

D5.5

Collected Report of Management Group 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

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
M	month
MG	Management Group
PO	Project Officer
SCAR	Standing Committee on Agricultural Research
SG	Steering Group
SWOT	Strengths, Weaknesses, Opportunities and Threats

Summary

This CASA deliverable D5.5 “Collected Report of Management Group Meetings and Outcomes” provides an overview of the meetings of the CASA Management Group members, relevant discussions, decisions and their outcomes.

Background and context

The Horizon2020 Coordination and Support Action CASA project started on 1st 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

Within Work Package 5, Coordination and Management and the dedicated **Task 5.3, Meetings of the Management Group** were organised and held to ensure operational management of the project, communication among the Management Group and implementation of the project according to plan with respect to time and resources.

Organisational structure

According to the Consortium Agreement, the organisational structure of the project describes the Management Group to be in charge of the operational management of the project, to provide coordination of the different activities and to facilitate the communication between the different partners. It was constituted by the Work Package leaders and chaired by the Coordinator. The Management Group prepared discussions as basis for decisions to be taken by the CASA General Assembly and consequently acted upon decisions of the General Assembly, and upon recommendations of the SCAR Steering Group.

Meetings

Management Group meetings were held at least once a year. Notice of a meeting was given no later than the minimum number of 14 calendar days preceding the meeting.

The following Management Group (MG) meetings have taken place on:

- 12th October 2016 in Brussels (informal); M2
- 25th November 2016 in Amsterdam; M3
- 7th February 2017 in Brussels; M6
- Teleconference meeting on 23rd March 2017; M7
- 16th May 2017 in Brussels (informal); M9
- 16th June 2017 in Brussels; M10
- 15th September 2017 in Brussels; M13
- 4th May 2018 in Brussels; M21
- 4th September 2018 in Brussels; M25
- 6th February 2019, Brussels; M30

All minutes and documents were provided to the General Assembly members after the meetings to keep them informed about ongoing activities, discussions and outcomes of the meetings. Besides using the Management Group Meetings for regular monitoring of the running activities, deliverables and milestones, as well as discussing actions for the periodic reporting and Grant Agreement Amendments, the meetings served to assess the following contents in order to align implementation of the project according to the needs of SCAR:

12th October 2016 in Brussels; M2

A first Meeting of the Management Group (12th October 2016) was held for preparation of the Kick-off meeting, the Task 2.1 Workshop and to discuss activities such as the SWOT analysis, preparation of the SCAR Rolling Work Plan and construction of the SCAR Website.

25th November 2016 in Amsterdam; M3

The second meeting (25th November 2016) served for further discussions and decisions about the SCAR website, CASA processes and procedures and setting up the CASA Supervisory Board. Furthermore, rationale and guidelines for facilitation and external studies were discussed. It was also assessed whether to suggest to SCAR to hold the SCAR Conference on Representativeness (Task 1.2) in Tallinn in 2017, combining it with the SWOT Conference (Task 3.3) and include the SWOT Workshop (Task 3.2) as part of the conference. The outcome of this discussion was that the SCAR Conference held in Tallinn on 4th-5th December 2017 was implemented by combining both tasks.

7th February 2017 in Brussels; M6

The third MG meeting (7th February 2017) was used to discuss the progress of initiating External Expert Studies and Facilitation and the inclusion of SCAR in the procedure, the ongoing activities of all Work Packages and more tools to manage and monitor the project.

Teleconference meeting on 23rd March 2017; M7

In the fourth meeting (23rd March 2017) refocussing of the SWOT analysis on SCAR (Task 3.2) was decided. Furthermore, it was decided that this modification should be presented to the SCAR SG members. CASA participation on the SG meeting on 31st March 2017 was assessed. Inclusion of this modification in the second Grant Agreement Amendment was subsequently bilaterally discussed between the CASA Coordinator and the PO (Laurence Bastin, EC).

16th May 2017 in Brussels; M9

The fifth meeting (16th May 2017) was informal and contained discussions and decisions about ongoing CASA activities and involvement of the SCAR.

16th June 2017 in Brussels; M10

The sixth meeting (16th June 2017) served for discussing and deciding upon feedback from the SCAR SG and Working Groups on External Studies and Facilitation, as well as the SCAR Website and SCAR flyers. The agenda of the SCAR Conference (4th and 5th December 2017, Tallinn) was approved and the further organisation was discussed. The meeting was also used for aligning other CASA activities to the DoA and the needs of SCAR and to check the progress of CASA based on an internal financial reporting in May 2017 (M9).

