SIXTH FRAMEWORK PROGRAMME
PRIORITY 5
Food Quality and Safety

Contract for:

NETWORK OF EXCELLENCE

Annex I - "Description of Work"

Project acronym:	EuroFIR
Project full title:	European Food Information Resource Network
Proposal/Contract no.:	FP6-513944
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List of Abbreviations

Partners

AFSSA	Agence Française de Sécurité Sanitaire des Aliments
AUA	Agricultural University of Athens
BAG	Baigent Ltd (acronym in cpf is Baigent)
BGU	Ben-Gurion University of the Negev
BNF	British Nutrition Foundation
CESNID	Centre for Superior Studies on Nutrition & Dietetics (acronym in cpf is CESNID-UB)
CSL	Central Science Laboratory
DFI	Danish Food Information
DFVF	Danish Institute for Food and Veterinary Research
DTU	The National Food Institute at the Technical University of Denmark
EBI	European Molecular Biology Laboratory, Hinxton – European Bioinformatics Institute (full acronym in cpf is EMBL-EBI)
ETHZ	ETH Zurich
FCN	Foodcon
FRI	Food Research Institute (full acronym in cpf is FRI-SK)
FVS SC	Food Centre of Food and Veterinary Service of Latvia
GUT	Graz University of Technology
IceTec	Technological Institute of Iceland (later: Matís ohf)
IDUFIC	Ian D Unwin Food Information Consultancy
IFR	Institute of Food Research
ILSI	International Life Sciences Institute – European Branch
IMR	Institute of Medical Research, University of Belgrade
INRAN	National Institute for Food and Nutrition Research
INSA	National Institute of Health
IRMM	Institute of Reference Materials and Measurements (full acronym in cpf is EC-JRC-IRMM)
KTL	National Public Health Institute
Matis	Matís ohf (formerly Technological Institute of Iceland)
NCPHP	National Centre of Public Health Protection
NFA	Swedish National Food Administration
NFNI	National Food and Nutrition Institute
NKUA	National and Kapodistrian University of Athens
NNC	National Nutrition Centre
NUBEL	Nutrienten Belgie vzw (full acronym in CPF is NUBEL vzw; will participate jointly with RUG above)
POLYTEC	Polytec
RIKILT	RIKILT – Institute of Food Safety
RIVM	National Institute for Public Health and the Environment
RUG	Ghent University (acronym in CPF is Ugent)
SLU	Swedish University of Agricultural Sciences
TNO/NEVO	Dutch Nutrient Database (NEVO in JPA)
TTZ	Verein zur Förderung Technologietransfers an der Hochschule Bremerhaven e.V.
TUBITAK	Tubitak Marmara Research Centre (FSTRI)
UCC	University College Cork
UGR	Institute of Nutrition and Food Technology, University of Granada
UHEL	University of Helsinki
UiO	University of Oslo
UL	University of Leeds (acronym in CPF is UNIVLEEDS)
US	University of Surrey (acronym in cpf is UniS)
Uvi	University of Vienna (two departments will participate: Institute of Analytical Chemistry, ANC in cpf & Institute of Nutritional Sciences, IFEW in cpf)
WU	Wageningen University

Others:

AFROFOODS	African Section, INFOODS
BASIS	Bioactive Substances in Food Plants Information System
BSC	Balance Score Card
CA	Concerted Action
CAP	Common Agricultural Policy
C/E	Central/Eastern European countries
CEECFOODS	Central Europe Section, INFOODS
CEN	European Committee for Standardisation
CIQUAL	French food composition databank
CI	Citation Index for peer-reviewed publications
CO	Co-ordinator
CODEX	FAO/WHO Foods Standard Programme
CONDOR	EU FP5 project Consumer Decision Making on Organic Products
COST 99	EU Funded Collaborative Research Project "Food Consumption and Composition Data"
CPC	Consumers' Protection Centre (KEPKSA) (GR)
CSM	Centres Skills and Infrastructure Inventory Management Database
CVD	Cardiovascular disease
DAFNE	Data Food Networking
DEC	Dissemination and Exploitation Committee
DM	Document management
DTI	Department of Trade and Industry (UK)
EC	European Commission
EFCOSUM	European Food Consumption Survey Method
EFFoST	European Federation of Food Science and Technology
EFG	Eurofood Groups
EFSA	European Food Safety Authority
EPIC	European Prospective into Cancer and Nutrition
ENDB	pan-European Nutrient DataBase project (EPIC)
ENLP	European Nutrition Leadership Programme
EOI	Expression of Interest
ERA	European Research Authority
ESA	Early stage training in Marie Curie Fellowships
EU	European Union
EUROFOODS	European section, INFOODS
FAIP	Food Allergy Information Platform
FAPAS	Food Analysis Performance Assessment Scheme
FCDM	Food composition database management
FCT	Portuguese Foundation for Science and Technology
FECS	Federation of European Cancer Societies
FENS	Federation of European Nutritional Societies
FEPAS	Food Examination Performance Assessment Scheme (microbiological examination)
FOODANUTR	EU project on Food data networking for nutritional surveillance
FOSIE	EU FP5 project "Risk assessment of chemicals in food and diet"
FSA	Food Standards Agency (UK)
GA_2LEN	EU FP6 project on "Asthma and Allergy Network"
GC	Governing Council
GEMMA	Genetically modified organisms proficiency testing scheme
GEMS	Global Environmental Monitoring System
GEMS/ FOOD_EURO	Gems Food Europe – compiling data on food contaminants and human exposure
GMO	Genetically modified organism
HP	Horizontal Platform
HPL	Horizontal Platform Leader
IA	Integration activities
ICC	International Cereal Corporation
INFOODS	Food and Agricultural Organization of the United Nations's Network of Food Data Systems

INFORMALL	EU FP5 project on allergen data
INITIATION	Interpretation and implementation of new standard ISO 17025 by national metrology Institutes in Europe
IF	Impact Factor for peer-reviewed publications
IP	Intellectual Property
IPR	Intellectual Property Rights
ISO	International Organisation for Standardisation
ISPO	Istituto per lo Studio e la Prevenzione Oncologia (formerly CSPO)
IT	Information Technology
ITC	International Trade Centre
JPA	Joint Programme of Activities
KM	Knowledge Management
KNIFE	Knowledge Needs of Investment and Finance for Entrepreneurs
KPI	Key performance indicator
Langual	An international descriptive language fr foods
LIPGENE	EU FP6 project "Diet, genomics and the metabolic syndrome: an integrated nutrition, agro-food, social and economic analysis"
M	Month
MA	Management activities
M/F	Male/female
MRC	Medical Research Council Human Nutrition Research (UK)
MRI	Max Rubner Institut (Formerly Federal Research Centre for Nutrition (BFE))
N/A	not applicable
NDL	Nutrient Data Laboratory (USA)
NeoDiet	Nutritional Enhancement of Plant Derived Foods
NETTOX	Network on Toxicants
NGO	Non-government organisation
NOE	Network of Excellence
NOFORISK	EU FP6 project on "Probabilistic exposure analysis of novel and genetically modified food risks"
NORFOODS	Nordic project group on food data and food consumption databanks
NOTIS	Naturally Occurring Toxicants Information System
NuGO	EU FP6 project "European Nutrogenomics Organisation Network"
OBAGE	EU FP5 project on "Obesity and Disease in Ageing"
OCEANIA-FOODS	Oceania Section, INFOODS
OJEC	Official Journal of the European Communities
OPOCE	Office for Official Publications of the European Community
OPTIFORD	EU FP5 project on vitamin D fortification
PANEL	Providing Access and Networks of Entrepreneurial Links
PASSCLAIM	EU FP5 project on Process for the Assessment of Scientific Support for Claims on Foods
PAXIS	Pilot Action of Excellence on Innovative Start-Ups
PEKH	Pre-existing Know-How
PHYTOS	EU FP5 project "The prevention of osteoporosis by nutritional phytoestrogens"
PIQS	Project Information and Quality System
PMO	Project Management Office
PT	Proficiency Scheme
QA	Quality Assurance
QC	Quality Control
QS	Quality Systems
QUID	Quantitative Ingredient Declarations
RA	Research activities
ResNet	Women researchers network at the Norwich Research Park
R&D	Research and Development
RIVM	National Institute for Public Health and the Environment (NL)
RT	Real time
SA	Spreading of excellence activities
SAFEFOODS	EU FP6 project on "Promoting Food Safety through a New Integrated Risk Analysis Approach for Foods"
SCOOP	Scientific Cooperation
SEAFOOD	

-PLUS	EU FP6 project on "Seafood for Consumer Health and Well-being"
SMB	Scientific and Network Management Board
SME	Small and medium enterprise
S&T	Science and Technology
SRM	Standard reference Material
SSA	Specific Support Actions
THL	National Institute for Health and Welfare (formerly National Public Health Insitute (KTL)
TIFS	Trends in Food Science and Technology
TRANSFAIR	EU FP5 project on trans-fatty acids
UAG	Users and Advisory Committee
UNECA	Unified Model for Network of Excellence Consortium Agreements
UNU	United Nations University
US FDA	United States Food and Drug Administration
USDA	United States Department of Agriculture
USDA-NCC	USDA National Computer Centre
VENUS	EU FP4 project on "Effect of phytoestrogens on bone health"
WHO	World Health Organisation
WP	Workpackage
WPL	Workpackage Leader
WTO	World Trade Organisation

* the full acronyms refer to the official 'organisation short name' as included in the CPF and the Consortium Agreement

1. Project summary

EuroFIR will form a world-leading collaboration on the development and application of a unified, reliable and accessible European Food Information Resource and comprise 110 researchers and 50 postgraduate students from 21 European countries. The principal objective is to build and disseminate a comprehensive, coherent and validated databank providing a single, authoritative source of food composition data in Europe for nutrients, and newly emerging bioactive compounds with putative health benefits. This objective is of fundamental importance to the Food Quality and Safety priority, and is an essential underpinning component of all food and health research in Europe. The activities aim at durable integration of efforts and the Joint Programme of Activities (JPA) is divided into four horizontal platforms: (1) Integration Activities (2 WPs); (2) Joint Research Activities (3 WPs); (3) Spreading of Excellence Activities (3 WPs), and (4) Network Management (1 WP). The JPA activities promote continuous cross-communication and stimulation and are grouped under 9 individual WPs but have numerous interactions. EuroFIR will be underpinned by a robust and well-established web-based software platform tool both to support interactive working between the teams involved and in the spreading of excellence internally and externally. A series of targeted formats (e.g. web-based interface, scientific publications, popular press and media) and communication channels will be used to deliver and disseminate findings, and transfer of knowledge to a variety of targeted audiences beyond the network. Training of researchers (assuring equal opportunities) and other key staff is indispensable to the development and sustainability of European excellence and will include: specialist workshops, exchange training visits, and a range of courses (including e-learning).

2. Project objectives

The proposed Network of Excellence (NOE) will provide the first comprehensive pan-European food information resource, using state-of-the-art database linking, to allow effective management, updating, extending and comparability. This is of fundamental importance to the Food Quality and Safety Priority and is an essential underpinning component of all food and health research in Europe. The network has FIVE strategic objectives:

1. Strengthen scientific and technological excellence in food composition databank systems by integrating at the European level the critical mass of resources and expertise needed to provide European leadership in this field and establish itself as a world force in this area.

2. Identify and provide new information for missing data for nutrients and biologically active compounds with putative health effects, and covering all food groups including traditional, Ethnic minority, novel, high-added value and prepared foods.

3. Spread excellence and enhance the impact of the network in food composition databanks and public health nutrition beyond the boundaries of the partnership through training, and sharing of methods and facilities.

4. Communicate with, and enter into dialogue with all user and stakeholder groups, in order to establish and deliver user and stakeholder requirements for sustainable and durable food databank systems.

5. Disseminate and exploit new scientific and technological knowledge in order to strengthen the competitiveness of the European food industry, including SMEs, aiming to help the European food and nutrition industry to grow into knowledge–based industry, targeted at evidence based healthier food production.

Specific Objectives of EuroFIR

In achieving its principal objectives, EuroFIR will operate along four Horizontal Platforms: Integration (IA), Joint Research (RA), Spreading of Excellence (SA) and Management (MA), each with a number of activities grouped under workpackages (WPs). The specific objectives are designed in a measurable and verifiable form and will be met though the Joint programme of Activities (JPA) as set out in the following table:

Table 1.a Overview of Integration Activities

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
Strategic Objective 1: Strengthen scientific and technological excellence in food composition databank systems by integrating at the European level the critical mass of resources and expertise needed to provide European leadership in this field and establish itself as a world force in this area *Specific objective 1.1: Establish NOE IT web-based communication platform and IT systems*	*IA1.1:* 1. Co-ordinating research, both within and across platforms leading to knowledge & its management. 2. Supporting integration, project management and communications. 3. Organising the network management through process management. 4. Translating and spreading the research results through communication management. 5. Providing access to the partners, public, policy makers and industry through IT web-based platform.	*WP1.1:* Deliverables: ➢ Helpdesk operational (M3) ➢ Report on audit (M12) ➢ Release IT systems manual (M12) ➢ Release updated IT manual (M18) Milestones: ➢ Hold inaugural meeting and launch (M1) ➢ Establish Helpdesk operation (M6) ➢ Implement changes from audit (M9) ➢ Complete publication of IT manual (M12) ➢ Update/publish IT manual (M18 & M18+) ➢ Implement facility sharing (M18+)	*IT web-based platform not ready in time for project start* Prototype system operational by September 2004 for evaluation and testing prior to start of the project
Specific objective 1.2. Establish an open platform for joint activities	*IA1.2:* 1. Monitor cross-platform co-ordination and communication of activities within the network. 2. Establish specific criteria to monitor and report the degree of integration, and provide annual updates. 3. Identify and recruit new partners for specific activities or tasks through competitive calls and advise on IPR. 4. To identify and advise on new funding possibilities for network activities	*WP1.2:* Deliverables: ➢ Database of currently available projects (M3) ➢ Report on optimal research methods, training needs and indicators for integration (M6) ➢ Programme for 2nd EuroFIR meeting (M9) ➢ Report on prioritised programme of joint research topics, guidelines for self-auditing and budgeting tool (M12) Milestones: ➢ Hold inaugural meeting and launch (M1) ➢ Zero benchmarking of integration status (M3) ➢ Launch of PhD programme (M6) ➢ Improved methodologies, tools and systems available (M12) ➢ Publish integration status (M15 & update (M30 & M45) ➢ Identify and implement new joint research programme (M18) ➢ Add new research topic to joint research activities (M18+) ➢ Implement facility sharing (M18+) ➢ Overall project budget system in operation (M18+) ➢ Contribution at national science meetings without need for central coordination (M18+)	*Insufficient integration.* Establish specific criteria (reviewed every 6 months by SMB) for monitoring degree of integration among partners and implement corrective actions as required.

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
Specific objective 1.3. To ensure a common understanding of quality management systems and establish a sound and coherent leadership approach of the relationships between quality, food science and databank systems	*IA1.3:* 1. Develop a dialogue with all partners to ensure global consensus. 2. Implement a quality system for all participating centres. 3. Establish bench mark standards for addressing linkage between quality and databank systems. 4. Promoting an integrated approach including auditing and PT schemes	*WP1.3:* Deliverables: ➢ Report on implementation of QS and scheduling of action plans and further workshops (M3). ➢ Questionnaire on QA (M7) ➢ Report on benchmark standards & traceability (M12) ➢ Report on QA (M13) ➢ QA criteria (M16) ➢ Draft quality manual for food laboratories (M18). Milestones: ➢ Hold inaugural meeting and launch (M1) ➢ Establish and disseminate QS and plan (M7) ➢ Establish and disseminate standards and traceability links (M14) ➢ Initiate audits and PT schemes (M18) ➢ Initiate submission of funding bids to national bodies (M18)	*Plans not widely adopted by laboratories across member States.* Open dialogue with national quality bodies and link to new CEN requirements
Specific objective 1.4: Harmonise documentation and standardisation of European national databases in accord *with EuroFIR recommendations, including foods and components for deployment in EuroFIR databank.*	*IA1.4:* 1. Providing insights on the actual level of documentation and harmonisation of national databases and other related methodological issues using the ENDB project as an advanced prototype for 10 European countries as part of an initial review of current Internet developments. 2. Specify composition data to be deployed as national and specialised sets, their integration as a coherent resource of food composition information, and the data retrieval facilities required. 3. Plan, specify and implement the identification, development and deployment of existing and new resources of supporting information, assisting with content preparation as necessary. 4. Specify, develop, deploy and support the EuroFIR databank, its software and its information resources. 5. Develop, monitor and assess procedures for quality assurance of all documents, deliverables prior to release on the EuroFIR databank system. 6. Make recommendations for the continuation of the website and its resources after the end of the	*WP1.4:* Deliverables: ➢ Report on data collection & protection (M6). ➢ List of 6 expert names for EU (M6) ➢ Installation of hardware & software components (M9) ➢ Prototype EuroFIR databank system developed (M12- ➢ Final procedures for QA monitoring & data retrie facilities delivered (M18) ➢ 1st external report on progress available (M18+) ➢ 2nd external report on progress available (M18+) *Milestones:* ➢ Hold inaugural meeting and launch (M1) ➢ Databank steering group established (M3) ➢ General structure of databank system established (M 18) ➢ Consensus on rules for QC & data format/retrieval (in operation with WP 1.3; M15) ➢ Data exchange tools available (M18) ➢ Complete plan for databank enhancement (M18) ➢ "GO/NO GO" decision (M18+) ➢ EuroFIR functions as core databank	*Insufficient input from national database manag and key users leads to recommendations not b widely* *accepted across Member States.* Early establishment of working group of national database compilers and key users ensures their acceptance recommendations + establishment of CEN working group (M18) helps to "s recommendations to all member states.

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
	Community financial contribution (Link to IA3.3).	systems of European food composition databases (M18+)	
Specific objective 1.5: To identify food components to be included in the databank, and define standard representations for compositional data, necessary documentation and quality criteria for their comparison and evaluation.	*IA1.5:* 1. To identify nutrients to be included in the core datasets including those of increasing nutritional importance for which data is scarce or unreliable. Define sampling and analytical requirements for the latter. 2. Establish national compiler network for Identifying foods to be prioritized in EuroFIR. 3. To define standard representations for compositional data, necessary documentation and quality criteria for their comparison and evaluation. 4. Definition of procedures for the calculation and expression of values for derived components, such as energy & vitamin, total activities both in databases and for output. 5. Providing recommendations on the current strengths, gaps and priorities for harmonizing nutrient databases in EuroFIR	*WP1.5:* Deliverables: ➢ Report on interchange guidelines & data structure (M4) ➢ EuroFIR workshop & report from workshops including inventory of component coverage and level of documentation in existing databases (M9) ➢ EuroFIR workshop on nutrients to be included in core data sets and nutrients for future analysis (M12) ➢ Report on plan for food-derived contaminants (M12) ➢ EuroFIR workshop and report on existing documentation & procedures in databases and compiler requirements (M18+) ➢ Report on food prioritisation (M15) ➢ A prototype food data standard focusing on identification, expression, calculation and documentation of food component data (M18) ➢ Protocols for testing the standards for various component collections and report for testing recommendations and compiler support and training needs (M18) ➢ Plans for 18-60 months of network (M18+) Milestones: ➢ Hold inaugural meeting to create management team and launch (M1) ➢ Establish national compiler networks (M3) ➢ Complete review on food-derived contaminants (M12) ➢ Establish CEN working group for description, documentation and management of food composition databases (M18) ➢ Establish plan for food-derived contaminants (M18+) ➢ New work topics added to JPA (M18+)	*Insufficient input from national database managers and key users leads to recommendations not been widely accepted across Member States.* Early establishment of working group of national database compilers and key users ensures their acceptance of recommendations **and key practices.**
Specific objective 1.6: Harmonise existing food classification systems	*IA1.6:* 1. Develop prototype food classification and	*WP1.6:* Deliverables:	*Insufficient input from national database compilers and key users leads to*

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
for use in food databank systems in order to conform European dietary habits and needs in intake assessments	description support facilities, and link to existing national and international systems. 2. Determine levels of aggregation of food composition data in order to accommodate analytical results on individual food products. 3. Develop interoperable food composition data by establishing mechanisms for linking foods reported in consumption studies (such as EFCOSUM) with available food composition data including procedures for food aggregation (link to IA1.4). 4. Develop EuroFIR resources for supporting the use of the food classification and description systems in database compilation and information retrieval.	➢ Inventory of European food composition databases and tables (M6). ➢ Report on current classification & description systems & mechanisms for linking foods (M9). ➢ Report on food record retrieval using existing systems (M12). ➢ Draft recommendations for standard food ➢ classification & description systems (M15). ➢ Report on prototype food classification & description support facilities (M18). Milestones: ➢ Hold inaugural meeting and launch (M1) ➢ Publish proposals for linking foods through existing food classification systems (M9). ➢ Publish recommendations for food record retrieval (M120. ➢ Publish recommendations for classification & description systems (M15). ➢ Establish prototype food classification & description support facilities (M18).	*recommendations and practices not been widely accepted across Member States.* Early establishment of working group of national database compilers and key users ensures their acceptance of recommendations and key practices. *No consensus can be made on a food classification system to be used at the Europe*an *food composition databases.* Create mapping systems between major existing Classification systems.
Strategic objective 2. To identify and provide new information for missing data for nutrients and biologically active compounds with putative health effects, and covering all food groups including traditional, Ethnic, novel, high-added value and prepared foods. *Specific objective 2.1. To establish user and stakeholder requirements for using food composition data in Europe.*	*RA2.1:* 1. Determine the extent to, and format in, which food composition data is used by various user and stakeholder groups in Europe. 2. Determine the appropriateness of, potential acceptability of, and format in which food composition data can be presented to users and stakeholders using the Internet. 3. Test user and stakeholders' acceptability and comprehension of information gained from an Internet-based food composition databank system	*WP2.1:* Deliverables: ➢ Report on 1st workshop with users and stakeholders (M6). ➢ Report on 2nd workshop with users and stakeholders (M12). ➢ Report on 3rd workshop with users and stakeholders (M18). Milestones: ➢ Hold inaugural meeting and launch (M1) ➢ Agree programme for 1st workshop (M3). ➢ Organize 1st workshop in UK and deliver report (M6). ➢ Organize 2nd workshop and deliver report (M12). ➢ Organize 3rd workshop and deliver report (M18). ➢ Deliver initial recommendations from first three workshops (M18). ➢ Establish intensive contact with key users and stakeholders (M18+)	*Difficulties in identifying suitable users and stakeholders for each of the workshops.* This WP will work closely with the PMO, WP3.2 (Dissemination and Communication), WP3.3(Commercialisation & Durability) and the UAG to identify appropriate users and stakeholder groups to contact. The format for the workshops will initially be based on a successful consultation that was recently conducted in the UK but will be adapted for the other countries. *Failure to engage with stakeholders so as to identify missing data and foods.* One of the primary purposes of the workshops will be to identify missing data and foods.

