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## Introduction

An Inception meeting took place on January 21<sup>st</sup>, 2020 at CHAFEA offices, in Luxembourg.

During the morning there was a general meeting with presentation from representatives of CHAFEA. In the afternoon there were meetings with each Project Officer.

This report is split in 2 parts. The first focuses in the morning general meeting and the second part focuses on the afternoon meeting.

## Morning meeting – main points

### Financial Management and Reporting

- Costs until 90 days after the end of the action can be eligible if they are directly and only linked to the completion of the final reports
- For higher expenditure the maximum grant amount will be maintain. If it's lower, the grant amount will be reduced
- Eligible costs: recorded in the accounting records of beneficiary in accordance with accounting standards and the beneficiary' accounting practices
- Currency exchange losses and costs related to capital are ineligible
- Type of supporting documents
  - Timesheets, salary slips, invoices, contracts, purchase orders, acknowledgments of receipts / delivery, participants lists, documents of procurement procedures for subcontracting
  - The amounts of cost items must be accurately established from the supporting documents and reconciled to the accounting records.
- Subcontracting: when making the financial statement, create an “association” between the document number, B1-2, for example, and the actual document. This makes the audit trail easier.
- All records and supporting documents must be kept for a period of 5 years after the final payment
- Beneficiaries must keep the original documents.
- Team can be added to the personnel costs (mostly travel), justifying their presence
- Reviews and audits can be done at any moment and up until 5 years after the payment of the balance
- Budget adjustments do not require formal amendment, except introducing new items under subcontracting
- Collect supporting documents systematically from Day 1
- Internal reporting within the consortium (covering the budget, too); close follow-up of expenditure.

### Reporting

- Changes are possible. Always speak to the PO and keep her informed.
- Changes to the DoA
  - Minor adjustments: describe as “deviations” in the Periodic Report
  - Important changes: Changes in activities or deliverables, changes in the Consortium or bank account, etc. Will originate an amendment to the GA.
- Provide the PO with the events planning
- Tips for reports
  - Short summary for each WP
  - Report structure similar with DoA
  - Report deviations with justifications and assessment of their impact on the project
- Critical risks
  - Very important
  - Must be updated with state of play and actions taken
  - We can add new risks
- Financial statement
  - Some costs have a link (subcontracting). The link allows to put the cost, the related documents and an explanation
  - Others have an editable field (personnel)

- If additional information is necessary, the coordinator receives an alert
- If the report is approved, there's no alert but, we must check as the approval may come with comments to take under attention in the stages.

#### Campaign visuals

- Enjoy it's from Europe logo cannot be changed, edited or translated
- Focus on the Union main message and ensure the visibility of the EU funding
- EU logo is mandatory in all materials and Enjoy it's from Europe logo is mandatory in visual materials
- We may add a thematic line (5 options) to the Enjoy it's from Europe logo
- Disclaimer is mandatory in visual materials and can be translated
- IPR rights
  - A list of pre-existing rights must be submitted to Chafea. Each beneficiary must allow access the other beneficiaries.
  - Ownership of the results: The results of the action are owned by the beneficiaries.
  - The beneficiaries must give Chafea and the EC the right to use the results for their communication activities (GA art. 22.2).
  - There are 2 lists of IPR
    - List of pre-existing rights
    - List of IPRs incorporated in the results
- Action a program ends, we may continue to use the website, for example, but we can take down the mandatory logos. We can include company logo in an equal and neutral way

## Afternoon meeting

#### Presences

██ (Interporc), ██████████ (Interporc), ██████████

#### Main subjects discussed

##### 1) Financial circuit

All invoices related to the execution of this program will be made by the implementing body, ██████████, and by the evaluating body (██████████).

All the costs will be invoice by these two subcontractors to Interporc. Interporc will be responsible for the payment of these invoices.

After receipt of the invoices, Interporc will invoice Agrupalto its share of the costs (20%) and Agrupalto will assure payment in 7 days.

At the end of each reporting period, Interporc will claim the expenses it has occurred during that period.

##### 2) Change from SIAL to FMA (year 1)

The application includes the participation in 2 Fairs in China: SIAL and CIIE

SIAL is in May and we must book the space one year in advance

After the approval of the program, we tried to book the space (we have emails) but this year all meat companies want to be there.

In December they gave us a spot in a different pavilion It's a secondary location with some fish representations (different from the meat pavilion)

So, for year 1, we would like to change the SIAL fair to the FMA fair. The budget remains the same as do the KPI's.

Chinese authorities are currently giving big importance to fam as it takes place in an area they want to develop further.

The request for the change will be sent through the portal with supporting documents.

3) Communication concept

To kick off in April, we should present it as soon as possible. The sooner we present the better to get feedback/approval.

Graphic charter – provide the framework and include the Main message, secondary message, disclaimer, the kind of images we intend to use.

Enjoy it's from Europe logo cannot be changed.

In a footnote is OK.

Disclaimer can be translated into Chinese

4) Chinese Invoices

The implementation body will invoice in English and in Euros.

Auditors may ask the invoices from the Chinese providers.

██████ must be able to explain how they conciliate the invoicing to Interporc and the invoices made by the Chinese. Maybe have a table to correspond what is invoice by the Chinese to what they invoice to Interporc.