15th September 2017 in Brussels; M13

Project Officer Laurence Bastin (EC) participated in the seventh meeting (15th September 2017) for discussions and decisions about ongoing CASA activities and involvement of the SCAR: A process for involving the SCAR SG members for providing input to CASA deliverables relevant for SCAR was agreed on. Furthermore, a procedure for launching the Call for Expression of Interest to participate in the Task 1.3 SCAR CASA Mentoring Programme via the SCAR Secretariat was determined. Additionally, it was discussed that organisation of specific Task 2.1 workshops for analysing the need of support to the SCAR Working Groups and a Task 2.4 workshop on linkages was communicated between the task leaders and the project officer to ensure strategic alignment of the CSA with the needs of SCAR. Likewise it was assessed how to best provide support to the SCAR Working Groups for specific workshops and the Working Groups' communication efforts.

4th May 2018 in Brussels; M21

In the 8th Management Group Meeting the possibility of holding further Task 1.4 SCAR National Meetings was assessed and it was concluded that organising further SCAR National Meetings in countries on the reserve list (Estonia and Austria) would depend on where the SCAR Conference 2019 would be organised (option to hold the SCAR Conference in Austria during the Austrian Presidency of the Council of the European Union and combining it with a SCAR National Meeting). After the meeting Austria withdraw from its expression of interest and a combined SCAR Baltic Meeting was organised for participants from Estonia, Latvia and Lithuania and hold on 4th-5th April 2019 in Riga.

Furthermore, the procedure to prepare the SCAR Rolling Work Plan (2019-2020) and presenting the status of the prior SCAR Rolling Work Plan (2018-2019) to the SCAR Plenary were discussed. A proposal to use funds for Task 2.2 (facilitate the individual SCAR Working

Groups) to support creation of new Working Groups was declined. Instead it was concluded to motivate discussions at the SCAR SG level for investigating required topics in the bioeconomy landscape (e.g. by gap analysis). Furthermore, it was concluded to involve the SCAR SG in the conceptualisation of workshops on Coordination and linkages (Task 2.4) and alignment with international organisations (Task 3.4). It was decided that task Task 3.8 (Develop scenarios on sustainability and follow up activities) should focus on sustainability of SCAR and specifically the work, processes and activities that CASA has developed to support SCAR. Implementation of the task was therefore discussed with the SCAR SG.

Finally, location and timing for the SCAR Conference 2019 was discussed. The outcome was that the SCAR Secretariat was contacted to assess if the Conference should be hold in Romania during the Romanian Presidency of the Council of the European Union. Discussions with the SCAR Secretariat led to the organisation of the SCAR Conference 2019 back to back with the SCAR Plenary meeting on 11th June 2019 in Brussels.

4th September 2018 in Brussels; M25

In the 9th MG meeting plans for combining the Task 2.1 and Task 2.4 workshops were further elaborated, based on feedback received from the SCAR SG and the SCAR Secretariat. The options of organising a further Task 1.4 National SCAR Meeting and the possibility to combine it with a T4.4.4 meeting in Portugal or the Mediterranean area were assessed. The solutions and outcomes of further conceptualisation and assessment with the SCAR Secretariat were that the Task 2.1 and Task 2.4 workshops were held as a combined event on 8th April 2019 in Brussels and a combined SCAR Baltic Meeting was organised on 4th to 5th April 2019 in Riga as a collaboration of Task 1.4 and Task 4.4.4. For the SCAR Conference 2019 a taskforce was formed to enhance organisation in close cooperation with the SCAR Secretariat and representatives from DG AGRI and DG RTD.

The use of unused resources was furthermore assessed with the Management Group and the outcome was that the needs of the SCAR Working Groups for Expert Studies and Facilitation support were assessed with the SCAR Working Groups by the task leader for T2.2 (Facilitate individual Working Groups) and T2.3 (Organising expert external studies in support of SWGs and CWGs). A number of facilitation requests and proposals for Expert Studies were received and support to the Working Groups could be provided by using unused CASA resources.

6th February 2019, Brussels; M30

In the 10th MG Meeting the plans of organising a final meeting of the SCAR Mentoring Programme as side-event to the SCAR Conference 2019 was positively assessed but pending on the decision of the SCAR Secretariat on the date of the SCAR Conference 2019 which was finally set to 12th June 2019 and the SCAR Mentoring Programme meeting was held on 11th June 2019. The title of the SCAR Conference 2019 was set to “SCAR Conference 2019: contributing to shape the future” and concepts for participatory sessions were further elaborated for presentation to the SCAR Steering Group.

The preparations for developing an impact assessment framework (Task 3.7) and Scenarios on sustainability and follow up (Task 3.8) were discussed and it was concluded that the SCAR SG and results from the light touch evaluation of the SCAR Working Groups should be included in the conceptualisation of both tasks and the corresponding deliverables.

