



Education, Audiovisual and Culture Executive Agency

Erasmus+: Schools, Vocational Training Adult Education, Platforms

Montpellier Supagro
Mrs Anne-Lucie WACK
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FR - 34060 Montpellier

Registered letter

Brussels, 19. 08. 2015
EACEA A5/TS/PK/DP/sh 15D020219

Agreement No.: 2013-4163/538785-LLP-1-2013-1-FR-LEONARDO-LMP (*please use this reference n° in all correspondence*)

Title of Project: Savoirs Agroécologiques et ingéniosité des territoires

Approval of Progress Report and Notification of Payment

Dear Mrs WACK,

I am pleased to inform you that we have approved the Progress Report for the above mentioned project. The approval is based on the assessment undertaken by an external expert on behalf of the Education, Audiovisual and Culture Executive Agency. Enclosed is a copy of the expert's comments and recommendations following the assessment of the report. We strongly recommend that you use them as guidelines for the implementation of your project as they will be taken into account when assessing the Final Report.

We kindly ask you to upload the public part of the progress report in the ADAM portal (<http://www.adam-europe.eu>) in the section "PRODUCTS" within five working days after receiving this letter.

We also confirm that a payment of a second pre-financing of EUR 158.896,80 has been initiated. The second pre-financing payment has been made in accordance with article I.4.1 of the Grant Agreement.

The assessment of your report by the expert resulted in **7 on 10**.

Please note that the approval of the Progress Report should not be considered as an approval of the reported expenses. All expenses of the project, including the expenses already reported at Progress Report stage, will have to be approved at Final Report stage.

We would also like to bring to your attention the following points concerning the financial part of the report which should be taken into consideration during the subsequent period and for the submission of the Final Report:

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- When filling the financial reporting table, please avoid using copy-paste command which could disrupts formulas and automatic calculations.
- **Co-beneficiaries worksheet:** please make sure that the respective country is selected from the scroll-down list in the column "co-beneficiary country".
- **Staff worksheet:** the reported staff cost should be based on the real staff costs (as included in their annual salary payslip/statement) applicable in his/her country and based on the normal policy remuneration of the beneficiary. Please remember that reporting must be made on actual cost basis, even if the EU ceiling is exceeded because this will enable the Agency to reconcile the costs with the supporting documents that might be requested at final reporting stage, especially as far as lines 9, 14, 15, 30, 31, 32, 41, 42, 43, 44, 45, 46 and 47 are concerned. Please also remember that the reported number of days has to be in line with the foreseen numbers given in the application, especially as far as excel-sheet-lines 9, 18, 25 and 29 are concerned. Furthermore, please be aware that the staff names mentioned in chapter 6 of the confidential part of the progress report have to be in line with the names mentioned in the staff worksheet, especially as far as excel-sheet-line 36 is concerned.
- **Travel and subsistence worksheet:** please remember that, according to article 19.1 (f) of the annex II of the Grant Decision, eligible costs "*are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency*", especially as far as ref. item 82, 83, 84, 85 and 86 are concerned.
- **Subcontracting worksheet:** Please remember that the reported description of activity has to be in line with the foreseen descriptions given in the application, especially as far as ref. item 3 is concerned.

We remind you that the LLP logo, recognition of Community funding and official disclaimer should be included in all project products and outcomes, including the different project websites. Failure to add these elements could result in the Agency being unable to accept the results of the project at Final Report stage and have an impact on the payment of the last instalment of your project's LLP Grant.

The LLP logo and a translation of the funding disclaimer in the official EU languages can be found on the following website: http://eacea.ec.europa.eu/about/logos_en.htm

Important Advice:

We strongly suggest that you pay particular attention to the rules defined in the Guidelines for Administrative and Financial Management and Reporting

http://eacea.ec.europa.eu/llp/beneficiaries/2013/documents/multilateral/llp_handbook_2013_en.pdf

In particular check the rules concerning the **eligibility of expenditure** (cf. Section 2) when preparing your Final Report.

International transfers can take up to two weeks to be credited to the beneficiary's account. Please contact us if you do not receive the payment within two weeks.

