

ECsafeSEAFOOD

Priority environmental contaminants in seafood: safety assessment, impact and public perception

Grant agreement no: 311820

Deliverable D7.1

Dissemination Plan

Due date of deliverable: M2

Actual submission date: 03/2013

Start date of the project: 02/2013 **Duration:** 48 months

Lead contractor: AquaTT

Revision: V0

Project co-funded by the European Commission within the Seventh Framework Programme (2007-2013)	
Dissemination Level	
PU Public	X
PP Restricted to other programme participants (including the Commission Services)	
RE Restricted to a group specified by the consortium (including the Commission Services)	
CO Confidential, only for members of the consortium (including the Commission Services)	

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SUMMARY

Objective:

The ECsafeSEAFOOD Dissemination Plan describes the activities to be performed and the dissemination and exploitation means to be used in order to promote ECsafeSEAFOOD, and to disseminate and exploit the project results.

Rationale:

The plan identifies the target groups and key stakeholders of the project, defines the dissemination channels, describes the means of dissemination and details, the targeted events and conferences of the project. In addition, the plan describes the internal process set up to manage the knowledge outputs and to ensure exploitation of ECsafeSEAFOOD results.

The Dissemination Plan contains a set of protocols to ensure that all relevant knowledge coming out of the project is carefully managed. The protocols are set up to:

- a) Disseminate the ECsafeSEAFOOD project and its results, ensuring information provision and awareness
- b) Collect, analyse and transfer research outputs (e.g. products, methodologies, findings) to end-users who can make best use of those results. The transfer phase will ensure that relevant information and knowledge is customised so that it is ready for uptake by different target end-users.
- c) Ensure ECsafeSEAFOOD's foreground and Intellectual Property (IP) are properly managed

ECsafeSEAFOOD will develop and make use of the latest tools, resources and communication channels resulting in cost effectiveness and maximum impact.

Overall, WP7 will ensure effective external communication, dissemination and optimal outreach of ECsafeSEAFOOD's results and applications leading to optimal exploitation of its research, as well as increased consumer confidence through clear and practical information spread in close collaboration with food safety authorities.

The Dissemination Plan has been developed by AquaTT, who is responsible for its coordination. However, all project partners are involved in dissemination and exploitation in order to foster awareness and transfer results for impact, especially in their own countries and in their own communities.

Team involved in deliverable writing: AquaTT

1. Introduction

ECsafeSEAFOOD aims to respond to the challenge of assessing food safety issues related to priority contaminants that may be present in seafood as a result of environmental contamination, and to evaluate the impact these contaminants are having on public health. ECsafeSEAFOOD will contribute to the improvement of seafood risk management and its communication. To achieve this objective, broad communication and consultation with all relevant stakeholders will be required within the project in order to ensure that the final outcomes and recommendations from ECsafeSEAFOOD are acceptable and workable.

In addition, with a view to enhancing the impact of research funded by the EU and to foster dialogue and debate, the Seventh Framework Programme (FP7) Grant Agreement requires project participants to communicate and engage with actors beyond the research community. Participants in projects funded under the Seventh Framework Programme (FP7) are required to use and disseminate the results generated by the project (“foreground”).

To ensure effective communication, dissemination and exploitation, a dedicated Work Package - WP7 - within the ECsafeSEAFOOD project focuses on multiple tasks related to dissemination, stakeholder engagement and knowledge transfer. The overall aim of WP7 is to ensure that the knowledge within the project is effectively managed and transferred to relevant stakeholders and end-users.

Elaborating on the approach to knowledge transfer which will be adopted by ECsafeSEAFOOD, we are careful to separate and distinguish the difference between dissemination and knowledge transfer. Dissemination is a form of knowledge transfer, but is seen as one-way promotion and is effective in raising awareness and sharing information. A range of dissemination activities will take place particularly in the early phases of the project to raise awareness of the existence of the project, its objectives, partners and intended impacts. Examples of activities used for dissemination purposes include publications, events and networking.

On the other hand, “knowledge transfer” is more advanced and requires several more crucial steps, such as identifying exploitation mechanisms and activities focused on identified end-users to ensure impact and uptake of the results. Section 5 details the Knowledge Management methodology in the ECsafeSEAFOOD project.

The Dissemination Plan has been established at the commencement of the project to provide protocols ensuring that all relevant knowledge coming out of the project is carefully managed from the start. This plan will be updated on a yearly basis to improve the strategies and to keep track of dissemination and exploitation actions.

All project partners are involved in dissemination and exploitation in order to foster awareness and transfer results for impact, especially in their own countries and in their own communities. The following partners in ECsafeSEAFOOD have specific time allocated to dissemination, knowledge transfer and IPR management (see table below for partners and their respective man months):

P1	P2	P3	P4	P5	P6	P7	P8	P9
IPMA	AZTI	UM	UGent	NVI	ICRA	DTU	ILVO	ICETA
2	1	1	1.5	0.7	1.5	1	1	4.6

P10	P11	P12	P13	P14	P15	P16	P17	P18
IRTA	IMARES	URV	Aeiforia	AquaTT	ARVAM	Polyintell	Hortimare	Dan Salmon
4	1.3	5	8	10	0.5	0.5	0.5	0.5

2. EC Rules and Regulations

According to Article II.29 of the Grant Agreement, participants **should use the foreground** which they own, or ensure that it is used (Article II.29 of GA). "Use" means the direct or indirect utilisation of foreground in further research activities other than those covered by the project, or for developing, creating and marketing a product or process, or for creating and providing a service. Direct utilisation is conducted by the participant owning the foreground (e.g. through further research or commercial or industrial exploitation in its own activities) while indirect utilisation is carried out by other parties (e.g. through licensing).

Where dissemination of foreground does not adversely affect its protection and use, there is an **obligation to disseminate** it swiftly. Should the participants fail to do so without any justification, the Research Executive Agency (REA) may disseminate the foreground without seeking permission (Article II.30.1 of GA).

However, no dissemination of foreground may take place before a decision is made regarding its possible protection. Other participants may object to the dissemination activity if their legitimate interests in relation to their foreground or background could potentially suffer disproportionate harm. Indeed, any disclosure, even to a single person who is not bound by secrecy or confidentiality obligations (typically someone from a different organisation outside the consortium) prior to filing for protection, may invalidate any subsequent patent application, be it written (including by e-mail) or oral (e.g. at conferences, or even to a single person). Evidently, no dissemination at all may take place if it is intended to protect the foreground as a trade secret (i.e. confidential know-how) (Article II.30.2 of GA).

The protection of intellectual property rules in FP7 projects is dealt with in detail in the Grant Agreement, the Consortium Agreement and the Guide to Intellectual Property Rules for FP7 projects (although the last one is not legally binding). The following paragraphs give an overview of the most relevant information of the three mentioned documents.

2.1 Ownership of the Foreground

Each beneficiary is the owner of the results it generates during the project. In order to be able to **prove** ownership (as well as the date of generation) of foreground, it is strongly recommended that all participants maintain documents showing the development of the generation of knowledge or results (e.g. laboratory notebooks) in accordance with proper standards. This may help avoid or resolve disputes between participants about the origin of certain results and any attached IPR.

