



# D1.1

## Project Toolbox



Project no.: 613804

Project acronym: LinkTADs

Project title: Linking Epidemiology and Laboratory Research on Transboundary Animal Diseases and Zoonoses  
in China and EU

Instrument:

KBBE.2013.1.3-04: Coordination of research between EU and China on major infectious diseases of animals  
and zoonoses

**D1.1**  
**Project Toolbox**

Due date of deliverable: **Month 1**

Start date of project: November 1<sup>st</sup> 2013

Duration: 3 years

Organisation name of lead contractor for this deliverable: **Europa Media Non-profit Ltd.** (Partner No 2.)

**Author list**

<b>Name</b>	<b>Organisation</b>
Gabriella Lovasz	Europa Media

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

History			
Version	Date	Reason	Revised by
<b>01</b>	9/12/2013	Distributed CD on the kick-off meeting	All partners at the kick-off meeting – no specific comments
<b>02</b>	28/01/2014	Uploaded version on internal website	Daniel Beltran Alrcudo, FAO

Partnership



Food and Agriculture Organization of the United Nations



Europa Media Non-profit Ltd.



Royal Veterinary College



Centre de Coopération Internationale en Recherche Agronomique pour le Développement.



National Veterinary Institute



Shanghai Veterinary Research Institute



Harbin Veterinary Research Institute



China Animal Health and Epidemiology Center



Beijing Chinese Center for Disease Control and Prevention



Sociedade Portuguesa de Inovação



Huazhong Agricultural University

## Contents

Executive summary .....	2
Content of the Project Toolbox .....	4
A few examples of the uploaded documents in the Toolbox.....	6



## Executive summary

The Project Toolbox is a set of documents, templates, project management tools, which have been developed by the FAO and Europa Media in order to support all project partners in their everyday administration of work progress, financial and technical reporting, archiving, etc.

The Project Toolbox is available on the Partner Area of the website of the project at: <http://www.linktads.com>

Additional documents related to dissemination and exploitation reporting templates developed by SPI have been uploaded to same area.

The toolbox allows the coordinator and all the partners to follow up the project progress, easing the burden of administration, and enables the coordinator to accurately react to the inquiries by the Commission about the project at any time.



# 02.

## Content of the Toolbox

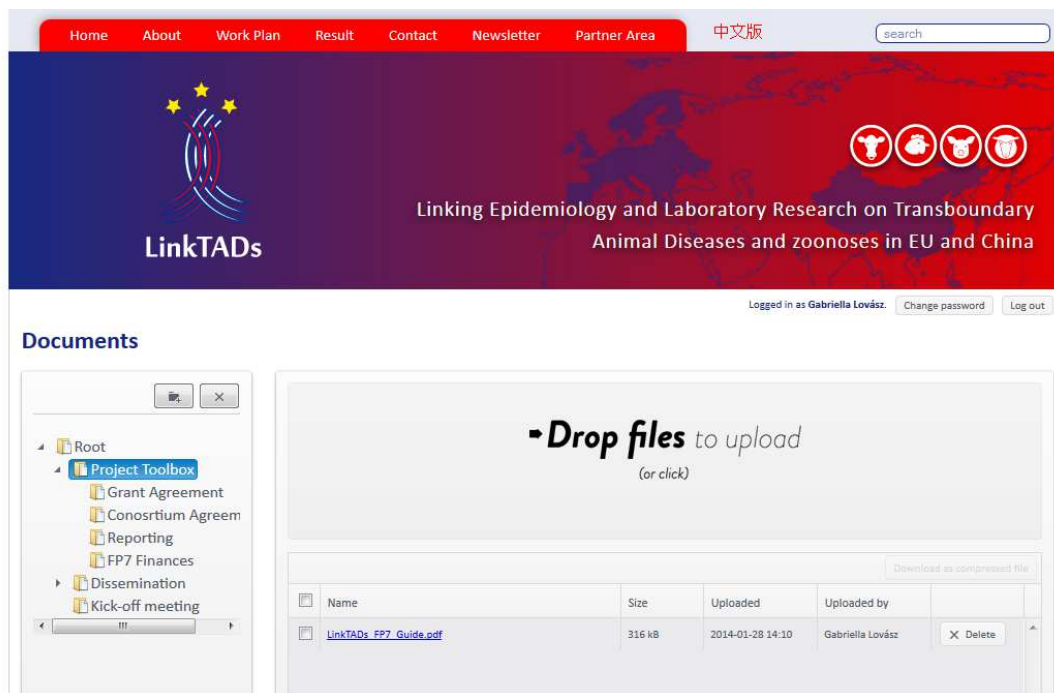


## Content of the Project Toolbox

A project toolbox includes:

