYL, RoT, CONF, RWAC
T1.3	Value chain and quadruple helix stakeholder mapping and needs analysis towards fostering a food systems approach	M1	M12	CBS	WR, CARTIF, VU, AUTH, ERDN, AGROAPPS, JCYL, RoT, CONF, RWAC
T1.4	Aligning VISION4FOOD's scope and aims with the RRI principles under the food system transformation approach	M1	M12	AUTH	WR, CARTIF, VU, CBS, ERDN, AGROAPPS, JCYL, RoT, CONT, RWAC, EFFOST
WP2	**Development of VISION4FOOD's governance model, tools, and inventories for food systems transformation**	**M1**	**M18**	**Q-PLAN**	
T2.1	Development of VISION4FOOD's governance model framework	M1	M12	VU	All
T2.2	Setting the framework for the acceleration agendas	M1	M13	CARTIF	All
T2.3	Repository of success cases towards food system transformation	M1	M18	Q-PLAN	WR, CARTIF, VU, CBS, AUTH, ERDN, AGROAPPS, JCYL, RoT, CONF, RWAC)
T2.4	VISION4FOOD toolkit for the development of food systems transformation innovation ecosystems	M1	M18	AgroApps	All
WP3	**Regional stakeholder engagement and empowerment through multi actor hubs for food innovation**	**M9**	**M36**	**VU**	
T3.1	Setting up and operating OI platforms/hubs based on a quadruple helix model	M9	M36	Q-PLAN	WR, CARTIF, VU, AUTH, ERDN, AGROAPPS, JCYL, RoT, CONT, RWAC
T3.2	Regional actors awareness raising and empowerment	M12	M32	VU	All
T3.3	Co-definition of the VISION4FOOD's acceleration agendas for the empowerment of regional actors and food innovation ecosystems	M12	M21	VU	WR, CARTIF, CBS, AUTH, ERDN, AGROAPPS, JCYL, RoT, CONF, RWAC
T3.4	Support local actors by facilitating synergies for financing and capacity building instruments	M18	M36	Q-PLAN	WR,CARTIF,VU,CBS,AUTH,ERDN,AGROAPPS,JCYL,RoT,CONF, RWAC
WP4	**Deployment of acceleration agendas towards food systems transformation**	**M19**	**M36**	**CARTIF**	
T4.1	Identification and design of local missions	M19	M28	CBS	WR, CARTIF, QPLAN, VU, AUTH, ERDN, AGROAPPS, JCYL, RoT, CONF, RWAC
T4.2	Deployment of selected missions of regional relevance to support open food innovation	M19	M36	CARTIF	WR, QPLAN, VU, CBS, AUTH, ERDN, AGROAPPS, JCYL, RoT, CONF, RWAC
T4.3	Monitoring and assessment of the project's outcomes, impacts and transformation change	M19	M36	CARTIF	WR, QPLAN, VU, AUTH, ERDN, AGROAPPS, JCUL, RoT, CONF, RWAC
WP5	**Knowledge transfer, replication, and policy recommendations**	**M19**	**M36**	**ERDN**	
T5.1	Explore the future of food systems through modelling, forecasting, and scenarios	M19	M30	WR	CARTIF, QPLAN, VU, CBS, AUTH, ERDN, AGROAPPS, JCYL, RoT, CONF, RWAC
T5.2	Regional and cross-regional multi-stakeholder dialogues and replication	M19	M35	ERDN	WR, CARTIF, QPLAN, VU, CBS, AUTH, AGROAPPS, JCYL, RoT, CONF, RWAC
T5.3	Synthesis of lessons learnt into practical replication guidelines and policy recommendations	M19	M36	EFFOST	All
WP6	**Dissemination, exploitation, and synergies - 1st period**	**M1**	**M18**	**EFFOST**	
T6.1	Dissemination and communication activities (D&C)	M1	M18	EFFOST	All
T6.2	Exploitation and innovation management	M1	M18	AgroApps	All
T6.3	Development of the knowledge exchange platform and digital support tools	M1	M18	AgroApps	All
T6.4	Networking, establishment of synergies with other projects and establishing the Network of Interest	M1	M18	WR	All
WP7	**Dissemination, exploitation, and synergies – 2nd period**	**M19**	**M36**	**EFFOST**	
T7.1	Dissemination and communication activities (D&C)	M19	M36	EFFOST	All
T7.2	Exploitation and innovation management	M19	M36	AgroApps	All
T7.3	Development of the knowledge exchange platform and digital support tools	M19	M36	AgroApps	All
T7.4	Networking, establishment of synergies with other projects and establishing the Network of Interest	M19	M36	WR	All
WP8	**Project management – 1st period**	**M1**	**M18**	**WR**	
T8.1	Coordination and quality management	M1	M18	WR	All
T8.2	Data management	M1	M18	WR	All
T8.3	Project meetings	M1	M18	WR	All
T8.4	Reporting	M1	M18	WR	All
WP9	**Project management – 2nd period**	**M19**	**M36**	**WR**	
T9.1	Coordination and quality management	M19	M36	WR	All
T9.2	Data management	M19	M36	WR	All
T9.3	Project meetings	M19	M36	WR	All
T9.4	Reporting	M19	M36	WR	All
WP10	**Ethics Requirements**	**M1**	**M36**	**WR**	



