



**KBBE-2013-07-GA 603121 DIVERSIFY**



**Annual Coordination Meeting, UNIBA, Italy  
4-6 November 2014**

**Exploring the biological and socioeconomic  
potential of new/emerging candidate fish species  
for the expansion of the European aquaculture  
industry**



1

**This is the presentation I gave during DAY 3 of the meeting, having added some text comments to help Partners that did not attend the meeting, as well as to help the rest to remember what was discussed, regarding the preparation of the Deliverables and the Scientific Reports.**



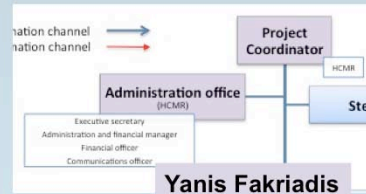
- **WP1 Project management**
  - **Management team,**
  - **Steering Committee,**
  - **Species leaders**
  - **Group WP leaders,**
  - **WP leaders (Lead Beneficiaries)**
- **Deliverables**
- **Periodic Reporting (Mo 12, 30, 48 and 60)**





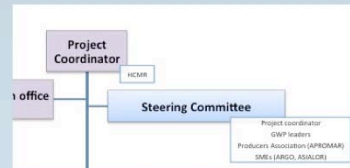
## Project Coordinator (PC)

- Communication with EC
  - queries and amendments
  - reports and deliverables
- Management of consortium
  - flow of information, responsibilities
  - meetings (coordination and dissemination)
  - conflict resolutions
- Dissemination
  - upload documents in web
  - presentations to conferences
  - interviews, news releases
- Research!





## Steering Committee (SC)



- Based on the DOW (and proposal)
  - Project coordinator
  - GWP leaders (IRTA, FCPCT, IOLR, HCMR, UNIABDN, DLO/LEI)
  - Producers Associations (APROMAR)
  - SMEs (ARGO, CULMAREX, ASIALOR)
- Responsibilities (see also CA)
  - monitor the effective and efficient implementation of DOW and amendments
  - evaluation of progress based on reports (6 mo) from the GWP leaders
  - assist the PC with meeting preparation and reporting
  - conflict resolutions
- Meet once a year, during the coordination meetings



# KBBE-2013-07-GA 603121 DIVERSIFY



## Species Leaders (SL)



- meagre – Alicia Estevez, IRTA (Spain)
- greater amberjack – Nikos Papandroulakis, HCMR (Greece)
- pikeperch – Pascal Fontaine, UL (France)
- Atlantic halibut – Birgitta Norberg, IMR (Norway)
- wreckfish – Jose Benito (Tito) Peleteiro, IEO (Spain)
- grey mullet – Bill Koven, IOLR (Israel)

(Species) presentations to interviews, news



5


These are the Species leaders and in the next page we have a description of their responsibilities.




## Species Leaders (SL)

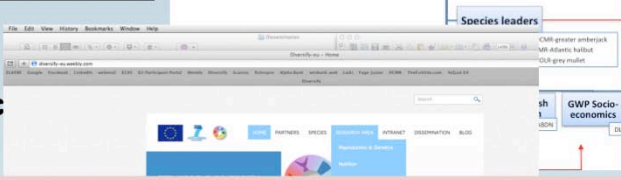


- Compile information from relevant WPs  
be informed of the work undertaken, and aware of results obtained
- Dissemination  
liaise with PC, WP31 Dissemination and WP Leaders  
compile species-specific documents for the web site (**Species**)  
presentations to conferences (**Y2 and 4 at EAS**)  
interviews, news releases


**KBBE-2013-07-GA 603121 DIVERSIFY**



**Group Work Pac  
(GWP) Leaders**



- **2: Reproduction & Genetics – Neil Duncan, IRTA (Spain)**
- **3: Nutrition – Marisol Izquierdo, FCPCT (Spain)**
- **4: Larval husbandry – Bill Koven, IOLR (Israel)**
- **5: Grow out husbandry – Nikos Papandroulakis, HCMR (Greece)**
- **6: Fish health – Chris Secombes, UNIABDN (UK)**
- **7: Socioeconomics – Gemma Tacke, DLO/LEI (The Netherlands)**

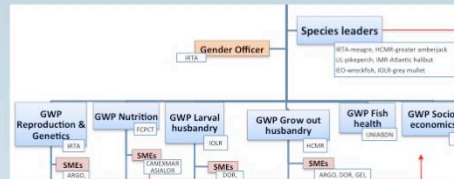
7

assist the SLs in species-specific documents

These are the Group Workpackage leaders and in the next page we have a description of their responsibilities.