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
		➢ Formal, measurable outreach work underway with stakeholder groups (M18+).	
Specific objective 2.2. Establish guidelines and procedures for the effective incorporation of industry data in the EuroFIR databank.	*RA2.2:* 1. Establish standard procedures for calculating the composition of prepared and composite foods. 2. Review current yield & nutrient retention factors and establish standard set of factors to be used in the calculation of composite and processed foods. 3. Define rules for the imputation of data for foods reported as consumed but not represented in present datasets. 4. Investigate the general availability of compositional data for foods and possible delivery methods from production and retail organisations of compositional data and up-to-date information on trends in processed and novel foods. 5. Develop a framework for collecting, incorporating and updating compositional information on brand name foods in EuroFIR databank and definition of a basis for interrelating brand name foods with generic food items. 6. Exploit food industry requirements for the EuroFIR databank including its use for labelling and calculation of the composition of composite food products.	*WP2.2:* Deliverables: ➢ Report on rules and factors for imputing data for composition of composite and processed foods (M6). ➢ Report on guidelines on the Incorporation of food industry data (M15). ➢ Report on initial food industry requirements (M18) Milestones: ➢ Hold inaugural meeting to create management team and launch (M3) ➢ Collect information on national trends and databases of composite foods and industrial ingredients in each partner (M6) ➢ Preliminary description of European food brand databases (M12) ➢ Establish and disseminate improved methods and protocols on imputing data for composite dishes together with WP 2.1 (M18) ➢ Establish plans for network with food industry organisations for data change experiments (M18) ➢ Initiate the development and submission of funding bids to national bodies (M18+) ➢ Establish intensive contact with European food and nutrition industries (M18+).	*Limited involvement of food industry.* Close contact with WP 3.2 (dissemination and communications) and the UAG is a priority and will identify suitable industrial contacts. The inclusion of ILSI and other industrial bodies/associations will also be undertaken to ensure industry wide participation in EuroFIR. *Unwillingness of industrial companies and organisations to deliver any part of brand information.* Early involvement of industry and trade associations to establish dialogue and agreement of approaches to be used for gathering food industry data on foods and brands. UAG will have a wide range of industry stakeholders and trade associations.
Specific objective 2.3a. To provide new data on the nutritional composition of traditional foods for inclusion in national food databases with representative raw ingredients and recipes.	*RA2.3.1:* 1. To define the term "traditional" and determine the recipes or foods to be classified under this food group 2. To establish a common methodology for the systematic investigation of traditional foods across Europe 3. To provide new data on the nutritional composition of traditional foods for inclusion in national food composition tables with representative raw ingredients and recipes.	*WP2.3.1* – Deliverables: ➢ Report on definition of "traditional", evidence-based records and initial list of traditional foods/recipes of each participating country (M12) ➢ Protocol for recipe recording, collection and preparation of samples (M12) ➢ List of nutrients and bioactive compounds, methods and list of central laboratories for analysis (M18) ➢ Detailed written description of traditional recipes	*Insufficient funds available from EuroFIR to cover all analytes and for all traditional and ethnic foods.* Important to prioritize analytes and foods and seek additional funding from national and other bodies

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
		investigated (M18) ➢ Agree plan of work for 18-36 months (M18) *WP2.3.1* – Milestones: ➢ 1st workshop. Establish network for traditional foods across Europe (M3) ➢ 2nd workshop on documentation of traditional foods and selection of at least two traditional recipes for the pilot study in each country (M12) ➢ Start recipe recording and sample collection (M13) ➢ Identify core partners for analysis (M18) ➢ New research topics added to JPA (M18+) ➢ Intensive contact with European food and nutrition industries (M18+) ➢ Measurable awareness of food composition and public health issues raised amongst stakeholder groups (M18+).	
Specific objective 2.3b. To provide new data on the composition of foods consumed by both ethnic and mainstream populations for inclusion in national food databases.	*RA2.3.2:* 1. Gathering information on ethnic populations and general dietary habits in Europe, and using these to set priorities for the collection and analysis of specific foodstuffs. 2. Providing new and reliable data on the composition of foods consumed by both ethnic and mainstream populations for inclusion in national food composition databases. 3. Transfer of scientific and technological knowledge to consumers [ethnic and mainstream populations] and industry; promoting knowledge of ethnic foods thereby increasing consumer choice and market opportunities	WP2.3.2 – Deliverables: ➢ Report on 1st workshop (M3) ➢ Critical review of composition of ethnic foods including information on methods of domestic food preparation and eating practices (M12) ➢ Report on 2nd workshop on identification and prioritisation of "ethnic" foodstuffs for analysis and detailed protocol for the collection and storage of samples for analysis (M12) ➢ Report on 3rd workshop (M16) ➢ Agree plan of work for 18-36 months (M18) *WP2.3.2* – Milestones: ➢ Hold inaugural meeting to create management team and launch (M1) ➢ Establish networks for ethnic minority foods across Europe including SMEs (M6) ➢ Identify core partners for analysis of foods (M15) ➢ Start collection for ethnic foods (M18) ➢ Initiate the development and submission of funding bids to national bodies (M18+). ➢ New research topics added to JPA (M18+) ➢ Intensive contact with European food and nutrition industries (M18+)	

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
		➢ Measurable awareness of food composition and public health issues raised amongst stakeholder groups (M18+).	
Specific objective 2.4. To update and further include additional critically assessed biological and compositional data on bioactive compounds in the BASIS database and deploy it in the EuroFIR databank system.	*IA2.4:* 1. To ensure compatibility of the BASIS database to conform to the standard specifications adopted for EuroFIR. 2. To update and further include additional critically assessed data for bioactive compounds. 3. To identify both exotic and health food plants in the database. 4. To update the plant and plant part lists in different European languages. 5. To deploy the BASIS database in the EuroFIR databank system in order for maximum use by end-users	*WP2.4:* Deliverables: ➢ 1st EuroFIR workshop & report covering organisation of work, allocation of tasks and establishment of WP teams (M3) ➢ 1st Users Group Meeting and recommendations (M9) ➢ 2nd EuroFIR workshop & report covering lists for selected health & exotic food plants, status of data assessment/entry and specifications (M15) ➢ 2nd Users Group Meeting and future recommendations for work & additional funding (M15) ➢ Report covering final food plant lists, final specifications for database deployment and data entry status (M18) ➢ Future plan for activities including plant source materials for food flavourings (M18) Milestones: ➢ Hold inaugural meeting and launch (M1) ➢ Establish WP networks and agree criteria for data evaluation and assessment (M6) ➢ Publish initial lists for health & exotic food plants (M12) ➢ Publish the agreed and final food plant lists and database specifications (M18) ➢ Agree future plan and initiate new funding bids (M18). ➢ Establish intensive contact with European food and nutrition industries (M18+) ➢ EuroFIR functions as core databank Systems European food composition databases (M18+)	*Insufficient funds available from EuroFIR to cover all bioactive compounds and for all foods.* Important to prioritize compounds and foods with the help of users group, and seek additional funding from national and other bodies.

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
Strategic objective 3: Spread excellence and enhance the impact of the network in food composition databanks and public health nutrition beyond the boundaries of the partnership through training, and sharing of methods and facilities. *Specific objective 3.1: To promote knowledge, skills development and vision in food composition research within EuroFIR, and across Europe through a coherent set of closely inter-related training, education and gender activities.*	*SA3.1:* 1. Organising a series of specialised workshops covering a range of topics already identified in several of the WPs. 2. Optimisation of existing and new Marie curie training sites (linked to IA1.4 on training). 3. Organising the training exchange programme including PhD awards. 4. Other training including attendance at conferences and non-scientific aspects. 5. Design and implementation of e-learning courses and information exchanges. These will initially cover nutritional epidemiology, production and use of food composition data and entrepreneurship in agro-business. 6. Coordinate information on specialised research facilities and training opportunities at all network partners & additional collaborators (link to IA1.1). 7. Co-ordinate and optimise training exchange programmes for the whole network and collaborating centres (links to Sas 3.2, 3.3 & 3.4).	*WP3.1:* Deliverables: ➢ Report of specialist workshops & training courses driven by WPs (M3) ➢ Policy paper on optimisation of existing Marie Curie actions discussed and agree upon by partners (new actions to be prepared by partners outside NOE) (M6) ➢ Workplan for implementation of exchange training visits & PhD awards programme (M6) ➢ Design and implement e-learning courses (M12) ➢ Consensus report on effectiveness of training activities & recommendations (M18+) Milestones: ➢ Hold inaugural meeting to create management team and launch (M1) ➢ Start exchange visits/PhD awards programme (M6) ➢ Implementation of e-learning courses (M18) ➢ Agree future plan and seek additional funding (M18+) ➢ Integration of independent e-learning modules into e-learning course (M18+) ➢ Establish extensive PhD-programmes among partners (M18+) ➢ Establish joint PhD programmes & appointments among partners (M18+) ➢ Establish the full exchange of Staff (M18+) ➢ Recognize the EuroFIR cascade as lead information and training source for all aspects of food composition information in Europe (M18+).	*Insufficient interest shown (especially by students and young researchers) in the training capacities of the network.* This WP will work closely with WP3.2 to widely advertise and promote the training courses and workshops. In addition, lists of potential trainees will be sought from the individual WPs making use of their extensive contacts among national compilers and key users.
Specific Objective 3.2a: Transfer activity outcomes into active use by users/stakeholders, at appropriate stages and using concepts and approaches tightly targeted to user/stakeholder requirements. *Specific Objective 3.2b: Encourage EuroFIR partners to share*	*SA3.2:* 1. Addressing issues of national sensitivities, restrictions of partner language fluency, data protection, disabilities, IT literacy and speed/availability of electronic connectivity, and perceived requirements for information within EuroFIR.	*WP3.2:* Deliverables: ➢ Secure web-based communication platform for EuroFIR partners (with WP 1.1) (M3) ➢ Web Bulletin Board interface for stakeholders world-	*Key opinion formers won't respond to invitations to attend meetings.* Send summaries of key events through colleagues, professional bodies and trade organisations.

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
knowledge and expertise, and externally to user and interest groupings to maximise the speed of impact of the advances in understanding of food composition databank systems through the network. *Specific Objective 3.2c: The long-term goal is to increase not only awareness among target user/stakeholder groups of the impact of the application of the databank systems to improve diet/health research, well-being and industrial competitiveness, but the confidence with which users/stakeholders can apply knowledge-base in their own fields.*	2. Achieving a branding and style guide for EuroFIR that can be implemented by all partners. 3. Setting up links with communication experts within EuroFIR partner organisations to coordinate activities. 4. Assisting in the developing, testing and launching a public website for EuroFIR communications and linking the EuroFIR site to all relevant sites (Link to IA1.1). 5. Establishing a mechanism based on achievement of a given quality threshold to underpin message promulgation to EuroFIR members for onward translation to their stakeholders. 6. Establishing a cascade system to ensure that communication messages are rapidly shared. 7. Using, and developing further, links with communication streams of other communication intermediates such as other FP6 Ips and NOEs, health professionals and consumer groups, policy makers (EU, DG SANCO, EFSA, WHO, FAO and national representatives), opinion leaders, educators, researchers and funding agencies. 8. Specific activities, including the use of specialist communication streams, targeted at SMEs, and the annual media campaign. 9. Planning and delivering innovative communication approaches to citizens for whom the Internet is the NOT the key information provider. 10. Supplying information to attract international mainstream and technical print and broadcast media including bulletin board, one-pagers, quarterly synthesis reports, monthly website features, congress proceedings and other resources and video footage. 11. Coaching members (including students) in communication skills.	wide respecting language, expertise levels, gender, ethnicity, disability, data protection and ethical issues (M6). ➢ Planned programme of information dissemination to suit users/stakeholders including one-pagers, syntheses, monthly web features and congress proceedings & resources (M0-18) ➢ Meetings, conferences and congresses of stakeholders and of EuroFIR partners (M0-18) ➢ Report on raising public participation & awareness including audits of dissemination "reach and effectiveness" (M18) ➢ Report on plan for using & disseminating knowledge (M18) <u>Milestones:</u> ➢ Establish steering group to advise on dissemination; provide outline style-guide to underpin dissemination strategy; baseline awareness audit; 1st publicity push with users/stakeholders (M1) ➢ Formalise EuroFIR peer-review process for dissemination (M2) ➢ Start providing non-expert material on food composition & databank system issues for use by partners (M3) ➢ Launch populated public pages and links; sought initial feedback (M6) ➢ Hold 1st Science and Society meeting (M12) ➢ 1st Research dissemination meeting; WP report to SMB (M18) ➢ Complete 1st External audit of dissemination effectiveness and awareness (M18) ➢ Establish intensive contact with European Food and Nutrition Industry (M18+) ➢ Shape open science & society around core EuroFIR activities (M18+) ➢ Establish extensive public website linked to major stakeholders, & communicator intermediaries using major European languages (M18+)	*Not reaching those who don't use the internet or don't speak English.* The internet is not the only communication route but by working with organisations such as AlphaGalileo we can use the national press agencies and journalists to reach European citizens with information in their own language via their national newspapers, magazines and other media (e.g. radio). *Not attracting international mainstream & technical print & broadcast media.* By making use of AlphaGalileo, communication experts with EuroFIR partner organisations and annual media campaigns and by linking with other FP6 dissemination packages.

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
		➢ Contribute at national science meetings in partner countries spun off and undertake without the need for central co-ordination (M18+) ➢ Annual EuroFIR is a continuing global key event (M18+) ➢ Recognize EuroFIR cascade as lead information source for all aspects of food composition information (M18+). ➢ Measured awareness of food composition and public health issues raised especially among stakeholder audiences (M18+)	
Strategic Objective 4: Communicate with, and enter into dialogue with all user and stakeholder groups, in order to establish and deliver user and stakeholder requirements for sustainable and durable food databank systems. *Specific objectives 4.1: To identify the ability of EuroFIR Databank system to sustain and survive independently in financial terms after the initial Community funding and the necessary actions to ensure this.* *Specific objective 4.2: To develop a business plan for the databank system after the end of Community funding including a business and marketing plan, which will seek to commercialize both the databank system technology and the network's training programme.*	*SA3.3:* 1. Consultations with other subgroups, committees and existing EU entrepreneurial networks in order consolidate and crystallize the work to be carried out in the other WPs into meaningful business and marketing plans. 2. The review of comparable service offerings and organisations in Europe and outside Europe in order to identify best practices and exemplars. Lessons learnt, potential opportunities and threats will be collated with a view to proposing the legal status of the entity that will offer the best databank system service. 3. The drafting of business plan including value proposition, mission, vision, objectives, activities, marketing position, legal constitution, cost structure, governance and management structure, deployment plan and marketing strategy. 4. The promotion and sustainability of the databank system-based service involving the development of viable marketing plan for dissemination of the databank system across Europe and other continents, identifying incubators, new venture creation support and entrepreneurship training of food scientists	*WP3.3:* Deliverables: ➢ List of key users and stakeholders in each country (M6) ➢ EuroFIR workshop & report and action list to develop a long-term strategy for commercialisation of the output of the network (M12) ➢ Update list of users and stakeholders and action plan for next 18 months (M18) Milestones: ➢ Establish WP task force (M1) ➢ Organise workshop for network technology transfer managers and existing EU entrepreneurial programmes (M6) ➢ Identify pertinent incubators, new venture creation support and entrepreneurship training (M18) ➢ Complete market research report (M18+) ➢ Prepare restricted & confidential report of tentative business plan (M18+) ➢ Arrange meeting of WP task force to review business plan, the conflict/consensus report and marketing plan for dissemination of the databank system (M18+) ➢ Plan for sustainability published for consultation	*Insufficient funds are available from national and international bodies to sustain the network after the end of Community funding.* Alternate sources of funding will be investigated including a membership scheme for some organisations (e.g. food industry).

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
		(M18+) ➢ EuroFIR is independent of EU grant (M18+)	
Strategic Objective 5: Disseminate and exploit new scientific and technological knowledge in order to strengthen the competitiveness of the European food industry, including SMEs, aiming to help the European food and nutrition industry to grow into knowledge – based industry, targeted at evidence based healthier food production. *Specific objective 5.1: To link the dissemination of information and knowledge with regards EuroFIR to the needs of the marketing and business plans in order to fulfil the network's sustainability and financial survivability.* Specific objective 5.2: Audit the gender *balance within the project with a particular emphasis on women's roles, and establish/enhance equal opportunity networks that meet the needs of women in the project.*	*Contributes to SA3.3 & WP3.3* *SA3.4 :* 1.Gender information audit will be carried out in order to develop an action plan. 2. Collation and promotion of information on good practice in gender mainstreaming will be undertaken. 3. Objectives will be set for equality and integration and developing methodologies for monitoring and evaluation. 4. Events will be planned and organised to raise awareness within the network and in the wider public arena making use of existing e-networks and appropriate web-based discussion groups	*Contributes to SA3.3 & WP3.3* *WP3.4:* Deliverables: ➢ Methodological framework for auditing the current state of gender balance and sensitivity (M4) ➢ Establish an e-network for mutual peer support and mentoring (M6) ➢ Develop an information resource of the relevant national and European networks of women scientists (M9) ➢ An audit report mapping the initial gender composition and distribution of research teams, for circulation to managers and decision-makers in the project (M12) ➢ Generally applicable guidelines for the dissemination of good practice in gender issues (M15) ➢ Produce documentation of the gender-related	*See above.* *Appropriate mentors not identified.* Use partner contacts and contacts from other FP6 projects. *Lack of uptake of peer support/mentoring.* Targeted information to researchers and others within the network; partners asked to identify appropriate people within their organisations. *Lack of response from network partners.* Make WP-Ls responsible for collecting information on gender from their organisations.

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
		obstacles and opportunities experienced by researchers (M18) ➢ Report on gender action plan (M18) Milestones: ➢ Inception workshop that outlines the background to gender-watching, introduces the first stage of the gender audit, and scopes the gender issues relating to the dissemination and exploitation of the project (M1) ➢ Development of gender questionnaire for initial gender audit (M6) ➢ On-going updates at gender fora associated with each project meeting (M12 & M18+) ➢ A web and email-based forum for dialogue and sharing of good practice (M12) ➢ Annual assessment of success in meeting gender-informed objectives (M12) ➢ Participatory discussion to set objectives for gender mainstreaming, and selection of indicators and criteria for monitoring gender mainstreaming in the network (M18)	*Unable to establish dialogue on forum.* Proactive discussion points to be raised by members of WP3.4.
Strategic objectives 1-5 *Specific Objective 6: Install flexible and adequate network management for the first critical 18 months of EuroFIR* *Specific objective 7: Fulfil the general co-ordinator's responsibilities including the elaboration of the JPA for months 13-30.* *Specific Objective 8: Organise the open calls, meetings, events and training activities.* *Specific objective 9: Prepare the financial and technical reports for the EC including the approval of the breakdown of costs for months 13-30.* *Specific Objective 10: Design the next 18 months work programme and contract negotiations with the*	*MA4:* 1. Establish EuroFIR organisational structure and its bodies and network management operating procedures. 2. Organisation of the start-up meeting of all core partners including establishing WP teams and training sessions for IT web-based communication platform and financial management. 3. Organisation of other network meetings in a flexible way. 4. Prepare technical and financial reports to the EC. 5. Establish regular meetings of the HP-L and WP-L in order to initiate concrete links with several WPs in dissemination, training & commercialisation, and relationships withkey users/stakeholders. 6. Develop and operate a flexible and optimal internal communication system throughout the network as a prerequisite for integration. 7. Encourage the involvement of SMEs at all levels	*WP4:* Deliverables: ➢ Consortium agreement agreed (M-1) ➢ 1st start-up meeting of SMB & WP-L (M1) ➢ 1st version of manual with SOPs including formats for technical and financial report distributed for discussion and agreement (M3) ➢ 1st Annual (start-up) meeting of SMB, GC and all partners – JPA and budget agreed; minutes prepare & circulated (M3). ➢ Training course for financial managers of partner organisations (M3) ➢ Final version of manual with SOPs (M4) ➢ 2nd Meeting of SMB with WP-L; minutes prepare &	*Management process fails/insufficiently flexible.* Continuous review of network management by SMB; refocus as required annually.

Strategic Objectives	Activities	Deliverables/Milestones [1, 2]	Potential risks/contingency plans
EC on behalf of the consortium	of the network with an overall target of 15% (or higher) of the total budget. 8. Create an atmosphere to encourage full partner commitment including visits to all core partners and rotation of network meetings to all Regions of Europe. 9. Interact with various national and international bodies in order to promote the network and exploit its potential	circulated (M6). ➢ Project presentation leaflet & poster presentation available; updated (M6, M30 & M48) ➢ 3rd meeting of SMB with WP-L; minutes prepare & circulated (M9). ➢ 2nd Annual meeting/Network Congress; Proposal for admission of new partners from 2006; proceedings prepared & circulated (M12) ➢ Update of JPA for 2006 (M14/15). ➢ 4th Meeting of SMB; minutes prepare & circulated (M15). ➢ Update for JPA 2006 and foresight of priorities for 2007 (M18). Milestones: ➢ Verification of procedures, JPA for M1-18 and budget by GC in their first meeting (M3) ➢ Proposal of members of UAG & DEC top GC (M3) ➢ Open call for new partners published (M6) ➢ Confirmation of all partners to proper auditing procedures (M6) ➢ JPA for 2nd year agreed (M9) ➢ Agreement with new partners to be enrolled by 2006 (M12) ➢ Self-auditing process in place for all partners (M15) ➢ Overall project budgeting system in operation (M18) ➢ Agreement of JPA and budget for 2007-08 (M18+) ➢ Annual review meetings (M18+) ➢ Preparatory work for 2nd mid-term review started (M18+) ➢ 2nd mid-term external review completed (M18+)	

[1]Months 13-30 for both Deliverables and Milestones; 18-60 months for milestones only
[2]See pages 89-122 for full description

3. Participants list

Particip. Role	Partic. Number	Participant name	Participant short name	Country	Date enter project	Date exit project
CO	1	Institute of Food Research	IFR	UK	1	60+
CR	2	Graz University of Technology	GUT	AT	1	60+
CR	3	Ghent University	RUG	BE	1	60+
CR	4	Nutrienten Belgie vzw	NUBEL	BE	1	60+
CR	5	Institute of Reference Materials and Measurements	IRMM	BE	1	60+
CR	6	National Centre of Hygiene	NCPHP	BG	1	60+
CR	7	The National Food Institute Technical University of Denmark (from Month 25 on)(Months 1-24: Danish Institute for Food and Veterinary Research)	DTU (from month 25 on) (Months 1-24: DFVF)	DK	1	60+
CR	8	National Institute for Health and Welfare (formerly National Public Health Institute)	THL (from month 49 – 66) KTL (Months 1 – 48)	FI	1	60+
CR	9	University of Helsinki	UHEL	FI	1	60+
CR	10	Agence Française de Sécurité Sanitaire des Aliments	AFSSA	FR	1	60+
CR	11	MATÍS ohf (from month Month 25 on)(Months 1-24: Technological Institute of Iceland)	Matis (from month 25 on) (Months 1-24: IceTec)	IS	25	60+
CR	12	Max Rubner Institut (from Month 40) Federal Research Centre for Nutrition (Months 1-39)	MRI (from Month 40 on) MRI(Months 1-39)	DE	1	60+
CR	36	International Life Sciences Institute – European Branch	ILSI	BE	1	60+
CR	14	Verein zur Förderung Technologietransfers an der Hochschule Bremerhaven e.V	TTZ	DE	1	60+
CR	15	National and Kapodistrian University of Athens	NKUA	GR	1	60+
CR	16	Agricultural University of Athens	AUA	GR	1	60+
CR	17	University College Cork	UCC	IE	1	60+
CR	18	Ben-Gurion University of the Negev	BGU	IL	1	60+
CR	19	National Institute for Food and Nutrition Research	INRAN	IT	1	60+

CR	20	Centro per lo Studio e la Prevenzione Oncologia	CSPO	IT	1	60+
CR	21	Wageningen University	WU	NL	1	60+
CR	22	University of Oslo	UiO	NO	1	60+
CR	23	National Food and Nutrition Institute	NFNI	PL	1	60+
CR	24	National Institute of Health	INSA	PT	1	60+
CR	25	University of Vienna	UVI	AT	1	60+
CR	26	Centre for Superior Studies on Nutrition & Dietetics	CESNID-UB	ES	1	60+
CR	27	Institute of Nutrition and Food Technology, University of Granada	INYTA	ES	1	60+
CR	28	Food Research Institute	FRI	SK	1	60+
CR	29	Swedish National Food Administration	NFA	SW	1	60+
CR	30	Swedish University of Agricultural Sciences	SLU	SW	1	60+
CR	31	Tubitak Marmara Research Centre, Food Science and Technology Research Institute	TUBITAK	TR	1	60+
CR	32	British Nutrition Foundation	BNF	UK	1	60+
CR	33	European Molecular Biology Laboratory – European Bioinformatics Institute	EMBL-EBI	DE	1	60+
CR	34	Central Science Laboratory	CSL	UK	1	60+
CR	35	University of Leeds	UL	UK	1	60+
CR	37	University of Surrey	US	UK	1	36
CR	38	Baigent Ltd	BAG	UK	1	36
CR	39	RIKILT – Institute of Food Safety	RIKILT	NL	1	60+
CR	40	Polytec	Polytec	DK	1	60
CR	41	Food Information Consultancy	IDUFIC	UK	1	60
CR	42	State Environmental Health Centre (from Month 40) National Nutrition Centre (months 19 -39)	SEHC (from Month 40 on) NNC (months 19 to 39)	LT	19	60
CR	43	ETH Zurich	ETHZ	CH	19	60
CR	44	Institute of Medical Research, University of Belgrade	IMR	RS	19	60
CR	45	Food Centre of Food and Veterinary Service of Latvia	FVS FC	LV	19	60
CR	46	Danish Food Information	DFI	DK	25	60
CR	47	TNO Quality of Life**for Dutch Nutrient Database	NEVO/TNO	NL	19	30
CR	48	Foodcon SPRL	FCN	GR	31	60
CR	49	NEVO***	RIVM	NL	31	60

CR	50	European Food Information Ressource[1]	EuroFIR	BE	55	66

*CO = Coordinator & CR = Contractor
**Representing NEVO Foundation, the Dutch nutrient database to 30/06/07
*** RIVM representing NEVO Foundation from 01.07.07

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[1] Amendment to contract requested 20/07/2009

4. Relevance to the objectives of the specific programmes and/or thematic priorities

Europe urgently needs a ***unified, reliable and accessible food composition information resource*** for two main reasons: (1) the *scientific validation and exploitation of relationships* between dietary habits, reduced burden of diet-related chronic disease and, thus, *reduced health and social costs*, and (2) *full interpretation and exploitation of research findings* from pan-European studies and effective dissemination to various stakeholders such as consumers, food industry, European policy bodies and health professionals.

