

SEA-ABT: SOUTH EAST ASIA ACADEMY FOR BEVERAGE TECHNOLOGY

Project number: 561515-EPP-1-2015-1-AT-EPPKA2-CBHE-JP

October 2015-September 2018

Deliverable D7.2

Quality Monitoring Reports

Prepared by: Line Lindner (BOKU)

Contributors: All partners

Delivery date: M17 (1st version M15, due date M12)

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

Summary

D7.2 – Quality Monitoring Report – lists all task reports collected from the task leaders for those tasks running from M1-M6 and from M7-M12. All task leaders are required to deliver task reports containing a description of the progress of the task, any deviations and plans for the coming period (if the task continues beyond the period).

Besides the collection of task reports, D7.2 also contains a list of implemented dissemination activities for the period M1-M17.

Contents

1	Quality monitoring reports M06	4
	Task report 1.1: Creation of a holistic inventory of existing teaching capacity and related needs.....	4
	Task report 1.2: Full documentation of existing LifeLongLearning structures, training tools and techniques.....	5
	Task report 1.3: Preparatory contributions from Companies	6
	Task report 1.4: Preparatory activities regarding National, Regional, Gender and Ethical Aspects.....	8
	Task report 1.5: Selection and Design of modules, courses and educational products.....	9
	Task report 1.6: Organisation of Preparatory workshops	10
	Task report 2.2: Development and implementation of overall HE concepts (joint master, tuning of existing curricula)	11
	Task 7.1: Development of a Quality Plan/Guidelines	12
	Task 8.1: Development of a detailed dissemination strategy	13
	Task 8.2: Development of a website and dissemination material	14
	Task 8.3: Ongoing engagement of all stakeholder groups and support of consortium partners	16
	Task 8.4: IPR management and exploitation	17
	Task 9.1: Management of the project start	18
	Task 9.2: Ongoing project coordination.....	19
	Task 9.3: Financial and content controlling	20
2	Quality Monitoring Reports M12	21
	Task 2.1: Development and implementation modules, courses and educational products for HE	21
	Task 2.2: Development and implementation of overall HE concepts (joint master, tuning of existing curricula).....	22
	Task 3.1: Development of modules, courses and educational products for CPD	23
	Task 4.1.1: Implementation of e-learning.....	24
	Task 4.1.3: Implementation of the "Garage Concept"	25
	Task 4.3: Prepare Integration of new tools into the joint Academy and University structures	26
	Task 6.1: Establishment of the Academy to support LLL and the sustainability of the project	28
	Task 7.2: Implementation of continuous Quality monitoring	30
	Task 7.4: Self-evaluation	31
	Task 8.2: Development of a website and dissemination material	32
	Task 8.3: Ongoing engagement of all stakeholder groups and support of consortium partners	33
	Task 8.4: IPR management and exploitation	34
	Task 9.2: Ongoing project coordination.....	35
	Task 9.3: Financial and content controlling	36
3	List of dissemination activities M1-M17	37
	3.1. Events.....	37
	3.1. Articles	38
	3.2. Participation in other network	38

The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Project Coordinator:

GERHARD SCHLEINING | BOKU – Universitaet fuer Bodenkultur Wien |

gerhard.schleining@boku.ac.at

1 Quality monitoring reports M06

Task report 1.1: Creation of a holistic inventory of existing teaching capacity and related needs

Task 1.1 :		Inventory of existing teaching capacities and related needs	
duration		M2-M6	Updated: 2016-17-05
Taskleader	Name	Sasitorn Tongchitpakdee	
	Email	sasitorn.ch@ku.ac.th	

Summary M06

The inventory of existing teaching capacities and related needs is ready. It will be completed according to review by the Management Board, involving dropbox and google drive and evaluated by the QA group.

M6 Quality Task Report

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

The inventory of existing teaching capacities and related needs is collected though an on-line survey, in which the questions obtained from brainstorming of Thai partners. An expertise within the consortium is collected using the competency sheet , which is designed and added into dropbox for partners in consortium.

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

Delay due to starting the project late.

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

(*~500-1000 characters*)

Task report 1.2: Full documentation of existing LifeLongLearning structures, training tools and techniques

Task 1.2:		Documentation of existing LifeLongLearning structures and trainings tools and techniques	
duration		M1-M3	Updated: 2016-07-20
Taskleader	Name	Chaleeda Borompichaichartkul	
	Email	chaleedab@hotmail.com	

Summary M06

Documentation of existing LifeLongLearning (LLL) elements, approaches and structures at the partner universities, details on available training tools and teaching techniques at in the partner countries (including identified gaps and demand) as well as in the programme countries (with best practise examples and experience).

M6 Quality Task Report

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

The actions that were performed to achieve the goal of task 1.2 are followed.

- (1) The needs, demand, gap and interests as well as specific area in Beverage Technology courses i.e. HE and CPD are surveyed with in potential stakeholders in Thailand. The stakeholders included beverage companies (SME and large company) and academia (Partner University and Program Country University) as well as researchers. The survey is conducted by person-to-person interview, phone interview, online questionnaire and brainstorming.
- (2) Existing LifeLongLearning (LLL) structure, training tools and techniques are surveyed within the university and institute or companies which related to Food Science and Technology. The information is collected by online questionnaire, online searching. Chulalongkorn University send email to all potential academia in different university and institute for asking them to fill the online questionnaire about the existing LLL in Beverage Technology.
- (3) The outcome of survey sends to Kasetsart University to select and design of modules and training activity.

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

Delay of 2 months because of late start and waiting for collection of data from the stakeholders.

