



Call H2020-WIDESPREAD-2018-2020 / H2020-WIDESPREAD-2020-5

Project Acronym

AgriFoodBoost

Project title

**Boosting Excellence in Experimental Research
for Agri-Food Economics and Management**

Deliverable 3.1 Plan for strengthening research management and administration skills of FAZ

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Lead contractor: FAZ

Start date of project: 01.10.202

Duration: 36 Months

Project leader: Marija Cerjak

WP3 Coordination and project management

WP3 Leaders Responsible: Josip Juračak (FAZ) and Alessandra Castellini (UNIBO)

Deliverable responsibility: Josip Juračak (FAZ)

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Dissemination Level

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| PU | Public | x |
| PP | Restricted to other programme participants (including the Commission | |
| RE | Restricted to a group specified by the consortium (including the | |
| CO | Confidential, only for members of the consortium (including the Commission Services) | |



Abbreviations used in the text:

FAZ - Sveučilište u Zagrebu Agronomski fakultet
UNIBO - Alma Mater Studiorum - Università di Bologna
AUA - Geoponiko Panepistimion Athinon
SLU - Sveriges Lantbruksuniversitet
IRO – FAZ International Relations Office

Introduction

The Plan for Strengthening Research Management and Administration Skills of FAZ defines the way in which the following activities under Task 3.2 *Strengthening research management and administration skills of FAZ*, WP3 *Coordination and project management* of the AgriFoodBoost project will be implemented, taking into account:

- related actions,
- implementation time,
- expected results,
- roles of project partners.

Task 3.2. envisages activities that will help to improve the project management skills and project administration skills of FAZ research and administrative staff. This will increase the effectiveness of FAZ staff in writing scientific project proposals as well as in project management. It will contribute to one of the main objectives of WP3: to increase the visibility of FAZ's scientific work.

The implementation of task 3.2. is foreseen throughout the project duration: from M1 to M36.

The beneficiaries of this task are FAZ research and early stage research staff and FAZ administrative staff. These are primarily staff in the following FAZ organizational units:

- Department of Management and Rural Entrepreneurship (MRE),
- Department of Marketing in Agriculture (DMA),
- FAZ International Relations Office (IRO).

Beneficiaries in the first two departments are researchers and early stage researchers (i.e. PhD students), while beneficiaries in the IRO are administrative staff. The IRO currently has



3 staff members, and the number of staff is expected to increase to 4 in early 2021. In brief, the IRO performs the following tasks at FAZ level:

1. managing student mobility,
2. managing teaching and non-teaching mobility,
3. managing national and international projects, and
4. financial records for IROs and international and national projects.

The activities of Task 3.2. will involve the staff of IRO carrying out the tasks in points 3 and 4.

Task 3.2. comprises the following three activities, which will be carried out in close cooperation and using the expertise of the partner institutions:

1. Upgrading of the existing project management and administration unit at FAZ (International Relations Office - IRO)
2. Upgrading of knowledge and skills of FAZ researchers in writing of project proposals for Horizon Europe
3. Upgrading of knowledge and skills of FAZ researchers in management of H2020 and Horizon Europe projects.



A plan of implementation of the Task 3.2 by activities

Activity 1: Upgrading of the existing project management and administration unit at FAZ (International Relations Office - IRO)

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| Action | Contact information on the project management units |
| Description | Creation of a database of basic information and contacts of project administration and management units at FAZ and partner institutions to facilitate future collaboration in the implementation of Task 3.2. and the project as a whole. Basic information should include: <ol style="list-style-type: none">1. The name of the person(s) to be contacted2. The name of the organizational unit3. A summary description of unit tasks4. The position of the organizational unit within the university. |
| Time frame | M3-M4 |
| Outcome | A list of basic information about project management units at partner institutions with contacts. |
| Role of partners | FAZ: To provide local information, create, and manage the list of contacts. Partner institutions: To provide and update local information. |

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| Action | Online consultations |
| Description | Occasional consultations of staff from IRO with staff from partner institutions regarding the administration and management of international research projects. Consultations will be conducted as needed and implementation will be based on online communication. |
| Time frame | M6 - M36 |
| Outcome | Note on the consultation with details of the institutions, offices and individuals involved and the topic of the consultation. |
| Role of partners | FAZ: To initiate consultations, prepare and keep records of consultations. Partner institutions: To provide expertise according to their experience and capabilities. |



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| Action | Twinning in the preparation of project proposals. |
| Description | Joint work between FAZ IRO staff and relevant bodies of partner institutions in preparing proposals for new H2020 research projects. Implementation will be based on online communication. |
| Time frame | M6 - M36 |
| Outcome | Note on the twinning activity with details of the institutions, offices and persons involved and the topic of the consultation. |
| Role of partners | FAZ: To initiate consultations, prepare and keep records of consultations on the preparation of project proposals. Partner institutions: To provide expertise according to their experience and capabilities. |

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| Action | Transfer of experience |
| Description | Research staff and junior researchers of FAZ will spend part of their time during the long-term and short-term mobilities to partner institutions (WP2 and WP4) for meetings and/or consultations with the project administration and project management staff of the host institutions. The collected knowledge will be transferred, upon return to FAZ, to IRO staff. |
| Time frame | M6-M33 |
| Outcome | A record of the consultation and/or meetings carried out, with details of the institutions, offices and persons involved and the topic of the consultation. This record will be an integral part of the mobility report. |
| Role of partners | FAZ: To organize the mobilities, store and use the information collected. Partner institutions: To host FAZ staff and provide expertise according to their experience and capabilities. |

Activity 2. Improve FAZ researchers' knowledge and skills in writing project proposals for H2020

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| Action | Participation in trainings or seminars on writing Horizon Europe project proposals. |
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| Description | Up to 3 FAZ research staff will participate in trainings and seminars on Horizon Europe project proposal writing organized by relevant private or public organizations in Croatia or other EU countries. |
| Time frame | M6-M33 |
| Outcome | Certificates of completed trainings or seminars. |
| Role of partners | FAZ: Appointment of persons participating in the trainings, coordination of the activity and keeping the certificates. |

Activity 3. Improve the knowledge and skills of FAZ researchers in the management of H2020 projects

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| Action | Participation in trainings or seminars on H2020 and Horizon Europe project administration and management. |
| Description | Up to 3 FAZ research staff will participate in trainings and seminars on H2020 and Horizon Europe project administration and / or management organized by relevant private or public organizations in Croatia or other EU countries. |
| Time frame | M6-M30 |
| Outcome | Certificates of completed trainings or seminars. |
| Role of partners | FAZ: Appointment of persons participating in the trainings, coordination of the activity and keeping of the certificates. |



Relation to other tasks in the project

Task 2.1 Long-term and short-term mobilities

Care should be taken to ensure that staff using long-term and short-term mobilities are familiarized with the assignment of consultation on project management practice with the relevant organizational units of the host institutions.

T4.2 Building scientific know-how among young researchers

Care should be taken to ensure that early stage researchers benefiting from mobilities are familiarized with the assignment of consultation on project management practice with the relevant organizational units of the host institutions.

T.1.3 Mobility management: D1.1 Mobility protocol

The development of procedures to be carried out before and after mobilities should take into account the tasks and outcomes foreseen in this plan.