## Group Work Package (GWP) Leaders



- Coordinate WP Lead Beneficiaries (LBs)
  - facilitate interactions between WPs (and GWP)
  - compile/edit interim reports and deliverables
- Management of GWP
  - flow of information, responsibilities
  - protocols, sample/data transfer
- Dissemination
  - liaise with PC, WP31 Dissemination and SLs
  - compile documents to upload on web site related to their GWP (**Research Area**)
  - assist the SLs in species-specific documents







## KBBI-2013-07-GA 603121 DIVERSIFY



### Work package (WP) Lead Beneficiaries (LBs)

Work package No[1]	Work package title	Type of activity[2]	Lead participant No[3]	Lead participant short name	Lead participant scientist	Person-months[4]	Start month[5]	End month
1	Project Management	MGT	1	HCMR	C C Mylonas	81.47	1	60
Group WPs	Reproduction and Genetics	RTD	3	IRTA	N Duncan	268.01	1	60
2	Reproduction & genetics-mesgre	RTD	3	IRTA	N Duncan	40.65	1	36
3	Reproduction & genetics-amberjack	RTD	13	UNIBA	A Corriero	148.66	1	54
4	Reproduction & genetics-pilgorsch	RTD	1	HCMR	C Tsigenopoulos	5.00	1	16
5	Reproduction & genetics-Atlantic halibut	RTD	7	IMR	B Nøstberg	29.50	1	36
6	Reproduction & genetics-wreckfish	RTD	8	IEO	T Peleteiro	28.96	1	54
7	Reproduction & genetics-grey mullet	RTD	4	IOLR	H Rosenfeld	24.30	1	60
Group WPs	Nutrition	RTD	2	FCPCT	M Izquierdo	199.90	1	57
8	Nutrition-mesgre	RTD	2	FCPCT	I Robaina	27.00	1	48
9	Nutrition-greater amberjack	RTD	2	FCPCT	M Izquierdo	46.80	1	58
10	Nutrition-pilgorsch	RTD	20	DTU	I Lund	39.50	4	48
11	Nutrition-Atlantic halibut	RTD	17	NHFS	K Hamre	14.20	1	48
12	Nutrition-wreckfish	RTD	8	CMRM	F Linaret	6.60	1	57
13	Nutrition-grey mullet	RTD	4	IOLR	W Koven	65.80	1	55
Group WPs	Larval Husbandry	RTD	4	IOLR	W Koven	168.51	1	57
14	Larval husbandry-mesgre	RTD	3	IRTA	A Esteve	3.70	1	18
15	Larval husbandry-greater amberjack	RTD	2	FCPCT	C Mari Hernandez	79.50	5	48
16	Larval husbandry-pilgorsch	RTD	9	UL	P Fontaine	35.50	1	57
17	Larval husbandry-Atlantic halibut	RTD	7	IMR	Bjorgita Nøstberg	20.00	1	48
18	Larval husbandry-wreckfish	RTD	8	IEO	T Peleteiro	14.81	1	48
19	Larval husbandry-grey mullet	RTD	4	IOLR	W Koven	15.00	1	55
Group WPs	Grow out Husbandry	RTD	1	HCMR	N Papandroulakis	329.20	6	57
20	Grow out husbandry-mesgre	RTD	3	IRTA	N Duncan	116.50	6	42
21	Grow out husbandry-greater amberjack	RTD	1	HCMR	N Papandroulakis	111.40	8	57
22	Grow out husbandry-pilgorsch	RTD	16	FLNDR	P Kjesburom	61.00	8	48
23	Grow out husbandry-mullet	RTD	4	IOLR	W Koven	40.30	9	40
Group WPs	Fish Health	RTD	5	UNIARDN	C Secombes	247.66	5	57
24	Fish health-mesgre	RTD	5	HCMR	P Katarinos	144.40	5	54
25	Fish health-greater amberjack	RTD	5	UNIARDN	C Secombes	95.10	6	57
26	Fish health-Atlantic halibut	RTD	7	IMR	P Sonst	4.16	4	40
Group WPs	Socioeconomics	RTD	6	DLO	G Tackes	228.84	1	60
27	Socioeconomics-institutional and organizational context	RTD	6	DLO	G Tackes	23.65	1	12
28	Socioeconomics-new product development	RTD	3	IRTA	Elin Oestrems	77.85	13	56
29	Socioeconomics-consumer value perception and behavioural change	RTD	11	AL	A Krystallia	73.78	1	44
30	Socioeconomics-business model and marketing strategy development	RTD	10	TU/e	E Nijssen	53.56	43	60
31	Dissemination	OTHER	18	CTAQUA	R Robles	35.71	1	60
				TOTAL		1559.30		