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

(~500-1000 characters)

The draft of deliverable will be updated according to discussion with partners. The results of discussion will lead to selection of modules and training activity as well as the HE curriculum.

Task report 1.3: Preparatory contributions from Companies

Task 1.3:		Preparatory contributions from companies	
duration		M2-M6	Updated: 2016-05-17
Taskleader	Name	Navaphattra Nunak	
	Email	navaphattra@gmail.com	

Summary M06

A draft based on European Standards and input from experts from ISEKI is ready. It will be completed according to review by the Management Board, involving dropbox and google drive and evaluated by the QA group.

M6 Quality Task Report

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

The goal of this task is to prepare the contributions from companies (food processor, equipment manufacturer and supplier, and other relevant companies) in the area of beverage technology in Thailand. All the summarised information obtained from this task was planned to carry on the overall concept for the CPD training under task 1.5 and also the way to include companies in educational activities in order to ensure the right training topics to the right needs.

Several actions have been taken by KMITL in cooperation with other project partners in Thailand (KU, CU, and PATKOL). All Thai project partners organised the stakeholders meeting in collaboration with the European project partners (University of Natural Resources and Life Sciences (BOKU), Austria, Hochschule Geisenheim (HGU), Germany, University of Teramo (UNITE), Italy, ISEKI-Food Association(IFA), European Hygienic Engineering and Design Group(EHEDG), European Universities Continuing Education Network(EUCEN), Habla-Chemie GmbH (HABLA))on 11 February 2016 in Bangkok, Thailand. The staffs from small, medium and large enterprises in several beverage industries such as dairy, juice, brewing, coffee, tea, soft drink, etc. were invited to participate in this meeting. According to all Thai project partners had a good relationship with the Thai beverage industry and also we got a good support from Thai beverage industry association for the database of Thai beverage industry, we got a good feedback to involve in the meeting.

During the meeting, the participants were asked to give the opinion about the ability and knowledge in the area of beverage technology in order to evaluate the lacked knowledge area and the need for improving. And also participants were asked to fill in the questionnaire prepared by the project partners. There are several topics presented in the questionnaire, i.e. background information, list of subjects in the course, timing of course, etc.

Following the meeting on 11 February, it was also continued the survey on drafting the curriculum of both HE and CPD, developed after the stakeholders meeting, to the people who work for the beverage industry in the position of R&D researchers, engineering, QA, QC, etc. More than 100 questionnaires were distributed to various sector of beverage industry via email, google e-form, and also phone interview. All feedback was finalized as an input of task 1.5.

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

Delay of 1 month because of late start.

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

(*~500-1000 characters*)

-

Task report 1.4: Preparatory activities regarding National, Regional, Gender and Ethical Aspects

Task 1.4:		Preparatory activities regarding national, regional, gender and ethical aspects	
duration		M1-M5	Updated: 2016-07-20
Taskleader	Name	Chaleeda Borompichaichartkul	
	Email	chaleedab@hotmail.com	

Summary M06

The survey on regional, national, gender and ethical aspects which are concerned by stakeholders (beverage company, academia and related government organisation) was performed. The outcome of the survey was considered to set the activities in the beverage technology curriculum.

M6 Quality Task Report

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

The actions were performed during the stakeholder meeting on 11 February 2016 to acquire the information of activities regarding to regional, national, gender and ethical aspects include brainstorming and asking questions to the beverage company representatives, academia and government organisation that related to Food Science and Technology. Additional to that, there is also a survey conducted via the online questionnaire. The answer and comments from the stakeholders were collected and will be to design activities in the curriculum.

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

Delay of 1 month because of late start of the project.

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

The draft of deliverable will be updated according to discussion with partners. The results of discussion will lead to selection of appropriate activities that relate to national, regional, gender and ethical aspects in the HE curriculum.

Task report 1.5: Selection and Design of modules, courses and educational products

Task 1.5:		Selection and design of modules, training activities	
duration		M2-M6	Updated: 2016-17-05
Taskleader	Name	Sasitorn Tongchitpakdee	
	Email	sasitorn.ch@ku.ac.th	

Summary M06

Selection and design of modules, training activities is ready both for HE and CPD. It will be completed according to review by the Management Board, involving dropbox and google drive and evaluated by the QA group.

M6 Quality Task Report

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

Teaching modules for HE and training courses for CPD are selected based on the survey results of existing curriculum related to beverage technology, being taught in Thailand, and the needs from industrial survey. The competency data of partners in consortium is also considered for modules/training courses selection. HE curriculum is developed using Diploma degree format of Kasetsart University.

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

Delay for 1 month due to late starting of project.

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

(*~500-1000 characters*)

Task report 1.6: Organisation of Preparatory workshops

Task 1.6:		Organisation of Preparatory workshop	
duration		M2-M6	Updated: 2016-17-05
Taskleader	Name	Sasitorn Tongchitpakdee	
	Email	sasitorn.ch@ku.ac.th	

Summary M06

Preparatory workshop including kick-off meeting, stakeholder meeting, online meeting is already organized.

M6 Quality Task Report

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

Kick-off meeting was organized at Kasetsart University on Feb 10th, 2016. All Thai partners were helping with the preparation and all partners in the consortium participated in this event.

Stakeholder meeting was organized on Feb 11th, 2016. in order to introduce the project to industry and to get preliminary feedback from industry about HE and CPD development. Sixty seven stakeholders from both academic and industry participate in this event. Approximately 50% were from academic and 50% were from industry.

Online meeting is regularly organized every month among partners in consortium. Thai partners also meet every month to update and discuss on related issues.