Although over the last two decades, several initiatives from the European Commission (COST, FLAIR) and INFOODS have led to greater collaboration between European countries and beyond, there still exists a **lack of permanent structures** to support the type of work and **relatively poor links** between the various *national database compilers, end-users of the data (e.g. industry, public health nutritionists and European consumers), and policy makers*.

By creating a European NOE to address food composition databases, we will further build on the successes to create **permanent structures** that will *maximise the scientific contribution* of Europe to this area; create a *clear link between the needs of the end-users and policy makers and the research agenda*; accelerate the application of research results to *policy and health developments*, as well as develop *partnerships with the private sector*.

Overall Goals

EuroFIR has FIVE main overall goals that address the *scientific*, *technical*, *wider societal* and *policy objectives* of the Food Safety and Quality Priority in a number of ways as follows. Firstly, the objectives are of fundamental importance to the thematic priority area *Food Quality and Safety* (1.1.5) and in particular, research priorities on "Epidemiology of food-related diseases and allergies", "Impact of food on health" and "Safer and environmentally friendly production methods and healthier foodstuffs". It is an essential *underpinning* component of all *food, nutrition and health research in Europe.*

Improving the health and well-being of European citizens through a higher quality of their food (Scientific, Technical and Policy objectives):

Further work on the *harmonisation and standardisation of food composition data*, including biologically active constituents, in Europe is vital in order to fulfil the decision number 1400/97/EC of the European Parliament and of the Council to adopt a programme of community action on *health monitoring* within the framework for action in *public health*. The report "*Health and Human Nutrition: Elements for European Action*" (July 2000) states that to establish a common European nutrition policy, it is essential to establish an effective food and nutrition monitoring system at the EU level. The major action proposed is the monitoring of food consumption, and intakes of nutrients and other bioactive food constituents, which requires the *standardisation of data collection methods, food composition tables and analytical methods* (chapter 6.1). In addition, *CAP* encompasses the provision of consumers with a wide range of healthy and nutritious foods at an affordable price, through production methods that take account of environmental protection and animal welfare requirements and *with adequate information about food composition and hygiene levels*.

Strengthening the competitiveness of the European food and biotechnology sectors (Socio-economic & Policy):

In the rapidly changing marketplace of food products, it is particularly important that new or reformulated products and new trends in production or consumption are reflected in up-to-date food composition data. *Food composition data* are essential for the European Food Safety Authority (EFSA), and the tasks mentioned in the *White Paper on Food Safety 2000* regarding an Action Plan for *Nutrition and European Dietary Guidelines*. In the new programme on Community action in the field of public health, *data on food consumption and intake of nutrients and other components* are vitally important as such data are essential for tackling food-related health determinants. The main conclusions of the **Lisbon European Council** meeting (March 2000), notably "The strategic goal is to become the most competitive and dynamic knowledge-based economy in the world, capable of sustainable economic growth with more and better jobs and greater social cohesion" [p.5], "Strengthen co-operation between Member States by exchanging experiences and best practice" [p. 31], and "develop priority actions addressed to specific target groups [e.g. minority groups…]" [p. 33]. The trade of food within and from outside the EU is increasing. This means that foods not commonly consumed in various regions become more commonly consumed. The need for easily accessible food composition data across the EU is thereby increasing. For the food industry, EuroFIR will provide rapid and convenient access to relevant *authoritative information* for use in the *formulation* and *nutrition labelling* of food products.

This is especially critical for food SMEs, including those serving ethnic communities that do not have the resources and knowledge available to larger food companies. One of the aims of this network will be to generate new data on ethnic and traditional foods. This addresses one of the conclusions of the **Göteborg European Council** meeting (June 2001), notably "Contribute to achieving sustainable development by increasing its emphasis on encouraging healthy, high quality products, environmentally-sustainable production methods…" [p.31].

Interdisciplinary approach and durability of integration:

For the first time in Europe, EuroFIR will bring together a consortium of leading European teams in the field of food composition research in original and unique research integration, based on multi-centre and multidisciplinary programmes. The NOE will include centres with a variety of skills in food science, food informatics, analytical chemistry, nutrition, and epidemiology. In some instances these researchers are already working together in multidisciplinary groups. In others, they are working with some of the components only. The work programme of the NOE will also be open to *other collaborating centres as full members*, and this participation will be actively encouraged. The NOE places special emphasis on the needs of small and medium size enterprises (SMEs) and including partners from several new Member Sates (Poland, Bulgaria, & Slovakia), other candidate countries (Turkey) and associated states (e.g. Israel & Norway).

SMEs will be involved at various levels within EuroFIR:

Five core partners (BNF, Baigent, Polytec & IDUFIC & DFI) are SMEs and others have been identified covering a range of activities and tasks:

- Performing specific subtasks for the network (e.g. related to database construction, web-based communications, auditing, training and dissemination) – WPs 1.7, 3.1 & 3.2.
- Collaboration with specific food bioinformatics related technologies (e.g. software development) – WPs 1.8, 2.2 & 2.4.
- Dissemination & communication – WP 3.2
- Collaboration on exploitation of knowledge – WP 3.3.
- Spin-off activities of EuroFIR, where SME activities can be created in order to generate income and exploit IP (e.g. development of novel or functional foods, or foods with specific bioactive compounds) – WPs 2.2 & 2.4
- Through the Commercialisation and Sustainability activity of the network, where SME activities can be created in order to generate income and exploit IP – WP3.3.

The links with policy makers, consumer organisations and professional bodies (e.g. IRMM, FAO, BEUC, EUFIC, CIAA, ILSI, DGSANCO & EFSA) built in to the design of the NOE will facilitate early dissemination and implementation of research findings to a wide range of stakeholders. The durability of integration will be guaranteed by:

- *The added value of collaboration to both the scientists and the funders:* This will be demonstrated by the engagement of the scientists within the NOE, the ability of the NOE to raise local funding for the JPA and the willingness of other funding bodies (either in the Public Sector or in Industry) to support the activities and infrastructure of the partnership.
- *The technical support gained from the development of new methods of electronic communication, databanks and common databases:* New facilities for electronic communication will be an early priority for the NOE; the other facilities will be established during the first 18 months of the NOE.

5. Potential impact

(a) Demonstrate the extent to which Europe has an existing need to strengthen or reinforce S&T on the topic

"Knowledge of the chemical composition of foods is the first essential in the dietary treatment of disease, or any quantitative study of human nutrition"2

The *lack of up-to-date information* on food composition, and *poor comparability between European countries*, confounds fundamental research in international multi-centre nutritional epidemiology, significantly *reduces the scientific validity of any findings* of an association between the dietary intake of a food component, and a health outcome, and prevents the food industry from

2 McCance, R.A. & Widdowson, E.M. (1940). The chemical composition of foods. Medical Research Council Special Report Series No. 235. London: Her Majesty's Stationery Office.

understanding and exploiting their products in the market-place. This includes both nutrient information as well as information on other biologically active constituents in foods. In addition, *this will also limit and hamper intake and risk assessment at the European level necessary as a tool for implementing decisions on food legislation, dietary advice and other actions for the protection of the consumer*.

Food composition information systems in Europe are *incomplete and partially outdated* [reports by EPIC (Deharveng G., Charrondiere U.R., Slimani N., Southgate D.A.T., Riboli E. (1999). *Eur J Clin Nutr*. **53**, 60 79) & EFCOSUM (Eur J Clin Nutr 2002: 56)], even in those regions where there has been a long and scholarly effort to produce national tables of food composition. These food composition tables are used extensively by dietitians and medical practitioners, agri-food companies, researchers and students, and directly by citizens themselves. Furthermore, the *comparability of food composition data between existing European national databases is poor; many other data sources are equally incompatible and less generally available.*

The INFOODS network provides a global framework utilising regional groupings. Within Europe, Eurofoods activity was until the end of 1999 supported through the FLAIR Eurofoods-Enfant and COST Action 99 projects. The latter produced several reports covering food consumption and composition issues, e.g. recommendations for food composition database management and data interchange. These are currently being used in the initial documentation of national food composition datasets with *limited funding* and on *an ad-hoc basis*. However, this initial *prototype set of recommendations needs to be further tested and extended* to provide a basis for the comparison of compositional values in the various European national food composition databases and their *integration into a consistent, readily available information resource.*

Minority ethnic groups in Europe (such as South-Asian, Chinese, African-Caribbean, North African, Turkish & Pakistani) comprise 6% of the total European population (2000 data; ca 20m citizens) and are susceptible to similar diet-related health problems that affect the general population but their dietary patterns are comparatively much less well understood. Research in this area is very limited due to a lack of dietary information from these groups. The biggest problems, common to all ethnic groups, are associated with *lack of information about culture-specific foods, uncertainty over the amounts consumed, the lack of recipe information and the absence of detailed food composition data*.

(b) How the network will achieve this restructuring and shaping

EuroFIR will strengthen S&T excellence in food composition research by consolidating past achievement into a formal and enduring structure and extending the achievements to other areas. This partnership will in addition be able to:

- Form a single link between the research community studying food composition research and the community of end-users and policy makers;
- Harmonise research, training and management (production, management and use) of food composition databases, which is essential for more effective policies in public health nutrition;
- Provide a mechanism for the more rapid completion of new data, and wider coverage of new foods, thus helping industry to improve competitiveness in this area;
- Provide a mechanism for the timely implementation of new knowledge and skills into policy and research practice in Europe;
- Promote interaction with the SMEs and other industrial partners.

I Achievements of the objectives by EuroFIR

The core partner organisations will provide the overall governance of the NOE, which will organise its work into defined work streams. These will be flexibly organised so the network can focus on its research priorities and develop the enduring infrastructure that will continue to support the updating and use of the databank system after the end of the EU funding. The NOE will develop some institutional structures to support the JPA. These will include IT information and communication structures to link the centres (both core partners and collaborating centres), as well as the databank system, and various information repositories (covering methods, skills, publications) (see WPs 1.7 & 1.8). Focus on areas identified in the JPA of major importance and suited to the skills represented in the NOE will be used to develop the initial momentum of the NOE. The funding of the NOE will be used to create the infrastructure and to build up the initial momentum required to create confidence that such a NOE can increase the output of the partner institutions and create value for money for research funders. In particular, EuroFIR will:

- **Harmonise** European food information systems for nutrients, phytoprotectants and other bioactive compounds;

- **Extend** the information system to include newly emerging food components with putative biological activity;
- **Establish** a European Standard for food data of the highest quality and traceability;
- **Develop, prototype and validate** a framework for the management and dissemination of European food composition data, based on critically evaluated data sets documented to the European Standard;
- **Create** a common foundation for data in European food composition databases to provide a much-improved basis for nutritional guidance and education, and for establishing nutrition and food-based recommendations for European consumers.

(d) Plan for spreading excellence beyond the network, disseminating knowledge and exploiting results

The integration of geographically dispersed agro-food research capacities in Europe and the effective spreading of excellence, both within the network and outside the network, to an extended European and international audience, require powerful web-based electronic e-community software to provide the common platform of the network (see WP1.7). This platform should support and facilitate communication and interactive working between the partners, and manage the flow of knowledge within the network and to teams external to the network. EuroFIR will spread excellence through:

- Training, education and vision of young scientists;
- Dissemination of research results to the Public, scientists and policy makers;
- Promotion of interaction between the core partners and SMEs and other industrial partners;
- Create a visible promotion of the European Union in the field of food composition and public health nutrition.

EuroFIR will therefore be underpinned by a robust and well established web-based e-community software platform provided by an SME partner (Baigent). This is a powerful tool both to support interactive working between the teams involved in the spreading of excellence via dissemination, communication and networking activities, both within the network, and to teams external to the network. Furthermore, this platform enables members to connect with existing relevant pan-European food research and information networks.

EuroFIR will use a series of targeted formats (e.g. *web-based interface* via a dedicated portal above, *peer-reviewed scientific publication*, *popular press* and *media*) and communication channels (see WP 3.2: Dissemination & Communication) to deliver and disseminate findings, and transfer of knowledge to a variety of targeted audiences beyond the consortium including: *Policy makers* (EU, DG SANCO, EFSA, WHO, FAO & national representatives); *opinion leaders*; *health professionals & consumer groups*; *food scientists & educators*; *food & agricultural industry especially SMEs*, and *researchers & funding agencies.* In order to do this a dedicated communications network will be established utilising existing and new national, EU and international networks. These various channels will be used to provide a facility to subscribe to one of the dissemination networks via the dedicated website portal above. *Feedback from the various users and stakeholders (SA3.2, 6.5 & 6.7) will measured in a number of ways and closely monitored by the SMB (see 6.5 for further details).*

EuroFIR will create a virtual centre of excellence for a comprehensive training programme for young researchers both within and outside the NOE (see WP 3.1). Whilst the training programme will begin by training young researchers within the network, it is planned that an e-learning programme will be developed and made available world-wide. Thus, the training and dissemination programme will be of value to groups outside the consortium, who lack expertise and/or technology in food components. (nutrient and non-nutrient bioactive compounds with putative health benefits)

(e) How will the network have a durable structuring impact on European research after the ending of Commission Funding?

All the network activities (Section 6) are designed to guarantee a very high level of durable integration for a long-term NOE structure continuing far beyond the period of Community support. The durability of integration will be guaranteed by:

- *The added value of the collaboration to both the scientists and the funders*: This will be demonstrated by the engagement of the scientists within the JPA of the NOE, the ability of the NOE to raise local funding for the work programme and willingness of other funding bodies (either in the Public Sector or in industry) to support the infrastructure of the Partnership over the longer term. The Partnership is aware of the need to make a persuasive case to other funders that this collaboration will offer value for money in the long run.

- *The technical support gained from the development of new methods of electronic communication, databank system and common repositories*: New facilities for electronic communication will be an early priority for the NOE; the other facilities will be added as they are needed for the JPA (see WP1.7). The EU funding of the NOE will facilitate building up the necessary infrastructure for integration activities and will provide Europe with a competitive edge in this area.

- *The membership within the NOE of EBI, a non-profit academic organisation with expertise in bioinformatics and the management of biological databases; WU, a leading European university with an enduring record in training and education, and BNF & CESNID, SMEs with enduring records of dissemination, guarantees some level of durability*: All these institutions have already made commitments to continue with the NOE's activities beyond the period of EU funding by agreeing to the Consortium Agreement. The early introduction of an IT and enhanced educational, training and dissemination programmes relevant to the NOE will demonstrate this commitment;

- *EuroFIR will strive to link and anchor to other integrated projects and networks*: links have already been made to QualityLowInputFood, SAFEFOODS, and SEAFOODPLUS with the co-ordinator and other core partners being invited to advisory roles within the management of these new FP projects. Several core partners are already involved in these consortia and EuroFIR will actively seek to collaborate in technology platform sharing, research and training. One of the tasks of the co-ordinator and research platform leaders is to actively facilitate collaboration and teaming to these other consortia in order that firm foundations are built with other research networks and teams.

- *EuroFIR will create the basis for long-term joint research initiatives to be sustained after the ending of Community funding*: The Commercialisation and Durability workpackage (WP 3.3) will hold regular open-forum meetings with various national and international funding bodies, and other interested parties, to review progress and identify opportunities for future funding opportunities. In particular, the technology transfer experts in EuroFIR will draw on existing EU entrepreneurial networks to develop a viable market research strategy to generate long-term income for the network.

- *EuroFIR will seek to establish itself as a legal entity* so that it can assume ownership of all network deliverables and outputs, such as training courses. Up to this time point, all deliverables will be owned by the relevant partners in the network and full details are given in the Consortium Agreement.

5.1 Contributions to standards

The NOE by enhancing the links between research, education and policy and by linking these activities across Europe will further contribute to robust standards in several areas:

- **Development of a European food data standard (e.g. CEN standard):** This will be produced covering the mandatory and recommended documentation for nutrients and bioactive compounds in the database, the mode of expression for numeric values, and basic principles for the collection and management of data. Compatibility with international guidelines will be maintained through liaison and collaboration with the FAO/UNU INFOODS secretariat based in Rome. The inclusion of a food data CEN standard will require close co-operation and the establishment of an expert working group of both users and national compilers (largely drawn from this NoE).

- **EU standards in training and for young researchers and post-graduates in food composition and public health nutrition:** Harmonisation training will be developed (see WP 3.1) through several initiatives including the Food Composition Database Course in Wageningen and the European Nutrition Leadership Programme (ENLP) to all regions of Europe.

- **Information for consumers:** With increasing emphasis on healthy eating, clear and up-to-date information on nutritional composition of foods for the public is essential. Links between BEUC (The European Consumers Organisation) and the NOE will ensure that the Public's perceived needs for information are addressed, and the results of any information will be made available to the Public at the earliest opportunity (See WP 2.1), and Science in Society (WP 3.2).

5.2 Contribution to policy developments

Support to the development of policies for food labelling and public health nutrition: The consortium seek to ensure that the presence of policy makers such as EFSA and national bodies on the Advisory Board and the Governing Council will ensure that the JPA is sensitive to their needs and that the information from the JPA is made available to the policy makers in the Commission and in Member States in whatever way is most appropriate for their needs.

6. Joint Programme of Activities (JPA) – for the full duration of the project

6.A Activities

6.0 Structure of the JPA

The proposed JPA consists of FOUR main lines of activity, named *"Horizontal Platforms"* as follows:

1) Integration activities platform (IA) – These eight activities are shaped to form a robust and innovative technology basis in a tailored fashion to support databank system research and development:

- Integrated organisation of knowledge and information flow (IA1.1) (until M18 & then continued in WP1.7 below)
- Provision of open platform for joint activities and additional of new partners (IA1.2) (until M18 & then continue in WP1.7 below)
- Development of a pan-European quality framework for food composition data (IA1.3)
- Internet development and deployment of databank systems (IA1.4) (until M18 & then continued in WP1.8)
- Standards development and deployment (IA1.5) (until M18 & then continued in WP1.8 below)
- Food description and identification (IA1.6) (until M18 & then continued in WP1.8 below)
- Integrating knowledge, information flow and joint research activities (IA1.7; from M18)
- Compiler network and supporting task forces (IA1.8; from M18)

2) Joint research activities platform (RA) – These four activities are as follows:

- Users, stakeholders and sustainability planning (RA2.1)
- Composite, processed and novel foods (RA2.2)
- Traditional (RA 2.3.1) and "Ethnic" foods (RA 2.3.2)
- Bioactive compounds (RA2.4)

3) Spreading of excellence activities platform (SA) – EuroFIR not only unifies the European expertise in food databank systems, the network is dedicated to spread its expertise throughout Europe and beyond Four main WPs are defined to fulfil this objective:

- Training and education of postgraduates and young scientists (SA3.1)
- Dissemination and communication (SA3.2)
- Commercialisation and durability (SA3.3)
- Enhancing the gender dimension (SA3.4)

4) Network management and coordination activities platform (MA) – A dedicated management team is implemented as a separate activity to oversee the above three platforms in order to foster the development of a vital network by a continuous guidance, by adjustments and corrections (if necessary), and by providing a formal environment of greatest flexibility for research and integration. All activities will be closely and multi-dimensionally inter-linked with numerous interdependencies. This allows a continuous cross-talk, a stimulatory research scene and an immediate transfer of technologies and competence throughout the network and beyond.

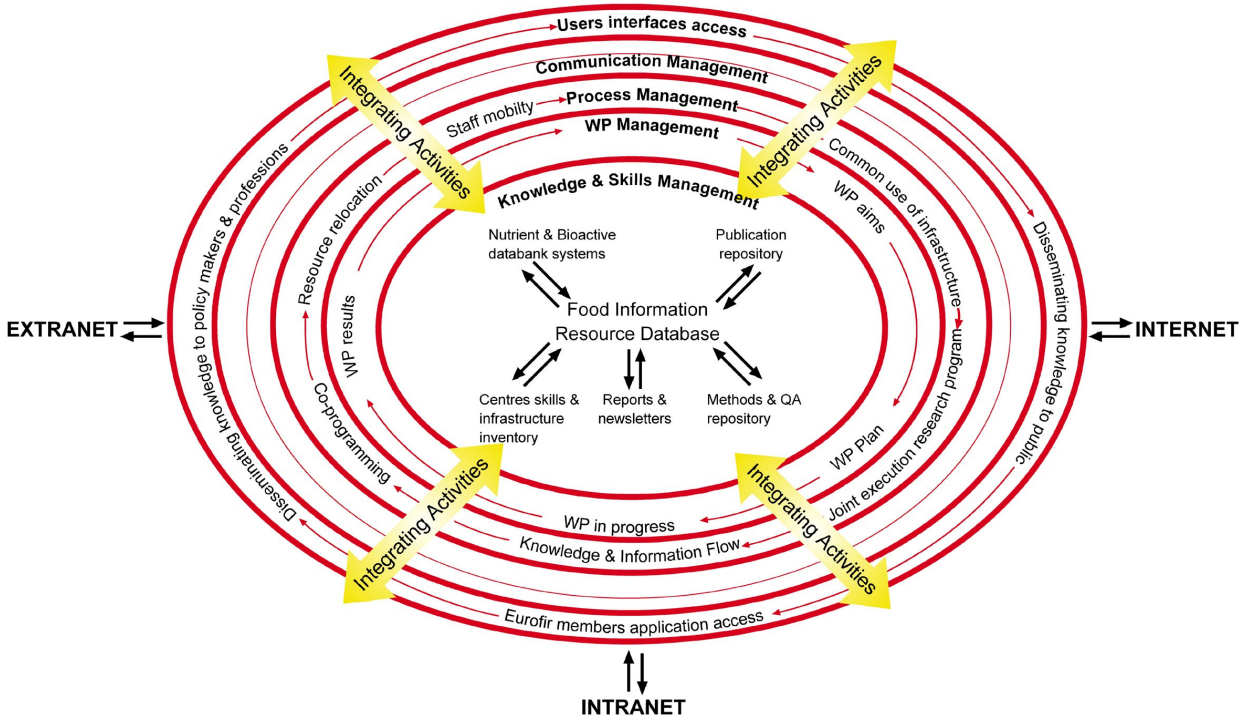
- Network management and coordination (MA1).