8.3 VISION4FOOD work breakdown by WPs, Tasks, Deliverables and Milestones

Table 6. VISION4FOOD work breakdown by WPs and Tasks

#	Title	Leader	Start	End
WP1	**Mapping the food system transformation landscape through an Open Innovation and Responsible Research and Innovation perspective**	**CBS**	**M1**	**M12**
T1.1	Analysis of the regional R&I agendas, smart specialization strategies and policy priorities related to food systems	AUTH	M1	M10
T1.2	Business focused analysis of enablers and barriers of regional food system transformation	CBS	M1	M12
T1.3	Value chain and quadruple helix stakeholder mapping and needs analysis towards fostering a food systems approach	CBS	M1	M12
T1.4	Aligning VISION4FOOD's scope and aims with the RRI principles under the food system transformation approach	AUTH	M1	M12
WP2	**Development of VISION4FOOD's governance model, tools, and inventories for food systems transformation**	**Q-PLAN**	**M1**	**M18**
T2.1	Development of VISION4FOOD's governance model framework	VU	M1	M12
T2.2	Setting the framework for the acceleration agendas	CARTIF	M1	M13
T2.3	Repository of success cases towards food system transformation	Q-PLAN	M1	M18
T2.4	VISION4FOOD toolkit for the development of food systems transformation innovation ecosystems	AgroApps	M1	M18
WP3	**Regional stakeholder engagement and empowerment through multi-actor hubs for food innovation**	**VU**	**M9**	**M36**
T3.1	Setting up and operating OI platforms/hubs based on a quadruple helix model	Q-PLAN	M9	M36
T3.2	Regional actors awareness raising and empowerment	VU	M12	M32
T3.3	Co-definition of the VISION4FOOD's acceleration agendas for the empowerment of regional actors and food innovation ecosystems	VU	M12	M21
T3.4	Support local actors by facilitating synergies for financing and capacity building instruments	Q-PLAN	M18	M36

#	Title	Leader	Start	End
WP4	**Deployment of acceleration agendas towards food systems transformation**	**CARTIF**	**M19**	**M36**
T4.1	Identification and design of local missions	CBS	M19	M28
T4.2	Deployment of selected missions of regional relevance to support open food innovation	CARTIF	M19	M36
T4.3	Monitoring and assessment of the project's outcomes, impacts and transformation change	CARTIF	M19	M36
WP5	**Knowledge transfer, replication, and policy recommendations**	**ERDN**	**M19**	**M36**
T5.1	Explore the future of food systems through modelling, forecasting, and scenarios	WR	M19	M30
T5.2	Regional and cross-regional multi-stakeholder dialogues and replication	ERDN	M19	M35
T5.3	Synthesis of lessons learnt into practical replication guidelines and policy recommendations	EFFOST	M19	M36
WP6	**Dissemination, exploitation, and synergies – 1st period**	**EFFOST**	**M1**	**M18**
T6.1	Dissemination and communication activities (D&C)	EFFOST	M1	M18
T6.2	Exploitation and innovation management	AgroApps	M1	M18
T6.3	Development of the knowledge exchange platform and digital support tools	AgroApps	M1	M18
T6.4	Networking, establishment of synergies with other projects and establishing the Network of Interest	WR	M1	M18
WP7	**Dissemination, exploitation, and synergies – 2nd period**	**EFFOST**	**M19**	**M36**
T7.1	Dissemination and communication activities (D&C)	EFFOST	M19	M36
T7.2	Exploitation and innovation management	AgroApps	M19	M36
T7.3	Development of the knowledge exchange platform and digital support tools	AgroApps	M19	M36
T7.4	Networking, establishment of synergies with other projects and establishing the Network of Interest	WR	M19	M36
WP8	**Project management – 1st period**	**WR**	**M1**	**M18**
T8.1	Coordination and quality management	WR	M1	M18
T8.2	Data management	WR	M1	M18