Employees' rights have to be taken into consideration. Participants must ensure that, where necessary, they reach an agreement with their employees **and other personnel if the latter are entitled to claim rights to foreground** (including third parties such as subcontractors, students, etc.) in order for the participant to be able to meet its contractual obligations (this is particularly important for the granting of access rights to foreground to other parties, Article II.26.3 of ECGA). Such agreements may, for instance, involve a formal transfer of ownership, or at least the granting of appropriate access rights (with a right to sublicense). For **academic institutions**, this is especially relevant regarding (a) "non-employees" such as students (both undergraduate and postgraduate, e.g. PhD students), and (b) researchers in those countries having a specific type of "professor's privilege" regime (according to which the researchers concerned may have some personal rights to the results of university research).

ECsafeSEAFOOD ownership clauses can be found in the ECsafeSEAFOOD Consortium Agreement (Section 8) and in the ECsafeSEAFOOD Grant Agreement (Article II.26).

Joint Ownership

- Arises for foreground generated in common between two or more partners while their respective parts cannot be determined
- Project partners must therefore conclude a joint ownership agreement to deal with allocation and exercise of the rights. In absence of such an agreement a default joint ownership regime applies

Transfer of Ownership

- A beneficiary may transfer ownership of its foreground
- The other project partners should be informed about the envisaged transfer – objection is possible if their access rights are not preserved
- Joint ownership may be dealt with in the Consortium Agreement (as a one-size-fits-all instrument) or in a separate agreement for each specific joint ownership situation. The issues that can be determined are: the exploitation of the joint ownership; sharing of IP costs; license and assignment rights; some form of territorial division for registering the invention; the setting up of a regime for the protection; and the setting up of a regime for use.

2.2 Access Rights

Access rights clauses are specified in detail in the ECsafeSEAFOOD Consortium Agreement (Section 9). Please find below a short overview of the access rights:

- Each project partner has the right to **request access rights** to the other project partner's background and foreground as long as it **needs** them in order to carry out its work under the project or to use its own foreground
- Must be made in **writing**
- Access rights are to be granted throughout the duration and up to one year after the end of the project for use needs (*unless a different period is agreed*)
- Access rights do **not** confer the right to grant sub-licences
- **Affiliated entities** may get some access rights for use purposes. However, they need foreground ownership (to be transferred by participants in whole or in part)
- Project participants have an obligation to grant other partners access to their know-how, if the latter **need** the know-how in order to be able to implement the project or to use the results of the project

2.3 European Union Acknowledgement

All publications or any other dissemination relating to foreground shall include the following statement to indicate that said foreground was generated with the assistance of financial support from the European Union (GA, Article II.30.4):

The ECsafeSEAFOOD project has received funding from the European Union Seventh Framework Programme (FP7/2007-2013) under grant agreement n° 311820

2.4 Reporting Obligation

Any dissemination activity shall be reported in the plan for the use and dissemination of foreground, including sufficient details/references to enable the Commission to trace the activity. With regard to scientific

publications relating to foreground published before or after the final report, such details/references and an abstract of the publication must be provided to the Commission at the latest two months following publication. Furthermore, an electronic copy of the published version or the final manuscript accepted for publication shall also be provided to the Commission at the same time for the purpose set out in Article II.12.2 if this does not infringe any rights of third parties.

3. ECsafeSEAFOOD Stakeholders and End-Users

Optimum cooperation and participation with and communication to stakeholders is of utmost importance for the success of the project. In order to achieve broad acceptance, ownership and support for implementation, it is important to involve all stakeholders from the earliest possible stage and keep communicating over the duration of the project and after.

Detailed stakeholder end-user groups will be identified in **D7.4 – Stakeholder database**, which is the tool that will facilitate the communication with all the stakeholders involved in ECsafeSEAFOOD by centralising their contact details and classifying them according to their level of engagement with the project. Depending on their level of engagement, different dissemination and exploitation mechanisms will be employed.

Stakeholders will be organised by their area of influence (national, regional, EU or international), their nationality, category (i.e. Policy Maker, Seafood Producers, National Agencies and Consumer Organisations, etc.) and field (i.e. food safety, public health, etc.). The Stakeholder Database aims to facilitate dialogue, relationship-building and process-generation that will take place between the ECsafeSEAFOOD consortium and other organisations involved in the project. It will be maintained and updated for the duration of the project.

PROTOCOL:

All ECsafeSEAFOOD partners are expected to add relevant contacts and information to the Stakeholder Database.

The MASTER document is uploaded to Basecamp (ECsafeSEAFOOD - WP7 >> WP7 Deliverables >> D7.4 “Stakeholders and End-users database”).

When adding new information, please save the document with a new version number and date, for example: ECsafeSEAFOOD Stakeholder Database_v8 (25.07.2013), and notify AquaTT of the new document.

4. ECsafeSEAFOOD Dissemination Activities

The importance of disseminating knowledge and results from research projects has been recognised by the EC as one of its priorities (COM(287)182 final). Dissemination of results is a contractual obligation of participation in research initiatives supported under the European Union’s Seventh RTD Framework Programme (FP7). The specific aims of this provision are to promote knowledge sharing, greater public awareness, transparency, and education. The dissemination involves not only looking at where and when the information should be disseminated but what should be communicated and how it should be presented.

4.1 Logo

A specific project logo has been developed for project identity. The logo will be included in all project promotional material including the factsheet, website, etc. The logo reflects the central concept of the project by incorporating the quality-assured tick mark into the spine of an abstract representation of a fish. The use of green in the logo represents health, sustainability and the environment.

There are two versions of the logo:

1. Full colour	
2. Black and white	

The logos can be downloaded from the project internal website (basecamp) or contact WP7 leader Federico Cardona (federico@aquatt.ie).

4.2 ECsafeSEAFOOD Factsheet

An ECsafeSEAFOOD factsheet has been designed and produced (D7.2) at the start of the project (DoW Delivery date = month 3). The factsheet describes the project, its main objectives, methodology, partnership, funding and expected results, and will be used as a way to raise general awareness of the project. The factsheet is available for download from basecamp, the project website and by contacting WP7 leader Federico (federico@aquatt.ie).

The factsheet is designed for double-sided printing on A4 paper. To achieve best quality, print the factsheet full colour on at least 160gsm paper (200gsm is ideal). Partners are encouraged to distribute the factsheet through their networks and at relevant events.

The brochure will be updated later in the project in order to capture the latest progress, planned activities and results of the project.

PROTOCOL:

All partners will be provided with a copy of the factsheet for distribution (print or electronic) to their personal and institution network of contacts. In case partners would like to distribute a large amount of factsheets, for example at a major event, they must contact AquaTT who will be able to ship a large amount of print copies to the venue. If this is the case, the interested partner must contact the WP7 leader at least three weeks before the date when the factsheets are required.

Partners can translate the factsheet into their own language. The protocol for translation is as follow:

1. Partner contacts AquaTT requesting English text to be translated
2. AquaTT supplies a template with the original text in English to partner
3. Partner translates text (as laid out in the template) into their language
4. Partner then sends translated text back to AquaTT
5. AquaTT applies the translated text to the factsheet template and publishes the new version of the factsheet

4.3 Website

The dedicated ECsafeSEAFOOD website (D7.3) - <http://www.ecsafeseafood.eu/> (DoW Delivery date = month 3) will be established and designed following the EU Project Websites – Best Practice Guidelines (March 2010). The website will play multiple roles: a communication resource to promote the project, its objectives and partnership; a communication resource to update interested parties on progress, results and outcomes; as a repository for key deliverables; a location for customised tools and services to support the operation of the project; and a venue for debate and dialogue during and beyond the project on seafood safety issues. The public project website will be visually attractive and informative. It will also include the web-based collaborative workspace (Basecamp) to facilitate continuous project partner communication. The website includes general information about the project and the partners, the project work progress and the project deliverables.

