

**ASKFOOD – Alliance for Skills and Knowledge to Widen
Food Sector-related Open Innovation, Optimization and Development**



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Deliverable D6.2 (Update M12)

QUALITY MONITORING/REPORTING SYSTEM

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Delivery date: M5 - May 2018

Updates: M12, M18, M24, M30 and M36

Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including Commission services and projects reviewers)	
CO	Confidential, only for members of the consortium (including EACEA and Commission services and projects reviewers)	X

Summary:

This deliverable presents a **reporting/monitoring system** to collect quarterly WP status updates and as well a deliverable management system for the internal evaluation of all project deliverables. A task report template (word document) for each task was set up with the request to fill it in on a 6-month basis by each task leader specifying the progress of the task, any deviations and foreseen activities. A **deliverable management system** has been prepared for the purpose of monitoring that deliverables are finalised on time and ensuring they meet certain quality indicators. Both, reporting/monitoring and deliverable management systems will be used for WP7 Evaluation.

D6.2 will be submitted every 4 months with status updates.

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1 The quality monitoring/reporting system

For the purpose of monitoring that activities are progressing and accomplished according to plan and ensuring that critical issues, problematic deviations and possible solutions are highlighted and dealt within a transparent manner, a quality monitoring/reporting system was set up as part of WP6. This deliverable describes the quality reporting/monitoring system in place to collect task reports in place during the whole project life.

1.1 The process of monitoring task report collection

A template task report in the form of a questionnaire (word document) has been in place enabling task leaders on a 6-month basis to rate the progress of their task during the previous period.

UHOH, WP6 leader, has prepared task report templates for all tasks and saved these with the number of the task in the directory “task reports” on Dropbox. On a 6-month basis beginning from M6 (June 2018); and continuing with M12; M18; M24; M30 and M36, the WP6 leader will contact task leaders of those tasks that have been running the past 6 months with a request to fill in the task report template (as described in section 1.2) for that specific period.

After task leaders have filled in the task reports and saved it directly in the directory called “task reports” on Dropbox, the WP6-leader will compile all task reports for the given period and collect these in so-called “Monitoring Reports” prepared likewise on a 6-month basis. These are then submitted to the project coordinator. Based on this information, a summary of status updates will be included in the update version of this D6.2 (submission of the update D6.2 every 6 months). The updated versions of D6.2, including the corresponding “task reports”, will be very useful for the ASKFOOD external evaluators and their task for the assessment of the project progress within WP7 (task 7.2 External evaluation).

1.2 Task report template

The task report template (**Figure 1 & 2**) – which has been prepared and saved with the task report number for all tasks in the Dropbox directory – contains a header which task leaders are requested to update on a 6-months basis. The header contains information about the number and the title of the task, the duration of the task, the name and email address of the task-leader and date of update. The front page of the task report contains a summary which task leaders are also requested to update on a 6-months basis.

Following from this, the task report contains six sub-sections (M6 Task report; M12 Task report; M18 Task report; M24 Task report; M30 Task report; and M36 Task report) which the task leader is requested to fill in depending on the duration of the task. If a task is only running from M19-24, then the task leader is only requested to fill in the part M24, which contains information about exactly this period of the project.

Each sub-section contains the same open-ended questions to be filled in by the task leader:

- “Please report on the progress of the task in the past 6 months in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reaches (~ 500-1000 characters).”
- “Please report on any deviations occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).”

- “Please report on the foreseen activities for the next 6 months (only to be filled if task continues) (~500-1000 characters).

	Task no:	Task name:	
	duration	M-M	Updated:
	Task leader	Name	
		Email	

Summary

Please summarize the status of the task:

Contents

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M6 Task Report.....	2
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Figure 1. Task report template (first page)

	Task no:	Task name:		
	duration	M-M	Updated:	
	Task leader	Name		
		Email		

M6 Task Report

Please report on the progress of the task in the past 6 months in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

Please report on any deviations occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).

Please report on the foreseen activities for the next 6 months (only to be filled if task continues) (~500-1000 characters).

Figure 2. Task report template (M6 Task report section as example)

2 Deliverable management

A Deliverable Management Master File (**Figure 3**) has been prepared for the purpose of monitoring that deliverables are finalised on time and ensuring they meet certain quality indicators. The master file lists all deliverables in numerical order and details:

- The code and deliverable title
- the author responsible for finalising the deliverable;
- the dissemination level;
- planned month of delivery;
- when the deliverable is ready for review;
- deadline for reviewing;
- the nominated reviewer and the stage of the review process;
- any comments provided to the review process

	Code	Name of the Deliverable	Responsible/ contact person	Diss. Leve	Planned date (M)	Actual date (M)	Updated (M)	Ready for review	Deadline for reviewing	Reviewer 1	done
WP1 ASKFOOD Smart Atlas: emerging Skills Needs, Trends and Demand	D1.1	ASKFOOD Forecast Aggregator and Future Skills Map	CTU Dimitris Tsaltas	P	3					IFA	
	D1.2	ASKFOOD Interactive Training Gap Identifier	Cassiopea Germana Di Falco	P	6					IFA	
	D1.3	ASKFOOD Smart Atlas	Cassiopea Germana Di Falco	P	6					BOKU	
	D1.4	Report on Findings and Recommendations	UNITE Paola Pittia	P	8					WUR	
WP2 ASKFOOD Innovative Training Hub and Knowledge Cluster	D2.1	Collaboration and network plan	UNITE Paola Pittia	CO	8					FDE	
	D2.5	ASKFOOD Mobility and Talents Marketplace	Cassiopea Germana Di Falco	P	9					FEDERALIMENT.	
	D2.3	Guidance and Toolkit for the ASKFOOD Knowledge Clusters	UNITE Paola Pittia	P	10					SEVT	
	D2.2	Feasibility Study and Operational Business Plan for the ASKFOOD Hub & Spoke Model	UNITE Paola Pittia	P	12					FDE	
	D2.4	ASKFOOD Digital Business and Training Ecosystem (DBTE)	Cassiopea Germana Di Falco	P	12					WUR	
	D2.3_V2	Guidance and Toolkit for the ASKFOOD Knowledge Clusters	UNITE Paola Pittia	P	24					SEVT	
	D2.4_V2	ASKFOOD Digital Business and Training Ecosystem (DBTE)	Cassiopea Germana Di Falco	P	24					WUR	
	D2.5_V2	ASKFOOD Mobility and Talents Marketplace	Cassiopea Germana Di Falco	P	24					FEDERALIMENT.	
	D2.2_V2	Feasibility Study and Operational Business Plan for the ASKFOOD Hub & Spoke Model	UNITE Paola Pittia	P	28					FDE	
WP3 ASKFOOD Innovative Training Package	D2.6	ASKFOOD Innovative Training Design Alliance and Community of Practices	WUR Ruud Verkerk	P	34					WUR	
	D3.1	Step-by-step guide to training activities to be developed	BOKU Gerhard Schleinir	CO	8					CTU	
	D3.2	Certification scheme and RVA Guidance	IFA ?	P	12					CTU	
	D3.3	Specifications of selected training activities	CTU Dimitris Tsaltas	CO	12					Cassiopea	
	D3.4	Report on developed training activities	CTU Dimitris Tsaltas	P	24					Cassiopea	

Figure 3. Screenshot of the Deliverable Management Master File

UNITE, ASKFOOD Coordinator, in collaboration with UHOH, has already nominated the reviewers (ASKFOOD partner) responsible for each deliverable. This information can be found in the Deliverable Management Master File on Dropbox.

2.1 Procedure for finalising deliverables

For each finished deliverable, the responsible author notifies the reviewer per email with WP6 leader in copy. Once the deliverable is reviewed by the reviewer and any requested justifiable updated is made by the author, the deliverable may be submitted. In parallel, a step-wise system has been set up on Dropbox (**Figure 4**) to provide a clearly and transparent overview of the process and an easily accessible system for both authors and reviewers.

Deliverables			
Name	Geändert	Nutzer	
Deliverable 1.1.	--	21 Nutzer	...
Step 1. to be reviewed	--	21 Nutzer	...
Step 2. reviewed	--	21 Nutzer	...
Step 3. final	--	21 Nutzer	...
ASKFOOD_deliverable_template.docx	Gestern 13:43 von Rainer Svacinka	21 Nutzer	...
Deliverablemanagement MasterFile ASKFOOD.xlsx	Gestern 14:36	21 Nutzer	...