We strongly remind you that if you plan to do any changes in the activities and deliverables in your project (in comparison) to the original application you must get an approval of EACEA in advance. Approval of the progress report does not mean an approval of all changed activities proposed in the progress report for the second period of the project."

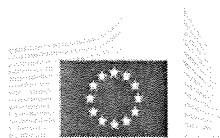
Please do not hesitate to contact Urska Primec should you have any further queries.

Yours sincerely,



Tapio SÄÄVÄLÄ
Head of Unit

Annex: Comments and Recommendations from an external expert



LLP PROGRESS REPORT ASSESSMENT SHEET

Project number:
538785-LLP-1-2013-1-FR-LEONARDO-LMP

Project title:
Savoirs AGro-écologiques et Ingéniosité des TERroirs

	Score /10
<p>1. Objectives, results and products Have the project’s activities been in accordance with its aims and objectives as declared in the original application or as officially amended? Have there already been any valuable results achieved at Progress Report stage?</p>	7
<p>Meetings and communication within WP1 (project management) are on a reasonably good track. To prepare WP2 (Organisation and functioning of local groups), a common understanding of the project approach, including joint definitions, have been reached. The local groups have now been set up, though a high level of activity is only evident in France. From WP3 (Observation/census, data collection and analysis), there is only evidence of outcomes in the form of meeting reports. It is now pivotal what will be done in WP4 (Implementation of the trainings, experiments), with so far one training session held in France and another in Spain. There are plans to speed up WP4 and WP5 (Feedback of experiences, adaptation, implementation of training) by the autumn of 2015. Given that WP4-6 are somewhat delayed and are presently being regrouped, it is difficult to identify clearly valuable results at Progress Report stage.</p>	

	Score /10
<p>2. Coherence between workplan and activities carried out to date Have the planned activities been implemented in accordance with the project’s work plan as declared in the original application, or as officially amended, and have any variations been adequately justified?</p>	6

The only official amendment is the inclusion of WP4 in the structure of WP1. This implies that no costs will be declared for the former partner. The tables for planned and actual duration of project activities deviating from the work plan are not coherently filled in. Among the questions then left open, is whether the scheduling of work packages is corrected in line with the suggestions when the project was approved. There is a particular concern about WP 4-6 in view of ,,,"le choix de regrouper ces trois lots dans la même grille(dû) à la difficulté que nous rencontrons à articuler les travaux de manière satisfaisante pour atteindre nos objectifs". If the regrouping and simultaneous work on these WPs have financial implications, this should be discussed with the Agency at the earliest occasion. The delayed articulation of common definitions and objectives have prolonged the implementation of the work packages. Yet, apart from the unclear situation in WP4-6, the project might finish on time if all partners are being mobilised during the remaining contractual period. The envisaged number of partner meetings have been held and were properly scheduled. A printable flyer in the eight languages of the partnership and a web site are available in the same number of languages.

	Score /10
<p>3. Partnership Are there indicators to show that the partnership is working properly? Are there clear indications of a real and effective involvement of the partners? Are there significant changes in the partnership compared to the application? If so, have these changes had any impact on the partnership?</p>	6
<p>From the outset, the partnership approved for carrying out the work plan was quite diverse, and apt for bringing together diverging experiences. The applicant holds that the partners sometimes use more time than originally planned to shape all the activities being launched and to disseminate them on the internet. The overview of project activities per partner reveals few activities carried out by P 7, 8 and 11. There is notably little evidence that these partners have started systematic work for setting up local groups, which by the external evaluator is signalled as a general challenge in all countries apart from FR, which leans on all together four project partners for doing this. The approved amendment of the partnership by including WP4 in the structure of WP1, does not seem to have had any negative effects on the development of the project.</p>	

	Score /10
<p>4. Management Does the project seem to be well managed on the whole? How efficient were the management and coordination arrangements? To what extent were appropriate decisions made to support effective implementation and problem resolution? Have any deviations been satisfactorily justified?</p>	7

The project is managed with certain skills and is notably upheld by a series of groups and committees. Among these count a scientific and technical committee after merging a follow-up committee and "un groupe de travail méthodes d'enquêtes". Of particular high importance are the local development groups set up in each country of the partnership. From the outset, the time and efforts needed in order to put a diverse partnership together seem underestimated. This hurdle seems however to be alleviated now. From a technical point of view, some adequate management tools are actively used, cf. <http://sagiter.eu/intranet/wakka.php?wiki=FairE&lang=fr>. To overcome language barriers, it is appropriate to translate all working documents into EN and FR. The project web site shows that this is done quite systematically.