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

On schedule. The final workshop in March is not officially organized due to limited of time. However, the work is being done during Thai partners meeting instead.

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

(~500-1000 characters)

Online meeting is still organized regularly every month.

Task report 2.2: Development and implementation of overall HE concepts (joint master, tuning of existing curricula)

Task 2.2:		Overall Educational concepts (joint master, tuning of existing curricula)	
duration		M2-M6	Updated: 2016-17-05
Taskleader	Name	Sasitorn Tongchitpakdee	
	Email	sasitorn.ch@ku.ac.th	

Summary M06

Overall Education concept (HE) are already considered. Different options including tuning existing curriculum, diploma degree program, double degree program.

M6 Quality Task Report

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

Different HE concepts are considered. These concepts include

- Tuning existing **M.S. food Science** (KU) in Thailand to a beverage technology focus
- Developing specific program for beverage technology such as diploma degree, double and/or joint degrees

However, the possibility with in period of project is need to be taking into consideration.

The integration of modules, courses and educational products in running and new study programmes is considered in D.1.4. Plans on exchange of teachers and students between Thailand and Europe is already discussed. Draft of MOU between KU and UNITE is being review.

Involvement of guest lecturers from the industry is also discussed when selecting modules in D.1.4.

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

On schedule

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

(~500-1000 characters)

Task 7.1: Development of a Quality Plan/Guidelines

Task 7.1:		Development and implementation of the quality plan	
duration		M2-M6	Updated: 2016-04-04
Taskleader	Name	Luis Mayor	
	Email	Luis.Mayor@iseki-food.net	

Summary M06

A draft based on European Standards and input from experts from IFA is ready.

The QA group has been setup: Members are Luis Mayor (IFA, Chair), Gerhard Schleining (BOKU/IFA), Paola Pittia (UNITE/IFA), Chaleeda (CU).

The review needs to be completed by some members of the QA group: Paola, Chaleeda

M6 Quality Task Report

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

The draft based on European Standards and input from experts from IFA has been completed.

The QA group has been setup: Members are Luis Mayor (IFA, Chair), Gerhard Schleining (BOKU/IFA), Paola Pittia (UNITE/IFA), Chaleeda (CU).

The review needs to be completed by some members of the QA group: Paola, Chaleeda

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

Delay of 1 month because of late start

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

(~500-1000 characters)

The draft deliverable will be updated according to discussion with partners, involving dropbox. A QA group needs to be nominated to evaluate the content. Additional modification may be done on the advice of the QA group.

Task 8.1: Development of a detailed dissemination strategy

Task:		Task 8.1	
		Development of a detailed Dissemination strategy	
duration		M1-M3	Updated: M12
Taskleader	Name	Paola Pittia	
	Email	ppittia@unite.it	

Summary M06

This Task is aimed to set and develop a holistic dissemination strategy as starting activity of the project, including a detailed stakeholder analysis, listing of channels to be used for the project and necessary dissemination processes, tools, logo, templates (for word, ppt, posters, flyers, etc.)

M6 Quality Task Report

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

Due to the delay in the start of the project, the dissemination strategy plan was delayed in its definition and implementation.

An initial discussion occurred during the 1st meeting in Bangkok (Feb 2016).

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

The task is delayed (see above).

This, however, didn't have an impact on the design and development of the main dissemination tools of the project (e.g. website, leaflets, posters).

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

(~500-1000 characters)

Close interaction by virtual tools with all partners and coordinator to define the dissemination strategy.

Task 8.2: Development of a website and dissemination material

Task 8.2:		Development of website and dissemination material	
duration		M1-M30	Updated: 2016-11-07
Taskleader	Name	Anita Habershuber	
	Email	office@iseki-food.net	

Summary M06

The project website has been set up for project dissemination and management of project content. The related programming and hosting work has been subcontracted. The structure of the project website has been developed and filled with content. Dissemination material like posters, leaflets and roll-ups and templates have been prepared for distribution. The project website has been continuously updated with partner information, Newsletter subscription and Academy membership benefits have been added to project website.

M6 Quality Task Report

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

Website set-up has been performed by ICC (International Association for Cereal Science and Technology) via Subcontracting according to our suggestions. Chulalongkorn University took over the task to design the SEA-ABT logo (also subcontracting). Several logos have been presented and then one was selected to be the official SEA-ABT logo, implemented immediately in the website.

At the kick-off Meeting in Bangkok in February 2016 the website was presented to all partners. Partners were asked to fill the consortium page with some description of their institute (either done by themselves or sent to IFA for filling the website. All partners were requested to register as project partner on the SEA-ABT website in order to have access to all data presented on the website.

Some dissemination material was prepared, for example the SEA-ABT Leaflet and roll-ups (design and print by Chulalongkorn), templates for letter, powerpoint presentation, poster were designed and made available for all partners. Kasetsart was asked to take care of the translation of the important parts of the website in Thai language.

All dissemination material (Posters, powerpoint presentation, leaflets and roll-ups) were made available to all partners for distribution in conferences and other relevant national and international events.

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

Just a small delay in website set-up due to early start of the project. But website and most of the dissemination material was ready at the SEA-ABT kick-off meeting.

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

(~500-1000 characters)

Permanent update of SEA-ABT website. Newsletter subscription and Academy member benefits.

Task 8.3: Ongoing engagement of all stakeholder groups and support of consortium partners

Task 8.3:		Dissemination	
duration		M2-M6	Updated: 2016-17-05
Taskleader	Name	Sasitorn Tongchitpakdee	
	Email	sasitorn.ch@ku.ac.th	

Summary M06

Dissemination of the project has been done through different activities such as stakeholder meeting, food magazine and institutional newsletter. Plan on dissemination the project is being discussed among Thai partners.