Figure 4. Screenshot from Dropbox of the step-wise procedure of finalising deliverables

As described in D6.1, the system includes three sub-folders:

1. **Deliverables to be reviewed:** the author may move the deliverable to this folder once the deliverable is ready to be reviewed. The reviewers will use this folder as a reference for the first draft. The reviewers will give their feedback per email.
2. **Deliverables that have been reviewed by the reviewers:** the reviewers may move their versions of the deliverable (with comments or additions in track changes) to this folder once they have finalised the review.
3. **Final deliverables:** Once both reviewers have reviewed the deliverable and any requested the author has made justifiable updates, the author may place the deliverable in this sub-folder and it is ready to be submitted.

3 M6 Task Reports

Summary Task Reports M6

After some issues in the beginning of the project all tasks began to be on track.

Due to some various reasons, there were some delays in the Tasks performed in the first 6 Months of the projects. The respective Tasks are:

- **Task 1.1 Dynamic analysis of existing, emerging and missing skills in the food and food-related sectors** (There was a small delay to initiate the collection but the material was finally delivered on time and no further actions are required)
- **Task 1.2 Collection of additional information and Interactive Training Gap Identifier** (The task was completed with a two months delay. The delay was due to an additional timespan required by the need to align contents with associated partners in order to collect inputs from them. The deliverables related to the task were released in a beta version)
- **Task 3.1 Selection of training activities to be developed** (Collecting feedback to the questionnaire has taken longer than expected which is why the collection of the data will be prolonged to Autumn 2018)
- **Task 6.1 Quality Plan/Guidelines Handbook** (Due to some delay with the organisational part of the start of the project, task 6.1 suffered a small deviation. D6.1 “Quality plan and guidelines for WP and Task leaders” was ready by M2 but, due to the delay for its internal review, the submission was postponed until M5)
- **Task 6.2 Implementation of continuous Quality monitoring** (Due to some delay with the organisational part of the start of the project, task 6.2 suffered a small de-lay. D6.2 “Implementation of continuous Quality monitoring was ready by M4 but, due to the delay for its internal review, the submission was postponed until M5)
- **Task 8.1 Development of a Dissemination Strategy** (The discussion about dissemination possibilities got into much detail, so the strategy was only completed in M6, though due in M3)
- **Task 8.2 Development of website and dissemination material** (several aspects related to the integration of the new trainings tools are very complex thus delay the related programming work)
- **Task 8.3 Ongoing stakeholders engagement and dissemination support** (The task is ongoing and the ASKFOOD dissemination activities are about to be launched in parallel with the availability of suitable material and online services, which is delayed, after an assigned business did not take up work and an alternative had to be found)
- **Task 8.4 IPR management and Exploitation** (The task is delayed due to some organisational delays in the beginning of the project. Therefore, D8.4 was not ready by M6, and it is rescheduled for M7-M8)

3.1 WP1 - ASKFOOD Smart Atlas: emerging Skills Needs, Trends and Demand

Task 1.1 Dynamic analysis of existing, emerging and missing skills in the food and food-related sectors

Task no 1.1:		Task name: Dynamic analysis of existing, emerging and missing skills in the food and food-related sectors		
duration		M1-M3	Updated:	M8
Task leader	Name	Dimitris Tsaltas		

	Email	Dimitris.tsaltas@cut.ac.cy
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Summary

The task supported immersive sessions for ultra-close encounters with the future influential micro and mega trends that will act as hidden powerbrokers in the food-related sectors. Scenario analysis (adopting the EU EASW methodology) and Future Visioning and Foresight generated an integrated and interactive map of the emerging and innovative skills, that are required by the evolution of the importance of food, new styles in food consumption and production, the integration of food topics in the competitive arenas of different sectors. Partners and industry representatives cooperated to the preliminary identification of the main Drivers for Change, Emerging Challenges, Pros and Cons Forces that are leading to a new skill set in the food-related sectors at workshops, virtually or face-to-face (kick-off meeting). According to these inputs, a collection of Open Source Scenarios & Trend Analysis, forecasting influential trends in a 2030/2050 time horizon has been gathered. All this information will be tagged and clusterized by using a semantic web application called ASKFOOD Forecast Aggregator. The core material of the task has been collected but it is decided in last meeting at Hohenheim (6/7/2018) to continue the scouting for missing and new skills for the food and food related sector till the end of the project.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (*~500-1000 characters*).

The core material of the task has been collected but it is decided in the last meeting at Hohenheim (6/7/2018) to continue the scouting for missing and new skills for the food and food related sector till the end of the project.

All partners provided material for the skills required. Fifty (50) scenarios have been collected and data-based and are ready to be incorporated in the ASKFOOD Interactive Aggregator. The partners worked independently submitting those scenarios which have been reviewed by CUT, UNITE and Cassiopea.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (*~500-1000 characters*).

There was a small delay to initiate the collection but the material was finally delivered on time and no further actions are required.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues) (*~500-1000 characters*).

The task has officially ended and collected material is adequate although it is decided to continue scouting for new skills if available.

Task 1.2 Collection of additional information and Interactive Training Gap Identifier

Task no: 1.2.		Collection of additional information and Interactive Training Gap Identifier		
duration		M1-M6	Updated:	M11
Task leader	Name	Germana Di Falco		
Cassiopea	Email	germania.difalco@gmail.com		

Summary

The task was aimed at focusing the existing and emerging skills related to trends and to the present demand and offer for specialised training.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The task was aimed at focusing the existing and emerging skills related to trends and to the present demand and offer for specialised training. The activities carried out to implement the task can be summarized as follows:

A 1.2.1. Creation of the skills and jobs catalogue, in order to build a toolset that can achieve two main purposes:

- a) Give a perspective on jobs and skills in the F&D and food-related sectors that is coherent with the EU approach to the topic. ESCO classification was used in this sense to derive a comprehensive list of 285 skills and 240 jobs to be analysed and put in relation with trends mapped in task 1.1. Virtual and on-site meeting involving CASSIOPEA, UNITE, BOKU, FEDERALIMENTARE, FFI, FDE where organized to share the final output;
- b) Create a self-assessment tool that can last and stay useful also after the project closure.

Deliverables produced: 1. Repository of jobs and skills according to the ESCO standards; 2. Report on missing/emerging skills and jobs

A 1.2.2. Design of the self-assessment methodologies to generate the Interactive Training Gap Identifier

This activity led to a Report and to a software to map internal/personal level of skills so to define properly the Training needs. This report is aimed at presenting the joint repository of tools for self-assessing the existing skills at organizational and individual level, to measure the distance between the actual and the emerging skills that need to be set up according to the strategy and the desired competitive position that F&D companies wants to achieve on the market.

All the suggested tools were inspired by three combined methodologies, that are commonly adopted in industry and in international organizations:

a) *Training Needs Analysis (TNA)*, that is usually articulated in 4 main steps:

- 1) Identification of Organisation, of its goals and objectives (in a future/forward-looking perspective);
- 2) Listing of strategic jobs and related tasks that need to be learned;
- 3) Analysis of Competencies and Skills that are required to perform the job;
- 4) Identification and selection of the professional families/individuals and related competencies/skills that are to be trained.

b) *DACUM*, which stands for Developing a Curriculum, is a quick, low cost method of analyzing jobs and occupations that has been used worldwide for more than 40 years. A job analysis determines the duties and tasks performed for a given job. During a job analysis subject matter experts working in the given job work with a facilitator to list all of the major duties of the job and the tasks that make up each duty.

When a job analysis is complete, the information can be used to write job descriptions, determine the skill and compensation levels for the position, and create training materials. The DACUM process is tool to perform accurate job analysis.

c) *SCID*, that stands for Systematic Curriculum and Instructional Development and is designed to produce relevant, high-quality, competency-based instructional materials based on the job analysis developed using the DACUM process. SCID is complementary to the DACUM workshop and follows the ADDIE frame-

work. It basically answers the question, "How can you teach most effectively what needs to be taught?" SCID is a systematic process model used to develop curriculum and instructional materials needed to train tomorrow's workforce. It has repeatedly worked very well for many schools, colleges, companies, and government agencies.

Cassiopea, jointly with UNITE and the associated partners EURADA and FFI, carried out an extensive comparison of models and practices to define the right approach. Other partners were required to provide inputs on their training offer so to complete the second dimension needed for the Interactive Training Gap Identifier.