The continuous updating of the website will include the **Calendar**, which will include all the events organised by ECsafeSEAFOOD consortium as well as events where ECsafeSEAFOOD partners are going to be represented. The **News** section will be regularly updated with progress on the project as well as external news that is relevant to ECsafeSEAFOOD. The **Media Centre** will house all dissemination products and activities including scientific papers, articles, press releases and the project factsheet and brochure.

PROTOCOL:

AquaTT manages the website and updates it on a regular basis. Any partners who wish to upload materials to the website should contact AquaTT. In addition, AquaTT will send reminders to WP and Task Leaders on a regular basis requesting updates and news for the site.

In addition, partners are obliged to include a link to the ECsafeSEAFOOD website on their own institution websites.

4.4 PowerPoint Template

An ECsafeSEAFOOD PowerPoint template will be developed to use at internal and external events when presenting the ECsafeSEAFOOD project and/or its outcomes. If required, AquaTT can develop a generic project presentation for general dissemination of the project.

PROTOCOL:

Partners should use the **ECsafeSEAFOOD PowerPoint template** when presenting the project and/or its outcomes at internal and external events. Contact WP7 leader Federico (federico@aquatt.ie).

4.5 Poster Template

An ECsafeSEAFOOD Poster (template) can be developed to use at external events when presenting the ECsafeSEAFOOD project and/or its outcomes. If required, AquaTT can develop a generic project poster presentation for general dissemination of the project. In addition, AquaTT can help designing scientific posters for specific events.

PROTOCOL:

Partners can request AquaTT's help in developing an **ECsafeSEAFOOD Poster** when presenting the project and/or its outcomes at external events. Contact WP7 leader Federico (federico@aquatt.ie).

4.6 Scientific (peer reviewed) Publications

If research outcomes become available, ECsafeSEAFOOD partners are encouraged to publish results in scientific (peer reviewed) publications, particularly as a large element of the decision and policy making with regards to food safety is informed by scientific data and processes. It is anticipated ECsafeSEAFOOD results will be published in a special issue of a peer reviewed journal (D7.10), at the end of the project.

Following from Article II.30.3 of the Grant Agreement (“at least 45 days prior notice of any dissemination activity shall be given to the other beneficiaries concerned, including sufficient information concerning the planned dissemination activity and the data envisaged to be disseminated):

- Scientific publications resulting from ECsafeSEAFOOD must be submitted electronically through the workspace 45 days before the intended submission, notifying all partners.
- Any objection to the planned publication shall be made in accordance with the GA in writing to the Coordinator and to any Party concerned within 30 days after receipt of the notice.
- If no objection is made within the time limit stated above, the publication is permitted.
- An objection is justified if:
 - o the objecting Party's legitimate academic or commercial interests are compromised by the publication; or
 - o the protection of the objecting Party's Foreground or Background is adversely affected.
- The objection has to include a precise request for necessary modifications.
- If any objection has been raised, the involved parties shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication). The objecting Party shall not unreasonably continue the opposition if appropriate actions are performed following the discussion.
- The objecting Party can request a publication delay of not more than 90 days from the time it raises such an objection. After 90 days the publication is permitted.
- Grant Agreement Article II.30.3 governs all publication activities.

PROTOCOL:

With regard to scientific publications relating to foreground published before or after the final report, such details/references and an abstract of the publication must be provided to the Commission at the latest two months following publication. Furthermore, an electronic copy of the published version or the final manuscript accepted for publication shall also be provided to the Commission at the same time for the purpose set out in Article II.12.2 if this does not infringe any rights of third parties.

4.7 Other Publications

Research projects have other ways to disseminate research findings in addition to peer-reviewed research articles. Some of these, such as seminars, conference talks, abstracts, and posters represent longstanding traditions within science. New communication technologies provide additional ways to distribute research results quickly and broadly. To the extent that these new communication methods speed and broaden the dissemination and verification of results, they strengthen research.

The ECsafeSEAFOOD partnership will make use of a range of publications and services to ensure that industry, civil society organisations, policy-making authorities, and the wider community are aware of the project, its objectives and, later in the project, its outcomes. The strategy is intended to ensure that there is publicity and media coverage at local, regional and European levels.

ECsafeSEAFOOD will use existing established dissemination channels, services and networks proven to be cost effective in raising awareness of EC projects for public outreach, such as, for example, thematic networks, technology platforms, relevant research platforms, ERA networks, relevant EC projects, and publication of articles in (national) newsletters. Press releases will be issued to appropriate media outlets (trade press, journals, web portals).

AquaTT, the WP7 coordinator, will take the lead in writing press releases to disseminate the major milestones of the ECsafeSEAFOOD project and will distribute them at international level by means of its own dissemination channels. One of its main channels is AquaTT's Training News, an online monthly e-newsletter for the European marine sector, which has around 6000 subscribers. AquaTT is also the secretariat for managing Aqua-tnet (www.aquatnet.com), the biggest educational network in the aquaculture, fisheries and related sectors in Europe, ensuring integration of results at all levels. The press releases will be uploaded to the internal communication platform and all partners can customise them to distribute at a national or regional level. Publicity and media coverage at local, regional and European levels is also envisaged.

Press releases, short news items for the website, blogs and online social media contributions are exempt from the "45 day notice" as governed by CA Article 8.3.1.

PROTOCOL:

AquaTT will take the lead in writing press releases based on partner's inputs and news. Once approved, they will be disseminated using the channels mentioned above, and any other relevant means. Publications will also be uploaded to the internal communication platform and all partners will be encouraged to distribute at a national or regional level. Where necessary the partners can adapt the press releases to customise them to their audience and if needed translate the articles. Partners who publish any article/press release at a regional or national level must send a scanned copy to the WP7 leader (federico@aquatt.ie).

Where partners want to initiate the writing of an article, they may proceed. They can contact AquaTT who can offer support for writing and editing and will provide graphics and images if required.

4.8 ECsafeSEAFOOD Events

Stakeholder events will include a first stakeholder workshop in month 9 and a second stakeholder workshop in month 24. These will be organised by Partner 13, AEIFORIA. Further, there will be one seminar-deliverable for students and fish-farm-owners and employees at the end of the project (month 48) organised by Partner 5, NVI.

PROTOCOL:

AquaTT will assist in dissemination activities related to ECsafeSEAFOOD events when required. Examples could be event poster preparation, event announcements, event promotion material, etc. Contact WP7 leader Federico (federico@aquatt.ie).

Partners should use the ECsafeSEAFOOD PowerPoint template when presenting the project and/or its outcomes at internal and external events. Contact WP7 leader Federico (federico@aquatt.ie).

4.9 External Events

Congresses, seminars, conferences and other meetings are very useful forums to consult with ECsafeSEAFOOD target audiences in a face-to-face capacity and to address issues relevant to the work done in the project. International and sector conferences, meetings, etc., will be attended to communicate the results of the project to the maximum number of persons.