6.1 Integrating activities (IA)

6.1.1 Integrated organisation of knowledge and information flow (IA1.1)

The integrating activities of the network are based on several approaches using state-of-the-art and electronic communication systems. The scheme for knowledge management and information flow, both within and outside the network, is given in the following figure:

Scheme for knowledge management and information flow:



The integrated organisation of knowledge and information flow will make it possible to:

- Coordinate research using WPs both within and between platforms leading to knowledge and its management;
- Support the integration activity including project management;
- Organise the management of EuroFIR through process management;
- Translate and spread the research results through communication management;
- Provide access to the partners, public, policy makers and industry through internet technology.

All these activities will be carried out in a controlled manner in order to track and monitor their integration progress over the lifetime of the project and beyond as described in Section 7. The **management of knowledge**, **projects** and **processes** will be used to monitor the key performance indicators measuring the integration processes of the network and are summarised as follows:

6.1.1.1 Knowledge Management

The centre of the network is the existing knowledge on food composition research and public health nutrition acquired through the co-ordinated EuroFIR research. Thus, the IT software communication platform (see below) will be articulated around this knowledge. Several parts can be identified:

- The inventory of each EuroFIR member: skills, expertise, tools, infrastructures, material, and capabilities to conduct research will be stored in the Centres Skills & Infrastructure Inventory Database;
- The publications repository: the research results and findings will be stored in a Documents Database.
- The methods and QA repository: the methods used to generate food composition data, together with the QA used to demonstrate data quality and consistency.
- The Nutrient and Bioactive Compound Databank.

6.1.1.2 Project Management

All the EuroFIR activities will be managed by a project management approach and will follow a process with several steps (see Figure 1):

- The project aim;
- The project plan;
- The project in progress;
- The project results and findings.

The projects will be conducted under a series of interconnecting workpackages. In order to support this approach, a project management methodology will be applied to EuroFIR, the Project Information and Quality System (PIQS) as described below.

6.1.1.3 Process Management

The process management must describe in detail how operations operate in a formal manner (see Figure 2). This formalisation is generally conducted through a description of the organisation and its processes supporting the services to their stakeholders. EuroFIR will include such process support based on workflow management. The main processes assisting the integration are:

- Common use of infrastructure;
- Joint execution of research program;
- Co-programming;
- Resources relocations;
- Staff mobility;
- Knowledge dissemination.

Other processes related to the internal working of the NOE will be included: budget allocation, auditing, committee selection and various communications to the researchers, private sector, professions, consumer, policy makers and other NGOs.

6.1.1.4 Communication management and internet technology

The integration of the IT communication software platform into the network is a key activity that will take place within the first 3 months of the commencement of the project. Around the operating system, the database and the communication system are the essential components of the EuroFIR system architecture. EuroFIR will be underpinned by a robust and well-established web-based e-community software platform.

This software will provide a common shared platform, which will facilitate the co-ordination and implementation of the programming and adaptation of the partners' activities. Critically, the software will reinforce the electronic information and communication networks to *support interactive working* between the teams involved and in the spreading of excellence via dissemination, communication and networking activities both within the network and to teams external to the network. In addition, the software will support the mobility of researchers within the network by alerting members of the researcher positions open within the network organisations. Furthermore, it will enable members to connect with existing relevant pan-European food

research and information networks. An online newsletter will be included, being updated regularly (monthly) to highlight additions and changes to the site content.

The network's IT operating system will support the generic applications: Knowledge Management (KM), Document Management (including publications and methods repositories, reports and publications; DM); Centres Skills & Infrastructure Inventory Management (CSM) and the Food Composition Database Management (FCDM). Other tools such as video conferencing and e-learning applications will also be available. The network will be central for the provision of services to a wide range of users and therefore needs interconnection with other FP6 IPs and NOEs.

The proposed integrating activities will allow for the reinforcement of electronic information and communication networks to support interactive working between the various centres and teams and this will be carefully monitored to assess confidentiality and accuracy of the information. They include:

- The general public will have access to information about EuroFIR through a website (www.eurofir.net). The development of this website will follow recommendations of the documents "Europe 2002: Quality Criteria for Health related Websites" issued by the European Commission COM (2002) 667 final.
- The research community constituted by all the EuroFIR members will have access to their data and applications; Knowledge, Document & Data Management Systems; the Nutrient and Bioactive Databank, and other integrating activities. However, restricted access to some parts of the system will be foreseen in order to protect IPR. This will be accessible with an **Intranet.**
- A limited selection of organisations beyond the EuroFIR members (policy makers, industry, professionals and other NGOs) will have access to EuroFIR knowledge and applications via an **Extranet.**
- **E-learning tools** will provide educational and training procedures for disseminating knowledge both within the EuroFIR NOE and towards the **academic community** (e.g. food and health scientists), **agro-food industry, retail sector, regulatory authorities,** and **consumers.**
- A **video conferencing system** will be established through the EuroFIR Co-ordinating Centre.

IA1.1: Integrated organisation of knowledge and information flow
Responsible: IFR, Management Office, DTU, NKUA, AUA, UiO, BNF & Baigent.
Duration and tasks: M1-18
1.1.1 IT strategy, services design and process specification: M2-M4
1.1.2 Knowledge management and hardware/software selection: M2-M4
1.1.3 IT platform release 1: Basic Office Automation; Web Site, Communication Tools: M3-M6
1.1.4 IT platform release 2: Databases, Knowledge, Processes & Projects Management: M6-M12
1.1.5 IT platform release 3: Validation, Evaluation & Correction: M18-M36
1.1.6 IT platform operations: Content Management, Support, Training, Maintenance & Evolutions: M6-M60.
Dependencies: Management structure established and handbook released.
Deliverables: IT strategy approved (1), system acceptance certificates (2-5), users satisfaction survey (6)
Indicators: Website availability, volume of website users and hit rate and/or usage.
Resources needed: Budget for management office, knowledge partner, additional IT sub-contractors (SMEs) as required by Management Office, and help desk.

6.1.2 Provision of an open platform for joint activities (IA1.2)

The establishment of an open platform for the JPA is essential for the network in order to achieve the integration of the research goals. Two members of the SMB will manage the four platforms (Integration activities, joint research, spreading of excellence activities, and network management) in order to ensure cross-platform, and within-platform, coordination of joint research activities and co-programming of projects.

The co-ordinator and management office, together with the network platform leaders will ensure that all the facilities of the network are effectively used and these activities will be reviewed every six months. The facilities will include some common features of the network including common databases; skills inventory; publications, reports and newsletters; methods repositories and the nutrient and bioactive compound databank systems. They will also provide search facilities and network knowledge in order to identify potential new research partners for all the network platforms. In particular annual calls will be initiated for the duration of the

network (see Appendix A.4 and Consortium Agreement for further details). They will also assist in IPR issues and advice especially in case of conflict between network partners. For the latter, there will be a signed Consortium Agreement covering any conflicts or disputes over IP issues.

In addition, an important aspect of this activity will be to seek additional funding initiatives for joint research work linked to the JPA. This will be reviewed every 6 months and targets set for additional income for the various research activities.

IA1.2: Integrating research activities and addition of new partners
Responsible: IFR, Management Office, IRMM, DTU, UHEL, NKUA, UCC, UiO & UL.
Duration: M1-18
Dependencies: Co-operation of all core partners.
Deliverables: Partners' report tools and data needed for databanks; establish portals for link to sub-platforms.
Indicators: Establishment of data and databanks; number of joint programmes, number of joint publications (IF & CI) and number of partners involved.
Resources needed: Budget for management office & network platform leaders.

6.1.3 Development of a pan-European quality framework management for food composition data (IA1.3)

This area provides the vital Quality infrastructure necessary for the long- term viability of the EuroFIR network. It will be undertaken by a team consisting of INSA, NMi (a sub-contractor; until M18), CSL, IRMM, IFR, NUBEL, TUBITAK, UHEL ~~and,~~ SLU, DTU/DFI, AFSSA, CSPO, NEVO & FVS-FC. Four tasks are planned to be executed in a logical sequence taking into account interdependencies and thereby creating a firm basis for the Quality Assurance (QA) preparation, implementation, audit cycle and Proficiency Testing (PT)-schemes that need to be implemented from Month 18 until the end of the project. The milestones and intermediate results will function as a guideline for the adequate completion of the project after Month 18.

A primary aim in the quality management system of the network is to ensure a common understanding among the network partners of the requirements of quality assurance, by analysts, compilers and users of food composition databank systems. As part of this objective, all new data to be generated on both nutrients and bioactive compounds will be critically-assessed for quality prior to acceptance. This will involve an assessment of the methods used, comparison to previously published data for similar foods and the QA (including participating in appropriate external proficiency schemes) used by the laboratory to generate the data. The secondary aim will be to develop a sound and coherent leadership approach of the relationship between quality, food science and food composition databank systems. Four tasks are planned:

(1) Developing a dialogue with all partners to ensure that there is consensus on a fit for purpose reference quality system arising from management and technical requirements from cross-references according to ISO 9001/9002 and ISO 17025. This process will be significantly catalysed by taking advantage of the progress made, criteria and systematic approach developed within the EU INITIATION project (*Interpretation and implementation of the new standard ISO 17025 by national metrology institutes in Europe; Competitive and Sustainable Growth Programme, FP5; GTC1-1999-2001*). INSA will coordinate the activities. NMi will contribute expertise gained as Coordinator of the INITIATION project. The other partners will provide support and input.

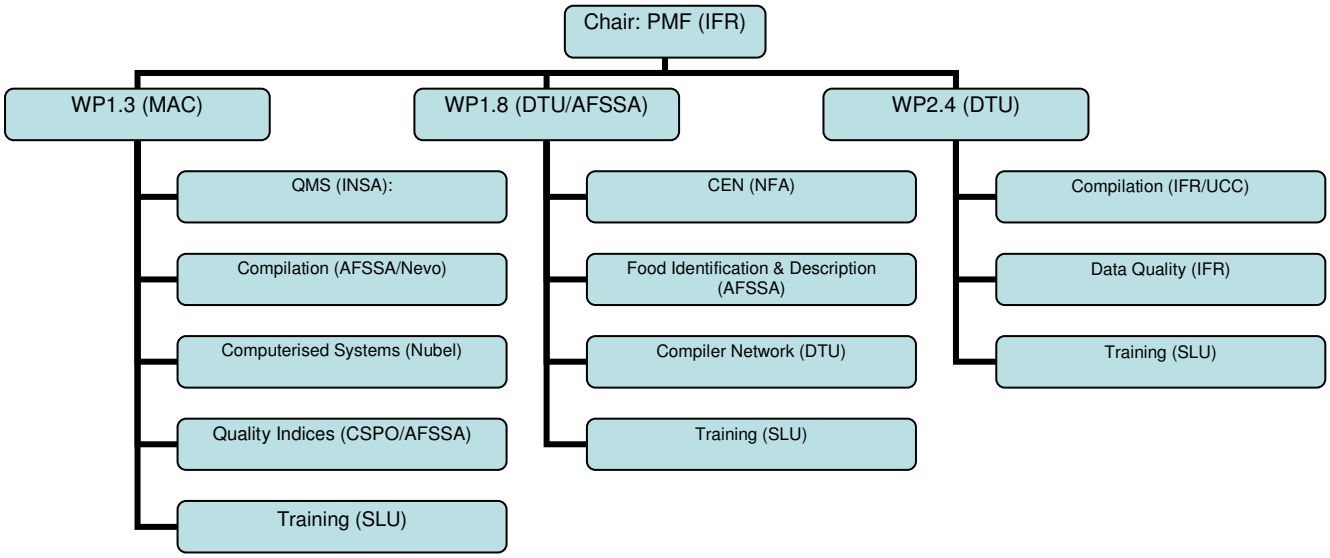
(2) Establishing the quality criteria for all participating centres. This will be achieved through an information gathering process (e.g. network workshops) and processing the feedback. Discussion, evaluation and future action plans for improvements and harmonisation will be considered.

(3) To develop a quality index and confidence code that considers the linkage between quality and data generation for food composition databank systems. This will include *traceability through the entire chain* of food analysis to food composition databanks. Traceability in this respect means "back to all relevant documents" and "back to SI units" (as defined by ISO).

(4) Promoting an integrated approach to QA for laboratories producing data, or compiling databases, by providing guidance for QA implementation, Quality System (QS) presentations, audits and PT schemes. This task will be elaborated in cooperation with

research activities within EuroFIR. This will be the core activity throughout the full duration of the project involving the relevant laboratories.

IA1.3 will operate through the Quality Task Force (QTF) in order to ensure the integration of quality across the network:



IA1.3: Certified Quality System for the development, management and use of food composition databases in Europe
Responsible: INSA, IFR, Management Office, RUG/NUBEL, IRMM, DTU/DFI, UHEL, SLU, TUBITAK, CSL, AFSSA, NEVO, CSPO, FVS-FC & NMI (sub-contractor; until M18)
Duration and tasks: M1-60

1.3.1 Establish a task force to develop a consensus of management and technical requirements for the quality system (M1-M6);
1.3.2 Implementation of quality system and scheduling of workshops and action plans (M6-M16);
1.3.3 Establish traceability links through the food chain (M18);
1.3.4 Initiation of quality audits and PT schemes (M18-M60).
1.3.5 1st Quality Task Force Meeting (M21)
1.3.6 Training programme for quality formulated & commenced (M27-M60)
1.3.7 1st QMS Manual available (M30)

Dependencies: Co-operation of all core partners; collaborating centre for development and implementation of quality system, audit and PT schemes.
Deliverables and indicators: Number of quality system reports, number of audits, PT schemes and traceability targets.
Resources needed: Budget for management office; to employ a quality manager; to appoint a collaborating centre for co-ordination, development and research of quality system; for workshops, audit and PT schemes.

6.1.4 Internet development and deployment (IA1.4)

The main EuroFIR website will be developed jointly by DTU/DFI, EBI and IFR either as an extension of the web-based e-community software platform above, or directly linked to it as a separate website. Initially a basic site will be designed and prepared, consisting of working documents such as the existing data management recommendations. The working group will review Internet technologies to determine the storage and display formats, and search facilities available for EuroFIR resources.

The review and specifications will present a detailed plan for the development of the website and its information content. A detailed investigation will report in month 18 the options for continuing operation and technical development after the end of the project, giving time to implement the arrangements.

The first task for this activity will be an in-depth evaluation by IARC (a sub-contractor) of existing databases and main methodological and practical issues related to data documentation and harmonisation using the EPIC Nutrient Database Project (ENDB) as the prototype. In the absence of an already existing reference European nutrient database, the ENDB has been designed as a first attempt to harmonise nutrient databases across the ten Western European countries participating in the Prospective Investigation into Cancer and Nutrition (EPIC). The main objectives of EPIC were:

- The development of methodological concepts to standardise the foods, nutrients and nutrient values;
- The documentation and compilation of each of the 10 national databases for the 600 to 1500 foods reported by the study subjects (depending on the country);
- Provide comparable values for about 30 nutrients (energy, macro-nutrients and a selection of vitamins and minerals) considered as first priority according to their availability, comparability and completeness across countries.

Although the ENDB *did NOT cover all participating EU member states participating in EuroFIR*, this project will constitute a unique source of qualitative and quantitative information to evaluate the main methodological strengths and current limitations for standardising nutrient databases across Europe (e.g. level of completeness and comparability of foods, nutrients, nutrient values and documentation across Europe. Furthermore, it will help to better define the needs and priorities in the EuroFIR network, particularly for countries not initially involved in the EPIC project.

The ENDB project will be used as a prototype from which first insights on the actual level of documentation and harmonisation of national databases across the 10 participating countries will be evaluated. In addition, the reference guidelines or tools developed (or adapted) for documenting and standardising nutrient databases, including recipe calculation, interchange guidelines and database management system, will serve as a starting point for elaborating the strategies for harmonising nutrient databases in EuroFIR. This task will be carried out in close collaboration with IA1.5 & IA1.6.

The group will recommend datasets suitable for harmonisation and EuroFIR deployment from existing EuroFIR participating countries (21 countries). This activity will also collect suitable validated datasets from additional countries where there is no participant in the consortium using the Call for New Partners (especially national compilers) (see Appendix A.4; e.g. Croatia, Czech Republic, Hungary, Estonia, Latvia, Lithuania, Slovenia and Switzerland) and existing EuroFoods (to be co-ordinated by EuroFIR via Paul Finglas from 2005) and CEECFOODS networks. The latter contains national compilers from Croatia, Czech Republic, Hungary, Lithuania and Slovenia as full members, and Romania and Russia as observer status.

In addition, the group will investigate the suitability of other specialised data sources for incorporation into EuroFIR, including, for example, fatty acid data compiled in the EU TRANSFAIR project; bioactive compound data critically assessed in the EU BASIS project and phytoprotectant data from the EU VENUS project. Further candidate data sources will be identified and reviewed covering other important nutrients (e.g. phytate, folates, carotenoids, heme and non-heme iron, carotenoids) and bioactive compounds with putative health benefit (e.g. polyphenols, phytosterols, phytoestrogens and lignans). In addition, possible allergen data from an ongoing FP5 project “InformALL” and also contaminants will be considered.

Specification of the resources will include the EuroFIR food composition data sets for both nutrients and bioactive compounds and the processing, mechanisms or structures necessary to integrate these sets as underlying authoritative data in the EuroFIR framework. The data retrieval facilities will allow users to specify foods and components, return relevant data, and provide quality measures of the retrieved data matrix. The development plan will identify resources to support the composition data, planning their preparation and EuroFIR implementation. The resources will facilitate the retrieval and use of information on foods, food components, calculation parameters, analytical methods, source references and other food-related topics identified by the project. Resources will be designed for the full range of potential users from consumers to national compilers.

This activity will be to assess all documents and deliverables of the project before they are released. It will monitor the quality and user acceptability of all resources when they are released, or upgraded, or during use. Its work will ensure the quality and timeliness of the resources and other project deliverables and provide a mechanism for identifying possible improvements and/or enhancements that the resource originator might action. It will work closely with all other activities especially SA3.1 (Training & Education), SA3.2 (Dissemination and Communication) and SA3.3 (Commercialisation & Durability).

The options for creating quality measures for food-component matrix output based on the underlying data and derivations of missing values will also be investigated and appropriate procedures developed and tested. Parameters used may include proportions of analytical, calculated and imputed data, data source and method information and uncertainties for analytical values, and the derivation methods used for missing values.

The network will make available the initial databank system and tools for an external review by a team of experts at months 18-22. This team will be selected by the Commission from a list of suitable expert names submitted to the Commission at Month 6 (see Deliverable D1.5.2). The experts will include IT specialists, national compilers, and key users in food epidemiology and public health nutrition, and will be from Europe and beyond and will be independent to the consortium. The results of this review will form the basis of the Commission's decision on "GO/NO GO" at month 24.

The main tasks will be:

1. Establish an electronic information and communication network to support interactive working between the various working groups involved in EuroFIR (to be used for all aspects of the network's management and co-ordination activities).
2. Review current Internet developments and select those appropriate for EuroFIR development and deployment.
3. Specify composition data to be deployed as national and specialised sets, their integration as a coherent resource of food composition information, and the data retrieval facilities required.
4. Plan, specify and implement the identification, development and deployment of existing and new resources of supporting information, assisting with content preparation as necessary.
5. Specify, develop, deploy and support the EuroFIR website, its software and its information resources.
6. Develop, monitor and assess procedures for quality assurance of all documents and deliverables prior to release on the EuroFIR website.
7. Make recommendations for the continuation of the website and its resources after the financial contribution of the EU finishes.

IA1.4: Internet development & deployment
Responsible: DTU, IFR, EBI, RUG/NUBEL, NCPHP, THL, AFSSA, BFE, UCC, BGU, INRAN, UiO, NFNI, CESNID, Polytec, IDUFIC & IARC (subcontractor until M18; UAG member)
Duration: M1-18
Deliverables: E-community software platform established, newsletters, linked datasets identified & deployed, reports & papers.
Indicators: Availability of IT platform & datasets, completed workshops, peer reviewed papers, users feedback & additional external funds
- **Resources needed:** Budget for workshops, preparation of reports and other documents, prototype development.

6.1.5 Standards Development and Specifications (IA1.5)

This sub-network platform will be led by NFA with input from DTU, AFSSA & IDUFIC. It will prepare standards for food database compilation covering issues relating to food components and the measurement and critical assessment of their compositional values in foods. Components may include nutrients, newly emerging bioactive compounds with putative biological activity and a range of phytoprotectants. A major output of this group will be to provide the foundation for a proposed European Food Data Standard (e.g. CEN Standard) for food composition databases.

Five main tasks are planned:

Task 1: Assessment of existing documentation guidelines and tools (led by IDUFIC/NFA)

This sub-task will aim to extend the documentation and harmonisation of data in the national food composition databases, including documentation of data sets widely used in Europe as authoritative data sources for further dissemination in a validated, standardised and harmonised form in the common environment developed by EuroFIR. This work will build on existing developed guidelines prepared by INFOODS, EUROFOODS and NORFOODS on management of food composition databases, data

exchange and their adaptation to the current EuroFIR network. Furthermore, this activity will benefit from the experience of the ongoing ENDB, which is coordinated by IARC and a full evaluation has been included in IA1.4.

Task 2: Identification of the nutrients and other food components to be included in EuroFIR (led by NFA)

This work has already been partly undertaken in the ENDB project and will help to identify foods and nutrients to be preferably prioritised in EuroFIR according to their actual availability and comparability across European countries. In order to cover a wide range of food components, this task will be carried out in close collaboration with IA1.4, IA1.6 & RA2.4, in identifying suitable datasets for evaluation and deployment. Harmonised sets of critically evaluated data will be added to the EuroFIR databank collection as they become available, with priority given those data that will contribute to the prototype EuroFIR databank.

InformAll fits very nicely into the overall aims of EuroFIR as this project sets out to define the communication issues relevant to the food allergy area, and to develop recommendations and strategies for communication of food allergy information. In addition, InformAll is developing a *web-based Food Allergy Information Platform (FAIP)* incorporating a collated, credible electronic database of information on allergenic food materials of plant and animal origin. Based on a database developed through a previous CA, Protall, the database aims to link information regarding the clinical reactivity of foods in allergic (Type I IgE-mediated hypersensitivity) disease with information on the properties and nature of the components (allergens) which trigger the sensitivities. A top layer of freely available information in the form of lay summaries regarding the allergenic properties of major foods will be included and, through the support of the allergic patient groups, will be made available across Europe through a series of web gateways in various European languages. At the end of the project a business plan for the long-term support of the database will be developed. *The database core structure is being designed in such a way as to ensure its compatibility with the outputs of other NoEs such as EuroFIR*.

Task 3: Identification of the foods to be included in the EuroFIR (led by AFSSA)

The main objective is to identify foods important in the European diet with the aim of prioritising and ranking foods in the generation, management and dissemination of food composition data. This task will be based on intake data derived from national food consumption surveys and major pan-European multi-centre epidemiological studies (e.g. EPIC, SENECA, MONICA), as well as food availability/purchase data from harmonised household budget surveys (e.g. DAFNE) and food industries and other sources on information on foods available on the market. The task demands a close collaboration with IA1.6 (Food Identification and Description) in the development of linking mechanisms between foods with available composition information and foods reported in food consumption studies, applying them to real data, and application of standard food classification and description.