**KBBE-2013-07-GA 603121 DIVERSIFY**

**Reporting**

Guidance notes on project reporting:  
project\_reporting\_en.pdf  
Available at [www.diversifyfish.com](http://www.diversifyfish.com), INTRA, EU  
Support Documents

- Deliverables according to the DOW timetable!!!
  - Must be uploaded on the Participants Portal as FULL reports, by the date that has been agreed in the DOW
- Periodic reports at 12, 30, 48 and 60 Mo
  - 60 days after the end of the period
  - Period 1 report **(Nov-Dec 2014)**
- Final Report (Mo 62)

11

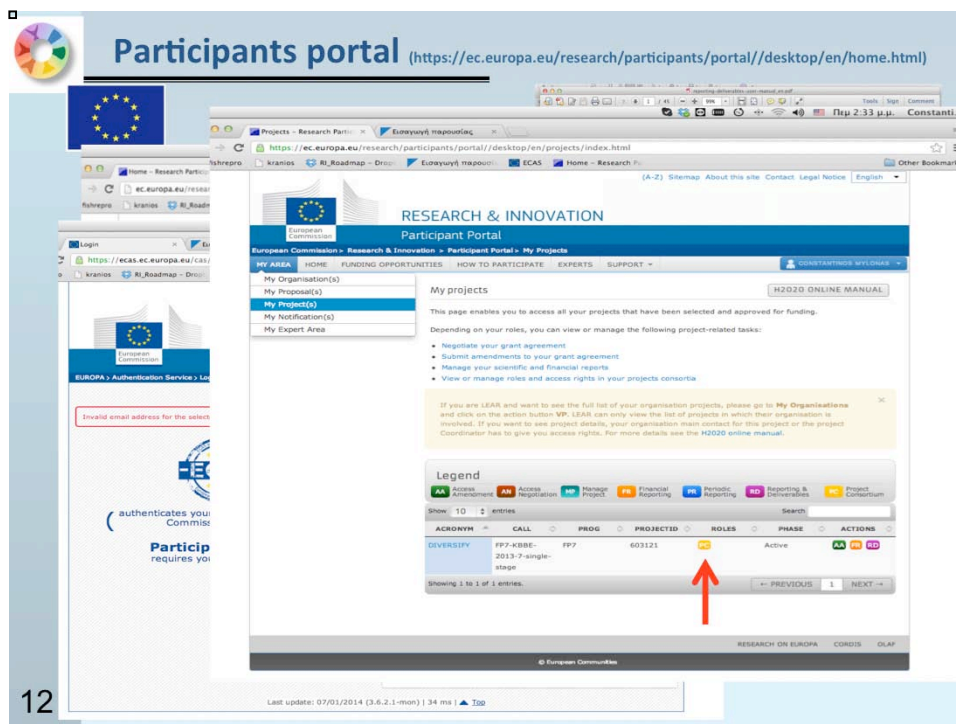
There are 3 types of “reports” for our project:

Deliverables

Periodic reports

Final report

Guidance notes are available from the EU, and the documents have been uploaded on the website.



All reporting is done electronically, by filling up pop-up windows, or uploading pdf documents. Familiarize yourself with the Participants Portal.

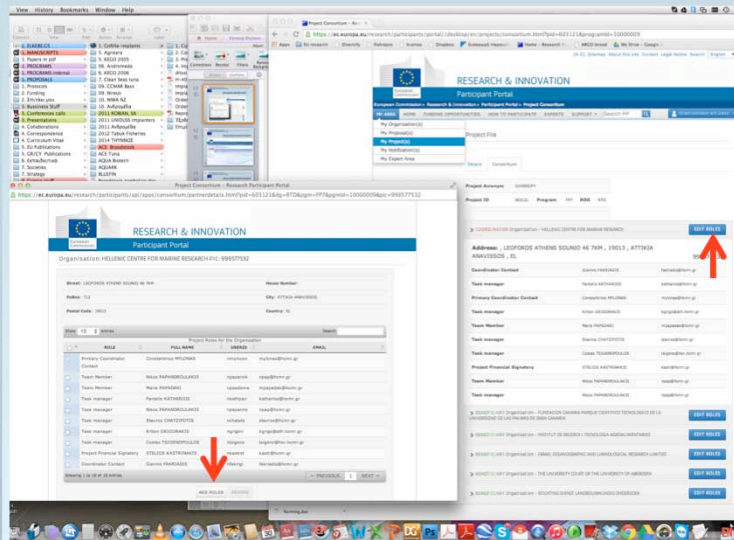
**Consult the SESAM guide if you need information, or ask the Project Coordination team.**



## Participants portal (<https://ec.europa.eu/research/participants/portal/desktop/en/home.html>)



Each partner allocates roles!!