PROTOCOL:

In case a partner is attending an external event that is of relevance to ECsafeSEAFOOD:

- Inform AquaTT (federico@aquatt.ie) so that the event will be included in the project calendar (<http://www.ecsafeseafood.eu/>), informing other partners about the event attendance.
- WP7 leader will update the Dissemination Activity Form (Annex III) which will be hosted in the internal communication platform. The Dissemination Activity Form will be used to complete EC Report Template A2: list of dissemination activities

Contact AquaTT (federico@aquatt.ie) in case you wish support for any dissemination activities: AquaTT can provide you with the project PowerPoint template, support you in designing a poster presentation, send you soft and/or hard copies of the project factsheet as well as provide general support for design and dissemination activities.

4.10 Reporting Requirements

As part of the EU requirements, and in order to accomplish the Plan for the Use and Dissemination of Foreground (PUDF), all the publications and dissemination activities related to ECsafeSEAFOOD have to be reported. Partners are invited to provide the necessary information required to report the dissemination activities to EC through the completion of the **Dissemination Activity FORM** (see Annex III).

5. ECsafeSEAFOOD Knowledge Management

In its broad-based innovation strategy for the EU, the importance of improving knowledge transfer between public research institutions and third parties, including industry and civil society organisations, was identified by the European Commission as one of ten key areas for action (http://ec.europa.eu/invest-in-research/pdf/download_en/knowledge_transfe_07.pdf). Knowledge Transfer consists of a range of activities which aim to capture and transmit knowledge, skills and competence from those who generate them to those who will transform them into economic outcomes. It includes both commercial and non-commercial activities such as research collaborations, consultancy, licensing, spin-off creation, researcher mobility and publication. The benefits of knowledge transfer - in other words, the exploitation of research - go beyond simple financial return. The benefit also lies in a number of other, less tangible benefits for research institutions, for industry and for society as a whole, such as helping research institutions focus their research on the wider needs of society and industry. (<http://europa.eu/rapid/pressReleasesAction.do?reference=MEMO/07/127>).

The Knowledge Management methodology applied in the ECsafeSEAFOOD project is based on the methodology originally developed in the FP7 MarineTT project, and consequently further applied and developed in other FP7 projects such as Aqualnova, MG4U, COEXIST, SOCIOEC, MYFISH and AQUAEXCEL. The methodology focuses on Knowledge Outputs. A "Knowledge Output" for the purposes of this project is the term used to describe a unit of knowledge that has been generated by the project. It is not limited to de-novo

or pioneering discoveries but may also include new methodologies/processes, adaptations, insights, alternative applications of prior know-how/knowledge (*Definition developed by AquaTT in the context of Knowledge Management in the MarineTT project*). The methodology consists of the following phases:

- a) **Collect & Understand**
- b) **Analyse & Validate**
- c) **Transfer & Exploitation**



5.1 Collect & Understand

All ECsafeSEAFOOD Knowledge Outputs will be captured in a Knowledge Management Template (Annex IV), which is developed based on table B2 (EC Final Report template) and the methodologies previously developed by MarineTT and adopted by several other FP7 projects, such as Aqualnova, MG4U and AQUAEXCEL. The Knowledge Management Template captures all three phases of the Knowledge Management Methodology.

Knowledge resulting from the project will be collected based on internal procedures set up to report on project outcomes. The online project management system (Basecamp) will be the preferred system to store and communicate information within the project. Each project participant will be provided with login details and a password to access the workspace (in case of any problems or questions, please contact federico@aquatt.ie). Basecamp will store all official project documents, useful tools and resources and provide specific space for the working documents of the work packages. The collaborative workspace allows transparency of the information within the project, as well as a centralised visualisation of the project's progress.

PROTOCOL:

A. Deliverable Preparation, Validation and Submission

The following procedure has been put in place to prepare and submit all ECsafeSEAFOOD deliverables:

1. All (major) interactions should be carried out on the project management system (Basecamp) so that progress towards deliverables can be monitored.
2. A Deliverable Template document has been developed (Annex V), which should be used to prepare and submit each deliverable.
3. At least **45 days before the official due date** indicated in the DoW, each participant contributing to the deliverable should send their input to the Task Leader.
4. The Task Leader has 15 days to compile all input and to develop the second draft. The Task Leader sends the second draft to the WP Leader, at least **30 days before the official due date**.

5. The WP Leader has 15 days to make comments and provide feedback and in collaboration with the Task Leader make sure that comments and feedback will be addressed. The WP Leader sends the 3rd draft to the Project Coordinator, at the latest **15 days before official due date** according to the DoW.
6. The Coordinator has **15 days** to give final feedback, adjust and validate the deliverable, finalising it to ensure contractual obligations are met, and submits the 4th draft to the Commission in due time on the Commission’s Participant Portal. The coordinator also uploads the deliverable to the internal communication platform.
7. Partners have up to **seven days** after the deliverable has been posted on the collaborative workspace to send input to the coordinator.
8. Finally, the coordinator has **seven days** to address final adjustments and to finalise the deliverable to ensure contractual obligations are met. The coordinator submits the final version to the Commission 15 days after the official deadline on the Commission’s server, SESAM, and publishes the final version of the deliverable on the collaborative workspace for free consultation by the consortium. If the deliverable has a public status, the deliverables will also be published on the project website.