#	Title	Leader	Start	End
T8.3	Project meetings	WR	M1	M18
T8.4	Reporting	WR	M1	M18
WP9	**Project management – 2nd period**	**WR**	**M19**	**M36**
T9.1	Coordination and quality management	WR	M19	M36
T9.2	Data management	WR	M19	M36
T9.3	Project meetings	WR	M19	M36
T9.4	Reporting	WR	M19	M36
WP10	**Ethics Requirements**	**WR**	**M1**	**M36**

Table 7. VISION4FOOD List of Deliverables

Del. No	Deliverable Title	WP	Lead beneficiary	Due Date (months)
D1.1	Examples of R&I agendas and smart specialization strategies	WP1	AUTH	10
D1.2	Enablers and barriers for innovation in the food industry and business domain and value chain and quadruple helix stakeholders' needs and perceptions towards open innovation	WP1	CBS	12
D1.3	RRIs principles in food transformation	WP1	AUTH	12
D2.1	VISION4FOOD governance framework	WP2	VU	12
D2.2	VISION4FOOD acceleration agenda framework	WP2	CARTIF	13
D2.3	Repository of VISION4FOOD's success cases	WP2	Q-PLAN	18
D2.4	VISION4FOOD's Toolkit	WP2	AGROAPPS	18
D3.1	Stakeholders' mobilization by setting up open innovation platforms	WP3	Q-PLAN	36
D3.2	VISION4FOOD's awareness raising and empowerment program for regional ecosystem's innovation in food transformation	WP3	VU	32
D3.3	Social Innovation and bottom- up decision making to develop regional acceleration agendas for food transformation	WP3	VU	21

Del. No	Deliverable Title	WP	Lead beneficiary	Due Date (months)
D3.4	Support local actors by facilitating synergies for financing and capacity building instruments	WP3	Q-PLAN	36
D4.1	Identification and selection of regional missions for the realisation of the acceleration agendas	WP4	CBS	28
D4.2	Deployment of local missions of reginal relevance	WP4	CARTIF	36
D4.3	Report on FIPs evaluation results	WP4	CARTIF	36
D5.1	Future trends of food innovation ecosystem	WP5	WR	30
D5.2	Regional and cross-regional multi-stakeholder dialogues	WP5	ERDN	35
D5.3	Replication Handbook and policy recommendations	WP5	EFFOST	36
D6.1	Dissemination and Communication Plan - 1st version	WP6	EFFOST	3
D6.2	Dissemination and Communication Plan - Final version	WP6	EFFOST	18
D6.3	IPR Management and Exploitation Plan - 1st version	WP6	AGROAPPS	6
D6.4	VISION4FOOD's Knowledge exchange platform - 1st version	WP6	AGROAPPS	10
D6.5	Project's website	WP6	EFFOST	3
D6.6	Practice Abstracts – batch 1	WP6	EFFOST	16
D7.1	Dissemination and Communication Results	WP7	EFFOST	36
D7.2	IPR Management and Exploitation Plan - Final version	WP7	AGROAPPS	36
D7.3	VISION4FOOD's Knowledge exchange platform - Final version	WP7	AGROAPPS	36
D7.4	Set – up the Network of Interest	WP7	WR	36
D7.5	Practice Abstracts - batch 2	WP7	EFFOST	35
D8.1	Management and Quality Plan -1st version	WP8	WR	3
D8.2	Management and Quality Plan - 2nd version	WP8	WR	18
D8.3	Data management Plan - 1st version	WP8	WR	3

Del. No	Deliverable Title	WP	Lead beneficiary	Due Date (months)
D8.4	Data management Plan - 2nd version	WP8	WR	18
D9.1	Data management Plan - Final version	WP9	WR	36
D10.1	OEI - Requirement No. 1	WP10	WR	2
D10.2	OEI - Requirement No. 2	WP10	WR	18
D10.3	OEI - Requirement No. 3	WP10	WR	36