13

You can **allocate roles** to different members of your organization, to allow them to see and upload information in the Participants Portal

**Participants portal** (<https://ec.europa.eu/research/participants/portal/desktop/en/home.html>)

The screenshot displays the 'Participants portal' interface. The top navigation bar includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. The main content area is titled 'My projects' and contains a list of project tasks. A table below shows project details with columns for ACRONYM, CALL, PRDG, PROJECTED, ROLES, PHASE, and ACTIONS. A red arrow points to the 'RD' button in the ACTIONS column.

Each partner can access the Participants Portal to see the deliverables and their due date, upload a deliverable, a scientific article or a dissemination activity. These functions are available if you press the “RD” button (purple).

**Participants portal** (<https://ec.europa.eu/research/participants/portal/desktop/en/home.html>)

**Access various aspects of project!!**

SESAM - Work with a Project Page

Technology Platforms | Security Research | FP7 on EUROPA | FP6 - Sixth Framework Programme | CORDIS News | Current Council Presidency | ERAWATCH | Legal Notice

RESEARCH & INNOVATION

Participant Portal - Grant Management - Scientific Reporting

FP7 Home > Project Management > FP7 Work with a Project > ...

You are logged as:  
Constantinos MYLONAS  
(Alkinoos)  
[Helpdesk](#)

FP7 Work with a Project 603121

Please choose one of the following:  
☐ To go to home page, select 'Home' from menu.  
☐ To fill-in declaration on the conformity, select 'Documents' from menu.  
☐ To fill-in notification form, select 'Notifications' from menu.  
☐ To logout from the system, select 'Logout' from menu.

Recently updated reports

Form name	Period / Review Session	Date last updated	Status
What is FP7? 1 FP7 step by step 1 Find a Call 1 Get Support 1 Find a Partner 1 Find a Document 2 Prepare & submit a proposal 1 What's New?			

Tip | CORDIS | About | Help Desk | FAQ |

QUEST version 9.7.5.02 in PRODUCTION environment

15

The menu of the RD allows to see

the deliverables and their due date (can also download any Deliverable that has been uploaded),

upload a deliverable,

scientific article or

dissemination activity.

**Participants portal** (<https://ec.europa.eu/research/participants/portal/desktop/en/home.html>)

**Access various aspects of project!!**

**RESEARCH & INNOVATION**  
Participant Portal - Grant Management - Scientific Reporting

7 Home > Project Management > Deliverables Management

You are logged as: Constantinos MYLONAS (Aikinoos) [helpdesk](#)

**Memo**

- Project Home
- Review Reports
- Reports
- Deliverables
- Publications
- Journal Request
- Dissemination Activities
- Patents
- Exploitable Foregrounds
- Close window

**Deliverables Management**

Instrument CP - Collaborative project

Project Information 603121 - Exploring the biological and socio-economic potential of new/emerging candidate fish species for the expansion of

Username Aikinoos

Filter by deliverable type ALL


**Deliverables in progress**

WP	Deliverable n°	Title	Version	Lead beneficiary	Person months	Nature	Dissemination level	Document type	Delivery date from Annex I (mth)	Forecast date	Status
31	5	Collaboration agreement with food industry and consumer organization; linkage of websites	0.0	FUNDACION CENTRO TECNOLÓGICO ACUICULTURA DE ANDALUCIA	0.27	Report	PU		31/08/2014 (8 months)	31/08/2014	Pending
2	2	Genetic characterisation of different marine captive broodstocks and evaluation of available variability (M12)	0.0	FUNDACION CANARIA PARQUE CIENTIFICO TECNOLÓGICO DE LA UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA	7.0	Report	PU		30/11/2014 (12 months)	30/11/2014	Pending
3	1	Establishment of quantitative PCR assays to measure transcript levels of target genes in greater amberjack	0.0	ISRAEL OCEANOGRAPHIC AND LIMNOLOGICAL RESEARCH LIMITED	6.0	Report	PU		30/11/2014 (12 months)	30/11/2014	Pending

The Deliverable list can be viewed in chronological order or by Partner, by clicking on the heading. The submitted deliverables are listed in the bottom of the list, and a copy can be downloaded by all Partners. You can look at them to see the format and how other partners have prepared them.


The already submitted deliverables are also uploaded in the DIVERSIFY web site (INTRA/Deliverables) and are organized according to GWP in chronological order.