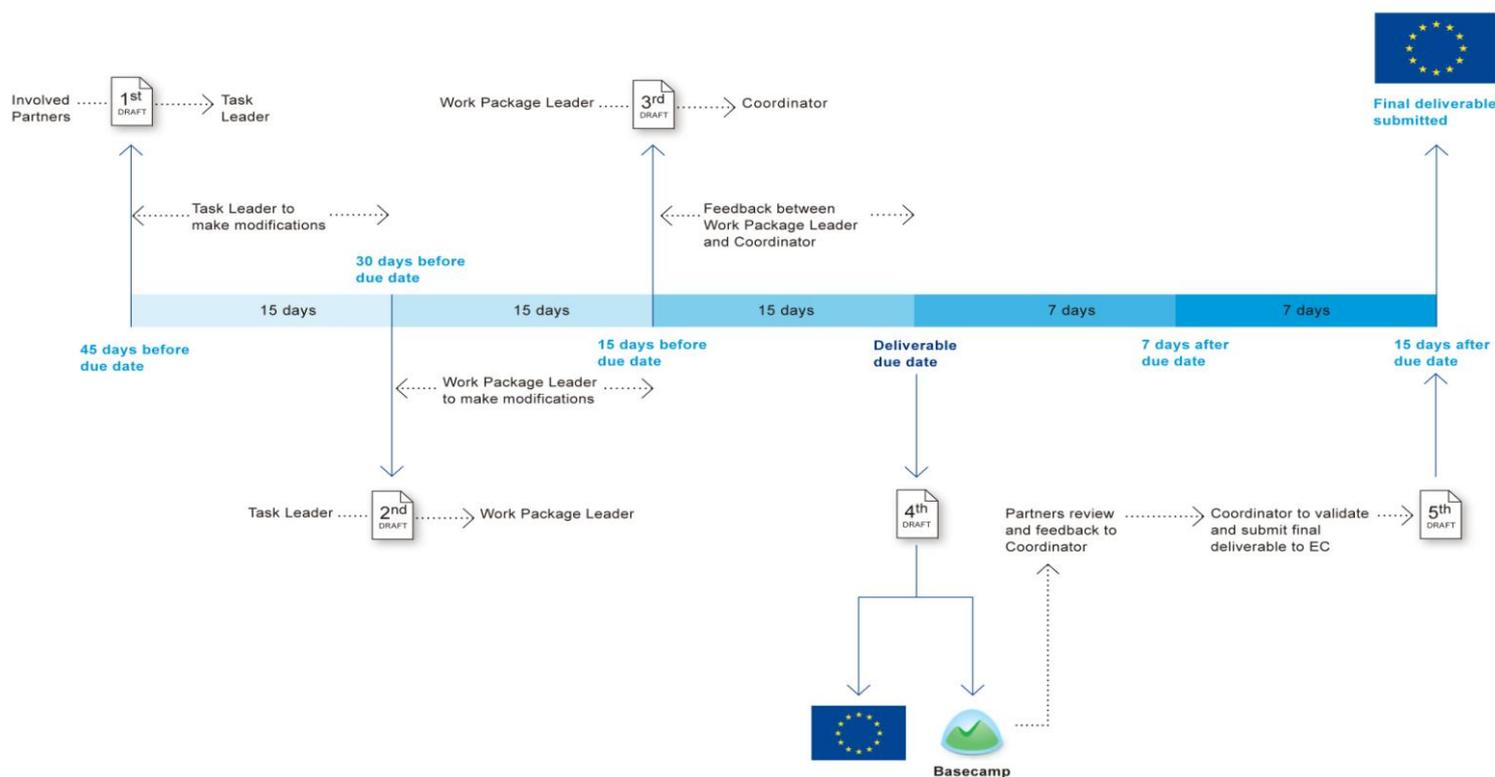


Figure 1. Deliverable Submission Protocol & Timelines.

A Deliverable Tracking Document (Annex VI) has been set up to keep track of the progress of each deliverable. Annex VI is complemented by the Deliverable Deadlines Timeline (Annex VII), where all the internal and official due dates are available for partners consultation.

B. Knowledge Collection Phase

In addition, deliverable authors will be asked to complete a Knowledge Output Table (KOT) detailing more specific information on the deliverable (e.g. in relation to exploitable foreground if applicable), but also surveying any other additional knowledge outcomes which have not been captured in an official deliverable or milestone ('grey' knowledge). One of the challenges for capturing the knowledge produced in the project will be related to knowledge not directly related to deliverables or milestones. Examples could be methodologies or technologies newly developed in order to get to a deliverable, e.g. an adaptation of an existing experimental protocol which would not necessarily merit a new scientific publication but still has value as new knowledge which other scientists could adopt.

PROTOCOL

1. Once a deliverable has been submitted, the author will be asked to complete a Knowledge Output Table (KOT) to identify Knowledge Outputs developed during the generation of the deliverable. The KOT details more specific information on the deliverable (e.g. in relation to exploitable foreground if applicable), but also surveys any other additional knowledge outcomes which have not been captured in an official deliverable ('grey' knowledge). This will also be useful to understand the Knowledge Outputs in full. If the author thinks somebody else is better placed to provide the requested information, then (s)he should send it to the correct person(s) or (s)he can request input from other partners who were involved.
2. The completed Knowledge Output Table will be submitted to the WP7 leader within one month of the deliverable being submitted to the EC.
3. First (internal) validation will be carried out by the WP7 leader, whereby (s)he will identify any typographical/editing errors, determine if the short titles of the KOs are adequately informative; establish if the knowledge description of the KOs are comprehensive enough to adequately understand the nature of the KO and to determine its possible application; identify the potential next end-users of the KO, to list these users and to identify their potential application; and clarify if the KOs are publicly available or are subject to issues of Intellectual Property (which would have an effect on transfer potential).
4. If deemed necessary, the WP7 leader will contact the deliverable author/s and the Project Coordinator to discuss the Knowledge Outputs and identify if there is anything missing or unclear.
5. Once completed, the KOT moves to Phase 2 – Analyse and Validate.

5.2 Analyse & Validate

In the Analyse & Validate stage, the collected knowledge will be carefully assessed and additional information asked for if needed. The Knowledge Management template fields related to analysis and validation include owners and other beneficiaries of the knowledge; if the knowledge is ready for uptake or whether further research would be necessary; what sectors would benefit from this knowledge; and who are the end-users and what would be their application of the knowledge.

Within the field "End-User & Application", it should be indicated who could use the Knowledge, and how could they use and apply the Knowledge. End-user examples include Seafood producers, the Scientific Community, Policy Makers, Environmental Managers, National Agencies, Consumer Organisations, Education, Other. Where possible, a more detailed level should be given, i.e. instead of citing National Agencies (quite general) as a possible end user for a new device for the rapid screening of priority environmental contaminants, the specific national agency in charge of food analysis could be cited. There can be more than one type of end-user per Knowledge Output, and if this is the case, it should be elaborated upon as well.

Identification and analysis of the “end-user” or sometimes also referred to as “next-user(s)” of specific units or clusters of knowledge and applications is crucial as it is customer focused and allows you to partition the audience for the new knowledge and applications that will arise from ECsafeSEAFOOD.

PROTOCOL:

The following steps will be taken in Phase 2:

1. The collected knowledge in the KOT will initially be assessed by the WP7 leader, who will examine and validate all fields for clarity and completeness as well as clarifying any other issues.
2. Where clarifications are required, the WP7 leader will request more information from the authors/creators of the knowledge. Other partners may also be asked to review or comment on the KOT tables in order to assist in the identification of end-users and potential applications.
3. The WP7 leader along with the author(s), WP Leader, coordinator and the Intellectual Property Rights and Communication committees, will discuss the most appropriate way to transfer the Knowledge Outputs (exploitation mechanisms and exploitation partner/s).
4. A draft knowledge transfer plan will then be drafted by WP7 leader and presented to the Steering Committee for approval. The KT plan will include proposed mediums and channels for transfer as well as indicators that can be used to measure impact.
5. When approved, each KT plan will move to Phase 3 – Transfer and Exploitation

5.3 Transfer & Exploitation

Knowledge transfer is the process of creating, organising, capturing/sharing/distributing knowledge to ensure its availability for future users. Knowledge transfer encompasses both commercial and non-commercial activities such as research collaborations, consultancy, licensing, spinoff/spinout creation, researcher mobility, and publications, etc. Knowledge transfer aims to support mutually beneficial collaborations between universities, businesses and the public sector. (*Definition developed by AquaTT in the context of Knowledge Management in the MarineTT project*). The knowledge transfer process involves the transfer of tangible and intellectual property, expertise, learning and skills between academia and the non-academic community.

Elaborating on the approach to knowledge transfer which will be adopted by ECsafeSEAFOOD, we are careful to separate and distinguish the difference between dissemination and knowledge transfer. Dissemination is a form of knowledge transfer, but is seen as one-way promotion and is effective in raising awareness and sharing information. A range of dissemination activities will take place particularly in the early phases of the project to raise awareness of the existence of the project, its objectives, partners and intended impacts. Activities used for dissemination purposes include publications, events and networking.

On the other hand, “knowledge transfer” is more advanced and requires several more crucial steps, such as identifying exploitation mechanisms and activities focused on identified end-users to ensure impact and uptake of the results.

By carrying out the described knowledge management approach as an integrated part of the project design, it will also be possible to capture “knowledge outputs” related to methodologies, protocols and experimental approaches as used in the project. Typically such knowledge might be referenced as a small part of a published paper, potentially 3-5 years after the approach is pioneered in a research project. By monitoring, collecting and managing such outputs within the project it will be possible to fast track such knowledge which, in turn, can be adopted by other scientists working in the field and therefore fast-track scientific development in the research community.