Deliverables produced: 1. Guidelines and methods collection; 2. Dedicated interactive software to detect training needs; 3. Training Catalogue

A 1.2.3. Release of the Interactive Training Gap Identifier

This activity led to the design and to the delivery of a 5 tools-combined solution: the interactive training gap identifier. Interaction with UNITE and IKA were put in place to generate the ICT interface.

Deliverables produced: 1. Interactive Training Gap Identifier

The **milestone** related to this task and reached is Deliverable 1.2. (Interactive Training Gap Identifier) created.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (*~500-1000 characters*).

The task was completed with a two months delay. The delay was due to an additional timespan required by the need to align contents with associated partners in order to collect inputs from them.

The deliverables related to the task (D1.2. Interactive Training Gap Identifier and Integration with the deliverable D1.4.) were released in a beta version, so to verify among the partners their consistency with the project's objectives and future activities to be implemented.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues) (*~500-1000 characters*).

Coordination with tasks in WP 2 and WP 4 will be guaranteed. No other specific activities related to this task will be continued in the next 6 months.

3.2 WP3 - ASKFOOD Innovative Training Package

Task 3.1 Selection of training activities to be developed

Task no: 3.1		Task name: Selection of training activities to be developed		
duration		M4-M8	Updated:	M8
Task leader: BOKU	Name	Line Lindner BOKU		
	Email	Line.lindner@boku.ac.at		

Summary

The purpose of this task is to collect data on the existing creative teaching techniques, schemes and materials applied in food-related institutes first within the consortium and at a later stage through the ISEKI network. At this point, a first draft of the online questionnaire has been developed by BOKU and WUR and a first test version conducted among a selected number of consor-

tium partners. From these partners, feedback is currently being collected and the questionnaire will be accordingly adapted to this feedback after which it will be distributed within the consortium.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The first discussions about the questionnaire began internally at BOKU in April 2018 after which BOKU contacted WUR to review the first version of the so-called **questionnaire on innovative training tools and creative techniques**. After a telephone call in May between BOKU and WUR, the first version was discussed and the consortium management was approached with a number of questions related to the structure and purposes of the questionnaire. Taking the feedback from the management into account a revised version of the questionnaire was finalised mid-July after which an online version was implemented at <https://www.iseki-food.net/askfood-questionnaire-innovative-training-tools-and-creative-techniques>. This test version was sent by BOKU to a small group of consortium partners end of July. Based on the initial feedback, the online questionnaire will be adapted and distributed among all Consortium partners and further within the ISEKI network.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).

Collecting feedback to the questionnaire has taken longer than expected which is why the collection of the data will also be prolonged to Autumn 2018.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues) (~500-1000 characters).

The next step is to finalise the questionnaire (by end of August 2018) and then start collecting the data.

Task 3.2 Development of a certification scheme for CPD and academic disruptive training

Task no: 3.2		Task name: Development of a certification scheme for CPD and academic disruptive training		
duration		M3-M12	Updated:	M8
Task leader	Name	Foteini Chrysanthopoulou		
	Email	foteini@iseki-food.net		

Summary

The task 3.2 is ongoing. Two certification schemes (Food Safety and Quality and Food Product Development) at 3 levels (technologist/supervisor/manager) have been developed, new ones to be developed are under discussion with the project partners. A possibility could be on education. WUR has some expertise in that.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen pro-

gress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

Through the collaboration among IFA, BOKU and UHOH, two existing RVA certification schemes were evaluated in terms of relevance and usefulness in conjunction with the certification guidelines of EQF, ESCO, IFA and UNESCO. In the areas where specific domain knowledge was needed, expertise was shared among the national key agents.

As a result, two schemes (Food Quality & Safety and Food Product Development) each consisting of three levels (Technologist, Supervisor, Manager) based on the level of responsibility of the food professional, are developed. These certification schemes are planned to be available in September.

Further schemes are under discussion to be developed. An idea is a scheme in the field of education in collaboration with WUR.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).

Currently, there is no deviation in the schedule of this task. The task has a due date in M12 and is ongoing.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues)(~500-1000 characters).

The consortium will be asked for further ideas on certification schemes and a decision should be made about which qualification scheme we should focus on. WUR has some experts in the field of teaching qualification.

3.3 WP6 – Quality Assurance

Task 6.1 Quality Plan/Guidelines Handbook

Task no: 6.1		Task name: Quality Plan/Guidelines Handbook		
duration		M1-M2	Updated:	M7
Task leader	Name	Francisco Javier Casado Hebrard		
	Email	fjcasado@uni-hohenheim.de		

Summary

Task 6.1 (Quality Plan/Guidelines Handbook) has been finalised. A quality plan & guideline handbook has been prepared by WP6 leader (UHOH). This task (and its associated deliverable 6.1) serves as basis for continuous quality monitoring for the assessment of deliverables and milestone achievement to ensure the quality of the project processes and the achievement of the results.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

From M1 to M2, UHOH (WP6 leader), developed a quality plan and guideline for the WP and Task Leaders of the ASKFOOD project for the assessment of deliverables and milestone achievement. The associated deliverable (D6.1 “Quality plan and guidelines for WP and Task leaders”) provides instructions on how

to prepare reports every 6 months and how to manage and review all project deliverables to ensure the overall quality of the project. The overall process of the quality assurance in ASKFOOD includes two activities: (1) continuous task reporting system and (2) management and review of deliverables. Both quality initiatives are explained in D6.1. This deliverable will be supplemented by D6.2 “Quality monitoring/reporting system” (M4). Also, in collaboration with WP7 “Evaluation”, the evaluation of the practical usability and quality of ASKFOOD online tools (e.g. databases, atlas) has been discussed. Detailed information about the process can be found in D7.1 “Evaluation Guidelines”.

Partners: UHOH

Deliverable: D6.1 (Submission in M5)

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (*~500-1000 characters*).

Due to some delay with the organisational part of the start of the project, task 6.1 suffered a small deviation. The results of Task 6.1 were presented to the ASKFOOD Consortium during the Kick off meeting at the University of Teramo, Italy (5-6 March 2018). D6.1 “Quality plan and guidelines for WP and Task leaders” was ready by M2 but, due to the delay for its internal review, the submission was postponed until M5.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues) (*~500-1000 characters*).

Task 6.1 has been finalised.

Task 6.2 Implementation of continuous Quality monitoring

Task no: 6.2		Task name: Implementation of continuous Quality monitoring		
duration		M1-M36	Updated:	M7
Task leader	Name	Francisco Javier Casado Hebrard		
	Email	fjcasado@uni-hohenheim.de		

Summary

Ongoing task during the whole duration of the project. Within this task, a task report template for each corresponding task will be filled in on a 6-month basis by each task leader specifying the progress of the task, any deviations and foreseen activities. In parallel, all partners will participate in the internal evaluation of all deliverables. Both, reporting/monitoring and deliverable management systems will be also used for WP7 Evaluation. The associated deliverable (D6.2 “Implementation of continuous Quality monitoring”) presents a reporting/monitoring system to collect quarterly WP status updates and also a deliverable management system for the internal evaluation of all project deliverables.

D6.2 “Implementation of continuous Quality monitoring” will be submitted every 4 months with status updates.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The whole Consortium has been informed about the overall process of the quality assurance in ASKFOOD ((1) continuous task reporting system & (2) management and review of deliverables), in a practical way.

There was an agreement on the continuous task reporting system and the task reports (word document) for the ongoing tasks during the first 6 months of the projects have been already requested to the corresponding task leaders.

A Deliverable Management Master File (excel document) has been prepared for the purpose of monitoring that deliverables are finalised on time and ensuring they meet certain quality indicators. This file, already presented to the Consortium, is available on dropbox and it will be updated appropriately by UHOH. All partners have been informed about their corresponding deliverables for the internal evaluation. In general, each ASKFOOD partner will review around 4-5 deliverables during the whole duration of the project.

Partners: UHOH, UNITE, BOKU, Cassiopea, CTU, LVA, IFA, WUR, UZAG, FED, FDE & SEVT

Deliverable: D6.2 (Submission in M5). Updated submission every 4 months.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).

Due to some delay with the organisational part of the start of the project, task 6.2 suffered a small delay. D6.2 "Implementation of continuous Quality monitoring was ready by M4 but, due to the delay for its internal review, the submission was postponed until M5.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues) (~500-1000 characters).

After collection of the task reports corresponding to the past 6 months of the project, an analysis of the reports will be implemented by UHOH. A summary of these results will be included in the updated version of D6.2 (estimated submission in M8). The next task reporting action will take place in M12.