- Official documentation: ECGA, CA, DoW
- Consortium Agreement
- Official guidelines: Reporting, financial and other guidelines prepared by the Commission
- Task list and schedule for 6 months – a list of results to be achieved, documents to be submitted, including responsible partner(s)/person(s), deadlines, review stages
  - This document is regularly updated (min. quarterly)
- Internal Reporting Template (Technical) – a Word template
- Internal Financial Reporting tool (Excel sheet)
- Dissemination Reporting Form (Excel sheet)
- Exploitation Reporting Form (Excel sheet)
- The Quality Assurance Plan D1.2
- Minutes of all meetings (at the end of the minutes there is the list of common decisions, task schedule that partners can check anytime)
- Contact list
- Other:
  - Guide to the Participant Portal with screenshots.
  - Guideline on EU project management tasks linked to LinkTADs

The toolbox can be found at: [http://linktads.com/partner\\_area](http://linktads.com/partner_area)



The screenshot shows the LinkTADs Partner Area website. The top navigation bar includes links for Home, About, Work Plan, Result, Contact, Newsletter, and Partner Area, along with a search bar and a '中文版' (Chinese version) link. The main header features the LinkTADs logo and the text 'Linking Epidemiology and Laboratory Research on Transboundary Animal Diseases and zoonoses in EU and China'. Below the header, the user is logged in as Gabriella Lovász. The 'Documents' section is active, displaying a file tree on the left with 'Project Toolbox' selected. The main content area shows a 'Drop files to upload' instruction and a table of uploaded files.

Name	Size	Uploaded	Uploaded by	
<a href="#">LinkTADs FP7 Guide.pdf</a>	316 kB	2014-01-28 14:10	Gabriella Lovász	X Delete



## A few examples of the uploaded documents in the Toolbox

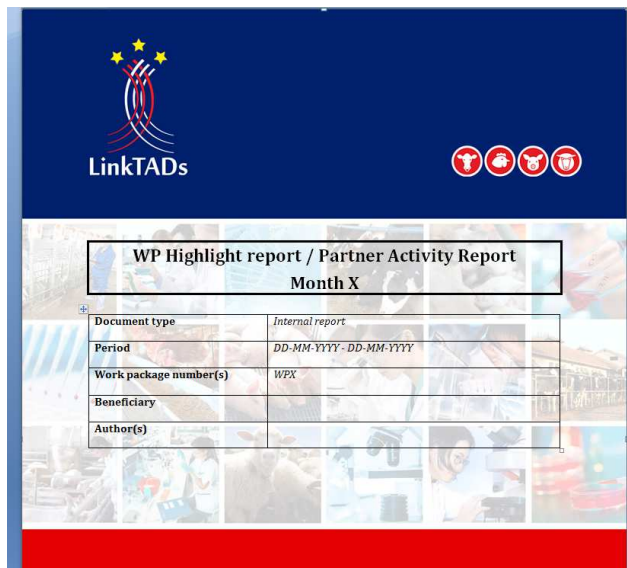


LinkTADs Consortium Agreement (Word)

LINKTADs\_(613804)\_Consortium Agreement\_2013-06-12\_DRAFT\_1

Table of content

Section 1: Definitions.....	4
Section 2: Purpose .....	6
Section 3: Entry into force, duration and termination .....	6
Section 4: Responsibilities of Parties .....	7
Section 5: Liability towards each other.....	8
Section 6: Governance structure .....	9
Section 7: Financial provisions .....	21
Section 8: Foreground.....	24
Section 9: Access Rights.....	26
Section 10: Non-disclosure of information.....	29
Section 11: Miscellaneous .....	31
Section 12: Signatures .....	34
Attachment 1: Background included.....	46
Attachment 2: Background excluded.....	47
Attachment 3: Accession document.....	48
Attachment 4: Listed Affiliated Entities .....	49
Attachment 5: Transfer Agreement .....	50



Internal Reporting Template (Word)