Knowledge Transfer activity will take place later in the project as outputs become available and in the case where they are deemed suitable for Knowledge Transfer. Knowledge outputs which are identified as high potential innovative knowledge and methodologies, and therefore possibly suitable for exploitation, will go through a Due Diligence process. Due Diligence refers to the process whereby a more thorough examination and evaluation of the knowledge output and its applicability and readiness for transfer will be investigated. Due diligence will be undertaken so that any factors that could affect the transfer potential of the knowledge output and ultimately the uptake and impact of the knowledge can be identified.

The Knowledge Output Table lists also impact measurement through the use of indicators and partners are requested to give details and try to quantify, where possible, what could be measured to demonstrate impact. Core indicators of impact could be number of (scientific) publications, research agreements with SMEs, number of spin-offs, patent grant, etc.

PROTOCOL:

The following steps will be taken in Phase 3 – Transfer and Exploitation:

1. After approval by the Governing Board, the WP7 leader will coordinate the implementation of the knowledge transfer plans with assistance from partners where required.
2. Carry out transfer
3. Measure impact

Within the ECsafeSEAFOOD project, it is envisaged to use a range of channels, media and impact measurement to ensure effective knowledge transfer, which will vary depending on the Knowledge Output type.

5.4 Results

In addition to the knowledge transfer of results as outlined above, the Knowledge Outputs and resulting Knowledge Output Tables will be ultimately published on the ECsafeSEAFOOD public website, after having ensured that there are no IP/protection issues.

It is foreseen that the resulting Knowledge Outputs will also be taken up in the MarineTT online Knowledge Gate - <http://www.kg.eurocean.org/> - hosted by EurOcean. The Knowledge Gate currently incorporates hundreds of Knowledge Outputs from other marine related projects funded under the European Framework Programmes and, in time, will feature member state projects also.

The final result will contribute to the effective management and transfer of the knowledge outputs resulting from the ECsafeSEAFOOD project. Effective knowledge transfer ensures that ECsafeSEAFOOD research results eventually exert an effective impact on EU competitiveness.

6. Recommendations of the Advisory Committees

There are six advisory committees, namely Scientific Advisory Committee (SAC), Intellectual Property Committee (IPC), Industrial Advisory Committee (IAC), Communication Committee (CC), Ethical Advisory Committee (EAC) and Working Group on Marine Toxins (WGMT).

The Committees will advise on the research activities to achieve the project objectives, the integration of transdisciplinary research (cooperative research with the stakeholders), and the **dissemination of research findings**. The advisory committees will be expected to encourage promotion and wide awareness of ECsafeSEAFOOD amongst the research and stakeholder community. It is important that the various outputs of the project are directly applicable for food safety management decisions. The CC shall ensure that the results are presented in a suitable manner so that stakeholders, managers and the wider public will be able to access and use them.

The Committees will meet at major project meetings every six months.

Date / Version	Recommendations
V0	There are no recommendations yet.

Annex I – Glossary

“Access rights” are the user rights (including licenses) to foreground or background of project partners (<http://www.iprhelpdesk.eu/>).

“Application” refers to the process of converting scientific and technological advances into useable/marketable goods or services. Definition according to MarineTT (FP7 project number 244164).

“Background” is information and knowledge (including inventions, databases, etc.) held by the participants prior to their accession to the Grant Agreement, as well as any intellectual property rights which are needed for carrying out the project or for using foreground. Intellectual property rights for which the application was filed before the accession of the participant to the Grant Agreement are included. The fact that participants are legal entities is important in this respect. If a specific department of a university or company is involved in a project, the background will be that of the whole university or company (subject to its relevance to the project) not just that of the specific department (unless the department constitutes a legal entity and is the participant). This is important as a participant may have to grant the other participants in the project access rights to the background of other departments under certain conditions (ftp://ftp.cordis.europa.eu/pub/fp7/docs/jpr_en.pdf).

“Deliverables” A deliverable is a physical output related to a specific objective of the project, e.g. a report, publication, newsletter, tool, website, or conference. A distinction can be made between external deliverables, which are created for customers and stakeholders, and internal deliverables, which are produced for the purpose of executing the project, and are usually only needed by the project team and the commissioning authority. Both types need to be specified and listed in the work package plan (http://ec.europa.eu/eahc/management/Fact_sheet_2010_03.html).

“Dissemination” is defined as a planned process of providing information on the quality, relevance and effectiveness of the results of programmes and initiatives to key actors. It occurs as and when the results of programmes and initiatives become available. This activity happens at both project and programme level, and involves the active participation of intermediary “relay” bodies (http://ec.europa.eu/education/programmes/llp/guide/valor/what_en.html).

“End-Users” are persons/organisations that have an application for a knowledge output(s) of an RTD project. The knowledge output may have undergone several revisions/adaptations through the value chain before reaching/being relevant to the needs of the end user. Definition according to MarineTT.

“Exploitation” consists of mainstreaming and multiplication. Mainstreaming is the planned process of transferring the successful results of programmes and initiatives to appropriate decision makers in regulated local, regional, national or European systems. Multiplication is the planned process of convincing individual end-users to adopt and/or apply the results of programmes and initiatives (http://ec.europa.eu/education/programmes/llp/guide/valor/index_en.html).

“Foreground” means the results (including information, materials and knowledge) generated in a given project, whether or not they can be protected. It includes intellectual property rights (IPRs such as rights resulting from copyright protection, related rights, patent rights, plant variety rights of creators of topographies of semiconductor products), similar forms of protections (e.g. sui generis right for databases) and unprotected know-how (e.g. confidential material).

Thus, foreground includes the tangible (e.g. prototypes, micro-organisms, source code and processed earth observation images) and intangible (IP) results of a project. Results generated outside a project (i.e. before, after or in parallel with a project) do not constitute foreground (ftp://ftp.cordis.europa.eu/pub/fp7/docs/ipr_en.pdf).

“Impact” is the effect of the uptake and use of the knowledge output on the target community and how it influences other actions. Definition according to MarineTT.

“Knowledge” means expert skill, information or understanding that imparts an ability to cause a desired result: it is not readily available and may be outside the public domain. Knowledge encompasses technical information such as discoveries, concepts, methodologies, models, research, development and testing procedures, the results of experiments, tests and trials, manufacturing processes, materials, formulae, formulations, processes, research or experimental results, techniques and specifications, quality control data, analyses, and reports. Knowledge differs from [data](#) or [information](#) in that new knowledge may be created from existing knowledge by extension of logic. Definition according to MarineTT.

“Knowledge Management” comprises a range of practices used by organisations to identify, create, represent, and distribute knowledge for reuse, awareness and learning. Definition according to MarineTT..

“Knowledge Outputs” are different types of knowledge items produced in the course of research projects. For the purposes of MarineTT, Knowledge Outputs are categorised under 16 types – Technical Handbook/Manual, Scientific Publication, Report, Book/Review, Case study, RTD Protocol, Prototype, Product, Service, Standards, Database/Directory, Software/Modelling Tools, Guidelines, Learning module, Multimedia, and Other. Definition according to MarineTT.

“Knowledge Transfer” is the process of creating, organising, capturing/sharing/distributing knowledge to ensure its availability for future users. Knowledge transfer encompasses both commercial and non-commercial activities such as research collaborations, consultancy, licensing, spinoff/spinout creation, researcher mobility, and publications, etc. Knowledge transfer aims to support mutually beneficial collaborations between universities, businesses and the public sector. Definition according to MarineTT (FP7 project number 244164).