Task 4: Document and standardise the national nutrient databases (led by DTU)

The participating national compilers will compare documents and standardise their databases according to the initial recommendations prepared by IA1.4 above. Collaboration between the national database compilers for the collection and critical assessment of data to provide cost-effective compilation and added-value in data evaluation will be developed especially the identification of relevant training needs (e.g. workshops on data evaluation and selection) in close collaboration with SA3.2 (Training). Appropriate compilation working sub-groups will be established and suitable workshops organised during plenary network meetings to achieve these objectives. Exchange visits will be identified at an early stage in order to maximise international collaboration between EU countries. The revised content and structure of the latest USDA database release will be assessed, as well as the implications for the proposed standard and for the use of the data in Europe. The main tasks will be:

1. Assess the compatibility of specialised collections of food composition data and their suitability for inclusion in national databases.
2. Identify foods of importance in the European diet.
3. Progress the documentation and standardisation of European national databases in accordance with the initial recommendations, including foods and components for prototype EuroFIR deployment.
4. Test and refine the initial draft data management recommendations and the support required by national compilers from these and other information resources on the EuroFIR website.
5. Identify areas of collaboration including training to maximise the benefit and minimise the cost of national database compilation and data evaluation.

Task 5: Initial review of other food-derived contaminants (led by RIKILT)

Some discussion of the possible future inclusion of other food-derived contaminants and residues will also be considered and an initial plan will be made during the first 12 months. There are a number of possible contaminant compounds that could be included here and consensus will need to be reached on the exact definition of "food-derived contaminants." Close collaboration with SAFEFOODs will be sought to agree common areas for future work.

The proposed work plan for 13-18 months will focus on the harmonisation and evaluation of existing national food composition databases (18-30 months) and recommendations from this exercise will be used to modify the prototype standard developed above into the draft CEN standard (by month 36). Based on this standard, validated national databases will be made available for use in WP6 (Internet Development & Deployment). Plans for additional sampling and analytical requirements for specific components will be prepared (by month 30).

The key deliverables will be:

1. Recommendations from workshops with database managers and key users on components to be included in core data sets and components for future analysis and rules for imputation of food composition from ingredients and recipes.
2. A prototype standard for description, documentation and management of food composition data;
3. Recommendations on yield and nutrient retention factors to be used (in collaboration with WP2.2).

A prototype standard developed into CEN draft standard on food description, documentation and management of food compositional data.

IA1.5: Standards development and specifications
Responsible: NFA, AFSSA, DTU, IDUFIC, IFR, RUG/NUBEL, NCPHP, THL, NKUA, BFE, UCC, BGU, INRAN, UiO, NFNI & CESNID
Duration: M1-18
Deliverables: Reports, draft CEN standard, papers.
Indicators: Number of peer reviewed papers
Resources needed: Budget for workshops, preparation of reports and other documents.

6.1.6 Food Identification and Description (IA1.6)

This sub-platform network will be led jointly by AFSSA and DTU. The preparation of reliable data on food requires precise nomenclature and detailed description of foods. Even data of good quality can be a source of error if they are derived from foods that are not clearly defined. Moreover, it is difficult to exchange data on foods, or to understand and compare nutritional status for different countries or individuals, without a coherent description of foods in databases. The WP will be working in close collaboration with IA1.4 and IA1.5.

The need for an international food language became apparent when databases on foods were created in different countries and when data interchange was attempted. Data collection and processing by single, small institutions are costly, troublesome and time-wasting activities and this is one of the major benefits of the NOE. This recognition demands sharing of work by international co-operation, and especially the utilisation of collected and generated data for wider use.

A first breakthrough in international food identification has been the clear recognition of the advantages of using a multifaceted approach for identifying foods in databases. A second breakthrough has been the recognition of the need to include alternate identification/description systems. Criteria for such a combined system were laid down by the US FDA "International Interface Standard" and by the EU COST Action 99 Recommendations. Food description should incorporate standardised thesaurus (e.g. LanguaL, ISO), different national languages and already existing international standards (e.g. CODEX). Food identification should be detailed, structured, flexible and suitable for use in numeric databases.

A major goal of the WP would be the adoption of a common food categorisation and description system for managing data on nutrients, bioactive substances in the European database. It would thus be possible to establish risk-benefit using both "negative"

and "positive" components. An important challenge for the network would be to establish an architecture which takes into account precise analytical results but including also the same results aggregated by larger categories at a level compatible for all components. The EU EFCOSUM project has recommended harmonisation of individual dietary survey derived food intake data at the ingredient level rather than at the "as consumed" food level. It proposed to use a common food categorization system, Eurofood groups (EFG) identification. The WP will address the need to harmonize the food categorisation and description systems used for managing food intake data with those used for managing food composition data, at different levels of aggregation.

The main tasks will be:

1. Provide the foundation for a revision of existing food identification systems for use in food composition (nutrients, bioactive substances, and food consumption databases, in order to harmonise the use of food identification and to conform to European dietary habits and needs in European intake and exposure assessments.
2. Examine the use of existing food identification and description systems and propose modifications of these systems if found necessary.
3. Recommend a standard food identification and description system for use in European food composition (nutrients, bioactive substances, databases. This food identification system will become part of the European standard for food composition databases and be used in the future European information resource.
4. Develop prototype food identification and description support facilities, such as a concordance of terminology, linking to existing national and international systems (e.g. CODEX Alimentarius).
5. Recommend levels of aggregation of food composition data in order to accommodate analytical results on individual food products, while at the same time allowing these results to be aggregated to wider food categories at a level compatible for all components.
6. Make European food consumption and food composition data interoperable, by developing mechanisms for linking foods reported in food consumption studies with available food composition data, including procedures for food aggregation (in collaboration with WP1.7).
7. Develop EuroFIR resources for supporting the use of the food identification and description systems in database compilation and information retrieval.

The planned activities and key deliverables are:

- Inventory of European food composition databases and tables
- Yearly workshops to measure progress on food classification and description
- Linking mechanisms to foods in consumption surveys (with WP 1.5)
- Update food description thesaurus
- Translations of thesaurus terms to national languages
- Prototype food classification and description support facilities
- Tests of prototype food classification and description support
- Update food classification and description support
- Two training session in food classification and description (with WP 3.1)
- Indexation of foods in national food composition databases
- Prototype information retrieval support using food classification and description
- Tests of prototype information retrieval support, report to WP 1.4

IA1.6: Food Identification and Description
Responsible: AFSSA, IFR, GUT, RUG/NUBEL, NCPHP, DTU, THL, BFE, NKUA, UCC, BGU, INRAN, CSPO, WU/NEVO, UiO, NFNI, INSA, UVi, CESNID, UGR, FRI, NFA, IceTec, TUBITAK & Polytec
Duration: M1-18
Deliverables: Prototype food classification & description system, inventory of European food databases and tables, reports & papers.
Indicators: Established prototype & number of peer review articles.
Resources needed: Budget for workshops, training in use of food classification and description systems (2-3 days, all countries), development of Internet prototype, preparation of reports and other documents.

6.1.7 Integrating knowledge, information flow and joint research activities (IA1.7)

This platform with be led by IFR and will continue the activities of IA1.1 & IA1.2. There are six main objectives as follows:

1. To maintain and further develop the network's IT web-based communication platform and tools to enable the integrated organisation of knowledge and information flow.
2. To establish an open platform for the JPA activities and support EuroFIR with a high level intranet facility to enable efficient communication and efficient project management.
3. To ensure an integrated and cross-platform coordination and communication of joint research activities; co-programming of research projects and training within the network and to identify new collaborative projects.
4. To identify and obtain new funding for joint research activities linked to the JPA.
5. To optimise network integration measures and provide annual updates on degree of individual partner integration.
6. To identify and recruit new network partners for specific activities or tasks, and advise on IPR issues (link to WP 4).

These objectives are divided into four main tasks:

Task 1: Integrated organisation of knowledge and information flow

The integrating activities of the network are based on several approaches using state-of-the-art and electronic communication systems. The integrated organisation of knowledge and information flow will make it possible to:

- Coordinate research using WPs both within and between platforms leading to knowledge and its management;
- Support the integration activity including project management;
- Organise the management of EuroFIR through process management;
- Translate and spread the research results through communication management;
- Provide access to the partners, public, policy makers and industry through internet technology.

All these activities will be carried out in a controlled manner in order to track and monitor their integration progress over the lifetime of the project and beyond as described in Section 7. The **management of knowledge**, **projects** and **processes** will be used to monitor the key performance indicators measuring the integration processes of the network and are summarised as follows:

- Knowledge Management

  The centre of the network is the existing knowledge on food composition research and public health nutrition acquired through the co-ordinated EuroFIR research. Thus, the IT software communication platform (see below) will be articulated around this knowledge. Several parts can be identified:

  - The inventory of each EuroFIR member: skills, expertise, tools, infrastructures, material, and capabilities to conduct research will be stored in the Centres Skills & Infrastructure Inventory Database;
  - The publications repository: the research results and findings will be stored in a Documents Database.
  - The methods and QA repository: the methods used to generate food composition data, together with the QA used to demonstrate data quality and consistency.
  - The Nutrient and Bioactive Compound Databank.

- Project Management

  All the EuroFIR activities will be managed by a project management approach and will follow a process with several steps (see Figure 1):

  - The project aim;
  - The project plan;
  - The project in progress;
  - The project results and findings.

The projects will be conducted under a series of interconnecting workpackages. In order to support this approach, a project management methodology will be applied to EuroFIR, the Project Information and Quality System (PIQS) as described below.

- Process Management

The process management must describe in detail how operations operate in a formal manner (see Figure 2). This formalisation is generally conducted through a description of the organisation and its processes supporting the services to their stakeholders. EuroFIR will include such process support based on workflow management. The main processes assisting the integration are:

- Common use of infrastructure;
- Joint execution of research program;
- Co-programming;
- Resources relocations;
- Staff mobility;
- Knowledge dissemination.

Other processes related to the internal working of the NOE will be included: budget allocation, auditing, committee selection and various communications to the researchers, private sector, professions, consumer, policy makers and other NGOs.

- Communication management and internet technology

The integration of the IT communication software platform into the network is a key activity that will take place within the first 3 months of the commencement of the project. Around the operating system, the database and the communication system are the essential components of the EuroFIR system architecture. EuroFIR will be underpinned by a robust and well-established web-based e-community software platform.

This software will provide a common shared platform, which will facilitate the co-ordination and implementation of the programming and adaptation of the partners' activities. Critically, the software will reinforce the electronic information and communication networks to *support interactive working* between the teams involved and in the spreading of excellence via dissemination, communication and networking activities both within the network and to teams external to the network. In addition, the software will support the mobility of researchers within the network by alerting members of the researcher positions open within the network organisations. Furthermore, it will enable members to connect with existing relevant pan-European food research and information networks. An online newsletter will be included, being updated regularly (monthly) to highlight additions and changes to the site content.

The network's IT operating system will support the generic applications: Knowledge Management (KM), Document Management (including publications and methods repositories, reports and publications; DM); Centres Skills & Infrastructure Inventory Management (CSM) and the Food Composition Database Management (FCDM). Other tools such as video conferencing and e-learning applications will also be available. The network will be central for the provision of services to a wide range of users and therefore needs interconnection with other FP6 IPs and NOEs.

The proposed integrating activities will allow for the reinforcement of electronic information and communication networks to support interactive working between the various centres and teams and this will be carefully monitored to assess confidentiality and accuracy of the information. They include:

- The general public will have access to information about EuroFIR through a website (www.eurofir.net). The development of this website will follow recommendations of the documents "Europe 2002: Quality Criteria for Health related Websites" issued by the European Commission COM (2002) 667 final.
- The research community constituted by all the EuroFIR members will have access to their data and applications; Knowledge, Document & Data Management Systems; the Nutrient and Bioactive Databank, and other integrating activities. However, restricted access to some parts of the system will be foreseen in order to protect IPR. This will be accessible with an **Intranet.**

- A limited selection of organisations beyond the EuroFIR members (policy makers, industry, professionals and other NGOs) will have access to EuroFIR knowledge and applications via an **Extranet.**
- **E-learning tools** will provide educational and training procedures for disseminating knowledge both within the EuroFIR NOE and towards the **academic community** (e.g. food and health scientists), **agro-food industry, retail sector, regulatory authorities,** and **consumers.**
- A **video conferencing system** will be established through the EuroFIR Co-ordinating Centre.

Task 2: Research, training and new funding initiatives

The establishment of an open platform for the JPA is essential for the network in order to achieve the integration of the research goals. The CO and SMB will oversee the four platforms in order to ensure cross-platform, and within-platform, coordination of joint research and training activities and co-programming of projects. The co-ordinator and the WP-Ls will closely in order to ensure that all the facilities of the network are effectively used and these activities will be reviewed every six months. The facilities will include some common features of the network including common databases; skills inventory; publications, reports and newsletters; methods repositories and the nutrient and bioactive compound databank systems. They will also provide search facilities and network knowledge in order to identify potential new research partners for all the network platforms. In addition, an important aspect of this activity will be to seek additional funding initiatives for joint research work linked to the JPA. This will be reviewed every 6 months and targets set for additional income for the various research activities. The updating of the core training directory will be undertaken regularly in close cooperation with WP3.1 and work closely with RA2.1 to identify and build partnerships with key stakeholders and international compilers both within and outside Europe.

Task 3: Performance indicators and models for integration

The design of an information and communication system where the specific indicators given below (see pages 76-77) can be captured, stored and monitored will be undertaken within this activity. The information will be collected annually as part of the Periodic Reports and used to produce an overall integration status for each year. It will be possible to identify those areas and partners that need to integrate more, and strategies will be developed to assist this process. Close collaboration with other NoEs (especially NuGO, CASCADE & Harmony), and the Commission, is envisaged in order to establish best practice.

Task 4: Network expansion and building partnerships with key stakeholders

Following the first call for new partners in Year 1, future annual calls for new national compilers from non-EuroFIR countries may also be organised (see Appendix A.4 and Consortium Agreement for further details). This task will work closely with RA2.1 & 2.2 to identify key stakeholders and compilers from both within and outside Europe.

IA1.7: Integrating knowledge, information flow and joint research activities
Responsible: **IFR**, DTU/DFI, UHEL, AUA, UCC, UiO, BNF, UL & Baigent
Duration and Tasks: M18-60
1.1.7 IT platform release 3: Validation, Evaluation & Correction: M18-M36
1.1.8 IT platform operations: Content Management, Support, Training, Maintenance & Evolutions: M6-M60.
1.1.9 Design information and communication systems for performance indicators
1.1.10 Design centre skills & infrastructure, and training inventories
Dependencies: Management structure established and handbook released. Co-operation of all core partners.
Deliverables: Updated IT systems manual & facilities including translational; partners' report tools and datasets for databank systems; core partners integration measures; centre skills & infrastructure inventory, and core training directory.
Indicators: Website availability, volume of website users and hit rate and/or usage; number of online databases; number of training grants and exchanges; number of joint publications and new research grants.
Resources needed: Budget for management office, WP-Ls, knowledge partner, additional IT sub-contractors (SMEs) as required by Management Office, and help desk.

6.1.8 Compiler network and supporting task groups (IA1.8)

The objectives of this sub-Platform are:

1. Organize and maintain the EuroFIR Compiler Network with focus on training of compilers in food description, value documentation and information technology issues like food composition databases on the internet.
2. To set up a working group within CEN for establishment of a standard on food composition data based on above criteria.
3. To establish and test a standard food classification and description system for use in European food composition databases.
4. Make European food composition data interoperable, by developing mechanisms for linking foods reported in food consumption studies with available food composition data, including procedures for food aggregation.
5. Further specify composition data to be deployed as national and specialised sets, their integration as a coherent resource of food composition information, and the data retrieval facilities required.

The three sub-platforms that were in operation up to M18 (IA1.4, IA1.5 and IA1.6) have been merged from M19 in order to form a single sub-platform covering the established Compiler Network, and its three supporting task groups:

- CEN Standards task group (TG1, led by NFA)
- Food identification and description task group (TG2, led by AFSSA/DTU/DFI)
- Systems Development (databank steering group; led by DTU/IDUFIC)

Compiler Network

This plays a central role in the implementation of the EuroFIR databank system. Based on the input from the three task groups, the compilers will describe the foods and document component values in the regional/national/specialised datasets according to the harmonised and standardised criteria defined by the Food Identification and description and CEN Standard task groups. The Compiler Network will deliver the documented datasets to be included in the EuroFIR databank system.

The ENDB project will be used as a prototype from which first insights on the actual level of documentation and harmonisation of national databases across the 10 participating countries will be evaluated. In addition, the reference guidelines or tools developed (or adapted) for documenting and standardising nutrient databases, including recipe calculation, interchange guidelines and database management system, will serve as a starting point for elaborating the strategies for harmonising nutrient databases in EuroFIR. This task will be carried out in close collaboration with IA1.5 & IA1.6.

The group will recommend datasets suitable for harmonisation and EuroFIR deployment from existing EuroFIR participating countries (24 countries). This activity will also collect suitable validated datasets from additional countries where there is no participant in the consortium using possible "Calls for New Partners" (see Appendix A.4; e.g. Croatia, Czech Republic, Hungary, Estonia & Slovenia) and existing EuroFoods (co-ordinated by EuroFIR via Paul Finglas from 2005) and CEECFOODS networks. The latter contains national compilers from Croatia, Czech Republic, Hungary and Slovenia as full members, and Ukraine, Romania and Russia as observer status.

In addition, the group will investigate the suitability of other specialised data sources for incorporation into EuroFIR, including, for example, fatty acid data compiled in the EU TRANSFAIR project; bioactive compound data critically assessed in the EU BASIS project and phytoprotectant data from the EU VENUS project. Further candidate data sources will be identified and reviewed covering other important nutrients (e.g. phytate, folates, carotenoids, heme and non-heme iron, carotenoids) and bioactive compounds with putative health benefit (e.g. polyphenols, phytosterols, phytoestrogens and lignans). In addition, possible allergen data from an ongoing FP5 project "InformALL" will be considered.

Specification of the resources will include the EuroFIR food composition data sets for both nutrients and bioactive compounds and the processing, mechanisms or structures necessary to integrate these sets as underlying authoritative data in the EuroFIR framework. The data retrieval facilities will allow users to specify foods and components, return relevant data, and provide quality measures of the retrieved data matrix. The development plan will identify resources to support the composition data, planning their preparation and EuroFIR implementation. The resources will facilitate the retrieval and use of information on foods, food

components, calculation parameters, analytical methods, source references and other food-related topics identified by the project. Resources will be designed for the full range of potential users from consumers to national compilers.

This activity will be to assess all documents and deliverables of the project before they are released. It will monitor the quality and user acceptability of all resources when they are released, or upgraded, or during use. Its work will ensure the quality and timeliness of the resources and other project deliverables and provide a mechanism for identifying possible improvements and/or enhancements that the resource originator might action. It will work closely with all other activities especially SA3.1 (Training & Education), SA3.2 (Dissemination and Communication) and SA3.3 (Commercialisation & Durability).

The options for creating quality measures for food-component matrix output based on the underlying data and derivations of missing values will also be investigated in conjunction to the Quality TF and appropriate procedures developed and tested. Parameters used may include proportions of analytical, calculated and imputed data, data source and method information and uncertainties for analytical values, and the derivation methods used for missing values.

CEN Standards TG1

This sub-network platform will be led by NFA continue to prepare standards for food database compilation covering issues relating to food components and the measurement and critical assessment of their compositional values in foods. Components may include nutrients, newly emerging bioactive compounds with putative biological activity and a range of phytoprotectants. A major output of this group will be to provide the foundation for a proposed European Food Data Standard (e.g. CEN Standard) for food composition databases. Four main tasks are planned:

Task 1: Assessment of existing documentation guidelines and tools (led by IDUFIC/NFA)

This sub-task will aim to extend the documentation and harmonisation of data in the national food composition databases, including documentation of data sets widely used in Europe as authoritative data sources for further dissemination in a validated, standardised and harmonised form in the common environment developed by EuroFIR. This work will build on existing developed guidelines prepared by INFOODS, EUROFOODS and NORFOODS on management of food composition databases, data exchange and their adaptation to the current EuroFIR network. Furthermore, this activity will benefit from the experience of the ongoing ENDB, which is coordinated by IARC and a full evaluation has been included in IA1.4.

Task 2: Identification of the nutrients and other food components to be included in EuroFIR (led by NFA)

This work has already been partly undertaken in the ENDB project and will help to identify foods and nutrients to be preferably prioritised in EuroFIR according to their actual availability and comparability across European countries. In order to cover a wide range of food components, this task will be carried out in close collaboration with IA1.4, IA1.6 & RA2.4, in identifying suitable datasets for evaluation and deployment. Harmonised sets of critically evaluated data will be added to the EuroFIR databank collection as they become available, with priority given those data that will contribute to the prototype EuroFIR databank.

InformAll fits very nicely into the overall aims of EuroFIR as this project sets out to define the communication issues relevant to the food allergy area, and to develop recommendations and strategies for communication of food allergy information. In addition, InformAll is developing a *web-based Food Allergy Information Platform (FAIP)* incorporating a collated, credible electronic database of information on allergenic food materials of plant and animal origin. Based on a database developed through a previous CA, Protall, the database aims to link information regarding the clinical reactivity of foods in allergic (Type I IgE-mediated hypersensitivity) disease with information on the properties and nature of the components (allergens) which trigger the sensitivities. A top layer of freely available information in the form of lay summaries regarding the allergenic properties of major foods will be included and, through the support of the allergic patient groups, will be made available across Europe through a series of web gateways in various European languages. At the end of the project a business plan for the long-term support of the database will be developed. *The database core structure is being designed in such a way as to ensure its compatibility with the outputs of other NoEs such as EuroFIR*.

Task 3: Identification of the foods to be included in the EuroFIR (led by AFSSA)

The main objective is to identify foods important in the European diet with the aim of prioritising and ranking foods in the generation, management and dissemination of food composition data. This task will be based on intake data derived from national food consumption surveys and major pan-European multi-centre epidemiological studies (e.g. EPIC, SENECA, MONICA),

as well as food availability/purchase data from harmonised household budget surveys (e.g. DAFNE) and food industries and other sources on information on foods available on the market. The task demands a close collaboration with IA1.6 (Food Identification and Description) in the development of linking mechanisms between foods with available composition information and foods reported in food consumption studies, applying them to real data, and application of standard food classification and description.

Task 4: Document and standardise the national nutrient databases (led by DTU)

The participating national compilers will compare documents and standardise their databases according to the initial recommendations prepared by the Compiler Network above. Collaboration between the national database compilers for the collection and critical assessment of data to provide cost-effective compilation and added-value in data evaluation will be developed especially the identification of relevant training needs (e.g. workshops on data evaluation and selection) in close collaboration with SA3.2 (Training). Appropriate compilation working sub-groups will be established and suitable workshops organised during plenary network meetings to achieve these objectives. Exchange visits will be identified at an early stage in order to maximise international collaboration between EU countries. The revised content and structure of the latest USDA database release will be assessed, as well as the implications for the proposed standard and for the use of the data in Europe.

Food Identification and Description

This sub-platform network will be led jointly by AFSSA and DTU. The preparation of reliable data on food requires precise nomenclature and detailed description of foods. Even data of good quality can be a source of error if they are derived from foods that are not clearly defined. Moreover, it is difficult to exchange data on foods, or to understand and compare nutritional status for different countries or individuals, without a coherent description of foods in databases. The WP will be working in close collaboration with the Compiler network and other TGs.