3.4 WP7 - Evaluation

Task 7.1 Planning, organisation and coordination of Evaluation

Task no: 7.1		Task name: Planning, organisation and coordination of Evaluation		
duration		M1-M4	Updated:	M8
Task leader	Name	Dimitris Tsaltas, Cyprus University of Technology		
	Email	dimitris.tsaltas@cut.ac.cy		

Summary

The evaluation process needs to be planned in detail and in close connection with the quality assurance and controlling procedures under WP7. The collection of the quarterly task reports will be assessed under WP6 and linked to the evaluation.

A brief guideline on the evaluation procedure and steps will be set up. Any official communication related to the evaluation will be included in this task.

The external evaluators will be briefed on the project and will suggest an evaluation scheme. Any activities needed to support the evaluation (such as establishing contact to the other WP Leaders, providing quality monitoring reports from WP7) will be agreed and performed.

Where necessary, the Management Board can be included in processes.

The task has been initiated and various steps took place. It has been discussed thoroughly at the project kick off meeting. It is obvious that an “organization and coordination” task for the evaluation is running throughout a project and as such it was proposed to extend the task duration throughout the project.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The task initiated with Prof. Pittia's email to the two external evaluators informing them about the project and their duties if they accept. The two evaluators accepted Prof. Pittia's proposal and declared available upon the consortium's request to serve as evaluators.

During the kick off meeting the task leader and the project coordinator informed the other members of the consortium about the task.

During the 2018 ISEKI Food conference in Hohenheim (July 2018) the task leader had a short briefing with Prof. Taoukis about the project and the expected work to be done for the evaluation.

A brief guideline on the evaluation procedure and steps to follow have not yet been prepared.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).

A brief guideline on the evaluation will be prepared before the end of the year (2018). Since the task will continue throughout the project this is not considered a deviation.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues)(~500-1000 characters).

A brief guideline on the evaluation procedure and steps to follow will be prepared before the end of the year (2018).

3.5 WP8 – Dissemination & Exploitation

Task 8.1 Development of a Dissemination Strategy

Task no: 8.1		Development of a Dissemination Strategy		
duration		M1-M3	Updated:	M7
Task leader	Name	Julian Drausinger and Christine Grabler		
	Email	julian.drausinger@lva.at ; christine.grabler@lva.at		

Summary

The goal of the task was the development of the Dissemination Strategy and producing the respective document, Deliverable D8.1 Dissemination Plan. Several feedback loops from the ASKFOOD partners led to a considerable deferral of the task, which was finally accomplished in M6, although due in M3. The task is completed now and the Deliverable D8.1 Dissemination Plan finalized.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The aim of the task was to deliver a comprehensive dissemination strategy and the respective document to describe the ASKFOOD dissemination plan (D8.1).

The partners aimed at including different levels and a broad range of influencing factors. With regard to publication channels at the consortium's disposal, stakeholders to be reached, target groups to be informed and end users to be served, dissemination procedures were designed in order to streamline the efforts of the ASKFOOD partners in spreading the project contents on national, EU level and beyond.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).

The discussion about dissemination possibilities got into much detail, so the strategy was only completed in M6, though due in M3. Thanks to the thorough engagement a holistic document was drafted taking into account a broad range of factors affecting the manner and effect of the dissemination activities planned by the ASKFOOD consortium.

Task 8.2 Development of website and dissemination material

Task no: 8.2		Development of website and dissemination material		
duration		M1-M6	Updated:	M7
Task leader	Name	Paola Pittia		
	Email	ppittia@unite.it		

Summary

The task concerns the development of a project website and dissemination material. The basic website was programmed and is online. Some areas are still under construction. Specifically the interlink with the related training tools will require further work.

Project logo, basic templates and marketing material (including pens and bookmarks) was developed and is available for the partners to disseminate the project.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

A website programmer was hired to develop the website according to the demand of the consortium. The basic website was successfully programmed and can be found online. As especially the integration of the new tools is a complex task, several areas of the website are still in development. A full spectrum of dissemination material was developed. This includes the Askfood logo, project templates for presentations and official communication, pens, book marks and a roll-up.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).

As mentioned, several aspects related to the integration of the new trainings tools are very complex thus delay the related programming work.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues)(~500-1000 characters).

The website with the tools will be finalized.

Additional templates for other dissemination material and tools with the project logo and design will be developed upon specific needs.

Task 8.3 Ongoing stakeholders engagement and dissemination support

Task no:	8.3	Ongoing stakeholders engagement and dissemination support		
duration		M1-M36	Updated:	M7
Task leader	Name	Julian Drausinger and Christine Grabler		
	Email	julian.drausinger@lva.at ; christine.grabler@lva.at		

Summary

With regard to the Dissemination Plan laid down in Deliverable D8.1 the ASKFOOD consortium takes up his activities in disseminating project information. The task is ongoing and will be accompanying all project activities during the ASKFOOD project lifetime.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

After reaching the agreement about the Dissemination Plan (8.1) in broad consensus the involvement of all ASKFOOD partners in the coming project dissemination is sought.

It was agreed with the Project Coordinating Team that LVA do a regular reminder for the ASKFOOD consortium in order to keep track of the dissemination activities of the individual partners.

To this end a table was drafted for reporting events and publications and collect the respective data. It is planned to include this data-table, which is at the moment available in the ASKFOOD resources, into the partners' area of the future ASKFOOD website.

The production of dissemination material and online resources is ongoing and the start of the dissemination activities is at the moment restricted to direct contacts and expert communication.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).

The task is ongoing and the ASKFOOD dissemination activities are about to be launched in parallel with the availability of suitable material and online services, which is delayed, after an assigned business did not take up work and an alternative had to be found.

Still, direct contacts of the consortium were used to disseminate ASKFOOD project details and this contingency will keep up dissemination activities until other means are readily available.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues)(~500-1000 characters).

Dissemination procedures are laid down in D8.1 and the activities planned and accomplished shall be carried out accordingly.

Different target groups were defined (food industry, academia, authorities and government, students) in-

cluding the involvement of existing networks in the fields of science and technology, engineering and industry.

Classical written publications are planned for journals and magazines as well as newsletter contributions. Presentations and lectures at different events related to food studies and training are envisaged for the upcoming period.

LVA is in charge of tracing dissemination activities and collecting the respective data for reporting.

Task 8.4 IPR management and Exploitation

Task no: 8.4		Task name: IPR management and Exploitation		
duration		M1-M36	Updated:	M8
Task leader	Name	Foteini Chrysanthopoulou		
	Email	foteini@iseki-food.net		

Summary

The task 8.4 is ongoing. However, the deliverable 8.4 is delayed due to a delay in the start of the project and is rescheduled for M7-M8.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (*~500-1000 characters*).

Due to a delay in the start of the project, the activities connected with this task were delayed in its definition and implementation.

The guidelines for Intellectual Property Rights of the project outcomes have been defined in M3 during the Kick-off meeting. The definition of guidelines for IPR of the project outcomes are required for the following: publications, training programmes, tools and any other outcome not initially planned. These guidelines will be kept in a confidential dissemination level.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (*~500-1000 characters*).

The task 8.4 is delayed due to some organisational delays in the beginning of the project. Therefore, D8.4 was not ready by M6, and it is rescheduled for M7-M8.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues) (*~500-1000 characters*).

The deliverable 8.4 will be finalised during the next 2 months (M7-M8) and be sent to the partners for feedback.

3.6 WP9 - Management

Task 9.1 Project start management

Task no: 9.1	Project start management		
duration	M1-M3	Updated:	M8

Task leader	Name	Paola Pittia & Rainer Svacinka
	Email	ppittia@unite.it

Summary

The task dealt with the management of the project start. This specifically included:

- organisation and implementation of the kick-off meeting organization at the University of Teramo, IT along with communication of overall project and WP plans as well as detailed activity planning
- Planning of the project internal communication (emailing, virtual meetings, virtual repository) and following face-to-face meetings

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (*~500-1000 characters*).

The task activities were successfully implemented. The Kick-off meeting took place in Teramo beginning of March. All project partners were present, the coordinator and the WP leaders communicated the big picture as well as the details of the Askfood project. The project start documentation was created. The task was successfully finished in M3.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (*~500-1000 characters*).

No deviations occurred.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues) (*~500-1000 characters*).

The task was finished in M3 as planned.