WP/partner report, Month x

### Work progress and achievements during the reporting period

**1. Summary of progress towards objectives**

Describe shortly the overall objectives for the period and the progress towards them, concentrating on:

- Technical aspects
- User related aspects
- Management and partnership aspects

*If appropriate the description may be broken down into task level.  
Please use the minutes of the meetings, the DoW and any other relevant task description document for reference.*

**2. Results**

Describe the achievements, concentrating on:

- Technical/Scientific results
- Verification data (statistics, visual introduction, pictures, any other data)
- Clear references to deliverables and milestones
- Dissemination/Exploitation

*Highlight clearly any significant results occurred within the work package you are leading or where you are a major contributor  
Please be reminded that dissemination/exploitation related activities should be reported here as well. - See also the attached excel sheet*



Linking Epidemiology and Laboratory Research on Transboundary Animal Diseases and zoonoses in China and EU

**COMMUNICATION ACTIVITIES**  
**EVENTS/ACTIONS**

**LEGEND:**  
Mandatory fields for the EC  
Additional information, if available

Partner	Type of activity	Title	Name of Event / Action / Activity (project's event/ outside project)	Location	Date (dd/mm/yyyy)	Type of audience: Scientific (HE, research), Industry, Civil society, Policy makers, <i>Media</i>	Nr. of persons reached / present	Countries addressed	How will LinkTADs be disseminated (materials/support materials)	Other comments (e.g. further collaborations to be agreed, next steps)
FAO	Presentations	Project presented by FAO China - Towards a EU-China Bioeconomy flagship		Beijing	10-11 Oct 2013	policy makers (?)		China/EU		
FAO	Articles published in the popular press	Article on LinkTADs in a newsletter - IAEA (AGA)								
EM	Organisation of workshops	EM Training course		Vienna	12-13 December 2013	scientists	35	EU	discuss the project	<i>InVivo</i> got interested, considering the opportunity to invite them as Advisory Board member: <a href="http://www.invivo-isa.com/ind-and-innovation">http://www.invivo-isa.com/ind-and-innovation</a>
				Brussels, Madrid,	12-13 March, 8-11 April, 28-29 April, 22-23 May, 24-27 June				flyer given to each	

**Dissemination Actions – Reporting Template (Excel)**



Linking Epidemiology and Laboratory Research on Transboundary Animal Diseases and zoonoses in China and EU

**TARGET GROUPS**

Partner: Europa Media

Country: Hungary

Organisations/ Individuals	Category/Type of organisation (1)	Geographic outreach (2)	Observations
Chinese Women's Research Network	i	China	used for gender issues
Helsinki Group on Women and Science	i	Worldwide	used for gender issues
WITEC (The European Association for Women in Science, Engineering and Technology)	i	Europe	used for gender issues
EPWS (European Platform of Women Scientists)	i	Europe	used for gender issues
WINE (Women's Information Network of Europe)	i	Europe	used for gender issues
Hungarian Academy of Sciences	b, e	Hungary	
Élelmiszerlánc-biztonsági és Állategészségügyi Igazgatóság	g	Hungary	
InVivo <a href="http://invivo-group.com/nutrition-sante-animales.html">http://invivo-group.com/nutrition-sante-animales.html</a>	f	17 countries	
Stora Enso (Kathrn Berger)	f	Germany	member of KBBE JTI
Hungarian-Chinese Chamber of Economy <a href="http://eng.chinacham.hu/">http://eng.chinacham.hu/</a>	i	Hungary and China	
Szent Istvan University, Faculty of Veterinary Science <a href="http://www2.univet.hu/sc1/static/intro_en.php">http://www2.univet.hu/sc1/static/intro_en.php</a> , Doctoral School <a href="http://sziu.hu/doctoral-school-veterinary-sciences">http://sziu.hu/doctoral-school-veterinary-sciences</a>	a	Hungary	

**LEGEND:**

**1. Category/Type of organisation:**

- a) European and Chinese Animal health
- b) Animal health and food security rese
- c) Animal health and food security clust
- d) Relevant/complementary animal hea
- e) Young researchers interested in epide
- f) Key industrial actors in the EU and Ch
- g) National and EU policy makers and o
- h) Veterinary sanitary law enforcement
- i) Professional Associations
- j) Other - if other, specify which type.

**2. Geographical scope:**  
Country, National, Regional, Europe, wo

**Dissemination – Stakeholders – Template (Excel sheet)**