	Score /10
<p>5. Financial management Are the expenditures made so far in line with the project activities?</p>	7
<p>For this partner (P11), there is a discrepancy of the names figuring in the two sources. By mid-term, total costs of 236,658€ compared with the ceiling of 529,565 are declared (against 532,785 defined at the selection stage). This should in principle allow for sufficient resources to carry out the rest of the work programme, though some partners need to be stronger involved in the final phase.</p>	

	Score /10
<p>6. Evaluation and/or quality assurance If evaluation activities have already taken place, are they satisfactory? How well has the project's strategy for evaluation been implemented so far? To what extent has the project considered the comments or recommendations following the project selection?</p>	8
<p>The external evaluator has so far delivered four reports of high quality, all with a necessary analytical distance, insight in the subject matter and ability to suggest practical solutions. A strong involvement of this evaluator till the end of the project seems required in order to respect all deadlines for deliveries. The procedures for internal evaluation are plausible, yet they will primarily be tested during the coming project phase. A tighter follow-up of recommendations at the stage of project selection, notably vigilance on the scheduling of WPs and partners' contribution to each WP, might have alleviated the encountered hurdles now outlined in the evaluation reports.</p>	

	Score /10
<p>7. Dissemination How does the project develop communication, visibility, and the dissemination of its activities and results as outlined in the original application? With reference to the original application, to what extent has the consortium addressed the issue of the exploitation of the project activities / results during the project lifetime and beyond?</p>	7
<p>The project meetings have had good press coverage and the project is visible in Facebook. Yet, it is not pertinent to present information from a 2009 project called "Les savoirs agro-écologiques ruraux" as an outcome of the present project. Conceptually, it is pertinent to structure the dissemination along the following target groups "les agriculteurs , les conseillers et techniciens agricoles, les formateurs et enseignants". The main dissemination channel has so far been the project web site, which is appropriately set up but still waiting for major outputs from the WPs. It is appropriate that the partner SupAgro Florac will organise audiovisual training for the partnership in order to improve the project web pages. It is promising that the partners, during a project meeting, will go through a training module on the use of databases for developing the web site. There is a good theoretical delineation of target groups for achieving short and long-term impact, but the concrete measures are not sufficiently detailed. On this point, the project has not developed much after the selection stage.</p>	

Overall evaluation

Overall comment:
A series of promising methodological steps are proposed for arriving at WP6 (Writing of the training module, dissemination). It is planned that the utilised pedagogical tools will be in full swing in this WP. For this to happen on time and on schedule, the local groups set up in all countries need to be systematically mobilised during the remaining contractual period.
Strong points:
The project demonstrates good thematic knowledge of the field addressed and delivers some conceptually strong elements to a possibly sustainable training programme with appropriate pedagogical resources, coined an 'itinerary for training of trainers'.
Weak points:
The evolution of the project leaves an impression of limited preliminary investigations in order to compose a partnership with a common understanding of the subject matter, and sufficiently equal experiences to carry out the proposed work programme.

Summary scoring sheet for Final Report	
Criterion	Score
1 Objectives, results and products	7
2 Coherence between work plan and activities carried out during life of the project	6
3 Partnership	6
4 Project Management	7
5 Financial Management	7
6 Evaluation	8
7 Dissemination	7

Your global score is:	7 /10	70%
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KEY TO THE SCORING SYSTEM

Score	Definition	Description of score
0	No evidence	Fails to include a minimum amount of evidence to enable the criterion to be evaluated
1 - 2	Very weak	Addresses the criterion but with significant or many weaknesses
3 - 4	Weak	Addresses the criterion but with some weaknesses
5 - 6	Acceptable	Addresses the criterion satisfactorily
7 - 8	Good	Addresses the criterion with some aspects of high quality
9 - 10	Very good	Addresses the criterion with all aspects of high quality
X	Not applicable	Activity of the criterion was not planned for the evaluated period of time