M6 Quality Task Report

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

Dissemination of the project has been done through different activities such as stakeholder meeting, food magazine and institutional newsletter. Different dissemination materials including webstie, backdrop, roll-up and brochure has been produce for supporting dissemination activities. Plan on dissemination the project is being discussed among Thai partners.

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

On schedule.

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

(*~500-1000 characters*)

In the next 6 months, the results of survey as well as information about project should be disseminated through different activities, such as pop-up kiosk at conference events and meeting. The results of survey could be uploaded on website and the link could be sent out to stakeholders.

Task 8.4: IPR management and exploitation

Task:		Task 8.4	
		IPR management and Exploitation	
duration		M1-M36	Updated:
Taskleader	Name	Paola Pittia (UNITE)	
	Email	ppittia@unite.it	

Summary M06

This task deals with Intellectual property rights and Exploitation of the project. It will include the following activities:

1. Definition of clear guidelines for IPR of the project outcomes (publications, events, training programmes, tools and any other outcome not initially planned) and of the SEA-ABT academy
2. Meeting (project, management, virtual, face-to-face) discussion on project outcomes and strategies to implement them
3. Preparation of IPR agreement template for further academic and Industry partners to join the academy after the funded period of the project.
4. IPR issues collection and monitoring.
5. Preparation of templates to report any IPR issues
6. Set of the exploitation strategy, in close collaboration with WP6 and the development of a Business plan

M6 Quality Task Report

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

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

An initial discussion on the project outcomes and products occurred during the 1st meeting in Bangkok (Feb 2016) that was helpful to start setting the D8.4 (IPR guidelines)

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

The task is delayed (see above).

This, however, didn't have an impact on the design and development of the main project activities.

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

(*~500-1000 characters*)

Continuous discussion during next virtual meetings to finalise D8.4

Task 9.1: Management of the project start

Task 9.1:		Management of the Project start	
duration		M1-M3	Updated: 2016-11-14
Taskleader	Name	Rainer Svacinka	
	Email	Rainer.svacinka@boku.ac.at	

Summary M06

At the project start, the big picture of the project had to be communicated to all partners (and associated partners) to ensure a common understanding of the project and its tasks and roles by all project involved parties. The project meeting was successfully held in Bangkok together with a stakeholder event of WP1. The task was successfully closed end of M4 and the work continued in Task 9.2.

M6 Quality Task Report

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

The project officially started 15th of October 2015. The initial phase of the project was used to plan the activities in detail based on the initial proposal plan. Further details were added, communication with all partners and the EACEA was established. The coordinators meeting for CBHE in Brussels was attended and the project officer met. A project management guideline was developed to support the coordinator team as well as all partners. The KO meeting took place beginning of February 2016 in Bangkok with all partners being represented. This was the first milestone in the project. The meeting was associated to a stakeholder conference in relation with WP1. Task 9.1 was officially finalized in M4.

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

The official start was October 15th 2015, however due to the fact that the consortium was not aware that this date is mandatory as well as the contract being officially signed later, the project start was delayed. The official project kick of meeting had to be moved to M4 resulting in an overall delay at the project start of 1 month.

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

(*~500-1000 characters*)

NA.

Task 9.2: Ongoing project coordination

Task 9.2:		Ongoing Project Coordination	
duration		M4-M36	Updated: 2016-11-14
Taskleader	Name	Rainer Svacinka	
	Email	Rainer.svacinka@boku.ac.at	

Summary M06

The ongoing coordination includes all management activities that support the Consortium and the WP Leaders in leading their WPs, achieving management relevant decisions, update of project plans and documentation, conflict resolution, organization of management meetings as well as an interim Consortium meeting and regular communication with the project officer at the EACEA. Those activities are performed on a day to day basis and are intensified during the monthly online consortium meetings. This is an ongoing activity till the end of the project.

M6 Quality Task Report

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

The ongoing coordination activities are the daily business of managing the project. The activities were started under Task 9.1 and continue in task 9.2. All WP leaders are in constant contact with the coordination team. Monthly project online meetings via go2meeting are organised to keep an overview on the project progress and to provide an event for the partners to share all information. The contact with the project sponsor is established, the coordinator serves as contact point for the project and communicates and receives management relevant information.

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

No deviations incurred.

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

(*~500-1000 characters*)

Continuation of day to day management, support of all WP Leaders (especially for the finalization of WP1 as well as the start of other WPs. Organisation and implementation of monthly online meetings for status update and any required MB meeting(s).

Task 9.3: Financial and content controlling

Task 9.3:		Financial and content controlling	
duration		M4-M36	Updated: 2016-11-14
Taskleader	Name	Rainer Svacinka	
	Email	Rainer.svacinka@boku.ac.at	

Summary M06

To ensure an implementation according to plan, financial and content reporting is performed. This happens in close collaboration with WP6. The partners were provided with the necessary templates (including timesheets, travel sheets) and introduced on how to use those. The documents are collected on a regular basis. Furthermore, the monthly online meetings are used as a channel to discuss progress as well as deviations and counter measures.

M6 Quality Task Report

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

The respective guidelines of the EACEA as well as its updates were taken as a basis for the development of reporting documents and guidelines. The rules and documents were explained to the partners, examples were given. The reports are collected on a regular basis. Several issues caused further discussions with the EACEA as well as with other Austrian CBHE coordinators to ensure correct reporting. The monthly online meetings are a great basis for collecting feedback as well as getting further insights on progress and deviations.