Table 8. VISION4FOOD List of Milestones

MS No	Milestone title	WP	Lead beneficiary	Due Date (in months)
MS1	Analysis of regional R&I agendas and smart specialization strategies	WP1	AUTH	10
MS2	VISION4FOOD'S Toolkit	WP2	AGROAPPS	18
MS3	Repository of success cases	WP2	Q-PLAN	18
MS4	Creation of "Food innovation Platforms"	WP3	Q-PLAN	36
MS5	Development of regional acceleration agendas	WP3	VU	21
MS6	Deployment and validation of acceleration agenda	WP4	CARTIF	36
MS7	Replication Handbook and policy recommendations	WP5	EFFOST	36
MS8	Creation of the Network of Interest (NoI)	WP6	WR	12
MS9	VISION4FOOD's Knowledge exchange Platform	WP6	AGROAPPS	10

8.4 List of Deliverables' Quality Reviewers

Table 9. List of Deliverables' Quality Reviewers

Del. No	Deliverable name	Lead beneficiary	Delivery date(M)	Quality Reviewer No1	Quality Reviewer No2
D1.1	Examples of R&I agendas and smart specialization strategies	AUTH	10	CBS	VU
D1.2	Enablers and barriers for innovation in the food industry and business domain and value chain and quadruple helix stakeholders needs and perceptions towards open innovation	CBS	12	WR	AUTH
D1.3	RRIs principles in food transformation	AUTH	12	CBS	VU
D2.1	VISION4FOOD governance framework	VU	12	Q-PLAN	CARTIF
D2.2	VISION4FOOD acceleration agenda framework	CARTIF	13	Q-PLAN	VU
D2.3	Repository of VISION4FOOD's success cases	Q-PLAN	18	AGROAPPS	AUTH
D2.4	VISION4FOOD's Toolkit	AGROAPPS	18	Q-PLAN	CARTIF
D3.1	Stakeholders' mobilization by setting up open innovation platforms	Q-PLAN	M36	VU	WR
D3.2	VISION4FOOD's awareness raising and empowerment program for regional ecosystem's innovation in food transformation	VU	M32	CARTIF	AUTH
D3.3	Social Innovation and bottom- up decision making to develop regional acceleration agendas for food transformation	VU	21	CBS	AUTH
D3.4	Support local actors by facilitating synergies for financing and capacity building instruments	Q-PLAN	36	VU	CBS

Del. No	Deliverable name	Lead beneficiary	Delivery date(M)	Quality Reviewer No1	Quality Reviewer No2
D4.1	Identification and selection of regional missions for the realisation of the acceleration agendas	CBS	28	CARTIF	ERDN
D4.2	Deployment of local missions of reginal relevance	CARTIF	36	CBS	ERDN
D4.3	Report on FIPs evaluation results	CARTIF	36	AUTH	VU
D5.1	Future trends of food innovation ecosystem	WR	30	ERDN	CBS
D5.2	Regional and cross-regional multi-stakeholder dialogues	ERDN	35	Q-PLAN	CARTIF
D5.3	Replication Handbook and policy recommendations	EFFOST	36	ERDN	WR
D6.1	Dissemination and Communication Plan - 1st version	EFFOST	3	All	
D6.2	Dissemination and Communication Plan - Final version	EFFOST	18	All	
D6.3	IPR Management and Exploitation Plan - 1st version	AGROAPPS	6	All	
D6.4	VISION4FOOD's Knowledge exchange platform - 1st version	AGROAPPS	10	EFFOST	WR
D6.5	Project's website	EFFOST	3	AgroApps	WR
D6.6	Practice Abstracts – batch 1	EFFOST	16	CARTIF	VU
D7.1	Dissemination and Communication Results	EFFOST	36	All	
D7.2	IPR Management and Exploitation Plan - Final version	AGROAPPS	36	All	
D7.3	VISION4FOOD's Knowledge exchange platform - Final version	AGROAPPS	36	EFFOST	WR
D7.4	Set – up the Network of Interest	WR	36	EFFOST	AUTH

Del. No	Deliverable name	Lead beneficiary	Delivery date(M)	Quality Reviewer No1	Quality Reviewer No2
D7.5	Practice Abstracts - batch 2	EFFOST	35	CARTIF	ERDN
D8.1	Management and Quality Plan -1st version	WR	3	All	
D8.2	Management and Quality Plan - 2nd version	WR	18	All	
D8.3	Data management Plan - 1st version	WR	3	All	
D8.4	Data management Plan - 2nd version	WR	18	All	
D9.1	Data management Plan - Final version	WR	36	All	
D10.1	OEI - Requirement No. 1	WR	2	Ethics Advisor	
D10.2	OEI - Requirement No. 2	WR	18	Ethics Advisor, WR	
D10.3	OEI - Requirement No. 3	WR	36	Ethics Advisor, WR	