

# D5.3

## Collected Report of General Assembly Meetings and Outcomes

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Task 5.2



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The overall objective of CASA, a Coordination and Support Action (CSA), is a **consolidated common agricultural and wider bioeconomy research agenda** within the European Research Area.

CASA will achieve this by bringing the Standing Committee on Agricultural Research (SCAR), which has already contributed significantly to this objective in the past, to the next level of performance as a research policy think tank. CASA will efficiently strengthen the strengths and compensate for the insufficiencies of SCAR and thus help it evolve further into “SCAR plus”.

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## Abbreviations

CA	Consortium Agreement
CSA	Coordination and Support Action
DG AGRI	Directorate-General for Agriculture and Rural Development
DG RTD	Directorate-General for Research and Innovation
DoA	Description of Action
EC	European Commission
GA	General Assembly
GAA	Grant Agreement Amendment
M	Month
RP1	Reporting Period 1
SCAR	Standing Committee on Agricultural Research
SG	Steering Group



## Summary

This CASA deliverable D5.3 “Collected Report of General Assembly Meetings and Outcomes” summarises the main tasks of the General Assembly (GA). It provides an overview of the meetings of the General Assembly members, relevant discussions, decisions and their outcomes.

## Background and context

The Horizon2020 Coordination and Support Action CASA project started on 1<sup>st</sup> September 2016. The overall objective of CASA is to support and facilitate the development of a consolidated Common Agricultural and wider bioeconomy reSearch Agenda within the European Research Area.

CASA achieves this by bringing the Standing Committee on Agricultural Research (SCAR) to the next level of performance as a research policy think tank, with an impact on national and European research strategies and programmes.

The overarching aim of CASA will be achieved through the accomplishment of the following four specific objectives:

1. Increased and broadened participation, interaction and collaboration of Member States and Associated Countries
2. Improved quality of outputs and outcomes of the Standing Committee of Agricultural Research creating added value for greater impact
3. Strengthening the production of more strategic policy advice by the Standing Committee of Agricultural Research based on the increased, deepened and broadened participation facilitated by CASA
4. Improve overall organisation, communication and dissemination of SCAR activities, outputs and outcomes for greater impact

**In Work Package 5 Coordination and Management** the dedicated **Task 5.2, Meetings of the General Assembly** was set up to enable the General Assembly to implement its role as the ultimate decision-making body of the consortium.

## Organisational structure

According to the Consortium Agreement (CA: Article 6.1), the organisational structure of the project describes the General Assembly as the ultimate decision-making body of the consortium. Therefore, each beneficiary appointed one main responsible person and a deputy to constitute the General Assembly, chaired by the Coordinator.

Discussions and decisions for the General Assembly meetings were prepared by the CASA Management Group (MG) as the organisational body comprising all Work Package leaders and their deputies. Outcomes of these discussions and proposals for decisions were presented to the CASA General Assembly. According to the CA, all parties agreed to abide by all decisions of the General Assembly. More information on decision processes can be found in the Article 6.2.3 of the CA.

## Meetings

General Assembly meetings were held at least once a year. Notice of a meeting was given no later than the minimum number of 45 calendar days preceding the meeting.

The following meetings of the General Assembly have taken place:

- 7<sup>th</sup> November 2016 (Brussels); M3 and virtual meeting (teleconference) on 16<sup>th</sup> December 2016 (M4); Kick Off Meeting
- 6<sup>th</sup> December 2017 (Tallinn); M16
- 27<sup>th</sup> June 2018 (Brussels); M22
- 2<sup>nd</sup> July 2019 (Bonn); M35; Final Meeting

### ***7<sup>th</sup> November 2016 (Brussels; M3) and virtual meeting (teleconference) on 16<sup>th</sup> December 2016 (M4); Kick Off Meeting***

Due to an unforeseen illness, the coordinator was not able to participate in the Kick-Off meeting (7<sup>th</sup> November 2016) in Brussels. As complement to that meeting and with the participation of the Coordinator, a teleconference was held on 16<sup>th</sup> December 2016, so the discussions of the meeting on 7<sup>th</sup> November were concluded and the procedures for the project implementation were established.

Additionally, a document with CASA contacts and an excel file 'Spreadsheet for Monitoring' were prepared. During the meeting the Terms of Reference for the Supervisory Board and the 1<sup>st</sup> Grant Agreement Amendment (GAA) were also discussed.

***6<sup>th</sup> December 2017, (Tallinn, Estonia); M16***

The 2<sup>nd</sup> GA Meeting on 6<sup>th</sup> December 2017 in Tallinn served for discussing the current status of CASA, the planned activities for 2018, the 2<sup>nd</sup> Grant Agreement Amendment and the mid-term financial reporting in M18 (Reporting Period 1).

***27<sup>th</sup> June 2018 (Brussels); M22***

The objectives of the 3<sup>rd</sup> GA Meeting on 27<sup>th</sup> June 2018 were to align the task implementations with the Description of Action (DoA) and to the needs of SCAR, new options to improve communication flow and input from the SCAR Working Groups and to discuss thematic plans for the rest of the project.

A procedure was found on how to deal with expressions of interest for holding further SCAR National Meetings (Task 1.4).

Furthermore, three options for holding a Task 2.4 workshop (on linkages with DGs) were discussed with the General Assembly and how best to fulfil expectations from the SCAR SG. Thematic content of further activities such as T3.7 (Impact Assessment Framework) and T3.8 (Scenarios for Sustainability and follow-up activities) were discussed and a procedure of how to include the SCAR SG was set.

Moreover, the procedure of the 2<sup>nd</sup> GAA and the process for submitting the reports of the Reporting Period 1 (RP1) was discussed with the GA members. In close dialogue with the Project Officers Laurence Bastin and Enrico Prezio, the 2<sup>nd</sup> GAA was prepared in the beginning of the year 2018. However, new requests for including other issues caused delay and the reports of the RP1 could not be delivered in M18 as planned and were postponed until after the 2<sup>nd</sup> GAA was accepted.

A plan was elaborated to foresee all due activities and to have a financial overview of expenses till end of the project. The Coordinator requested feedback from each partner on expected under- and overspending. A planned Task 2.1 workshop should also serve to foresee how much budget will be needed for Task 2.2 (Facilitate individual working groups) and Task 2.3 (Organising expert external studies in support of SWGs and CWGs). The results providing an overview on the financial situation were first discussed at a following MG meeting and then decided in a GA meeting.

*2<sup>nd</sup> July 2019 (Bonn); M35; Final Meeting*

The 4<sup>th</sup> GA Meeting held in Bonn served as the final project meeting. The objectives were to discuss required administrative actions for the last period of the project and measures for dissemination of outputs achieved during the project implementation. The participants reported on ongoing activities of open tasks and discussed ways to highlight CASA's success stories: a special focus was given to the Deliverable 3.10 (Document on different scenarios on sustainability of CASA work). In order to enhance dissemination, communication and maximise impact, a plan was elaborated on how to report back to the SCAR Steering Group on the project's conclusions and recommendations