# DELIVERABLES

FF7-KBBE-2013-07, DIVERSIFY 603121



## Deliverable Report

<b>Deliverable No.</b>	D29.1	<b>Delivery Month:</b>	09
<b>Deliverable Title</b>	Dataset of consumers' perceptions, attitudes, buying intentions, consumption, willingness to buy and pay, and value perceptions towards the selected species in the five countries investigated.		
<b>WP No:</b>	29	<b>WP Lead beneficiary:</b>	P11. AU
<b>WP Title:</b>	Socioeconomics - Consumer value perceptions and behavioral change		
<b>Task No:</b>	29.1	<b>Task Lead beneficiary:</b>	P6. DLO
<b>Task Title:</b>	Consumer value perceptions and segmentation		
<b>Other beneficiaries:</b>	P1. RTA	P11. AU	P18. HDH
<b>Status:</b>	Delivered	<b>Expected month:</b>	09

**Lead Scientist preparing the Deliverable:** Raunders, M. (DLO)  
**Other Scientists participating:** Krystallis, A. (AU), Goatsara, L. (IRTA)

**Objective:** The general objective of Task 29.1 was to explore consumer attitudes towards aquacultured fish, as well as define consumer value perceptions in the form of trade-offs between perceived gains (i.e. benefits or "values") and perceived losses (i.e., sacrifices or "costs") from the consumption of the fish products resulting from the species under study in the focal markets (i.e., UK, Germany, Spain, France and Italy).

**Descriptions:** The Deliverable D29.1 contains the following information: (1) the protocol describing the conceptual model; (2) the questionnaire that was used for the data collection and (3) a description of the data collected. The letter includes an explanation of the sample, frequencies and descriptions of the main variables of interest (i.e., fish consumption, beliefs about aquacultured fish and evaluation of logos), and factor and reliability analyses of the multi-item constructs that constitute the conceptual model.

**Deliverables:** The "cleaned" datasets (n=100 completed in each country) are available for consideration for all partners participating within the DIVERSIFY consortium and the EU Scientific Officer upon request. However, they are made public, as this could constitute a confidentiality breach with the participants in the questionnaire.

### Deliverable Report

<b>Delivery Month:</b>	24
<b>WP Lead beneficiary:</b>	P13. UNIBA
<b>Task Lead beneficiary:</b>	P1. HCMR
<b>WP Lead beneficiary:</b>	P5. UNIBAD
<b>WP Lead beneficiary:</b>	P9. ULL
<b>WP Lead beneficiary:</b>	P13. UNIBA
<b>WP Lead beneficiary:</b>	P22. ITICAL
<b>WP Lead beneficiary:</b>	P24. ARGO
<b>WP Lead beneficiary:</b>	P31. IRIDA
<b>Expected month:</b>	48

**able:** Mylonas, C.C. (HCMR),  
ro, A. (UNIBA), Duncan, N. (IRTA)


nable is to .....

done and results


ms, their impact on the deliverable and project overall

available at  
protocols  
as pdfs at  
s

See next slides for explanations.



# DELIVERABLES



➤ Delivered on the Month indicated in DOW!

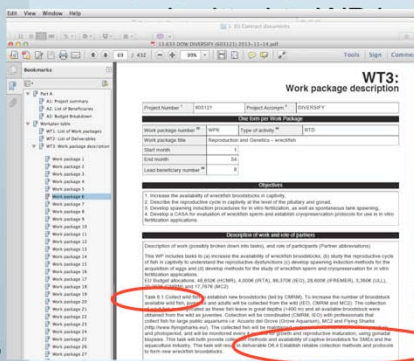
electronic submission (Participants Portal, SESAM)

➔ prepared by Task leader (clear link between Task & D)

Task leader for editing/approval

Task leader for editing/approval

Task leader for editing/approval




All deliverables, available at TRA/Forms & Protocols

Forms are available as pdfs at TRA/Deliverables


18

Each deliverable must be uploaded on the Participants Portal as a **FULL report** (think about it as a mini scientific paper, with Introduction, Objectives, Materials and Methods, Results, Discussion and Bibliography if needed), **by the date that has been agreed in the DOW!!!**

There is a clear indication in the DOW (WP descriptions) as to who is the responsible for each task and the Deliverables they result from these tasks (for example see the red circles in the slide above). If there is a doubt, the WP leader should clarify this with the Task leader.



## DELIVERABLES




➤ Delivered on the Month indicating electronic submission ( )  
 → prepared by Task leader submitted to WP leader submitted to GWP leader submitted to **PC for ed uploading**

➤ Use the same form for all deliverables, available at [www.diversifyfish.eu/INTRA/Forms & Protocols](http://www.diversifyfish.eu/INTRA/Forms%20and%20Protocols)

➤ All submitted deliverables are available as pdfs at [www.diversifyfish.eu/INTRA/Deliverables](http://www.diversifyfish.eu/INTRA/Deliverables)