Task 9.2 Ongoing Project Coordination

Task no:	9.2 Ongoing Project Coordination		
duration	M4-M36	Updated:	M8
Task leader	Name	Paola Pittia & Rainer Svacinka	
	Email	ppittia@unite.it	

Summary

This task started after the project start phase was finished and deals with the day to day project management and coordination tasks including:

- supporting the Consortium and the WP Leaders in leading their WPs
- organization of management meetings as well as an interim Consortium meeting,
- support to the project internal communication,
- management of relevant decisions in the best democratic way,
- update project plans and documentation, conflict resolution.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen pro-

gress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The task started in M4, directly following the introductory activities of task 9.1 during the project start. The coordinating team supports all partners in management related tasks. This included the finalisation of the partnership agreement, the organisation of a physical project meeting in Stuttgart during the Iseki food conference (06.07.2018).

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).

No deviations.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues) (~500-1000 characters).

The coordination team will continue with the management activities, organisation of the next physical meeting in Milan (October), the support of the WP Leaders and continuation of internal reporting. Furthermore, the communication with the respective officers as the EACEA will be continued.

Task 9.3 Financial and content controlling

Task no:		9.3 Financial and content controlling		
duration		M4-M36	Updated:	M8
Task leader	Name	Paola Pittia & Rainer Svacinka		
	Email	ppittia@unite.it		

Summary

This task includes activities aimed to ensure an implementation, according to the plan by performing regular internal financial and content controlling. In addition, these internal activities will serve as basis for the official reporting to the EACEA. The first internal round of quarterly financial reporting/controlling was initiated.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

In the first 6 months, guidelines and templates were prepared for the partners for the financial reporting. The first internal financial reporting was initiated and is currently evaluated. Support was given to the partners during the physical and online meetings.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken (~500-1000 characters).

No deviations.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues) (~500-1000 characters).

The second round of internal financial reporting and controlling will be initiated after the second quarter. The reported numbers will serve as basis for further partner payments.

4 M12 Task Reports

Summary Task Reports M12

Due to some issues and deviations in the beginning of the project some tasks started with delay and there are still some delays or deviations in the Tasks performed in the first 12 Months of the projects. The respective Tasks are:

- **Task 1.3 ASKFOOD Smart Atlas** (Task is delayed due to difficulties in finding an informant with competences and expertise adequate to set and develop the virtual tool at a reasonable price.)
- **Task 2.1 Establishment of the ASKFOOD Innovative Training Hub** (Task is delayed due to delayed outcomes of WP1 which form the basis for this Task. The delay will not effect any other tasks.)
- **Task 2.2 Implementation of the ASKFOOD Knowledge Clusters and Local Action Plans** (Only little information was provided through the questionnaire. This information will be used to draft D2.2 but further input will be needed to get a more meaningful deliverable as well as understanding of the network.)
- **Task 3.1 Selection of training activities to be developed** (Development of the questionnaire took longer than anticipated and there were less respondents to the questionnaire than desired (100 respondents). After a prolongation until December 2018 it was agreed to close the questionnaire (with 77 respondents) and start the data analysis to avoid further delay)
- **Task 3.2 Development of a certification scheme for CPD and academic disruptive training** (small delay caused by delayed feedback from the project partners.)
- **Task 3.3 Design and development of selected innovative training activities** (delayed due to delays in Task 3.1. The delay is not expected to cause any further problems on the project progress.)
- **Task 7.1 Planning, organisation and coordination of Evaluation** (deviations due to misinterpretation of proposed work “Brief Guideline on the Evaluation Procedure” vs “Evaluation Strategy”. The delay is not expected to cause any further delays to other Tasks)
- **Task 8.2 Development of website and dissemination material** (after delays caused by the external service provider in charge of the website development the task can be almost considered completed. Nevertheless the website still needs improvement in quality and attractiveness.)
- **Task 8.3 Ongoing stakeholders engagement and dissemination support** (hampered by the delays produced by the external business in charge of the design and realisation of dissemination material and online representation.)
- **Task 8.4 IPR management and Exploitation** (D 8.4 was finalised after delays caused by further discussions about specific contents and insertion of back-/foreground of the partners)
- **Task 8.5 Reports of dissemination activities** (was not finalised on time due to missing accessibility of the intranet documentation area and therefore missing data).

4.1 WP1 - ASKFOOD Smart Atlas: emerging Skills Needs, Trends and Demand

Task 1.3 ASKFOOD Smart Atlas

Task no:	1.3 Task name: ASKFOOD Smart Atlas		
duration	M6-M12	Updated:	M12

Task leader	Name	Paola Pittia/Germana Di Falco
	Email	ppittia@unite.it

Summary

This Task is aimed to implement a virtual tool called ASKFOOD Smart Atlas where training resources and best practices that can fit with the emerging skill needs. The tool will be based on Open Inventories and Data Collection originated by other projects as well as on the input given by the project full-and associated-partners. Each of them, by structured surveys that link info to the main categories mapped in the Atlas will be asked to determine available training resources, distance learning solutions, innovative training schemes, on-site or blended training modules and MOOCs, that are available for use by individuals, industries, training agencies that wish to improve academic and CDP training in the food-related sectors. The data will be listed, organised, ranked and visually represented in the Atlas and in visual maps that will be periodically created and updated, so to monitor progresses, outcomes and impacts generated in the framework, even by effect of the ASKFOOD Actions. The structure of the Atlas will support also the ongoing demand collection in WP2. The aim is to make the system usable in 4 different languages.

At M6 the main structure was designed and documents collected; a preliminary draft of the tool was also set (<https://www.askfood.eu/tools/atlas>) with main issues related to the attractiveness and functionality for public. Main issue is the identification of an informatics programmer that can transfer the “idea” into a reality.

Please report on the **progress of the task in the past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

No main advancements have been done in the implementation of the virtual tool as this is part of a larger series of virtual tools to be implemented with the main issue of the identification of an informatics programmer that can transfer the “idea” into a reality for all the virtual tool at a reasonable cost.

In December, a new proposal was collected by Cassiopea currently we are in the process of sign the contract to finalise it.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

There is a delay due to the difficulty in finding an informatic with competences and expertise adequate to set and develop the virtual tool at a reasonable price.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

Quick implementation of the virtual tool to present at the next meeting in presence in Larnaca (April 2019)

4.2 WP2 - ASKFOOD Innovative Training Hub and Knowledge Clusters in the food and food-related sectors

Task 2.1 Establishment of the ASKFOOD Innovative Training Hub

Task no:	2.1 Task name: Establishment of the ASKFOOD Innovative Training Hub
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duration		M7-M9	Updated:	M14
Task leader	Name	Rainer Svacinka		
	Email	rainer@foodintegritystudio.com		

Summary

The task was delayed due to the delays of WP1. In this task, an innovative platform (the ASKFOOD Innovative Training Hub) is set up, consisting of two parts, a cohesive network and a honing and polishing spot. Its purpose is to:

- characterize required innovations
- validate existing practices against what's needed
- share the common basis to include innovation in disruptive training design

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (*~500-1000 characters*).

The task officially started in M8. As the task itself is depending on the input from WP1 as well as also from WP3, the work was delayed for around 3-5 months. A structure to describe the hub was developed, also related business concepts. Further aspects and processes will be described on the basis of implementing the smart atlas as well as the reversed incubator.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (*~500-1000 characters*)

The task is delayed due to delayed outcomes of WP1 which form the basis for the work under this work-package. The delay will not effect any other tasks.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (*~500-1000 characters*)

The task was planned to finish in M9. It is around 4-5 months delayed. In the next months, the drafted network shall be further described and built up. The business model foreseen has to be further described and validated.

Task 2.2 Implementation of the ASKFOOD Knowledge Clusters and Local Action Plans

Task no:		2.2 Task name: Implementation of the ASKFOOD Knowledge Clusters and Local Action Plans		
duration		M7-M30	Updated:	M14
Task leader	Name	Rainer Svacinka		
	Email	rainer@foodintegritystudio.com		

Summary

Depending on their capability, each project country will install a local Knowledge Cluster with a local action plan. The partners did the first contacting of promising cluster structures. Questionnaires were sent out to collect input to structure the clusters and the cluster network.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (*~500-1000 characters*).