The need for an international food language became apparent when databases on foods were created in different countries and when data interchange was attempted. Data collection and processing by single, small institutions are costly, troublesome and time-wasting activities and this is one of the major benefits of the NOE. This recognition demands sharing of work by international co-operation, and especially the utilisation of collected and generated data for wider use. A first breakthrough in international food identification has been the clear recognition of the advantages of using a multifaceted approach for identifying foods in databases. A second breakthrough has been the recognition of the need to include alternate identification/description systems. Criteria for such a combined system were laid down by the US FDA “International Interface Standard” and by the EU COST Action 99 Recommendations. Food description should incorporate standardised thesaurus (e.g. LanguaL, ISO), different national languages and already existing international standards (e.g. CODEX). Food identification should be detailed, structured, flexible and suitable for use in numeric databases.

A major goal of the WP would be the adoption of a common food categorisation and description system for managing data on nutrients, bioactive substances in the European database. It would thus be possible to establish risk-benefit using both “negative” and “positive” components. An important challenge for the network would be to establish an architecture which takes into account precise analytical results but including also the same results aggregated by larger categories at a level compatible for all components. The EU EFCOSUM project has recommended harmonisation of individual dietary survey derived food intake data at the ingredient level rather than at the “as consumed” food level. It proposed to use a common food categorization system, Eurofood groups (EFG) identification. The WP will address the need to harmonize the food categorisation and description systems used for managing food intake data with those used for managing food composition data, at different levels of aggregation.

Systems Development (databank steering group)

This sub-platform will set up and implement the EuroFIR Databank System according to the accepted criteria laid down in the specifications delivered by month 18. The data retrieval facilities will allow users to specify foods and components, return relevant data, and provide quality measures of the retrieved data matrix. The development plan will identify resources to support the composition data, planning their preparation and EuroFIR implementation. The resources will facilitate the retrieval and use of information on foods, food components, calculation parameters, analytical methods, source references and other food-related topics identified by the project. Resources will be designed for the full range of potential users from consumers to national compilers. The TG will further plan, specify and implement the prototype development of existing and new resources of supporting information, assisting with content preparation as necessary, as well as provide the necessary training for partners.

The network will make available the initial databank system and tools for an external review by selective members of the UAG at months 18-22. The results of this review will form the basis of the Commission's decision on "GO/NO GO" at month 24.

IA1.8: Compiler network and supporting task forces
Responsible: DTU, AFSSA, IFR, EBI, RUG/NUBEL, NCPHP, THL, MRI, UCC, BGU, INRAN, UiO, NFNI, CESNID, Polytec, IDUFIC, NFA, CSPO, NEVO, INSA, UGR, ICETEC, GUT, FRI, NKUA, Tubitak, ETHZ, NNC, IMR & FVS-FC.
Duration: M13-60
Deliverables: E-community software platform established, newsletters, linked datasets identified & deployed, reports, papers, draft CEN standard, prototype food classification & description system, inventory of European food databases,
Indicators: Number of online databank systems, completed workshops, number of peer reviewed papers, user's feedback, number of standards and additional external funds.

- **Resources needed:** Budget for workshops, preparation of reports and other documents, prototype development.

6.2 Programme for jointly executed research activities (RA)

The programme for jointly executed research facilities is divided into four main sub-platforms covering both the provision of new data for foods, nutrients and bioactive compounds3 and identifying requirements of national database compilers and key users across Europe:

- Users, stakeholders and sustainability planning (RA2.1)
- User and stakeholder requirements (RA2.1b)
- Composite, processed and novel foods (RA2.2)
- Traditional and "*Ethnic*" foods (RA2.3.1 & RA2.3.2)
- Bioactive compounds (RA2.4)

These jointly executed research activities form a 3-dimensional matrix, which actively promotes continuous *cross-communication* and *stimulation*. These activities are functionally grouped under three WPs but have numerous interactions, both within each platform activity, and across the four platforms (See EuroFIR's organisation structure, p75). Researchers from the three main groups of compounds: nutrients and bioactive compounds will participate in several WPs allowing for a *highly integrated and inter-disciplinary approach* to the NOE. In the following sections, details of the workplan and objectives for the months 13-30 of the network are presented, together with longer-term aims.

All new data generated for EuroFIR will be using standard, validated methods by laboratories which are suitably accredited to international standards (e.g. ISO9001). In addition, all new data will be further critically quality-assessed before being accepted into the relevant database.

6.2.1 Users, stakeholders and sustainability planning (RA2.1)

This sub-network platform will be led by University of Surrey (US) with representatives from national stakeholder groups (nutritionists, dieticians, health promoters, medical practitioners, policy makers/government, educators, academic researchers, food industry (e.g. caterers, manufacturers, retailers), media), key informants (many of whom will be members of or associated with the NOE) and representatives from organisations representing consumers. It was considerably modified following results and findings during year 1.

The modified aims of this sub-platform are to enter into a dialogue with all user and stakeholder groups in order to ensure that user and stakeholder requirements are established and considered in the process of building sustainable and durable food databank systems. Recommendations derived from work will serve the network as they will help to accomplish the overarching aims of EuroFIR to create (a) financially self-sufficient structures that link the various national database compilers, end-users of the data and policy makers in Europe with each other, and (b) a Pan-European Food Information Resource by state of the art database linking to allow effective management, updating, extending and comparability for food composition data. The following tasks are planned:

Task 1: Delineate the importance of food composition data in various sectors across Europe

3Possible provision will be made to include information on dietary supplements, allergens and food-derived contaminants at a later date but additional resources will be required.

This task aims to demonstrate the importance of food composition data in Europe in the various areas of health, trade regulation and legislation, agriculture, and environmental protection. The results from this activity will demonstrate the magnitude and scope of food composition data in Europe. It will help to identify areas in which and how the EuroFIR network, that has pulled together the critical mass in resources and expertise on a European level, can improve the future with regard to food composition data. By highlighting the principal participants in the food composition data compilation process (e.g. users, stakeholders, compilers) and their interrelations, this activity forms the basis for Task 2, which comprises a detailed analysis of the structure and organization of selected European food composition databases. The areas of health, trade regulation and legislation, agriculture, and environmental protection have been identified. European projects and initiatives demonstrating the importance of food composition data have been identified as relevant through literature review. The findings will be written up in the form of a paper for submission to a peer-reviewed journal.

Task 2: Analysis of selected European food composition database management and organizational structures

The aims of this task are to explain the current status of various food composition databases by considering the historical development of food composition information in the different European countries, the principal participants in the food composition data compilation process (e.g. users, stakeholders, compilers) will be identified. Management structures will be depicted with the aim to identify current and potential stakeholders. The lines, mechanisms and channels of communication between the user, stakeholder and compilers' community will also be identified.

This activity comprises interviews with selected European national food composition database compilers with the overall aim of revealing the currently existing management and organizational structures. It will focus on the history, management structures, funding sources, and lines of communication with all users & stakeholders. The main aspect of this analysis is to determine what structures exist that enable interaction between stakeholders, users and compilers of food composition data on a national level and whether they are sustainable in the future. Compilers from the CEECFOODS network have been interviewed, thus the next steps are to interview compilers in the Northern and Southern European region. The work includes developing an interview schedule; identifying/recruiting interviewees and conduct interviews; and analysing and interpreting the interview data.

These results will form the basis for the rationale for European cooperation as it determines the extent to which current national activities can or cannot be integrated into European collaborative efforts (e.g. compilation on national level may be replaced by European level compilation whilst data analysis may continue at national level). The viability and sustainability of these efforts will depend on sufficient financial and administrative structures being established, for which future stakeholders need to be identified. These aspects will be especially integrated into WP 3.3 as they form the foundation of the commercialisation and durability plans that are being developed.

Task 3: Building partnerships with key stakeholders within and outside Europe

This task will work closely with WPs 1.7 & 2.2. In the context of sustainability it is imperative to consider the motivation for stakeholders to produce and maintain food composition database systems. In addition, it is important to understand which parts of the data production process do they "own" in terms of providing management, funds or carrying out tasks. EuroFIR will have to engage stakeholders in that what EuroFIR aims to deliver, in order to make it sustainable. Thus, EuroFIR needs to understand what makes stakeholders buy into what it wants to deliver. The aims of this task are to understand European National Food Consumption Survey Managers' wants and needs with regard to food composition data and their relationship with the national food composition databases. Key stakeholders include European national food consumption survey managers, and representatives from FAO INFOODS, WHO, EFSA, DG SANCO and industry. Complexity might be added because some stakeholders are primarily proprietary users of their own data (e.g. organisations that are responsible for food consumption surveys as well as compilers of food composition data). This aspect has implications for the content and quality of data systems. The work includes developing an interview schedule; identifying/recruiting interviewees and conduct interviews; and analysing and interpreting the interview data. A final paper will be prepared for submission to a peer-reviewed journal.

Task 4: Interactive workshops with key food composition data users

This activity aims, through workshops, to obtain the views of key user groups of food composition data from outside of the EuroFIR network about the type of uses, the tools currently used and envisioned to be used in the future to access data, and mechanisms to communicate their requirements to compilers. Members of EuroFIR's User Advisory Group will be wherever

possible involved in these events. The activity will also help elicit topics to be included in the generic questionnaire used in Activity 5.

It involves the development of a workshop format that can be used by EuroFIR partners to run interactive workshops with groups of key food composition data users. The aim being to collect and record the results of discussions with users in a systematic way which will allow comparisons between user groups. Events will be identified where it will be possible to meet with these users. Group discussions will focus on what food composition data are being used for in their field, the tools that they are currently using or would like to use in the future to access data, and the mechanisms that they find appropriate and effective to communicate their requirements to data compilers.

Workshops will continue to be organized with user groups that have not yet been consulted. Where possible other EuroFIR partners will be encouraged and supported to run events in their countries following the guidelines developed as a result of the workshops run in the first 12 months. The next identified event is: "6th International Conference on Dietary Assessment Methods (ICDAM6)" on 27-29 April, 2006, Copenhagen.

Task 5: Food composition data us'rs' views of currently used data

This activity aims, through questionnaires, to obtain the views of key user groups of food composition data from outside of the EuroFIR network about the type of uses, the tools currently used and envisioned to be used in the future to access data, and mechanisms to communicate their requirements to compilers. Future activities related to this task build upon the results and experiences collected when piloting the questionnaire with representatives from the food industry (see Milestone 2.1.2). The aim of this activity is to develop a generic questionnaire regarding user views about national databases. This will be used in countries where the database managers or others are willing to work with WP 2.1 (e.g. Portugal and Italy have expressed an explicit interest to be included here) to distribute the questionnaire to various food composition data user groups. The questionnaire will cover topics such as the preferred and most appropriate formats to access data, timeliness of making data updates available, quality requirements, pricing and communication related to developments relating to food composition data. The methodology used will include five steps: (1) develop generic questionnaire, (2) establish data collection sites and methods, (3) collect data, (4) analyse and interpret data, and (5) write up findings in the form of a paper for submission to a peer-reviewed journal.

Task 6: Interviews with developers and marketers of European nutrition analysis software

Interviews with developers/marketers of nutrition analysis software are needed to better understand their wants and needs, and their relationship with the national food composition database managers and customers (i.e. end-users of food composition data). This study forms an integral part of the analysis of European food composition database management and organization structures in WP2.1 (see Activity 2). EuroFIR needs to decide how the network can add value in the software development process and exploit these potential enhancements financially (e.g. enhancing the technical features of an existing software product, enhancing the features that help the user with their understanding and interpretation of nutrition data, developing a new software product, providing training to software producers and users of their products). In addition, this will form the foundation of the sustainability and durability plans. The work includes developing an interview schedule; identifying/recruiting interviewees and conduct interviews; and analysing and interpreting the interview data. A final paper will be prepared for submission to a peer-reviewed journal. A deliverable has been added to update the CO/SMB of progress and recommendations for the continuation of this task at Months 18 & 30.

Task 7: Study involving usability testing of prototype websites

In conjunction with WP1.8 and THL and through analysis of interfaces of current on-line databases we could do a study involving *usability testing of prototype websites*. In addition, a "dummy" web-based databank access system could be tested based on information previously presented by WP1.7. US will develop with other partners and produce a 1st interim report on the analyses of the use of food composition data by Month 30. Advice and guidance on development will be sort from the UAG.

Task 8: Studies Involving Usability Testing (US, IFR, AUA, ETHZ & DFI)
The scope of this task originally also included studies applying the Use Case Approach. After having started work in both fields, Usability Testing and Use Case Approach, it became apparent that while they are related they are quite different approaches and separate work plans need to be defined. Therefore the scope of the original Task 8 has been limited to only Usability Testing and a new task (Task 10) has been formulated which will cover the work applying the Use Case Approach.

This task will commence in this period and has the following aims: (1) to ensure that the website, software applications, or any other user-operated tools developed within EuroFIR meet their intended purpose and (2) to ensure that the systems developed by network participants offer added value and are viewed as worthy of sustaining in the future.
Usability Testing is a means of finding out the extent to which the intended user can meet his or her goals using the system. In a typical usability test users perform a variety of tasks with a prototype and data is being collected on factors that affect the user's experience with the system, such as:

● Is the system easy to learn? ● Is the system efficient to use? ● Is the system easy to remember? ● Do users encounter few errors in using the system? ● Is the system subjectively pleasing? ● Is the system flexible? ● What are users' attitudes toward the system? ● Will the system be useful? ● Do users like the system? ●

This method is being applied to test the various user interfaces that are being developed in other WPs, including web-based access tools to various food composition databanks, the newly developed EuroFIR BASIS databank, recipe calculation tools, online user-feedback mechanisms of national food composition databases, new data interface applications for the emerging e-health market etc.

The results will help the network to ensure that the developed systems "add value" to the user community which is important in the context of sustainability; only wanted and needed systems will be viewed as worthy of sustaining in the future and adopted by potential stakeholders. In addition, findings provide important results for other network participants and their developments.
US: Collect, analyse and write up data. Other partners: assisting in write up data. Susan Church (subcontractor): Will provide advice/guidance and provide access to UAG members to assist with Task.

RA2.1: Users, stakeholders and sustainability planning
Responsible: US, AFSSA, THL, MRI, TTZ, AUA, INRAN, INSA, BNF, DTU/DFI, FRI, NFA, NNC & FVS-FC
Durat ion: M1-30
Deliverab les: Validated questionnaires, reports, papers & polular articles.
Indicators: Completed workshops, peer reviewed papers
Resources needed: Budget for workshops, preparation of reports and other documents.

6.2.1b User and Stakeholder Requirements (RA2.1b)

Continue Task 2: Analysis of selected European food composition database management and organizational structures (relates to WP2.1 objective 2) (US, DTU, FVS-FC, AUA, DFI, & INRAN)
All interviews with all the national food composition compilers will be completed and data collated in the form of a report by Month 30. The analysis of the results, preparation of a paper will be completed by M36.
All country information will be collated into one summary document highlighting similarities and differences in structures. These results will form the basis for the rationale for European cooperation as it determines which current national activities and structures can be adopted as best practices by other national compilers. A final paper will be prepared for submission to a peer-reviewed journal. Where possible summary tables of the interviews will be provided, otherwise a narrative discussion of the results will be provided. Where appropriate quotes from participants will be included.

US will Collect, analyse and produce a report by month 30 and peer-review paper with Task 2 by Month 36. DTU, INRAN, INSA, FVS-FC, DFI: Help with collecting, analysing and writing up data. Susan Church (subcontractor): Advice on relationships between international stakeholders such as, e.g. FAO, WHO, EFSA and national stakeholders.

Continue Task 3: Interviews with European National Food Consumption Survey Managers (US, INRAN, INSA, AUA, FVS-FC, & DFI)
Interviews with the remaining selected National Consumption Survey Managers will be completed by Month 30. The data collected will be analysed and summarised following the topic categories that resulted from work conducted on this task in the 2nd year. All country information will be collated into a summary document and submitted by M27, analysis performed and conclusions drawn highlighting similarities and differences in needs and wants of National Consumption Survey Managers across Europe. A paper for submission to a peer-reviewed journal will be prepared by M36. Where possible summary tables of the interviews will be provided, otherwise a narrative discussion of the results will be provided. Where appropriate quotes from participants will be included.

US will produce a report by month 30 and peer-review paper with Task 2 by Month 36. DTU, INRAN, INSA, FVS-FC, DFI: Help with writing up. Susan Church (subcontractor): Advice on relationships between international stakeholders such as, e.g. FAO, WHO, EFSA and national stakeholders.

Continue Task 5: Food composition data us'rs' views of currently used data (US, MRI, AUA, INRAN, INSA, FVS-FC, DFI) This activity aims, through questionnaires, to obtain the views of key user groups of food composition data from outside of the EuroFIR network about the type of uses, the tools currently used and envisioned to be used in the future to access data, and mechanisms to communicate their requirements to compilers. A generic questionnaire was developed based on findings from the interactive workshops and previous work on the Composition of Foods in the UK. The questionnaire covers the following topics:

- Sources of and access to food composition data
- Uses of food composition data
- Satisfaction with current data
- EuroFIR
- Cost of accessing data

The questionnaire is currently available on the EuroFIR website for completion online. It was used initially to get feedback from participants at the ICDAM6 conference in Copenhagen. A preliminary analysis in SPSS has been done on the completed questionnaires from the ICDAM participants. Subsequently several WP2.1 partners have agreed to use the questionnaire in their respective countries, namely Italy, Portugal, Latvia and Finland. (INRAN has translated and used the questionnaire at a nutrition congress in Italy. THL (Finland) have added a link to the online questionnaire on their Fineli website and Latvia are also using the questionnaire. The results of all questionnaires will be collected and analysed by month 30. The findings will be described in a publication.

US: Collect, analyse and write up data in the form of a paper. DTU, MRI, INRAN, INSA, FVS-FC, DFI: Help with writing up data. Susan Church: based on her role as the leader of the UAG her involvement with this activity is planned as: Providing support by consulting the UAG (or individual members) for feedback on questionnaires and providing access to key user groups across Europe.

Task 10: Studies Involving the Use Case Approach (US, IFR, AUA, ETHZ, RIKILT, IDUFIC, FVS-FC, DFI & Susan Church) The objective of this task is to ensure that the functional requirements of the user community are being considered during the development of various systems in other WPs, but particularly during EuroFIR's core development, a web-based user access platform to integrated food composition data sets for both nutrients and bioactive compounds. This new task will commence in this period and build on initial work carried out on software in WP2.1a above (see D2.1.8 above).

In order to deliver a successful new solution to users a precise conceptualization and specification of the system to be built is crucial. This requires not only an in-depth understanding of the purpose of the system but also an understanding of what the system has to do in order to achieve that purpose. These are the system's functional requirement. It is important to understand what interactions between the users and the system will occur. Use cases provide a means of describing systematically the ways in which a system is employed by its users to achieve their goals. By focusing on the system's users one can concentrate on how the system will be used instead of how it will be built or implemented.

This activity aims to collect, identify and structure user requirements with regard to the systems that are being developed by other WPs. The primary focus is on EuroFIR's core development, a web-based user access platform to integrated food composition data sets for both nutrients and bioactive compounds. Users will be able to specify foods and components and investigate relevant data and quality measures of the retrieved data matrix. This task also now integrates the core components of the former Tasks 6 and 7:

- making the nutritional analysis software programmes that are in use with different user groups across EuroFIR partner countries visible to the network (formerly Task 6)
- highlighting areas where EuroFIR can add value to the software (and other user interfaces) development process (e.g. enhancing the technical features of an existing products, enhancing the features that help the user with their understanding and interpretation of nutrition data, developing a new software product, providing training to software producers and users of their products) (formerly Task 7)

Next Steps:

- Step 1: Replace the examples and illustrations that were used in the conceptual summary with specific examples relating to systems used and tasks performed in each of the key areas of use of food composition data: analysis of foods

(e.g. for food product labelling), analysis of recipes (e.g. for food product labelling and analysis of diets (e.g. diet recommendations for patients, developing a menu cycle (e.g. in a senior care home or school), analysis of one person's or a group of people's diets) and risk-benefit analysis.

- Step 2: Interview users in each of the above mentioned areas in which food composition data is being used with specific tools.
- Step 3: Analyse and summarise users' requirements related to the tools they use and tasks they perform.

This task also links closely to WP1.8 (TG4) and feeds into WP3.5 (TG2.3). A major output of WP1.8 is single-point access to European food composition data, by computer systems as well as by human users. This should facilitate novel approaches to the delivery of food composition data for use in various types of software. A prime market for such access to the data is likely to be through providers of software to the food industry. However, the financial and technical potential can only be ascertained through collaboration with software companies. Therefore one or more of these will be approached with the aim of setting up case studies to establish technical options for delivering information through an interface with the EuroFIR data and an appropriate revenue framework for the supply of such data.

US will develop use cases with other partners and produce [a] 2nd Interim report on the analysis of the use of food composition data through the use case approach by Month 36. ETHZ, RIKILT, DFI: Help with collecting, analysing and writing up data. Susan Church (subcontractor): Provide advice and guidance on development of use-cases and provide access to UAG members to assist with Task.

Task 11 (new task from WP2.2): Develop a pan-European framework for improving information and data flow as well as for strengthening collaborative networks between industry and compilers of food composition data (US, TTZ, IFR, NUBEL, THL, MRI, UVI, TUBITAK, ILSI, ETHZ, FVS-FC, AUA & DFI)
The objective of this task is to develop, in collaboration with compilers and industry, a draft framework of minimum requirements and best practice, which will ensure that industry, is able to provide data (including metadata) of the required quality to the EuroFIR network. One major aim thereby is to identify what data may be readily available to EuroFIR and to identify the optimum routes for collaboration and effective incorporation of industrial food composition data into the EuroFIR databank systems. Previous work within WP2.1 and 2.2 has shown that the type, quantity and ownership of food composition data vary between the different industry segments. Optimum routes for collaboration, existing data processes and issues/barriers will be further identified to develop and establish best practice (TTZ, ILSI in cooperation with US). This task focuses on the longer term strategy for sustainable data transfer between Industry and EuroFIR but will also identify any potential 'quick wins' for making industrial data available to compilers in the shorter term by building on the results from the industrial data transfer pilot cases already available within the network. It will also build on the work already performed within the UK with the IGD.

Sub-Task 11.1: Analysis of the pan-European dimension and prospects of selected industrial cooperation and data transfer cases
The aim of this task is to provide a better understanding and thorough evaluation of opportunities and eventual barriers in cooperation and data transfer on a pan-European level in order to collate best practice to a level, which can only be deployed by the EuroFIR NoE. This will help EuroFIR to better utilise this unique database system characteristic within the user and stakeholder community and to provide added-value to industrial cooperation partners.

For covering the scope and most relevant aspects of the pan-European dimension provided by EuroFIR, focus is set on the following two main test-cases and test-uses as identified by WP2.2 together with WP2.1 and the Sustainability Task Force in month 1 to 24:

Data transfer between national food composition databases, respectively countries sharing same or similar food products, branded products and food consumption behaviour (MRI, UVI, ETHZ, IDUFIC & TTZ)
Reducing collaborative/data transfer efforts by simplified pan-European data-transfer means and/or utilisation of already existing pan-European data exchange structures

- pilot case of an international company delivering test data-sets with pan-European food composition data (ILSI, TTZ, selected compiler, DFI);
- investigating various logistics software solutions (SAP, UDEX etc) being used within the food manufacturing industry, these are adding nutritional data functionality and the quality of these programmes have a direct impact on the quality of food composition data ultimately available to EuroFIR from industry on composite foods. From another perspective, these systems may provide a much easier route for EuroFIR to access composite food composition data that originally envisaged (TTZ, US, IFR).

Sub-Task 11.2 – Develop a pan-European framework of minimum requirements for improving information and data flow as well as for strengthening collaborative networks between industry and compilers of food composition data

Based on the interim report on exemplary data transfer and preliminary plans to collate on EuroFIR-level and the interim status of guidelines and conclusions for establishing and advancing data transfer on European level (= scope of the minimum requirements to be tackled within EuroFIR) delivered by WP2.2 and the results of the previous sub-task, the minimum requirements for improving information and data flow as well as for strengthening collaborative networks between industry and compilers of food composition data throughout the EuroFIR Network of Excellence will be concluded via

- regular consultation and discussion with the compiler network WP1.8, EuroFIR's Quality Task Force and the UAG (TTZ with support of NUBEL, DFI);
- Interactive consultation with feedback from industrial users and stakeholders and/or respective industrial groupings, e.g. during EuroFIR organised industrial events (FVS-FC, TUBITAK, TTZ).