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

The task itself deals with deviations however non did occur in direct relation with the task.

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

(*~500-1000 characters*)

Continuation of time, cost and content reporting. At the end of the 12 month start preparatory activities for the interim reporting.

2 Quality Monitoring Reports M12

Task 2.1: Development and implementation modules, courses and educational products for HE

Task 2.1:		Development and implementation of modules, courses and educational products for HE		
duration		M7-M12	Updated:	2016-12-02
Taskleader	Name	Frank Will		
	Email	frank.will@hs-gm.de		

Summary M12

An appropriate curriculum for HE was established and finalized.

M12 Quality Task Report

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

After the industrial survey organized by the Thai partners an appropriate curriculum for HE was established. The current curriculum considers requirements desired from the Thai beverage industry as well as from the Thai and European university partners. It was developed by electronic communication (email, drop box files) and finalized on the Bangkok meeting in September 2016.

After agreement to the program, a module handbook of the individual courses describing involved teachers, objections, contents, learning outcomes, and types of examinations was established. For program administration, the diploma degree format of the Kasetsart University will be used.

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

on schedule

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

(~500-1000 characters)

Final review of the curriculum

Training of the Thai partners in Europe

Task 2.2: Development and implementation of overall HE concepts (joint master, tuning of existing curricula)

Task 2.2:		Overall Educational concepts (joint master, tuning of existing curricula)	
duration		M3-M36	Updated: 2016-12-20
Taskleader	Name	Sasitorn Tongchitpakdee	
	Email	sasitorn.ch@ku.ac.th	

Summary M12

Overall Education concept (HE) are already considered. Different options including tuning existing curriculum, diploma degree program, double degree program.

M12 Quality Task Report

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

HE concepts is finalized during the meeting in Bangkok in September, 2016. One year postgraduate diploma degree at Faculty of Agro-Industry, Kasetsart University will be developed. Lists of modules necessary for HE are discussed during the meeting. The details about each module is fulfilled by responsible partner.

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

On schedule.

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

(~500-1000 characters)

HE curriculum will be sent to Ministry of Education, Thailand for approval.

Task 3.1: Development of modules, courses and educational products for CPD

Task :	Development of modules, courses and educational products for CPD		
duration	M8-M17	Updated:	2016-12-20
Taskleader	Name	Sasitorn Tongchitpakdee	
	Email	sasitorn.ch@ku.ac.th	

Summary M12

All modules, courses and educational products will be based on “learning outcomes”. Different educational activities will be developed in collaboration with all the universities and industry partners. Examples of CPD training could be e.g. shelf-life of beverage, hygienic design, food Law & Regulations for beverage, new Product Development (NPD), innovative technology, project management, fruits & vegetables drink, food safety management for SMEs.

M12 Quality Task Report

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

CPD modules is finalized during the meeting in Bangkok in September, 2016. The details about each module is fulfilled by responsible partner.

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

On schedule.

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

(*~500-1000 characters*)

The details about each module will be discussed, especially during the training in Europe.

Task 4.1.1: Implementation of e-learning

Task 4.1.1	Implementation of e-learning	
duration	M7-M18	Updated: 2017-04-19
Taskleader	Name	Gerhard Schleining
	Email	gerhard.schleining@boku.ac.at

Summary M12

The e-learning platform for online courses and the webinar system of IFA are ready to use. On June 14 a first online training for teachers is arranged. At the moment 2 courses are planned to be developed and certified by IFA.

M12 Quality Task Report

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

The e-learning platform for online courses and the webinar system of IFA are ready to use. It was decided to carry out webinars and to use the e-learning platform.

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

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

(~500-1000 characters)

A separate section in the platform for the SEA-ABT project will be established.

On June 14 a first online training for teachers is arranged. At the moment 2 courses are planned to be developed and certified by IFA, one on beverage technology and one on hygienic design.

Task 4.1.3: Implementation of the "Garage Concept"

Task:		Task 4.1.3	
		Implementation of the "Garage-concept"	
duration		M7-M24	Updated:
Taskleader	Name	Paola Pittia (UNITE)	
	Email	ppittia@unite.it	

Summary M12

This Task is dealing with activities aimed to

- a. Define a framework to set and implement entrepreneurial skills in students and graduates in the beverage sector ("garage concept" activities).
- b. Collect best practices
- c. Set schemes of training, events and competitions on entrepreneurial skills and competences
- d. Set and pilot a SEA-ABT "garage concept" competition
- e. Definition (if needed) IPR aspects (exploitation)

M12 Quality Task Report

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

The Task started later than M7 at M10

From M10 till M12 preliminary discussion on the "garage concept" during virtual meetings was held with the aim to define a common understanding on the activity along a common lexicon for the progress of the activities connected with this task

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

Delayed start.

No other deviations in respect to the task planning.

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

(~500-1000 characters)

According to the project plan the following activities will be implemented

- a. Define a framework to set and implement entrepreneurial skills in students and graduates in the beverage sector ("garage concept" activities).
- b. Collect best practices
- c. Set schemes of training, events and competitions on entrepreneurial skills and competences
- d. Set and pilot a SEA-ABT "garage concept" competition

Task 4.3: Prepare Integration of new tools into the joint Academy and University structures

Task:		Teaching tools and techniques:	
duration		M7-M34	Updated: M7-M36
Taskleader	Name	Paola Pittia (UNITE)	
	Email	ppittia@unite.it	

Summary M12

The aim of this Task is to modernise and extend the inventory of the Universities regarding state of the art teaching tools and techniques for innovative education programmes.