The task officially started in M8. A questionnaire was developed together with FED to be delivered to identified local clusters. The questionnaire was meant to collect basic information on cluster structures, interest to join the Askfood network, any available agenda regarding innovative trainings approaches etc. Input was collected from Greece, Croatia and Cyprus. Brief information was collected from Germany and Belgium.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (*~500-1000 characters*)

Unfortunately, there was only little information provided through the questionnaire. This information will be used to draft D2.2. However further input will be needed to get a more meaningful deliverable as well as understanding of the network.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (*~500-1000 characters*)

As the questionnaire did not bring enough feedback, the partners will continue with individual interviews. One opportunity will be the consortium and stakeholder meeting in Cyprus 15th-16th of April. The plans presented under D2.2 will be updated on a regular basis.

Task 2.3 Implementation of the Digital Business and Training Ecosystem (DBTE)

Task no:		2.3 Task name: Implementation of the Digital Business and Training Ecosystem (DBTE)		
duration		M8-M30	Updated:	M12
Task leader	Name	Germana DI FALCO		
	Email	germania.difalco@gmail.com		

Summary

The task is on track. A first version of the DBTE has been designed and discussed with partners in M11. The link to the beta version of the Digital Business and Training Ecosystem <http://www.ideamarketplace.com/>. It includes the section for the Challenges from companies and industries and all the options to support the six building blocks for supporting the CoPs and the learning blocks for talents and startups. The upgrade and the release of the final version of the DBTE is estimated in late January 2019.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (*~500-1000 characters*).

The task started in M8. In the last 3 months of activity, a first beta version of the DBTE has been designed and shared with BOKU, IFA and UNITE. The platform includes the sections to collect training pills, ideas and challenges from food industry. The challenges already codified are: Internationalisation and external trade; environmental sustainability; shifts in consumption styles and demand for food; technologies and materials.

A first collection of video tutorials and learning materials on such topics has started. The co-creation of learning pills started with the cooperation between CASSIOPEA and Confindustria Toscana and the activation of the CLab network, funded by the Italian Ministry for University and Research.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

No deviations occurred

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

The final release and the open testing of the platform is expected in January 2019. A first pilot test will be launched with the support of the external partners FVB/The Hive and Future Food Institute by involving 6 food companies and combine, upon their real profiles, the six building blocks of the DBTE. For the first block, Knowledge Diagnosis, the 6 food companies will use the ASKFOOD Interactive Training Gap Identifier (D 1.2). Peer benchmarking initiatives (block 2: Knowledge Creation) and knowledge brokering tools (block 3: knowledge transfer and block 5: Knowledge Brokerage and Sharing) will be organized around internationalisation strategies as a first content area. Together with UNITE a first involvement of students will be tested. UHOH and IFA will provide suggestions and supervision.

4.3 WP3 - ASKFOOD Innovative Training Package

Task 3.1 Selection of training activities to be developed

Task no:	3.1 Task name: Selection of training activities to be developed		
duration	M4-M8	Updated:	M12
Task leader	Name	Line Lindner	
	Email	Line.lindner@boku.ac.at	

Summary

The outcome of this task is to develop a “Step by step guide for training activities to be developed” (D3.1) and for that purpose a questionnaire on innovative training tools and creative teaching methods (<https://www.askfood.eu/questionnaire-innovative-training-tools-and-creative-techniques>) was developed by BOKU and WUR from May – September 2018 with input from various partners and the coordinator. The questionnaire was distributed to the consortium (with the plea to distribute it among personal contacts and networks) and through the e-news and social medial channels of the ISEKI Food-Association from late September to early December 2018. By 6 December 2018, 77 respondents had filled in the questionnaire and the data analysis began. 12 December 2018, BOKU (Line Lindner) had together with its co-leader WUR (Ruud Verkerk and Elsbeth Spelt) an online meeting in which it was discussed how to translate the findings from the questionnaire into a step-by-step guide for training activities to be developed.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The first discussions about the questionnaire began internally at BOKU in April 2018 after which BOKU contacted WUR to review the first version of the so-called **questionnaire on innovative training tools and**

creative techniques. After a telephone call in May between BOKU and WUR, the first version was discussed and the consortium management was approached with a number of questions related to the structure and purposes of the questionnaire. Taking the feedback from the management into account a revised version of the questionnaire was finalised mid-July after which an online version was implemented at <https://www.iseki-food.net/askfood-questionnaire-innovative-training-tools-and-creative-techniques>. This test version was sent by BOKU to a small group of consortium partners end of July. Based on the initial feedback, the online questionnaire will be adapted and distributed among all Consortium partners and further within the ISEKI network.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

The development of the questionnaire took longer than anticipated. One reason may be that we began just before summer where the availability of other partners and the coordinator was limited. On the other hand, the final questionnaire turned out to be a partnership between several partners who all had their say and fingerprint on it.

As regards the collection of data (respondents), we assumed that we would have had more respondents by the time of the project meeting in Milan, 15-16 October 2018. However, at that time, only 45 respondents had filled in the questionnaire. At the meeting, BOKU and WUR agreed to aim for more than 100 respondents by mid-November and despite the active engagement of several partners in contacting colleagues and other networks, it was agreed to close the questionnaire (with 77 respondents) and start the data analysis 6 December 2018 to avoid too much of a deviation from the work plan.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

The next step is to develop a plan on how to use and analyse the data from the questionnaire in the D3.1 – Step-by-step guide for training activities to be developed, eventually complementing it with a literature review. The plan is to have D3.1 finalised by February/March 2019.

Task 3.2 Development of a certification scheme for CPD and academic disruptive training

Task no:		3.2 Task name: Development of a certification scheme for CPD and academic disruptive training		
duration		M3-M12	Updated:	M12
Task leader	Name	Foteini Chrysanthopoulou		
	Email	foteini@iseki-food.net		

Summary

The task 3.2 is ongoing. Two kinds of certification schemes are under consideration:

- a) Individual certification: Besides the two existing schemes (Food Quality & Safety and Food Product Development) each at three levels (Technologist, Supervisor, Manager) based on the level of responsibility of the food professional, further schemes are under discussion to be developed. An idea is a scheme in the field of education in collaboration with WUR.
- b) Certification of training formats: An existing certification procedure of IFA for workshops and short courses is going to be improved and other certification procedure for webinars and online courses are under development.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

In the 2nd Consortium meeting in Milan several formats have been discussed for the certification schemes that will be developed. An existing certification procedure of IFA for workshops and short courses is going to be improved and other certification procedures for webinars and online courses are under development.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

The task will see minor delay because of waiting for feedback from the project partners.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

After the review of the certification schemes, a proposal will be sent to the IFA accreditation committee to be approved and implemented.

Task 3.3 Design and development of selected innovative training activities

Task no:		3.3 Task name: Design and development of selected innovative training activities		
duration		M9-M24	Updated:	M12
Task leader	Name	Dimitris Tsaltas		
	Email	dimitris.tsaltas@cut.ac.cy		

Summary

Task 3.3 is based on the outcomes of Task 3.1. Innovative training schemes in CDP and Joint Master Degree Programmes will be tested in five different food-related sectors, so to compare responses and impacts from the ASKFOOD gamification the ASKFOOD Reverse Mentoring Approach in Industry-focused training, to flip-flop the typical mentoring relationship and the ASKFOOD Personal Learning Environment Framework.

Currently in Task 3.3 the involved partners are expecting the results of TASK3.1 that have not yet been delivered. The partners are following closely the material produced from the selection of training activities.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

Currently in Task 3.3 the involved partners are expecting the results of TASK3.1 that have not yet been delivered. The partners are following closely the material produced from the selection of training activities.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

The task is delayed due to delays in Task 3.1. It is expected to kick off activities for task 3.3 within the next

month. The delay is not expected to cause any further problems on the project progress.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues).
(~500-1000 characters)

Skype call with Task 3.1 leader (BOKU – Dr. G. Schleining) to review progress in Task 3.1 and discuss deliverables of Task 3.1 (Specifications of selected training material).

4.4 WP4 - ASKFOOD Reversed Incubator

Task 4.1 Business Ideas generation and “Plug and Play” approach

Task no:		4.1 Task name: Business Ideas generation and “Plug and Play” approach		
duration		M8-M12	Updated:	M12
Task leader	Name	Germana Di Falco		
	Email	germania.difalco@gmail.com		

Summary

The activities for this task started in M8 and were completed in M12 with the selection of the first panel of companies and talents that will operate in the “Plug and Play” Approach. Dissemination materials and a targeted presentation to present the model to other companies and in other countries were released to the Project Coordinator at the end of November (M11). Internal spread-outs of the model of the reversed incubator and a detailed description of steps that need to be replicated in each country to feed the ASKFOOD Incubator were sent to all partners and discussed during the internal Skype meeting at the end of November.