FP7-KBBE-2013-07, DIVERSIFY 603121



Deliverable Report

Deliverable No:	D1.1	Delivery Month:	24	
Deliverable Title	This is the full title of the Deliverable as it was written in the DOW. It should be descriptive enough to show the full scope of the deliverable and all the necessary details.			
WP No:	1	WP Lead beneficiary:	P13. UNIBA	
WP Title:	Project Management			
Task No:	1.1	Task Lead beneficiary:	P1. HCMR	
Task Title:	Appointment of governing bodies. Again, this title should come from the DOW and should be complete and descriptive.			
Other beneficiaries:	P2. FCPC	P5. UNIBAD	P9. ULL	P13. UNIBA
P11. TU/e	P18. DTU	P22. ITICAL	P24. ARGO	P31. IRIDA
P30. CANEMAR	P27. EUPIC			
Status:	Delivered/delayed		Expected month:	48

Lead Scientist preparing the Deliverable: Mylonas, C.C. (HCMR).  
 Other Scientists participating: Corriero, A. (UNIBA), Duncan, N. (IRTA)


Objective: The objective of this Deliverable is to .....

Description: Description of the work done and results


Deviations: If any, explain the deviations, their impact on the deliverable and project overall.

The format of the Deliverable is available in the DIVERSIFY website (INTRA/Forms and Protocols) and should be followed by ALL partners. PLEASE do not change any of the formatting (font, size, spaces, bolds, italics, etc,) and fill up all required information.

You can see the already submitted deliverables to get an idea of how they are prepared in the DIVERSIFY website (INTRA/Deliverables).



## DELIVERABLES - preparation procedure



- Delivered on the Month indicated in DOW!  
electronic submission (Participants Portal, SESAM)  
→ prepared by Task leader (clear link between Task & D)  
submitted to WP leader for editing/approval  
submitted to GWP leader for editing/approval  
submitted to **PC for editing/approval and uploading**
- Use the same form for all deliverables, available at [www.diversifyfish.eu/INTRA/Forms & Protocols](http://www.diversifyfish.eu/INTRA/Forms%20&%20Protocols)
- All submitted deliverables are available as pdfs at [www.diversifyfish.eu/INTRA/Deliverables](http://www.diversifyfish.eu/INTRA/Deliverables)


20

The Deliverable should be prepared by the Task leader (or another appointed researcher) and be submitted to the WP leader for editing/approval.

Check both the format/language as well as the content. We want to submit complete, meaningful and well written Deliverables, since **EVERY SINGLE DELIVERABLE** will be examined by the Mid Term Evaluation committee, and will have to report on it's content, completion and impact!!!!


The WP leader should make sure that all Deliverables in the Work Package follow the appropriate format (as prepared by the Program Coordination).

Preparing good deliverable will also help in the preparation of the Periodic Reports, since all information may be copy-pasted there, and vice-versa (if a good amount of work has been done and reported in a Periodic Report, prior to the completion of a Task and the submission of a Deliverable)



## DELIVERABLES

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- **Deliverables must be on time!!!**
- **You (Task leader) will be notified 2 months before the submission date (1<sup>st</sup> reminder) and 15 days before (last reminder asking for the Deliverable)**
- **We (PC) need the Deliverable, 15 days prior to submission date, in order to review the format, content, etc.**
- **The order is:**
  - Task leader prepares the deliverable,
  - then sends it to WP leader,
  - then to GWP leader,
  - then to PC (15 days before the submission date)


21

This is the sequence of events that will be followed for the preparation of the Deliverables.

The coordination will remind the Task leaders of an upcoming Deliverable and will monitor its timely submission, and quality.



## KBBE-2013-07-GA 603121 DIVERSIFY



### Reporting


Guidance notes on project reporting:  
project\_reporting\_en.pdf  
Available at [www.diversifyfish.com](http://www.diversifyfish.com), INTRA, EU  
Support Documents

- Deliverables according to the DOW timetable!!!
- Periodic reports at 12, 30, 48 and 60 Mo
  - 60 days after the end of the period
  - Period 1 report **(Nov-Dec 2014)**
  - Within WP, at the Task level, not participant


22

The Periodic Reports are due in months 12, 30, 48 and 60 (both Scientific and Financial reports).

The Scientific Reports are done per WP, and not per Partner (contrary to the Financial reporting which is done per Partner)



## REPORTING



Guidance notes on project reporting:  
project\_reporting\_en.pdf  
Available at [www.diversifyfish.com](http://www.diversifyfish.com), INTRA, EU  
Support Documents

**For each work package**, please provide the following information:

A summary of progress towards objectives and details for each task;

Highlight clearly significant results;


If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;

23


This excerpt is from the instructions for the preparation of the Scientific reports for each WP (the document that was sent to all WP leaders and scientist to prepare the report).

It continues in the next page.