It includes a series of subtasks as following:

Task 4.1 Selection, development and adaptation of state of the art of modern teaching tools and methods (M7-M34)(

Task 4.1.1 Implementation of e-learning (M7-M18) (BOKU)

Task 4.1.2 Development of a "Digital library" (M18-M34) (IFA)

Task 4.1.3 Implementation of the "Garage-concept" (M7-M24) (UNITE)

Task 4.2 Improvement of new tools during the piloting phase (M28-M29) (UNITE)

Task 4.3 Prepare Integration of new tools into the joint Academy and University structures (M10-M32) (UNITE)

M12 Quality Task Report

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

The wide Task 4 started later than planned due to a delay of all the project activities at M10.

During M10-M12 the following activities have been developed

Task 4.1 Selection, development and adaptation of state of the art of modern teaching tools and methods : definition of the tools needed to be implemented for HE and CPD activities during the virtual and face-to-face meetings.

Task 4.1.1 Implementation of e-learning (M7-M18): See specific Task report (BOKU).

Task 4.1.3 Implementation of the "Garage-concept" (M7-M24): See specific task report (UNITE)

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

Just the delay in the start of the activities. No deviations in respect to the project plans

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

(~500-1000 characters)

The following activities will be implemented:

Task 4.1: progress in the development and adaptation of state of the art of modern teaching

tools and methods : definition of the tools needed to be implemented for HE and CPD activities during the virtual and face-to-face meetings.

Task 4.1.1 Implementation of e-learning platform (BOKU)

Task 4.1.3 Development of the activities related to the “Garage-concept” (UNITE)

Task 6.1: Establishment of the Academy to support LLL and the sustainability of the project

Task 6.1		Establishment of the Academy to support LLL and the sustainability of the project		
duration		M7-M24	Updated:	2017-04-20
Taskleader	Name	Gerhard Schleining		
	Email	Gerhard.schleining@boku.ac.at		

Summary M12

The basic structure of the web platform has been established in English and Thai.

It has been started to set the structure, organisation, administrative and legal issues (see minutes 2016-09-29):

- No new legal entity is planned so far, instead the SEA-ABT will be established under existing legal entities like IFA, KU and BOKU will
- The **Joint EU-SEA-ABT** unit will be established under the responsibility of IFA providing its infrastructure like the secretariat, e-learning platform, accreditation and qualification framework, databases on experts, teaching materials, dissemination channels, etc. Chair: Gerhard (BOKU/IFA), co-chair: Sasitorn (KU)
- The European unit **EU-ABT** will be probably established at BOKU, maintained by IFA with its infrastructure. Chair: Paola (UNITE/IFA), co-chair: Kriskamol (KU)
- The Thai unit **SEA-ABT** will be probably established under the Faculty of Agro-industry of KU, supported by the infrastructure of KUFIRST. Chair: Sasitorn (KU), co-chair: Chaleeda (KU)
- The main tasks of the 3 units have been listed

Next steps are:

- Definition of detailed organisational structure, processes and responsibilities
- Establishment of a proper business model and business plan

M12 Quality Task Report

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

The basic structure of the web platform has been established in English and Thai.

In the meeting in Sept. 2016 it has been started to discuss the structure, organisation, administrative and legal issues (see minutes 2016-09-29):

- No new legal entity is planned so far, instead the SEA-ABT will be established under existing legal entities like IFA, KU and BOKU will
- The **Joint EU-SEA-ABT** unit will be established under the responsibility of IFA providing its infrastructure like the secretariat, e-learning platform, accreditation and qualification framework, databases on experts, teaching materials, dissemination channels, etc. Chair: Gerhard (BOKU/IFA), co-chair: Sasitorn (KU)
- The European unit **EU-ABT** will be probably established at BOKU, maintained by IFA with its infrastructure.

Chair: Paola (UNITE/IFA), co-chair: Kriskamol (KU)

- The Thai unit **SEA-ABT** will be probably established under the Faculty of Agro-industry of KU, supported by the infrastructure of KUFIRST.
Chair: Sasitorn (KU), co-chair: Chaleeda (KU)
- The main tasks of the 3 units have been listed.

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

The initial plan to establish the Thai part of the academy under KUFIRST has been revised for administrative reasons by the Thai partners in order to establish it under the Agrofood faculty of KU, but the infrastructure of KUFIRST can be used.

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

(*~500-1000 characters*)

- Physical establishment the all 3part of the SEA-ABT
- Definition of detailed organisational structure, processes and responsibilities
- Establishment of a proper business model and business plan

Task 7.2: Implementation of continuous Quality monitoring

Task 7.2:		Implementation of continuous quality monitoring	
duration		M7-M36	Updated: 2016-12-13
Taskleader	Name	Luis Mayor	
	Email	Luis.Mayor@iseki-food.net	

Summary M12

Since April 2016 (M7), continuous quality monitoring has been running whereby task leaders have been asked to fill in task reports on a 6 months basis. Until this point, we have been collecting task reports until M06 and M12.

M12 Quality Task Report

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

In April 2016 (M7) we set up so-called task reports for all tasks for the purpose of maintaining the continuous quality monitoring. As such, all task leaders have been asked to fill in task reports on a 6 months basis depending on the timing and duration of their tasks. We have set-up instructions on how to fill in the task reports and collect all task reports on dropbox. We use Smart Sheet to monitor the timely delivery. All task reports for the period M1-M6 and M7-M12 are compiled in D7.2.

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

A certain delay in collecting the task reports has been encountered, however, once task leaders get acquainted with the procedure we are confident that the monitoring and collection process will be more efficient.