Integration with Garage Labs (task 4.2.) will be activated in January 2019 so to effectively launch the operational stage of the Reversed Incubator.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (*~500-1000 characters*).

Together with Confindustria Toscana, Future Food Institute and FVB/The Hive a panel of 7 companies that were selected in accordance with the following criteria:

- a) Middle-sized consolidated companies AND start-ups that already managed the first round of capital
- b) Belonging to the Food Industry
- c) With a declared need/strategy for innovation
- d) Usually non managing innovation exclusively with an internal department but keen to apply external cooperation and open innovation models.

The selected companies are:

- NUTRINSECT <http://www.nutrinsect.it/en/>
- BELLADENTRO <http://www.belladentro.org/>
- FROLLA <https://www.facebook.com/FrollaLa>
- CASEIFICIO JEMMA <http://www.caseificioemma.com/en/home/>
- GASTRONOMIA TOSCANA <http://gastronomiatoscana.it/>
- CAFFE' PASCUCCI <https://www.pascucci.it/?lang=en>
- ASA LIVORNO <https://www.asaspa.it/web/> (for their project of social and sustainable wine pro-

duction on the Island of Gorgona – a prison island

The companies defined their innovation need and desired change. The tools for mapping input, outputs and outcomes according to the Theory of Change have been distributed in a meeting held in Livorno on 11th, 12th and 13th of December.

the CLab Uniparteno in Naples selected a first group of 20 young talents . The ASKFOOD methodology will support mentors to deliver a detailed Growth Hacking and Acceleration Strategy in early February 2019. Preliminary actions were put in place, by launching a first challenge day on 21th of December.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

No deviations occurred.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

The task has been completed, but integration with task 4.2. (Garage Labs) and BOKU are needed to test the Plug and Play Approach and to connect it properly to the activity in task 4.3.

Task 4.3 Virtual Incubator and Accelerated Growth Hacking Programme

Task no:		4.3 Task name: Virtual Incubator and Accelerated Growth Hacking Programme		
duration		M12-M24	Updated:	M12
Task leader	Name	Germana Di Falco		
	Email	germania.difalco@gmail.com		

Summary

The task just started in M12 with three activities:

- a) The consensus sharing among partner with the preparation of a detailed action plan and the discussion of methodology and synergies during the Skype Partner Meeting of November 23rd and December 5th
- b) The launch of the initiatives by involving mentors, universities and accelerators that can support the talent scouting
- c) Select the first cohort of 20 talents to be enacted in the reversed incubation programme. The selected talents connected with the first group of 7 companies that will start the Virtual Incubation and Acceleration.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The task just started.

A first Start-ups and Accelerated Enterprises Portfolio (D4.1.) has been released

The structure of the Start-up Library (D 4.3.) has been designed and the first collection of materials is ready.

The Specifications of selected acceleration initiatives (D4.4.) are under discussion with the first group of selected enterprises. The finalization of the deliverable is expected for the beginning of January 2019. The

first collection of feedback was on 21th of December, during the CLAB Challenge Day in Naples.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

No deviations occurred

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

In the next 6 months three are the main activities to be put in place:

- a) Define the interactions and the cooperation model with the Knowledge Clusters in each country
- b) Standardize the tools and the procedures for the matching of talents and companies, by completing the first testbed started with the first pilot of the Plug and Play approach
- c) Complete the integration with Garage Labs and the IT supporting tools.

4.5 WP7 - Evaluation

Task 7.1 Planning, organisation and coordination of Evaluation

Task no:		7.1 Task name: Planning, organisation and coordination of Evaluation		
duration		M1-M4	Updated:	M12
Task leader	Name	Dimitris Tsaltas		
	Email	dimitris.tsaltas@cut.ac.cy		

Summary

The evaluation process needs to be planned in detail and in close connection with the quality assurance and controlling procedures under WP7. The collection of the quarterly task reports will be assessed under WP6 and linked to the evaluation.

A brief guideline on the evaluation procedure and steps will be set up. Any official communication related to the evaluation will be included in this task.

The external evaluators will be briefed on the project and will suggest an evaluation scheme. Any activities needed to support the evaluation (such as establishing contact to the other WP Leaders, providing quality monitoring reports from WP7) will be agreed and performed.

Where necessary, the Management Board can be included in processes.

The task has been initiated and various steps took place. It has been discussed thoroughly at the project kick off meeting. It is obvious that an “organization and coordination” task for the evaluation is running throughout a project and as such it was proposed to extend the task duration throughout the project.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

A thorough Evaluation Strategy instead of a “brief guideline for evaluation” described in the proposal has been decided to be delivered and CUT has committed towards this direction. The Strategy has been delivered for comments to the project coordinator and the External Evaluators in December and is expected to

be enforced fully in early January.

The Evaluation Strategy briefly includes the following:

- 1 Introduction
- 2 Partners and Roles
- 3 External Evaluators
 - 3.1 External Evaluation Methodology
 - 3.1.1 External Evaluators Project Briefing
 - 3.1.2 Evaluation Procedure Letter to EEs
- 4 Evaluation by Target Groups
 - 4.1 Short Term Outcomes Questionnaire (Online – Google Forms)
 - 4.2 Long Term Outcomes Questionnaire (Online – Google Forms)
- 5 Internal Evaluation Measures
 - 5.1 Meetings (site or virtual)
 - 5.1.1 Site Meeting Satisfaction Questionnaire (online – Google Forms)
- 6 Other Evaluation schemes
 - 6.1 Open participatory approach
 - 6.2 Benchmarking & Benchlearning Evaluation
 - 6.3 Advisory Board

First implemented task of the strategy will be the evaluation from the external evaluators which is expected to be delivered by mid-February 2019. Second implemented task will be the evaluation by representatives of the target groups that will run through February 2019-March 2019 and results delivered in April 2019 (during the Cyprus Steering Committee Meeting).

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

There is a deviation from the proposed timeframe but it is not expected to create any difficulties or delays in any other WP or Task. Task 7.1 is fully aligned with the following interrelated task 7.2.
The deviations were due to misinterpretation of proposed work “Brief Guideline on the Evaluation Procedure” vs “Evaluation Strategy”. Excellent collaborative relationships between partners and top Project Management and partners scientific and management skills rectified this matter on time.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

Although officially Task 7.1 is finished by the delivery of the Evaluation Strategy the Strategy will be continuously evaluated and amended according to the findings and needs of the ongoing processes, the Project and the decisions of the Steering Committee. This will not require any extra funds or budget reallocations.

Task 7.2 External Evaluation

Task no:	7.2 Task name: External Evaluation		
duration	M13-M36	Updated:	M12
Task leader	Name	Dimitris Tsaltas	

	Email	dimitris.tsaltas@cut.ac.cy
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Summary

Task 7.2 External Evaluation was described to include the evaluation of the project and project deliverables by two external evaluators (one from academia and one from industry). Due to extensive discussions and in order to improve the Evaluation to the best possible level it has been decided to perform Evaluations via representatives of target groups (i.e. universities, students, companies and businesses, training providers, governmental institutions, research centres, policy makers).

The Task will initiate in mid-January when the External Evaluators will be notified to perform their evaluation.

In the meantime, meeting evaluations are ongoing and developed further (online questionnaires) and Target Groups Evaluations are under preparation (detailed methodology – questionnaires).

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (*~500-1000 characters*).

The Task has just initiated so no specific information is currently available.

Online anonymous meeting questionnaires have been disseminated for the last meeting in Milan and a report will be delivered to the Project Manager and the Steering Committee for their consideration.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (*~500-1000 characters*)

No deviations are currently foreseen.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues).

(*~500-1000 characters*)

In the next two months the two external evaluators will perform their evaluation and report back to the project consortium.

Task 7.3 Interpretation and uptake of Evaluation results

Task no:	7.2 Task name: External Evaluation		
duration	M1-M36	Updated:	M12
Task leader	Name	Dimitris Tsaltas	
	Email	dimitris.tsaltas@cut.ac.cy	

Summary

The results of the evaluation process will be open to the whole consortium. The task is underway and will have information to report in 2 months (end of February 2019).

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The task is underway and will have information to report in 2 months (end of February 2019).

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

No deviation. Is currently underway the evaluation procedure

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

WP 7 Leader will officially collect and communicate the reports to the Management Board. Any findings and suggestions will be discussed by the WP7 Leader in the Management Board and included in relevant processes of WP6 Quality Assurance.