“Milestones” A milestone is a scheduled event signifying an important decision-making moment or the completion of a deliverable. Milestones can be used as project checkpoints to validate how the project is progressing, thus allowing a proper monitoring of the project implementation (http://ec.europa.eu/eahc/management/Fact_sheet_2010_03.html).

“Multipliers” are persons/organisations/institutions with the capability to magnify the effect/impact/application of the knowledge to the wider community. Definition according to MarineTT.

“Participant” is a legal entity taking part in an indirect action and having the rights and obligations defined in the Grant Agreement entered into with the European Commission (on behalf of the European Union) (ftp://ftp.cordis.europa.eu/pub/fp7/docs/ipr_en.pdf).

“Technology Transfer” is the process of skill transferring of technology-related interactions intended to make products of R&D and other creative activities available to ensure that scientific and technological developments are accessible to a wider range of users. These users can then further develop and exploit the technology into new products, processes, applications, materials or services. Definition according to MarineTT.

“Transfer Mechanism” refers to channels of interaction (mechanisms) through which knowledge transfer is effected. Such mechanisms include networks, continuing professional development, contract research, licensing, spin-offs, and teaching. Other channels may include public outreach by means of scientific or popular media, movement of people (recruitment, temporary secondment, mentoring, student placement, etc.) and sharing of facilities. Definition according to MarineTT.

“Uptake” is the action of using and incorporating knowledge. Uptake can occur at any stage along the entire value chain and is not limited to primary end-users. Definition according to MarineTT.

“Use” is the utilisation (direct/indirect) of foreground in research activities, which are not part of the project, as well as utilisation for further development, creation and marketing of a product or process. Definition according to MarineTT.

“Value Chain” is a chain of activities for a firm operating in a specific industry. Products pass through all activities of the chain in order, and at each activity the product gains some value. As an example, steps in the value chain can include R&D, design of products/services/processes, production, marketing and sales, distribution, and customer service. The chain of activities gives the products more added value than the sum of the independent activity's value. Definition according to MarineTT.

Annex II – Dissemination Material

Logo



Factsheet

The factsheet will be included in the first review of D7.1

Website (<http://www.ecsafeseafood.eu/>)

A printscreen of the website homepage will be included in the first review of D7.1

Annex IV – Print Screen of Original Knowledge Management Template (excel document).

The screenshot displays the Microsoft Excel interface with the 'Knowledge Outputs Overview Table Template - AquATT ©' open. The ribbon at the top includes Home, Insert, Page Layout, Formulas, Data, Review, and View. The spreadsheet grid shows columns A through N. Column A contains the ECsafe SEAFOOD logo. Column B contains a note: 'Note that Knowledge Outputs can be non Deliverables or Milestones too (grey knowledge) or multiple KO's could exist within one deliverable and then they should be split out.' The table header row (row 36) defines the following columns: Short title, Knowledge Description, Knowledge Type, Where to find it, Who to contact for more, Owner & other Beneficiary(s) involved, Ready for uptake or further research, Sector(s) of application, End user & application, Exploitation mechanisms and activities (past/potential), Possible exploitation partner, Patents or other IPR exploitation (licences), Impact (established/potential/expected), KO submission date, and Comments. A blue shaded area labeled 'Internal information only' covers columns N and O. The status bar at the bottom shows 'Ready' and a zoom level of 70%.

Annex V – Print Screen of the Deliverable Template Document (Word document).

ECsafeSEAFOOD [311820] – Deliverable X.X

ECsafeSEAFOOD

Priority environmental contaminants in seafood: safety assessment, impact and public perception

Grant agreement no: 311820

Deliverable DX.X

Title (make sure it is the same title as in the DoW)

Due date of deliverable: Mxx

Actual submission date: Mxx

Start date of the project: 02/2013 Duration: 48 months

Organisation name of lead contractor:

Revision: Vx

Project co-funded by the European Commission within the Seventh Framework Programme (2007-2013)	
Dissemination Level	
PU Public	
PP Restricted to other programme participants (including the Commission Services)	
RE Restricted to a group specified by the consortium (including the Commission Services)	
CO Confidential, only for members of the consortium (including the Commission Services)	



~~ECsafeSEAFOOD [311820] – Deliverable X.X~~

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4. Conclusion.....	3



~~ECsafeSEAFOOD [311820] – Deliverable X.X~~

1. Glossary

Please complete if appropriate, otherwise delete

2. Summary

*Write a short summary of your Deliverable. This summary should not exceed **2 pages** but should be very informative and must include the following elements:*

Objectives: *of the deliverable*

Rationale: *describe the approach/methodology you chose to reach the objectives*

Teams involved: *Specify the list of ~~ECsafeSEAFOOD~~ partners and other contributors that have worked on this Deliverable (Just the name of the organisations, not the name of the persons).*

3. Title1

If possible you can include the Deliverable here. Otherwise the Deliverable can be an Annex to this document.

4. Conclusion

Annex VI – Print Screen of the Deliverable Tracking Document (Excel document)

The screenshot displays an Excel spreadsheet titled 'Deliverables - Sheet1'. The main data area contains a table with the following columns: ID, Title, Lead partner, Responsible, 2nd Reviewer, Coordinator, Validated date, Nature, and Discrimination. The rows list various deliverables, such as 'Database for priority chemical compounds', 'Evaluation of the impact of climate change on the availability of relevant contaminants', and 'Development of a risk assessment tool for contaminants of emerging concern'. The bottom of the spreadsheet features a grid of months from February 2017 to January 2018, with colored cells (green, yellow, red) indicating the status of each deliverable over time.

Annex VII – Print Screen of the Deliverable Deadlines - Timeline Document (Excel document)