## REPORTING



Guidance notes on project reporting:  
project\_reporting\_en.pdf  
Available at [www.diversifyfish.com](http://www.diversifyfish.com), INTRA, EU  
Support Documents

If applicable, explain the reasons for failing to achieve critical objectives and/or not being able to achieve the impact on other tasks as well as the impact on planning (the explanation must be included in the declaration by the project coordinator).

WT6. Staff effort file to explain filling of information

a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex 1 (Description of Work);

If applicable, propose corrective actions.

24

This excerpt is from the instructions for the preparation of the Scientific reports for each WP. It continues from the previous page.

The “**use of resources**” refers mainly to staff effort (person/man months) charged in each Work Package. Other resources (travel, consumables, others) **do not need to be mentioned here**, as they are clearly indicated in the Financial Reports.

The person/man months that will be indicated in each Work Package in the Scientific Reports will be taken from the EXCEL file (WT6 Staff effort) that was prepared to visualize the staff effort of each partner for each Work Package (see [www.diversifyfish.eu/INTRA/Management](http://www.diversifyfish.eu/INTRA/Management)). In addition, the staff effort will be shown in the “Personnel” boxes of the Financial Reports. So, the number of person/man months (staff effort) for each Work Package must agree in ALL THREE DOCUMENTS (WT6 Staff effort, Scientific report, Financial Report). For this reason, I believe it is very important to complete first the EXCEL file, and then use it for both the Scientific and Financial report.

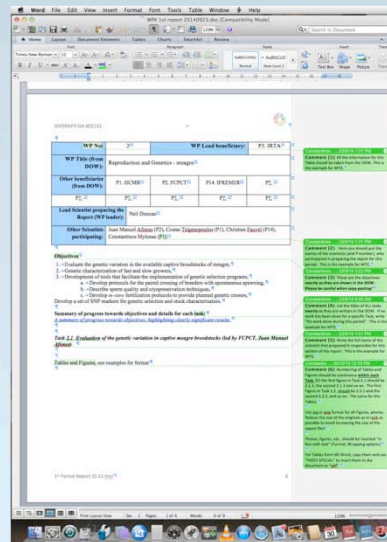




## REPORTING



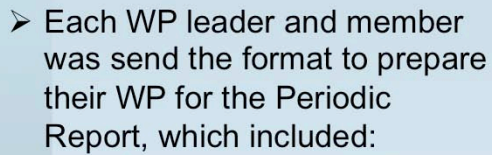
- Each WP leader and member was sent the format to prepare their WP for the Periodic Report, which included:
  - Information table (WP name, Partners, Scientists, etc.)
  - Objectives (from DOW)
  - Task headings (from DOW)
  - Example of Tables/Figures
  - Brief instructions



25

Each WP leader received the file that should be used to prepare their WP report for the Period Report. Some information were put there by the Project Coordinator, in order to speed up the process, make it easier for the WP leaders and also to avoid format errors and mistakes.


Some “Instructions to authors” have been provided as comments in the MS Word file, and more follow in a subsequent slide. **MAKE SURE YOU FOLLOW THEM!!!**




**Our reports/deliverable should be consistent in both format and content, and as error-free as possible!!**

- Task headings (from DOW)
- Example of Tables/Figures
- Brief instructions





## REPORTING




### ➤ Format instructions for Report

- Font Times New Roman, 11 point
- Justified text, except for the figures and tables
- Single space, 6 points after a paragraph (from “Paragraph” submenu, “Format” menu)
- No indentation at the beginning of a paragraph
- Bold only for Major headings (Tasks, Subtasks) and “Figure/ Table” in the legends (not in the main body text)
- Figures saved as jpeg or png, at low resolution (150) and size (5 cm wide) to make the files small (2-300 kb maximum). Insert as picture, center.
- Figure legends go at the bottom of the Figure. Table legends go above the Table.
- Photos and Figures, tables, etc should be inserted “in line with text” (format, wrapping) to ensure their relative position.
- The partners should be cited with their Pnumber.abbreviation (e.g., P1.HCMR, P3.IRTA), either in parentheses or not.


27

These are some of the instructions to follow for the preparation of the Deliverables and the Scientific Reports.

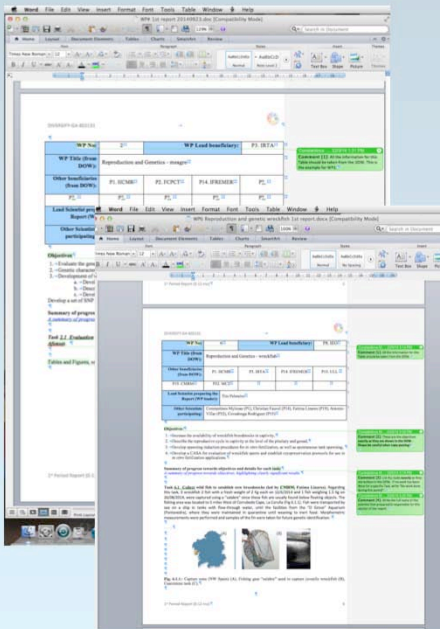
**PLEASE FOLLOW THEM CLOSELY!!!** This will ensure that we will have a report that not only contains important new knowledge, but also one that looks good and is “user friendly”, and will help the EU officer and the External Reviewers who will evaluate us, to read and understand without difficulties.