4.6 WP8 – Dissemination & Exploitation

Task 8.2 Development of website and dissemination material

Task no:		8.2 Task name: Development of website and dissemination material		
duration		M1-M6	Updated:	M12
Task leader	Name	Paola Pittia		
	Email	ppittia@unite.it		

Summary

The task concerns the development of a project website and dissemination material. The basic website is online. Some areas are still under construction. Specifically the connection with the related training tools will require further work.

Project logo, basic templates and marketing material (including pens and bookmarks) were developed and are available for the partners to disseminate the project.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The website was updated and upgraded with additional info including the intranet section and possibility to individually upload dissemination activities.

The website will undergo continued upgrades and see further improvements in its quality and attractiveness with some issues related to the programmers that are managing this task.

Additional issue is the challenge, that the link with the virtual tools is not ready yet.

Parts of the dissemination materials (poster, leaflet, notepad, roll up, bookmark) have been delivered to be professionally printed, but are not ready yet.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

The task is about to be completed, the respective deliverable will be finalised in M13-M14.

The website is set for further improvement in its quality and attractiveness.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

It is planned to contract another programmer/webdesigner to help us in the improvement of the quality of the website and provide for the links to the Virtual tools under development

Task 8.3 Ongoing stakeholders engagement and dissemination support

Task no:		8.3 Task name: Ongoing stakeholders engagement and dissemination support		
duration		M1-M6	Updated:	M12
Task leader	Name	Julian Drausinger and Christine Grabler		
	Email	julian.drausinger@lva.at; christine.grabler@lva.at		

Summary

With regard to the Dissemination Plan laid down in Deliverable D8.1 the ASKFOOD consortium has taken up its activities in disseminating project information. The task is ongoing and will be accompanying all project activities during the ASKFOOD project lifetime.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

First steps for the online representation of the ASKFOOD project activities have started and are followed on. Difficulties with the business in charge of the dissemination material and the design of the online services led to a delay in realising the related tasks.

The regular reminders for the reporting of dissemination activities were sent out, however, with little response from the ASKFOOD consortium due to the lack of dissemination material.

The development of content for the website including the dissemination reporting is ongoing and currently proceeding more quickly with the support of a suitable partner.

The dissemination activities are now starting to go beyond direct contacts of the partners within the ASKFOOD consortium.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

The delay produced by the external business in charge of the design and realisation of dissemination material and online representation has hampered the ASKFOOD dissemination activities in this ongoing task . Thanks to the various contacts and the broad network of the individual partners in the ASKFOOD consortium direct dissemination could be kept up, while the planned means are still being developed.

The WP Leader continued to remind partners on their reporting duties and is still following up on this task.

The Deliverables Website, Dissemination Material, and IPR are delayed and shall be finished within M13.

After having overcome these issues the Dissemination Report will be drafted.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

The following project phase should see the completion of the dissemination structure for the ASKFOOD project activities.

The reporting of open tasks is about to be completed, after several online meetings have helped to clarify the situation.

With the different activities of the ASKFOOD project related to updated training methodologies the visibility of ASKFOOD will be heavily supported.

Task 8.4 IPR management and Exploitation

Task no:		8.4 Task name: IPR management and Exploitation		
duration		M1-M36	Updated:	M12
Task leader	Name	Foteini Chrysanthopoulou		
	Email	foteini@iseki-food.net		

Summary

The task 8.4 is ongoing. However, one of the associated deliverables, namely D8.4, has already been finalised and is under review. The rest of the deliverables are due in M30 and M36.

Please report on the **progress of the task in the past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The guidelines for Intellectual Property Rights of the project outcomes (D8.4) have been finalised on M10 by IFA. The definition of guidelines for IPR of the project outcomes are required for publications, training programmes, tools and any other outcome not initially planned. Immediately the deliverable was sent for feedback to the WP leader. During M11-M12 the deliverable was under review by UniTE and Cassiopea, which are the task partners. These guidelines are kept in a confidential dissemination level.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

The task 8.4 is ongoing until the end of the project, however, the D8.4 was postponed due to some organisational delays in the beginning of the project. Finally, D8.4 was ready in M10 instead of M6. The rest of the deliverables related to this task have a due date in M30-M35 and therefore are ongoing without any delays.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

During the next 6 months the task partners will start developing the D8.6 (Template IPR Agreements).

Task 8.5 Reports of dissemination activities

Task no:		8.5 Task name: Reports of dissemination activities		
duration		M1-M36	Updated:	M12
Task leader	Name	Christine Grabler and Julian Drausinger		
	Email	christine.grabler@lva.at ; julian.drausinger@lva.at		

Summary

The task 8.5 is ongoing. A set of reports as D 8.5 are scheduled for M12, M24 and M36 including details about carried out dissemination activities of the consortium members, e.g. its description, event, national/international, target group, contacts and number of people reached.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (*~500-1000 characters*).

Regular reminders for the submission of social media/dissemination activities were sent out by LVA, UniTe and FEDto the consortium in order to raise the motivation for reporting. Dissemination about the project was carried out in a number of ways; details will be presented in the first D 8.5.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (*~500-1000 characters*)

The task 8.5 is ongoing until the end of the project; however, the first D8.5 was postponed due to the delay produced by the external business in charge of the design and realisation of dissemination material and online representation. Thanks to the various contacts and the broad network of the individual partners in the ASKFOOD consortium direct dissemination could be kept up.

The following D 8.5 deliverables have a due date for M24 and M36 and therefore are ongoing without any delays.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (*~500-1000 characters*)

It is envisaged, that the first D 8.5 will be finalised in M14 including all reported dissemination activities of all partners stated in the intranet section of the website. The following D 8.5 deliverables have a due date for M24 and M36 and therefore are ongoing without any delays.

4.7 WP9 - Management

Task 9.2 Ongoing Project Coordination

Task no:		9.2 Task name: Ongoing Project Coordination		
duration		M4-M36	Updated:	M12
Task leader	Name	Paola Pittia & Rainer Svacinka		
	Email	ppittia@unite.it		

Summary

This task started after the project start phase was finished, is an ongoing task till the end of the project and deals with the day to day project management and coordination tasks including:

- supporting the Consortium and the WP Leaders in leading their WPs
- organization of management meetings (one held at the KO meeting in Teramo, one at the 2nd meeting in Milan) as well as an interim Consortium meeting,
- support to the project internal communication,
- management of relevant decisions in the best democratic way,
- update project plans and documentation, conflict resolution
- Communication with the EACEA

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

From M7-M12 the coordinating team continued their support to all partners in management related tasks. This included the organisation of a physical project meeting in Milan, the organisation, implementation and documentation of regular online project meetings and the communication with the project officer.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

The previous project officer at the EACEA retired and a new officer will take over. This is not a real deviation however it will lead to additional communication with the new officer from month 13 onwards.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

As in the first 12 months, the coordination team will continue with the management activities, organisation of the next physical meeting in Cyprus (April 2019), the support of the WP Leaders and continuation of internal reporting. Furthermore, the communication with the new officer at the EACEA will be initiated.

Task 9.3 Financial and content controlling

Task no:		9.3 Task name: Financial and content controlling		
duration		M4-M36	Updated:	M12
Task leader	Name	Paola Pittia & Rainer Svacinka		
	Email	ppittia@unite.it		

Summary

This task includes activities aimed to ensure an implementation, according to the plan by performing regular internal financial and content controlling. In addition, these internal activities will serve as basis for the official reporting to the EACEA. The second internal round of quarterly financial reporting/controlling was initiated which will serve as basis for the yearly report to the external evaluators.

Please report on the **progress of the task** in the **past 6 months** in relation to the expected/foreseen progress. Please describe the activities of the partners involved in your task, any deliverables produced and milestones reached (~500-1000 characters).

The second internal financial reporting was initiated and is currently ongoing. Support was given to the partners during the physical and online meetings. Additional questions in terms of partner internal accounting procedures and official Erasmus+ rules occurred for several partners and were dealt with.

Please report on any **deviations** occurred. Is the task on time? Please justify those deviations and explain any counter actions planned or taken. (~500-1000 characters)

No deviations.

Please report on the **foreseen activities** for the **next 6 months** (only to be filled if task continues). (~500-1000 characters)

The second round of internal financial reporting and controlling will be finalized and evaluated. The reported numbers will serve as basis for further partner payments.