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

(*~500-1000 characters*)

The collection of quality reports for the period M13-M18 will continue in the next 6 months.

Task 7.4: Self-evaluation

Task 7.4:		Self evaluation	
duration		M6-M36	Updated: 2016-04-20
Taskleader	Name	Line Lindner	
	Email	Line.lindner@boku.ac.at	

Summary M12

Following from the inventory in D1.2, a questionnaire will be distributed among the programme countries to collect best practice and lessons learned of developments, integration and qualifications and integration into LLL.

M12 Quality Task Report

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

Task 7.4 is running very much in parallel with task 1.2 (full documentation of existing LLL structures, training tools and techniques" which has been dealing with identifying already existing LLL structures at the partner universities and the related gaps. As part of task 1.2 (and documented in D1.2), a survey was carried out among the programme countries to understand the current status on study programmes and on available competences within the consortium. The results are listed in the tables 5+6 in D1.2. Following from this inventory, a questionnaire will be distributed among the programme countries to collect best practice and lessons learned of developments, integration and qualifications and integration into LLL.

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

Delay of 6 months

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

(*~500-1000 characters*)

The task leader will develop a questionnaire to collect examples of best practise lessons learned from similar structures in the programme countries. This documentation will be made publicly available on the Academy web platform.

Task 8.2: Development of a website and dissemination material

Task 8.2:		Development of website and dissemination material	
duration		M1-M30	Updated: 2016-11-07
Taskleader	Name	Anita Habershuber	
	Email	office@iseki-food.net	

Summary M12

The project website has been set up for project dissemination and management of project content. The related programming and hosting work has been subcontracted. The structure of the project website has been developed and filled with content. Dissemination material like posters, leaflets and roll-ups and templates have been prepared for distribution.

The project website has been continuously updated with partner information, Newsletter subscription and Academy membership benefits have been added to project website.

M12 Quality Task Report

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

Website has been permanently updated with information of partners (powerpoints, pictures).

Newsletter subscription has been added to the SEA-ABT website.

Academy member benefits have been added to the website.

Restricted area on SEA-ABT website has been created – access only for project partners and Academy members.

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

No deviations occurred.

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

(*~500-1000 characters*)

Permanent update of SEA-ABT website. Design of website should be improved – implementation of some project relevant pictures to increase the attraction of the SEA-ABT website.

Task 8.3: Ongoing engagement of all stakeholder groups and support of consortium partners

Task 8.3 :		Dissemination	
duration		M1-M36	Updated: 2016-12-20
Taskleader	Name	Sasitorn Tongchitpakdee	
	Email	sasitorn.ch@ku.ac.th	

Summary M12

This task includes all activities related to engagement of stakeholders, organization of dissemination activities and events and any support provided to the consortium partners regarding dissemination.

Dissemination of the project has been done through different activities such as stakeholder meeting, food magazine and institutional newsletter. The results of survey would be presented on the website. Different dissemination materials would be developed both electronic (pdf.) and printed (leaflets, poster, backdrop and roll-up) types.

M12 Quality Task Report

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

Information about the project is presenting at pop-up kiosk at local meeting in bangkok in order to raise awareness of this project to staff in beverage industry. The information is also presented at conference, such as 4th ISEKI Food Conference 2016 and EHEDG World Congress on Hygienic Engineering & Design 2016. Other methods for effective dissemination are also proposed during the meeting in Bangkok during September, 2016, such as facebook.

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

Oh schedule.

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

(*~500-1000 characters*)

The results of survey will be posted on website. Details about HE curriculum and CPD should be sent for feedback from stakeholder. More dissemination will be done using new material, which include more details about HE curriculum and CPD.

Task 8.4: IPR management and exploitation

Task:		Task 8.4	
		IPR management and Exploitation	
duration		M1-M36	Updated:
Taskleader	Name	Paola Pittia (UNITE)	
	Email	ppittia@unite.it	

Summary M12

This task deals with Intellectual property rights and Exploitation of the project. It will include the following activities:

1. Definition of clear guidelines for IPR of the project outcomes (publications, events, training programmes, tools and any other outcome not initially planned) and of the SEA-ABT academy
2. Meeting (project, management, virtual, face-to-face) discussion on project outcomes and strategies to implement them
3. Preparation of IPR agreement template for further academic and Industry partners to join the academy after the funded period of the project.
4. IPR issues collection and monitoring.
5. Preparation of templates to report any IPR issues
6. Set of the exploitation strategy, in close collaboration with WP6 and the development of a Business plan

M12 Quality Task Report

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

During M6-M12 period, in some virtual meetings as well as at the 2nd meeting held in Bangkok (September 2016) the main project outcomes and products that will require specific IPR requirements have been defined. They will include the SEA-ABT academy, publications, training courses/materials, joint study programmes and other HE training activities, events.

The contents have been used to define the draft of the Deliverable (D8.4).

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

The deliverable D8.4 at the end of M12 was available only in a draft version.

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

(*~500-1000 characters*)

Writing the final version of D8.4,

Draft of IPR agreements and templates

Monitoring of project activities and outcomes along with IPR needs.

Task 9.2: Ongoing project coordination

Task 9.2:		Ongoing Project Coordination	
duration		M4-M36	Updated: 2017-04-24
Taskleader	Name	Rainer Svacinka	
	Email	Rainer.svacinka@boku.ac.at	

Summary M12

The daily business of managing the project are the ongoing coordination activities and began already with the activities started under Task 9.1 and continued in task 9.2. All WP leaders are in constant contact with the coordination team. Locally in Thailand KU supports the coordinator team as local coordinator.