Number	Deliverable name	WP no.	Delivery month	Participants report to TL		TIs report to WP leader		WP leaders report to Coordinator		SESAM draft submission		Draft changes from Partners		Final version submitted to SESAM	
				Deadline	Who shall report	Deadline	Who shall report	Deadline	Who shall report	Deadline	Who shall report	Deadline	Who shall report	Deadline	Who shall report
D8.1	Kick-off Meeting	8	1	15/03/2013	NA	25/03/2013	NA	25/03/2013	NA	28/03/2013	IPMA	08/03/2013	All	15/03/2013	IPMA
D7.1	Dissemination Plan	7	2	15/03/2013	IPMA, AQUATT, URV, ICETA, IRTA, Aefloria, NVI, ICRA, AZTI, UM, Ugent, DTU, ILVO, IMARES, ARVAM, Hortimare, Dan Salmon, Polintell	25/03/2013	ILVO, IMARES, Ugent, IRTA, ICETA, AZTI, ICRA, UM, IPMA, Aefloria, DTU, AQUATT (TL check)	25/03/2013	AQUATT	31/03/2013	IPMA	08/04/2013	All	14/04/2013	IPMA
D8.2	Two month progress reports from Task Leaders	8	2	28/03/2013	IPMA, AQUATT, URV, ICETA, IRTA, Aefloria, NVI, ICRA, AZTI, UM, Ugent, DTU, ILVO, IMARES, ARVAM, Hortimare, Dan Salmon, Polintell	24/03/2013	ILVO, IMARES, Ugent, IRTA, ICETA, AZTI, ICRA, UM, IPMA, Aefloria, DTU, AQUATT (TL check)	27/03/2013	AQUATT (w/PL check)	31/03/2013	IPMA	08/04/2013	All	14/04/2013	IPMA
D1.2	ECsafeSEAFOOD project brand (Brochure, Logo, ppt template...)	1	3	15/04/2013	AQUATT	15/04/2013	AQUATT	15/04/2013	AQUATT	30/04/2013	IPMA	08/05/2013	All	14/05/2013	IPMA
D1.3	Project Website	1	3	15/04/2013	AQUATT	15/04/2013	AQUATT	15/04/2013	AQUATT	30/04/2013	IPMA	08/05/2013	All	14/05/2013	IPMA
D2.1	Sampling plan for WP2	2	4	30/04/2013	IMARES, IPMA, NVI, DTU, ILVO, IRTA	15/05/2013	IMARES	15/05/2013	IMARES	31/05/2013	IPMA	08/06/2013	All	15/06/2013	IPMA
D8.2	Two month progress reports from Task Leaders	8	4	21/05/2013	IPMA, AQUATT, URV, ICETA, IRTA, Aefloria, NVI, ICRA, AZTI, UM, Ugent, DTU, ILVO, IMARES, ARVAM, Hortimare, Dan Salmon, Polintell	24/05/2013	ILVO, IMARES, Ugent, IRTA, ICETA, AZTI, ICRA, UM, IPMA, Aefloria, DTU, AQUATT (TL check)	27/05/2013	IPMA (w/PL check)	31/05/2013	IPMA	08/06/2013	All	15/06/2013	IPMA
D8.2	Two month progress reports from Task Leaders	8	6	21/07/2013	IPMA, AQUATT, URV, ICETA, IRTA, Aefloria, NVI, ICRA, AZTI, UM, Ugent, DTU, ILVO, IMARES, ARVAM, Hortimare, Dan Salmon, Polintell	24/07/2013	ILVO, IMARES, Ugent, IRTA, ICETA, AZTI, ICRA, UM, IPMA, Aefloria, DTU, AQUATT (TL check)	27/07/2013	IPMA (w/PL check)	31/07/2013	IPMA	08/08/2013	All	15/08/2013	IPMA
D8.3	6-month Coordinating meeting	8	6		NA		NA		NA	31/07/2013	IPMA	08/08/2013	All	15/08/2013	IPMA
D8.4	Gender indicators and action plan	8	6	15/07/2013	IPMA, AQUATT, URV, ICETA, IRTA, Aefloria, NVI, ICRA, AZTI, UM, Ugent, DTU, ILVO, IMARES, ARVAM, Hortimare, Dan Salmon, Polintell	25/07/2013	IPMA	25/07/2013	IPMA	31/07/2013	IPMA	08/08/2013	All	15/08/2013	IPMA
D2.2	Validation of analysis of frozen-fish samples	2	6	15/08/2013	IMARES, IPMA, Ugent, NVI, ICRA, DTU, ILVO, ICETA, IRTA, IPMA, AQUATT, URV, ICETA, IRTA, Aefloria, NVI, ICRA, AZTI, UM, Ugent, DTU, ILVO, IMARES, ARVAM, Hortimare, Dan Salmon, Polintell	31/08/2013	ILVO, IMARES, Ugent, IRTA, ICETA, AZTI, ICRA, UM, IPMA, Aefloria, DTU, AQUATT (TL check)	15/09/2013	IMARES	30/09/2013	IPMA	08/10/2013	All	15/10/2013	IPMA
D8.2	Two month progress reports from Task Leaders	8	8	20/09/2013	IPMA, AQUATT, URV, ICETA, IRTA, Aefloria, NVI, ICRA, AZTI, UM, Ugent, DTU, ILVO, IMARES, ARVAM, Hortimare, Dan Salmon, Polintell	23/09/2013	ILVO, IMARES, Ugent, IRTA, ICETA, AZTI, ICRA, UM, IPMA, Aefloria, DTU, AQUATT (TL check)	26/09/2013	IPMA (w/PL check)	30/09/2013	IPMA	08/10/2013	All	15/10/2013	IPMA
D1.1	Database for priority chemical compounds	1	10	15/11/2013	IPMA, AZTI, UM, Ugent, NVI, ICRA, DTU, ICETA, IRTA, IMARES, URV, Aefloria, ARVAM	25/11/2013	ILVO	25/11/2013	ILVO	30/11/2013	IPMA	08/12/2013	All	15/12/2013	IPMA
D8.2	Two month progress reports from Task Leaders	8	10	20/11/2013	IPMA, AQUATT, URV, ICETA, IRTA, Aefloria, NVI, ICRA, AZTI, UM, Ugent, DTU, ILVO, IMARES, ARVAM, Hortimare, Dan Salmon, Polintell	23/11/2013	ILVO, IMARES, Ugent, IRTA, ICETA, AZTI, ICRA, UM, IPMA, Aefloria, DTU, AQUATT (TL check)	26/11/2013	IPMA (w/PL check)	30/11/2013	IPMA	08/12/2013	All	15/12/2013	IPMA
D1.2	List of chemicals according to different information types	1	12	15/01/2014	IPMA, AZTI, UM, Ugent, NVI, ICRA, DTU, ICETA, IRTA, IMARES, URV, Aefloria, ARVAM	25/01/2014	ILVO	25/01/2014	ILVO	31/01/2014	IPMA	08/02/2014	All	15/02/2014	IPMA
D1.3	Selection of chemicals to be screened	1	12	15/01/2014	IPMA, AZTI, UM, Ugent, NVI, ICRA, DTU, ICETA, IRTA, IMARES, URV, Aefloria, ARVAM	25/01/2014	ILVO	25/01/2014	ILVO	31/01/2014	IPMA	08/02/2014	All	15/02/2014	IPMA
D3.1	Consumer perceptions, attitudes, seafood safety concerns and perceived status of marine environment	3	12	31/12/2013	Ugent, IPMA, URV, Aefloria, AQUATT	15/01/2014	Ugent	15/01/2014	Ugent	31/01/2014	IPMA	08/02/2014	All	15/02/2014	IPMA
D4.1	Design and synthesis of heptans and analogues	4	12	15/12/2013	NVI, ILVO, AZTI, Polintell	31/12/2013	NVI	15/01/2014	AZTI	31/01/2014	IPMA	08/02/2014	All	15/02/2014	IPMA
D6.1	Experimental design of feeding trials of carpenter experiment of relevant priority contaminants from feed to salmon, seabass and edible crab	6	12	31/12/2013	DTU, NVI, IMARES, Ugent	15/01/2014	DTU	15/01/2014	DTU	31/01/2014	IPMA	08/02/2014	All	15/02/2014	IPMA
D1.4	Stakeholders and End-users database	7	12	31/12/2013	IPMA, AQUATT, URV, ICETA, IRTA, Aefloria, NVI, ICRA, AZTI, UM, Ugent, DTU, ILVO, IMARES, ARVAM, Hortimare, Dan Salmon, Polintell	15/01/2014	AQUATT	15/01/2014	AQUATT	31/01/2014	IPMA	08/02/2014	All	15/02/2014	IPMA
D1.5	Progress report on the general dissemination efforts carried out during the first year	7	12	31/12/2013	IPMA, AQUATT, URV, ICETA, IRTA, Aefloria, NVI, ICRA, AZTI, UM, Ugent, DTU, ILVO, IMARES, ARVAM, Hortimare, Dan Salmon, Polintell	15/01/2014	AQUATT	15/01/2014	AQUATT	31/01/2014	IPMA	08/02/2014	All	15/02/2014	IPMA