## REPORTING



- Open Report files to go through some details:
  - WP 3 report
  - WP 6 report
  
- Insert photos, figures, etc “in line with text” (format, wrapping options) to ensure its relative position.



28

This slide was placed to make the point of inserting graphs, figures, photos and Tables (if not prepared in Word) using the “Insert in line with text” option, to ensure that these inserted items are “locked” in their relative position to the legend and previous/next text.

**THIS IS VERY VERY VERY VERY** important, to ensure that editing of the text and removal or additions of text will not affect the relative position of the inserted features.

Also, as mentioned in a previous slide, make sure that Figures are first saved as jpeg or png format from any graphing-statistics-spreadsheet software, at low resolution (150 dpi) and size (5 cm wide) to make the files small (2-300 kb maximum). Insert as picture, center justification.

Figure legends go at the bottom of the Figure. Table legends go above the Table.



## REPORTING-road map





- **The WP leaders, GWP leaders and PC are responsible for editing of the report to ensure**
  - Consistent format
  - Consistent and quality content
- **The order of preparation is:**
  - Task leader prepares its section for the report,
  - then sends it to WP leader who prepares the WP report.
  - The WP leader sends it to the GWP leader for compilation/review,
  - then sends it to PC for final compilation of the Periodic Report

29

All WP leaders, GWP leaders and the PC will review their respective sections of the report, to ensure a quality report. The objective is that as each WP is moving from Task leader, to WP leader, to GWP leader and finally to the PC, at least four sets of eyes (and equivalent number of brains!!!) would have seen the document, ensuring a uniform and high quality report.

This is the sequence of the process for preparing the Periodic Report.



## REPORTING-timing

All Agree?????

- Completion of all WP reports and submission to GWP leaders by **20 November 2014** (All researchers!!!)
- Compilation/review of GWP reports and submission to PC by **30 November 2014**
- Preparation of other sections of Periodic Report by each GWP leader (with information from above documents) and submit to PC by **10 December 2014**:
  - 3.1 Publishable summary (0.5 page max per GWP)
  - 3.2.1 Project objectives for the period (0.5 page max per GWP)
  - 3.2.2 Work progress and achievements during the period (1 page max per GWP)
  - Milestones

30

This time schedule has been agreed by all partners. **PLEASE follow it!**

**WE HAVE ALL AGREED TO IT!!!**

I remind the GWP leaders that in addition to the individual WP reports, they need to prepare some additional sections, as indicated on the slide above, based on the WPs in their Scientific Area.



### Communications

Subject: DIVERSIFY – “title”

Respond to this email and **do not change the title**

Date: respond by indicated date

ASAP: within 48h

No date: within 15 days

Messages from the PC will be sent

- **only** to the PIs of each partner for consortium issues (unless otherwise requested by the PI)
- to all ‘registered’ team scientists (Partnership list)
- do not cc the PC to all exchanges, unless you need my response!

31

These are the “Rules of Contact” that were agreed both at the kickoff meeting, as well as at this ACM 2014 meeting, to ensure prompt communications and responses by all partners.

**PLEASE FOLLOW THEM. WE ALL AGREED ON THIS!!**





### Communications

Subject: DIVERSIFY – “title”

Respond to this email and **do not change the title**

**Avoid using the “Reply all” button, unless you really want to!**

Messages from the PC will be sent

- **only** to the PIs of each partner for consortium issues (unless otherwise requested by the PI)
- to all ‘registered’ team scientists (Partnership list)
- do not cc the PC to all exchanges, unless you need my response!





UNIVERSITÀ  
DEGLI STUDI DI BARI  
ALDO MORO

➤ **Gracie Mille!!!!!!!**  
➤ **Thank you very much!!!!**



33



### Annual coordination meetings

- IRTA (Spain), UL (France), IMR (Norway), HCMR (Greece)

#### ➤ The next ACM:

- Nov 2015 or
- Jan 2016 (prior to the next Periodic Report (Mo 30, May 2016))

Mar 2017: ?

Nov 2017: ?

Nov 2018: HCMR (Brussels?)

The next meeting was decided to take place at the **end of January beginning of February**, as close as possible to the end of the next Reporting Period.