M12 Quality Task Report

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

The daily business of managing the project are the ongoing coordination activities and began already with the activities started under Task 9.1 and continued in task 9.2. All WP leaders are in constant contact with the coordination team. Locally in Thailand KU supports the coordinator team as local coordinator.

The coordinator provided project management guidelines (PMGs), translating the EACE CBHE rules into practical and understandable project specific advices which are updated on a regular basis. Monthly project online meetings via go2meeting are organised to keep an overview on the project progress and to provide an event for the partners to share all information. Besides this, online meetings on a WP-basis are also held regularly with the WP Leaders. The contact with the project officer is established, the coordinator serves as contact point for the project and communicates and receives management relevant information.

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

None

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

(~500-1000 characters)

Ongoing coordination activities throughout the duration of the project will be based on supporting the Consortium and the WP-leaders in their work, update of project plans; conflict resolution; and support project internal communication through monthly online consortium meetings and individual WP-meetings, active communication with the project officers. Any feedback received from the EACEA on the technical interim report will be well considered for the further implementation.

Task 9.3: Financial and content controlling

Task 9.3 :		Financial and content controlling	
duration		M4-M36	Updated: 2017-04-24
Taskleader	Name	Rainer Svacinka	
	Email	Rainer.svacinka@boku.ac.at	

Summary M12

The respective guidelines of the EACEA as well as its updates were taken as a basis for the development of reporting documents and guidelines. Those were included in the PMGs. The rules and documents were explained to the partners, examples were given. The reports are collected on a regular basis. Several financial questions caused further discussions with the EACEA as well as with other Austrian CBHE coordinators to ensure correct reporting. The monthly online meetings serve as a fruitful basis for collecting feedback as well as getting further insights on progress and deviations.

M12 Quality Task Report

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

The respective guidelines of the EACEA as well as its updates were taken as a basis for the development of reporting documents and guidelines. Those were included in the PMGs. The rules and documents were explained to the partners, examples were given. The reports are collected on a regular basis. Several financial questions caused further discussions with the EACEA as well as with other Austrian CBHE coordinators to ensure correct reporting. The monthly online meetings serve as a fruitful basis for collecting feedback as well as getting further insights on progress and deviations.

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

None

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

(*~500-1000 characters*)

Controlling and reporting will continue in close collaboration with WP7 on Quality Management. Ongoing guidance will be provided throughout the whole process of the project, including the controlling of timely achievement of milestones, deliverables and reports. As the 70% threshold (of the first payment) was not exceeded within the first 17 months, another official financial interim reporting will be initiated to report to the EACEA. Towards the end of the project, this task will support the obligatory financial audit which all projects have to undergo. Any material from the consortium to be delivered to the external auditor will be collected under this task and any further support required provided.

3 List of dissemination activities M1-M17

3.1.Events

Name of event	Event activity type	Number of people reached	Location	Date	Responsible organisation	Target group(s)
Chulalongkorn University Science Expo 2017	Distribution of project leaflets/posters	1500 attendees	Bangkok, Thailand	2017-03-15 to 2017-03-19		Training organisations Students General public
Cereal Beverage Workshop	Distribution of project leaflets/posters	N/A	Bangkok, Thailand	2016-12-21 – 2016-12-22	Ulaiwan Withayagiat, KU	Agrofood chain Students
31st EEFoST Conference http://www.effostconference.com	Distribution of project leaflets/posters	300 delegates	Vienna, Austria	2016-11-13 to 2016-11-16	Gerhard Schleining, BOKU	Training organisations Agrofood chain Students
ELLS 2016 http://ells2016.uhoh.de/ells-scientific-student-conference	Oral presentation Distribution of project leaflets/posters	200 delegates	Stuttgart Germany	2016-11-10 to 2016-11-12	Gerhard Schleining, BOKU	Training organisations Agrofood chain Students
IUFoST 2016 http://www.iufost2016.com	Distribution of project leaflets/posters	500 delegates	Dublin, Ireland	2016-08-21 to 2016-08-25	Gerhard Schleining, BOKU	Training organisations Agrofood chain Students
4th ISEKI_Food 2016 http://www.isekiconferences.com/vienna2016/index.php	Distribution of project leaflets/posters	350 delegates	Vienna, Austria	2016-07-06 to 2016-07-08	Anita Habershuber, IFA	Training organisations Students

4th ISEKI_Fod 2016 http://www.isekiconferences.com/vienna2016/index.php	Oral presentation	350 delegates	Vienna, Austria	2016-07-06 to 2016-07-08	Gerhard Schleining, BOKU	Training organisations Students
Stakeholder Workshop SEA-ABT Project	Oral presentation Meeting discussion Distribution of leaflets/posters	75 participants	Bangkok, Thailand	2016-02-11	Gerhard Schleining, BOKU	Training organisations Agrofood chain

3.1. Articles

Dissemination activity type	Article type	Title of article	Author	Publication date	Web link	Target group(s)
Article	Newsletter article	SEA-ABT SOUTH EAST ASIA – ACADEMY FOR BEVERAGE TECHNOLOGY	Anita Habershuber, IFA	2016-10-31	https://www.iseki-food.net/general/news/newsletters (link is external)	Training organisations

3.2. Participation in other network

Dissemination activity type	Name of network/project	Meeting type	Date	Location of meeting	Purpose of participation	Target group(s)
Participation in other network	Workshop at the German-Thai Chamber of Commerce in Bangkok	Annual meeting	Monday, 26 September 2016	Bangkok Thailand	Personal invitation from German-Thai Chamber of Commerce	Agrofood chain