Providing data (including metadata) of the required quality to the EuroFIR network will form the core of this framework. The benefit of defining a pan-European framework of data presentation and/or transfer is that it can be shared in the network of compilers and will help to reduce resource requirements for each compiler.

Sub-Task 11.3: Identification of additional cooperation opportunities for a closer link with industrial users and stakeholders / Initiation of joint industrial projects

As EuroFIR is combining the expertise of the European food composition data base compilers, value can be added by providing advice and consultancy to the user and stakeholder community, especially for industry. Such advice and/or best practice resulting from the interaction with industrial representatives and the practice-oriented working towards data transfer can be utilised to further intensify relationship-building with industry and to give an complementary indication of exploitable services/products (e.g. labelling practice support, recipe calculation training and online tools, linkage with traceability schemes and standards and/or other business-oriented data transfer means, or other training measures for data quality improvement and data maintenance). The aim of Sub-Task 11.3 is to systematically identify and to assess the potential of additional industrial demands and outputs together with the compiler network WP1.8, the training leaders WP3.1, and by desk-research (led by TTZ with support of respective WPs). Where possible, joint industrial research projects between EuroFIR-partners and industrial stakeholders may be initiated to broaden research and exploitation prospects albeit budgetary restrictions. This Sub-Task will further help to deploy use-cases and spread excellence in order to increase recognition and European contribution of the EuroFIR Network of Excellence.

RA2.1b: User & stakeholder requirements
Responsible: US, AFSSA, THL, MRI, TTZ, DFI, FVS-FC, IFR, NUBEL, MATIS, RIKILT, TUBITAK, ETHZ, ILSI, FCN, UVI & IDUFIC
Durat ion: M31-60
Deliverab les: Validated questionnaires, reports, papers & polular articles.
Indicators: Completed workshops, peer reviewed papers

Resources needed: Budget for workshops, preparation of reports and other documents.

6.2.2 Composite, processed and novel foods (RA2.2)

The sub-platform network will be led by TTZ from M19 and will have two main tasks:

Task 1: Will define methods for deriving compositional values for foods and components that have not been directly obtained by analysis. Secondly, it will address issues relating to the provision of food industry data for a range of prepared and fortified foods. The first set of issues includes the imputation of missing values, the calculation of composite dishes from their ingredients and the use of yield and retention factors for prepared and processed foods. This will provide the foundation for the harmonisation of European guidelines on the handling of missing values, composite dishes and yield/retention factors. It will also investigate the circumstances in which these derived values should be added to the underlying evaluated dataset and those when they can be applied as part of the EuroFIR databank. This task will be completed in year 2.

Task 2: Will investigate and establish guidelines for the availability of industry data to database compilers and the possible frameworks for the provision of industry data to improve the quality and timeliness of composition data at the EU level. Content specification and confidentiality issues will also be covered. Guidelines will be prepared for the accurate and effective

incorporation of industry data into food composition databases or directly into EuroFIR resources, including harmonised procedures for aggregating data on branded products to generic food items. Also, the requirements of the industry, including European food SMEs, and consumers (in consultation with WP 2.1) for food composition data and related information will be reported and, where appropriate, incorporated into the planning of EuroFIR resources. Topics reviewed will include composition data for ingredients and facilities for converting data to the correct representation for nutrition labelling. The main objectives will be to:

- Investigate the general availability of composition data for foods and possible delivery methods from food production and retail organisations of compositional data and up-to-date information on trends in processed foods and novel foods.
- Development of a framework for collecting, incorporating and updating compositional information on brand name foods in the EuroFIR databank systems and definition of a basis for interrelating brand-name foods with generic food items.
- Exploit food industry requirements for the EuroFIR databank including its use for nutritional labelling and calculation of the composition of composite food products.

RA2.2: Composite, processed and novel foods
Responsible: TTZ, THL, IFR, DTU, RUG, NUBEL, AFSSA, Icetec, MRI, ILSI, AUA, INRAN, CSPO, UiO, CESNID, NFA, Tubitak and other industrial collaborators
Duration: M1-60
Deliverables: Linked datasets identified & deployed, reports & papers.
Indicators: Completed workshops, peer reviewed papers, users feedback & additional external funds
Resources needed: Budget for workshops, sampling and analysis, preparation of datasets, reports and other documents.

6.2.3 Traditional and Ethnic Minority Foods (RA2.3)

This sub-network platform will be led by NKUA and UL and sub-divided into two main themes: traditional and Ethnic foods.

Traditional Foods

The key objective is to provide new data on the nutritional composition of traditional foods for inclusion in national food composition tables with representative raw ingredients and recipes. The term "traditional foods" is a user-defined term that includes raw and originally home-prepared foods that have been consumed locally or regionally in Europe for centuries. A common feature is that many of these foods are nowadays seldom available in supermarkets, rather in local food markets or are produced in households or restaurants. In many countries, some traditional foods are today more or less exclusively produced by the food industry.

Presently there is a keen public interest in nutrition and health, with a subsequently high consumer demand for healthy-food products. This interest in healthy eating for the attainment of optimal health has contributed to an increased demand for many traditional products, since traditional products are more often considered healthy.

A prerequisite of minimizing this intentional or unintentional deception is the systematic investigation of traditional foods, including their registration and standardization. Registration permits the strict definition of the food according to its traditional cooking procedure and characteristic properties, whilst standardization assures that manufactured traditional foods maintain the sensory, physicochemical and microbiological properties that characterize it. Quality upgrade and dissemination of traditional foods comprises an improvement to human dietary habits. The key tasks are:

1. Provide new data on the nutritional composition of traditional foods for inclusion in national food composition tables with representative raw ingredients and recipes.

2. Raising of the food manufacturers' awareness on "traditional" foods and consequently, the production of products presenting stable high quality and conforming to contemporary perceptions on food safety and quality, thus reinforcing the competitiveness of the food industry.

3. Transfer of scientific and technological knowledge to all interested parties and promotion of traditional foods into national and international food markets, offering opportunities to SMEs to expand their productive and export activities, extensively benefiting national economies.

4. Nutritional analysis for the determination of the nutritional composition of the traditional foods and recipes including establishing protocols for the collection and analysis of samples (months 19-36).

5. Investigation of the potential industrial or semi-industrial production of the traditional recipes including technological studies of the traditional foods production and 45 min audiovisual material on the preparation method of selected traditional foods with a particular technological interest (months 24-42).

6. Synthesis of evidence-based integrated records that document the traditional identity and characteristics of the foods and recipes under investigation including integrated records of each traditional food under investigation consisting of a) folkloric and historical study, b) preparation method, c) compositional data and d) technological study (months 43-48).

7. Pilot production of traditional foods and recipes including report on the industrial or semi-industrial pilot production procedure and preservation tests of each traditional food under investigation (months 43-54)

8. Dissemination of nutritional data of the traditional foods and recipes including report on the nutritional composition of each traditional food, consumer informative leaflet in national language and English on the nutritive value of traditional foods of each country, and comparative report on the most frequently consumed traditional foods between countries (months 49-60).

"Ethnic" Foods

The ethnic food market sector comprises two areas: firstly, products aimed at *consumers of primarily of Asian, African, Caribbean and S. American extraction* which reproduce the authentic experience of their homelands and, secondly, products of somewhat different composition [to respond to differing taste and acceptance criteria] aimed at *the mainstream European consumer*. As an example of the difference, "curries" marketed for minority ethnic consumers are frequently less hot and spicy than those aimed at European consumers.

The ethnic food market also includes many products, usually imported, that are the ingredients of individual foods prepared in the home by ethnic populations. For simplicity, products aimed at the minority market will be termed ethnic foods, whilst those aimed at the mainstream, European population will be termed "*Ethnic*". As an indication of the complexity and mixing of this area, many consumers of second generation ethnic origin will consume both ethnic and mainstream foods [typically domestically and outside the home, respectively] and may even occasionally consume fast food "*ethnic*" products.

The biggest problem, common to all ethnic groups, is an integration of lack of information on culture-specific foods, uncertainty over the quantities consumed [since families frequently eat together from a common pot], lack of recipe information and absence of detailed food composition data. An important deliverable of this project will be the establishment of a small, targeted network of social and life scientists and industrial representatives to address this situation.

The increased consumption of "*ethnic*" foods by the mainstream population will obviously affect their dietary intakes of nutrients and naturally-occurring compounds. Knowledge of the levels of such compounds in such foods will be important in determining their intakes. "Chinese", South Asian restaurants, in particular, are found in most large urban centres across Europe and "*ethnic*" foods are available in supermarkets and other retail outlets. However, there is no information available as to the composition of these products, which are likely to be modified from the authentic original according to national/regional taste and expectation.

Specific objectives to be addressed within this sub-project are:

1. Collection of information on common" ethnic" foodstuffs available in different EU member states.
2. Gathering information on ethnic populations and general dietary habits in Europe, and using these to set priorities for the collection and analysis of specific foodstuffs.
3. Providing new and reliable data on the composition of foods consumed by both ethnic and mainstream populations for inclusion in national food composition databases.

4. Transfer of scientific and technological knowledge to consumers [ethnic and mainstream populations] and industry; promoting knowledge of ethnic foods thereby increasing consumer choice and market opportunities.
5. Assisting the creation of a website with dietary information and advice directed towards *specific ethnic populations* including the development of programmes of dietary advice and diet/health information targeted at individual ethnic populations.

The activities and key deliverables are:

- Identity ethnic and foodstuffs for sampling and analysis in each participating country;
- Prioritising and collecting samples and ingredients from domestic and retail sources, respectively, for analysis;
- Gathering information on recipes and updating website with new information on ethnic foods.
- Continue sample analysis and critically assessing new data prior to entering into EuroFIR database;
- Identifying additional food samples on the basis of agreed criteria;
- Information gathering on intakes and household practices;
- Updating website with ethnic foods information.
- Continuation of sample and analysis and information inputting;
- Discussing dissemination of information with relevant SMEs, industries, target population groups and health professionals in each participating country.
- Preliminary considerations of relationships between food consumption, dietary patterns and disease;
- Updating website.
- Completion of data inputting and information gathering on intakes, household practices;
- Critical review of impact of ethnic foods on health;
- Identifying gaps in knowledge to be the focus for additional research and identification of supplementary funding;
- Communicating results to target audiences (link to WP 3.2)
- Contributing to spreading of excellence activities of overall project especially to Ethnic Minority groups throughout Europe.

RA2.3: Traditional and Ethnic Foods
Responsible: INSA, **UL**, IFR, GUT, RUG, NCPHP, DTU, AFSSA, MRI, INRAN, CSPO, NFNI, NKUA, UVi, UGR, TUBITAK, BGU, WU, CESNID, NNC & other SMEs.
Duration: M1-60
Deliverables: New data, linked datasets identified & deployed, audiovisual material, reports & papers.
Indicators: Completed workshops, availability of videotapes, new foods/recipes, peer reviewed papers & additional external funds
Resources needed: Budget for workshops, sampling & analysis, preparation of datasets, reports and other documents.

6.2.4 Bioactive Compounds (RA2.4)

This sub-platform network will be led by DTU with support form IFR and UCC. Their individual responsibilities are shown below under planned activities and key deliverables. The overall objective of this platform is to implement the EU BASIS database on critically assessed and validated data on health protective constituents in more than 300 European food plants to the EuroFIR databank environment. The specific objectives are as follows:

- To establish and populate a web-based database on critically assessed composition data on bioactive constituents in plant and non-plant-based foods (including wine, chocolate & soya products).

- To extend the web-based database system to allow the inclusion of critically assessed biological effects data on bioactive constituents.
- To update the plant and plant part lists to include major European food plants in 15 European languages, and to produce new lists covering exotic food plants, health food plants, and processed plant based foods.
- To deploy the database in an internet environment to facilitate accessibility for stakeholders and end-users including food authorities, researchers, industry and consumers for general diet and health considerations and in order to support the evaluation of genetically modified foods e.g. plant foods.
- To ensure compatibility of the EuroFIR-BASIS database with the standard specifications developed for the EuroFIR databank system.

There is a need for an information system containing critically assessed data on the biological activities of bioactive components (e.g. glucosinolates, isoflavones, lignans, polyphenols and carotenoids) with putative health benefit, present in a form in which it can be made available for health authorities, scientists in food industry and academia, and consumers. The database will serve as a tool to provide basic compositional and biological information on other bioactive food plant constituents, including putative health-protective factors in:

- The evaluation of genetically modified food plants;
- The evaluation of other new food plants and varieties;
- The general evaluation of diet and health considerations of food plants.

It is also an important issue to extend and update the information in the existing BASIS database. The food plants will be selected on the basis of their content of bioactive constituents and their perceived beneficial and possible risk effects, as well as on an assessment of the commercial importance of the crop and its place in the human diet.

The planned activities and key deliverables are:

- Annual workshops to ensure progress, agreement on activities and continuous compatibility with the EuroFir databank (organised by DTU);
- Preparation of prioritized list of bioactive constituents from the total lists on health and exotic food plants (led by DTU & UCC);
- Inclusion of bioactive compounds from exotic food plants (led by DTU);
- Inclusion of bioactive compounds from health food plants (led by DTU);
- Inclusion of data on biological activities of bioactive food plant constituents (led by UCC);
- Continued entry of compositional data from traditional food plants (led by IFR);
- Preparation of prioritized lists of plant source materials for food flavourings (led by DTU);
- Continuous attention to relevance and applicability of data entered (led by DTU, UCC & IFR);
- Preparation for future inclusion of inherent food plant toxicants (led by DTU);
- Seeking additional funding (led by DTU & IFR).

RA2.4: Bioactive Compounds
Responsible: DTU, **IFR,** UCC, GUT, NCPHP, UHEL, AFSSA, MRI, INRAN, NFNI, UVi, NFA, SLU, TUBITAK, UL, ~~RIKILT~~ & Polytec.
Duration: M1-60
Deliverables: New validated data, updated food plant list, linked datasets identified & deployed, reports & papers.
Indicators: Completed workshops, new data on exotic foods plants/health food plants, peer reviewed articles & additional external funds.
Resources needed: Budget for workshops, sampling & analysis, preparation of datasets, reports and other documents.

6.3 Spreading of Excellence Activities (SA)

EuroFIR recognises the value of its future results and its responsibilities to disseminate these to various stakeholders, ranging from colleague scientists and industry R&D to healthcare professionals and the consumer organisations. Therefore, a central part of EuroFIR's mission is to establish an 'open' community of stakeholders who share the vision of European research integration in this field in order to promote pan-European research excellence, and more rapid and far reaching exploitation of research output.

In parallel to the integration and research activities in the network, and from their results, EuroFIR will establish information exchange including a large use of electronic communication through the IT software platform described in IA1.7. The network will bring knowledge and training capabilities to:

- Undergraduates and postgraduates by education and training for the harmonisation for the development, management and use of food composition databases to all people in all regions of Europe, whether they are members of the network or not.
- Scientists and professionals of the network and those outside.
- The public, policy makers and regulatory authorities by increasing awareness of food composition and public health nutrition, and by providing evidence-based advice to consumers. Production and implementation of evidence-based guidelines is essential.
- Agro-food and retail industry throughout Europe in the use and applications of the Food Information Resource.

In particular, training researchers and other key staff, is indispensable to the development and sustainability of European excellence in this field. Thus, training is an essential component of spreading of excellence. The training activities of the network seek to promote knowledge and skills for best practice in the application of food composition data covering nutrients and bioactive compounds in the fields of nutrition and public health throughout Europe. These activities will bring a high level of integration to existing and new training activities in this field.

Specific activities related to the spreading of excellence have been described in four interconnected, flexible WPs, which may change in shape, size and content as the network progresses beyond the first year, depending of the success of the activities encompassed within these WPs and the changing needs of the network:

- Training and education of young scientists and postgraduates (SA3.1)
- Dissemination and communication (SA3.2)
- Income generation and durability (SA3.3)
- Gender activities (SA3.4)

6.3.1 Training, education and vision of postgraduates and young scientists (SA3.1)

The network will devote a substantial proportion of its energies and funding towards the training and education of undergraduates and postgraduate scientists. These activities will be developed for the members of the network but, more importantly, for non-members in order to improve and harmonise education of all people in Europe involved in the field of food composition research and public health nutrition. Applications for training from female researchers/students will be especially encouraged and supported. The overall WP-Ls will be WU and SLU. Activities here will include:

(1) Specialised workshops and training courses (coordinated by WU)

The need for a number of specialised workshops across the three main Horizontal Platforms (Integration, Research & Spreading Excellence) have been already identified as follows:

- Quality management systems – IA1.3;
- Building websites – IA1.4
- Standards Development and Specifications – IA1.5;
- Food classification and description in databases – IA1.6.

A number of network training courses have been identified and will be initially supported by EuroFIR:

- Production and use of food composition data in nutrition (2-3 weeks; organised by WU) – SA3.1;
- Plant Food Analysis and Data Handing (3-weeks; organised by WU) – SA3.1;
- Training and entrepreneurship in agro-business (2-weeks; organised by AUA) – WP 3.1;
- Extending the gender dimension – SA3.4.

These specialist workshops will mostly consist of sessions ranging from 2-21 days at selected training sites. Other courses and workshops will be developed during the course of the project.

(2) Optimisation of existing Marie Curie Training Sites (coordinated by SLU)

The network will optimise existing bids for the EU Human Resources and Mobility Programme (Marie Curie Actions) but will not prepare any new bids as this will be left to the individual partners involved using non-EuroFIR resources. Several network partners have ongoing FP5 training sites, are hosting individual fellowships and are well equipped and experienced in managing these training activities. The ambition of the consortium is to gear, optimise and promote these ongoing and new Marie Curie actions. Thus, the network will invest in policy for the optimal use of such training actions in FP6 and beyond, and implement strategies for successful submission and execution of these actions.

(3) Exchange training visits (coordinated by SLU)

The exchange training visits serve a number of the objectives as formulated by the network. Foremost they are vital to spreading of excellence within Europe and achieving a high degree of integration of European research efforts. Both short- and longer-term exchange training visits will be available to students, PhDs, junior scientists and other research staff. These will be organised in specific centres to train undergraduates and postgraduates, as well as in countries where no EuroFIR partner exists in order to increase the level of knowledge. Three types of visits are planned:

- Exchange training visits for doctoral students affiliated with the netwo–k - will be offered the opportunity to visit another laboratory for 1 to 6 months to acquire new skills, use of advanced equipment not available at the “home” laboratory and joint analysis of food samples using standardised methods.
- Exchange training visits for postdoctoral fellows and research staff within the network – will be offered the possibility to visit another laboratory for 1 week to 3 months. These visits will allow formulation of standards for the joint research work as executed within the network and design of join protocols and databank systems.
- Training visits for junior scientists not affiliated within the network – will be available as above on an individual visit basis.

(4) Other training at symposia and conferences (led by SLU/IFR)

Training for undergraduates, postgraduates and junior scientists will be also be organised in the form of symposia and training courses. They will be held for researchers, health professionals, policy makers and regulatory bodies and the public:

- Every year at the EFFoST conference, a review of all new information gathered by the network will be presented in the form of a post-graduate symposium with the latest information being presented as talks and poster presentations covering all aspects of the NOE.
- Every two years, at the International Food Database Conference, a course will be held.
- Every year, symposia will be proposed to the meetings of health professionals, economists, agro-food and retail industry, consumer bodies and policy makers.
- Undergraduates will be encouraged to present their research results at various meetings and congresses. EuroFIR travel grants will be available for young scientists who present accepted papers.

(5) Training in non-scientific aspects (led by IFR/BNF)

The training activities of this network will not be limited to acquisition of purely scientific skills but will extend into areas of expertise where food and biological scientists are increasingly being expected to operate. Training opportunities in science communication, social and consumer sciences, IP management and science management (with special emphasis on gender equality at higher level management) will be available, as follows:

- Science communication (see below)
- Society; societal aspects of the research including bio-ethics
- Management and leadership development; including entrepreneurship

All activities will be designed to provide added value to training programmes that already exist within the core centres and other collaborating centres. The first planned event will be entitled “Science Communication for the Terrified” and will be run during the first year.

This will be a highly-interactive coaching and confidence-building session which aims to equip 1st Post-doc. level researchers with sufficient skills to get started with science communication activity, particularly but not exclusively, in a media context. Delegates will receive an ‘information pack’ and will have access to mentoring after the course as they attempt their first post-training science communication activity. The programme will be developed based on existing workshops run by IFR. It is intended that future courses might be organised jointly with other Networks such as NuGo.

(6) Design and implementation of e-learning courses and information exchanges for world-wide access (led by WU/BGU)

All e-learning courses will be based on the strategic needs of the network. Special e-learning tools will be designed and developed to provide valuable educational and training procedures for disseminating knowledge across Europe and beyond. The EuroFIR e-learning facility will provide user-friendly access to audiovisual material, questions and evaluations and collection of credits for each candidate and course and any e-learning training facility will be accredited by the partner responsible for its development, e.g. Ben Gurion University, Wageningen University and Athens University of Agricultural. The training courses outlined above will be developed into appropriate e-learning modular courses using funds from the network. These will be interlinked and could be further developed into defined modules for MSc and PhD levels. These e-learning courses will be made

available to all members of the network and eventually to the general public. All symposium and training activities will be available through the EuroFIR website.

(7) Inventory of specific training requirements of compilers in non-EuroFIR countries in Europe and specific INCO countries (led by BGU/IMR/NCPHP):

This task links closely to tasks planned in WPs 1.7 & 2.1 (see Task 3) and seeks to establish contacts with national compilers in non-EuroFIR countries in the Balkans, C/E countries, Middle & North Africa, Russia and countries of the former Soviet Union using existing with a particular emphasis on INCO countries and new contacts (e.g. CEECFOODS, FAO INFOODS & WHO) in order to identify their specific training needs and opportunities for collaboration with EuroFIR. These training needs and ideas will be developed into specific training courses, workshops, training exchange visits, in collaboration with EuroFIR. Proposals will be submitted to the CO/SMB for consideration.

(8) Annual Network Meeting/Conference (organised by IFR/BNF in SA3.2)

In addition to the dissemination of new scientific knowledge, the provision of training for scientists and a wide range of user and stakeholder groups is a major objective of the annual network Congress (organised jointly by BNF/IFR). This will be organised in conjunction with the other SMB and GC meetings and is included under SA3.2. Training focused activities at the congress will include:

- Break-out workshops and debates focused on standards and legislation;
- Break-out "demonstration workshops" for training in use of analytical kits for nutrient and bioactive analyses in food, databank systems and software applications;
- Poster reading sessions including short oral presentations on specific posters for younger scientists to provide structured training in science communication and presentation skills.

SA3.1: Training and Education of young scientists and postgraduates
Responsible: WU, **SLU**, AUA, UHEL, BGU, IFR, IMR, NCPHP & FRI & Management Office.
Duration, deliverables, dependencies, indicators & budget needed: M1-60

1. Specialised workshops and training courses: M1-M60
Deliverables: Number of workshops and courses.
Yearly indicators: Annual number of workshops and courses.
Resources needed: Coordination & management of programme; EuroFIR grants

2. Exchange training visits: M1-M60
Deliverables: EuroFIR grants; number and quality of visits
Yearly indicators: Annual number of EuroFIR mobility grants; number & quality of visits and number of applications
Resources needed: Coordination & management of programme; EuroFIR grants; consumables and bench fees by training centres

3. Symposia and conferences: M6-M60
Deliverables: EuroFIR workshops/symposia in conferences
Yearly indicators: Number & quality of symposia and number of delegates; number & quality of sessions and number of EuroFIR abstracts.
Resources needed: EuroFIR grants

4. Annual network meeting/conference M12-M60
Deliverables: Annual congress for scientists and stakeholders.
Yearly indicators: Number & quality of delegates; number & quality of sessions and number of EuroFIR poster abstracts.
Resources needed: Budget for congress organisation including EuroFIR grants for young scientists and speakers (included in SA3.2).

5. E-learning activities: M1-M60
Deliverables: Availability of electronic documents for teaching and their translation
Yearly indicators: Number & quality of electronic documents for teaching, and number of annual hits
Resources needed: Budget to establish and develop system

6. Non-science training: M6-M60
Deliverables: Number and quality of visits
Yearly indicators: Number & quality of visits and number of applications
Resources needed: EuroFIR travel grants, consumables and bench fees by training centres.

7. Inventory of specific training requirements of compilers in non-EuroFIR countries in Europe and specific INCO countries: M13-M30
Deliverables: Number of new contacts and needs of international compilers
Yearly indicators: Number of new training courses and workshops
Resources needed: EuroFIR travel grants, consumables and bench fees by training centres.

6.3.2 Dissemination and Communication (SA3.2)

Overall plan for dissemination activities: This WP will be led by BNF with support form IFR, FRI & AUA. The scheme for the overall dissemination and communication plan from the network is given in Figure 3 below. With respect to spreading of excellence via various *Communication Strategies*, EuroFIR dissemination recognises that the impact of this network, with respect to stakeholder understanding and involvement, and spreading of excellence in research approach and exploitation, will rely heavily upon its communication strategies.

FRI will be responsible for co-ordinating dissemination activities in Central European countries and the Baltic States. AUA will work with BNF, FRI and IFR to identify key national compilers and other user groups to support the work of the Commercialisation workpackage (WP3.3). IFR will be directly involved in various aspects of the workpackage, including the annual conference and annual media campaign, the Bulletin Board and other web-based features, and in generating the media interface.

The network will tailor information arising from other Horizontal Platforms (and the network as a whole) and selectively disseminate these to various user/stakeholder groups listed below, both within and beyond the consortium. Through these processes it will complement other areas [e.g. SA3.1, SA3.3 & SA3.4 in spreading of excellence platform, IA1.1 in integration activities, and RA2.1-2.4, in publicising the work of the network. The user/stakeholder groups include:

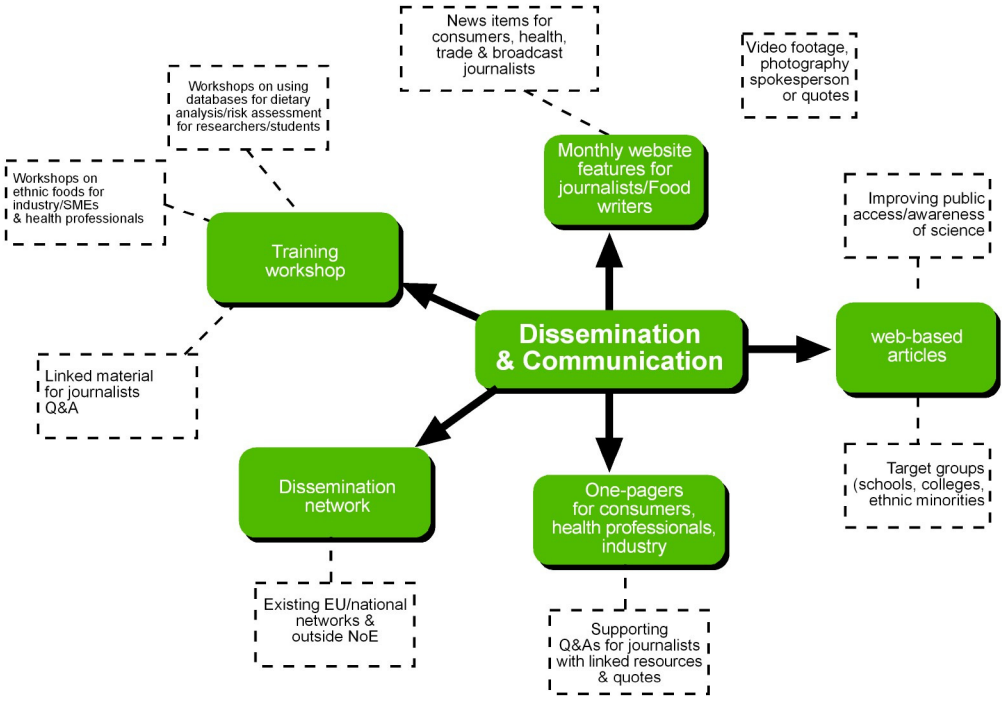
- Research scientists, health professional bodies and associated professionals (e.g. dieticians, public health nutritionists, home economists, GPs and nurses), ENLP;
- The EU agro-food industry and retail groups (e.g. CIAA and individual companies, especially SMEs);
- Policy makers, consumer groups and teachers (e.g. BEUC & EUFIC);
- Food and health journalists, other media professionals and associations such as the Guild of Food Writers.

This *multi-stakeholder approach* will help ensure that: (i) the stakeholder groups are approached directly with information arising from the network, and (ii) they are targeted via the relevant media and directed to the EuroFIR website as the central focus for information. The WP will comprise the production (researching, writing, checking, designing and publishing) of a series of targeted resources, selectively designed to meet the needs of different user/stakeholder groups. A key theme will be *to improve public access to, and awareness of science*, in order to improve decision-making.

A dissemination network will be established comprising network partners and members, as well as interested stakeholders outside the network. The main route of dissemination will be electronic, although printed versions of each leaflet/article will be made available for circulation.

The resources will be developed in partnership with the other Platform and WP leaders, and will publicise the work of the network and the outputs of the individual areas, in a targeted manner. For example, for industry/SMEs, information arising from WP 2.3 on traditional and minority ethnic foods will be a focus; for researchers and postgraduate students, information on using the databank systems for dietary intake assessments, and developing skills in related to methodologies such as sampling techniques, will be a focus. For journalists, the resources will take the form of question/answer (Q/A) style information, linked to relevant visual images and quotes from spokespeople. Updates and refreshers will also be provided for health professionals and consideration will be given to practical "how to do it" style manuals for SMEs (using tried and tested methods from other EU-funded dissemination work, in particular FLAIR-FLOW 4).

Scheme for dissemination and communication from the network:



The following types of dissemination will be included:

1. A **bulletin board** (Link to IA1.1) within the website will provide short monthly updates on initiatives, events and forthcoming results and findings. This will be complemented by a network newsletter published twice a year on the website with a limited supply of hard copies will be provided for circulation.

2. **One-page–s** - an average of 4 one-pagers/year will be produced and distributed electronically via the network, summarising the findings of completed work and progress with ongoing work, targeted at the needs of (i) health professionals, (ii) consumer groups or (iii) SMEs, using the process tried and tested within FLAIRFLOW 44. Accompanying these resources there will be a series of short Q/As for journalists with linked pictorial resources and quotes as appropriate.

3. **An average of 2 syntheses/year** will be written and published on the website on progress with the work of the network, focussing on (i) improving public access to and awareness of science in order to improve individual decision making, and (ii) the information needs of different target groups especially "at-risk" groups and special needs groups. Some of there syntheses will be of general interest but others will focus on the needs of a particular stakeholder group, e.g. use of database material in schools and colleges for teachers and lectures; use of traditional foods across Europe targeted at food writers and catering colleges, and the nutritional attributes of minority ethnic foods and the diets of "at-risk" groups for health professionals. These will adopt the "Synthesis Reports" approach used successfully in the FLAIRFLOW 4 programme, which combines links to EU funded work set in the context of existing knowledge about the topic.

Again supporting resources will be cross-linked and versions of the web-based articles will be submitted directly to relevant journals and magazines (an average of 6 per year). The latter activities will address the problem that use of the internet is not homogeneous across Europe and within individual member states.

4. **Monthly website features** will be written and published on the website for journalists and food writers. These features will also be sent to news agencies and will comprise aspects of database material collated within the network into news items that consumer, health, trade and broadcast journalists can incorporate into media stories, simultaneously demonstrating the practical utility, versatility and value of the data, and providing vehicles for its dissemination and exploitation across Europe (Link to SA3.3).

5. **Project presentation leaflet & poster presentation** - A general leaflet and a poster presentation will be produced at month 6, and updated at months 30 and 60. These will describe the network's strategic objectives and key issues to be addressed, plans

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and technical approach, key results/findings, and expected achievements/impact. This will be produced by the coordinator and management office and published in hard copy and via the EuroFIR website.

6. There will also be an **annual congress and media campaign** (see SA3.1), on a topic selected by the SMB with advice/recommendations from the other network management/ advisory bodies. This will focus on demonstrating the type of data available, its uses (and limitations) and identifying future research needs. The proceedings of this event will be submitted for publication in a learned journal and a series of web-based resources will be published based on the proceedings for a variety of target audiences.

Five specific objectives are:

1. To publicise the network across Member States, accession countries and other countries outside Europe in order to establish a dedicated communication network, utilising existing EU and national networks such as the former FLAIRFLOW 4, the existing CEECFOODS, and the new LIPGENE, NUGO and other FP6 networks. Three members of the CEECFOODS network from the New Member States (FRI, NFNI & NCPHP) will be involved order to facilitate dissemination across C/E countries.

2. Plan and deliver a range of web-based resources to assist in knowledge transfer, professional development and dissemination of the work and findings of the network to a variety of target audiences within and beyond the consortium (see below).

3. Provide media and journalists with examples of how the databank system material can be used and hence, by encouraging publication of these, stimulate simultaneous publicity and exploitation of the work of the network.

4. Add value to the network by integrating professional development for users/stakeholders with new knowledge, dissemination and training in the databank system use and application.

5. Improve public access to and awareness of science, in order to improve individual decision making, the need to incorporate new knowledge into education programmes at all levels, and recognising how the availability of data could help with efforts to improve health among people following restricted diets and also Ethnic minority "at risk" groups.

SA 3.2: Dissemination and Communication
Responsi ble: BNF, IFR, FRI, NCPHP, WU, MRI, CESNID & Management Office
Durat ion: M1-60
Deliverables:

1. Number of published & joint papers (IF & CI).
3. Number of abstracts published during meetings and conferences.
4. Public awareness – numbers of brochures, lay press releases, media and website hits.

5. Collection and review of all the national programmes in food composition research in Europe.

6. Number of requests for input into EU directives on food labelling and health claims.

Indicators: Annual compilation of all information on publications and information made available to public and policy makers. Quality of published & joint papers (IF, CI & number of partners as authors).

Feedback measures: Measures of feedback from various users and stakeholders will be evaluated by the SMB including (1) regular comments from the UAGs, (2) Comments & suggestions through the public side of the website (see IA1.1), (3) Reports and recommendations from the planned stakeholder workshops and other consultations in RA2.1 and SA3.3, and (4) External audit of "dissemination effectiveness and awareness" (See D3.2.6, WP3.2).
Resources needed: Budget for preparation of publication reports and other documents; budget for BNF and management office.

6.3.3 Plan for management of knowledge and intellectual property (SA3.3)

Lastly, but not least, EuroFIR recognises that European research plays a key role at the heart of the knowledge-based economy by generating and applying new knowledge to enhance the economic prosperity and quality of life of the European citizen. It is

realized that the European food and nutrition Industry has the unique possibility to profit from the results of this network, thus an industry user platform will be pursued through the inclusion of industry in the network. In particular, the inclusion of SMEs in several WPs and network management will be a primary target for the network.

The plan for the management of knowledge and IP is addressed in the **Commercialisation and Durability Workpackage (SA3.3).** The EuroFIR website offers possibilities for all interested companies to learn about EuroFIR activities and make contact with the network. The network will also establish partnership with centres of knowledge transfer including food informatics and biotechnology.

This WP has main objectives:

1. To identify the ability of EuroFIR databank system to sustain and survive independently in financial terms after the initial funding period by the EC and the necessary actions to ensure this.
2. To develop a business plan for the EuroFIR databank system after the initial funding period including a tentative business strategy, which will seek to commercialise both the databank system technology and the network's training programme.
3. To develop a marketing plan in full integration with the above business plan.
4. To link the dissemination of information and knowledge with regards to the needs of the marketing and business plans in view of EuroFIR's latter (years 2008/9 onwards) sustainability/financial survivability.
5. To provide best practice and training in comparative endeavours (Link to WP 3.1)

These objectives are translated into four main tasks (the first two will commence during the first year):

1. **Network consultations –** Consultation with other subgroups, committees and existing EU entrepreneurial networks will take place from the launch of the network.

2. Review of comparable service offerings and organisations – This will focus on review of the legal constitution, establishment, offerings, financial viability and overall effectiveness of comparable associations in the food informatics, food technology, plant and animal science sectors. Best practices and exemplars will be identified. Lessons learnt, potential opportunities and threats will be collated with a view to proposing the legal status (e.g. commercial company, non-profit organisation, industry association, etc) of the entity that will offer
the best databank system service.

3. Drafting the business plan for income generation and sustainability for specific outputs – This will focus on the component of a plan and will be tentative in the sense that it will need ratification and refinement by the entity that will undertake to implement it. The following issues will be addressed:

- Value proposition, benefits to partners and members and other parties
- Mission, Vision, Objectives and Activities
- Marketing positioning
- Legal constitution
- Cost structure, revenue, model and financial plan
- Governance and management structure
- Deployment plan
- Marketing strategy

4. Promotion and sustainability of the databank system-based service – This task will include both the development of a marketing plan for the dissemination of the databank system across Europe and other continents, and identifying incubators, new venture creation support and entrepreneurship training of food scientists (Links to IA2.1 & IA3.1).

The ability to support the commercialisation of new knowledge depends increasingly on effective management of Intellectual Property and the network needs to have in place strategies and policies to ensure that IP is managed successfully, since this is often the only route to ensure the effective use of research output for public good. This aspect of knowledge transfer is covered by the *Commercialisation and Durability WP* and through the *Dissemination and Exploitation Committee (DEC), which will also be based within this WP and chaired by* Paul Finglas (IFR). The DEC ensures that the EuroFIR objectives encompass both *Excellence* (in research and training) and *Opportunity* (to exploit research and training outputs). Commercialisation activities will include:

- Discussions *on why IP management* is an important consideration for the network members specifically, and scientific research in general;
- Developing an *IP management strategy* for the network;
- Negotiating *IP issues* with network members and their organisations;
- Defining *incentives;*
- Discussion, and possible development, of an *integrated network IP portfolio;*
- Developing *performance indicators* and monitoring performance;
- Develop *best practice* in comparative institutions;
- Developing a *commercial strategy* to generate long-term income for the network including a *draft business, marketing and dissemination plan.*

Many scientists have poor skills with respect to the exploitation of their research. Thus, the best use of research discovery in Europe is not realised. These commercialisation activities address spreading of excellence with respect to this aspect of knowledge transfer.

SA 3.3: Commercialisation and durability
Responsi ble: AUA, IFR, ILSI, TTZ, US & Management Office, UAG & DEC.
Durat ion: M1-60

Deliverables:

1. Report on DEC & IP policy.
2. Partnership with centres of knowledge transfer.
3. Report on best practice in comparative institutions.
4. Draft business plan including marketing and dissemination aspects.

Indicators: Number of industries (especially SMEs) and centres of knowledge transfer participating in the NOE.
Dependencies: SMEs; funding agencies
Resources needed: Funding of SMEs (partners and sub-contractors); budget for preparation of business plan and DEC activities.

6.3.4 Gender activities (SA3.4)

EuroFIR will contribute to the promotion of gender equality through a number of actions and activities. Our action plan constitutes practical measures that can be readily audited and that are designed to permeate the network and not be limited to individual partners or work packages. Each work package will include in its final reporting a paragraph on progress made in the implementation of the gender action plan, assess its impact and formulate recommendations. The detailed plan is given in 6.6 and includes:

- Special action to bring more women into the project;
- Linking with networks of women scientists within the field of the project;
- Linking with schools and universities to trigger the interests of women in the project;
- Linking with other FP6 projects and EU working groups in order to develop best practice for reviewing, auditing and monitoring the gender dimension of the network.

SA3.4: Gender activities
Responsible: BNF, RUG, NCPHP, UHEL, AFSSA, MRI, BGU, CSPO, NFNI, INSA, UGR, SLU, Tubitak, Management Office, UAG & DEC.
Duration: M1-60

Deliverables:
1. Methodological framework for auditing the current state of gender balance and sensitivity.

2. Establish an e-network for mutual peer support and mentoring.
3. Develop an information resource of the relevant national and European networks of women scientists.
4. An audit report mapping the initial gender composition and distribution of research teams, for circulation to managers and decision-makers in the project.
5. Generally applicable guidelines for the dissemination of good practice in gender issues.
6. Produce documentation of the gender-related obstacles experienced by researchers and possible solutions.
Indicators: Gender audits of female researchers.
Dependencies: None.
Resources needed: Budget for reporting and workshops.

6.3.5 Sustainability and income generation plans (SA3.5)

IFR and FCN will jointly lead this WP and links closely to WPs 1.3 (Quality), 1.8 (Compiler network), 2.1b (User & Stakehold equirementstss), 3.1 (Training) & 3.2 (Dissemination) through the Sustainability Task Force (STF; chaired by IFR).

Task 1: Continue building relationships with policy makers and funding bodies (led by IFR)

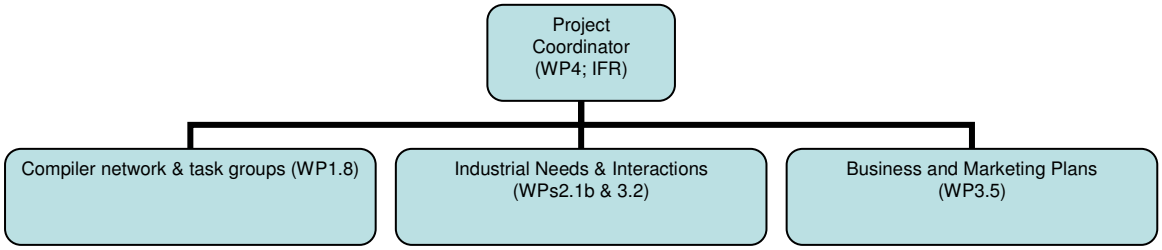
This task builds work undertaken in WP3.3 (Task 1) and addresses Objective 1 above. Policy makers at a national, European and global level (e.g. EFSA, DG SANCO, FAO, INFOODS, WHO) are key stakeholders in the process of maintaining European food composition data. They will also need to play a role in sustaining EuroFIR in the future either by endorsing and promoting EuroFIR's position as 'the point of reference' or possibly even taking on specific roles and/or providing resources. In addition, for development of the sustainability action plan and embedded business strategy, it is important to understand which parts of the data production process these groups "own" in terms of providing management, funds or carrying out tasks. The aim of this task is to understand policy makers' vision with regards to European food composition data and its use in current and future health policy. The work will involve developing an interview schedule; identifying/recruiting key informants, conducting interviews; and analysing and interpreting the collected data. Desk research will also be carried out to obtain key documents relating to stakeholders. Months 35 and 41, the above sub-task leaders will provide status reports to IFR/FCN, analyzing the policymaking insights gleaned / influencing done. FCN will collate into single reports at M36 & M42 (D3.5.1a & D3.5.1b).

Task 2: Refine and develop the Sustainability Action Plan (SAP; led by IFR)

The development of a sustainability concept relates to developing a resource management plan including the following key elements:

- Creating a mission/vision statement
- Building and maintaining collaboration among the network partners
- Identifying stakeholders/advocates
- Finding funding (This includes maximizing existing resources, identifying and pursuing other funding opportunities and creating new funding sources. One option for new funding sources is to make network outputs commercially available, which requires the development of a business plan in order to secure these new revenue generating sources. WP3.5 continues to work on this item)
- Putting a management system / administrative structures in place

The process of developing a sustainability plan will follow steps 1-5 which have been laid out below (see RAs 2.1 & WP2.2 discussion paper "The process of developing a sustainability and durability plan for EuroFIR's outputs.") The new Sustainability Task Force (STF) was created in Year 2 in order to ensure cross-platform integration and coordination of activities and has been modified in year 3 to take into account progress that has been made in several WPs as follows:



The ***process of developing a sustainability plan*** can be broken down into the following steps:

Step 1: WP-Ls will identify and describe the final outputs resulting from their activities during the lifespan of the funding by the EU.

Step 2: For each output the workpackage leaders will provide answers to the following 6 questions:

Q1	Is this output the result from a one-off exercise or should the output be updated, maintained beyond the EU funded period?
Q2	Who should be the future owner of this output?
Q3	Who do you see as the future stakeholder(s)5 of this output?
Q4	Who do you see as the future user(s) 6 of this output?
Q5	Where/on which level should this output be sustained (national level, European level, international level (e.g. international organizations (e.g. INFOODS)?
Q6	What are the necessary actions7 that need to be undertaken in order to ensure that this output of your activity is wanted/needed/sustained in the future?

Step 3: The responses from the workpackage leaders with regard to each of their outputs will be analysed and grouped based on yet to be carefully defined criteria (e.g. such as required administrative structures, future ownership including responsibilities (e.g. funding) and rights).

Step 4: The actual sustainability plan will be developed including a commercial strategy to generate long-term income for the network. This step involves producing a draft business and marketing plan (in WP3.3) covering the definition of the remit and scope of a EuroFIR entity if needed and/or finding other "ownerships" as reuired/feasible/ sustainable, and consideration of intellectual property rights.

Step 5: The necessary actions to implement the sustainability plan will be initiated and executed.

5 **Definition of stakeholder:** Stakeholders are those willing to invest resources and accept some responsibility for maintaining the viability of food composition data compilation because of their own interest in the data. Stakeholders may also be "Users" of food composition data.
6 **Definition of user:** Those who make use of food composition data; anyone that uses or employs food composition data as a means to fulfil a task. Users may also be "Stakeholders" of food composition data.

7 "Actions" in this context are referring to, e.g. setting up management/organisational structures, funding structures.

These steps will help identify how the EuroFIR databank system and other outputs can be sustained and what actions are necessary to ensure their long-term durability. The sustainability plan will be updated regularly following network progress and feedback from the SMB, GC, UAG and other appropriate advisory bodies.

The draft SAP will identify the steps needed to ensure the sustainability of EuroFIR and the process will be refined during year 3. IFR will lead this task with support from US, and input from other sustainability task force (STF) members and the compilers network (see WP1.8), as well as through consultation with the SMB, DEC, UAG. Consultations with other NoEs and the EC will also help shape the plan (IFR). The draft SAP will be presented by IFR/US at M36 and M42 (D3.5.2a and 3.5.2b).
The IFR/US-led process of identifying which EuroFIR elements and outputs will be continued after the initial 5 year funding ceases, and obtaining of buy-in/ownership of this process by EuroFIR network members (including the GC), will consist in ongoing discussions re: decisions as to which set of major outputs, with their accompanying supporting outputs and tasks, EuroFIR wants to maintain, and which ones it can afford to maintain. This process includes decisions re: who the user/stakeholders – "owner–" - of the outputs will be; TTZ will play a supporting role in the latter connection. The individual merits and interdependencies of the various outputs will be explored/validated with information provided by supporting tasks (see below). It is envisaged that revisions to the initially predicted outputs may be made to maximize not only their individual sustainability potential but also the sustainability of the network as a whole.

Task 2.1 EuroFIR legal / institutional form/location and other legal issues (led by FCN/IFR with input from PBl and DFI)

Independent from, but feeding into the sustainability action plan is work on EuroFIR's potential future legal / institutional structure. Initial work on a draft proposal re: EuroFIR legal / institutional form has been carried out by FCN/IFR as part of its WP 3.3 work, and this initial draft has been briefly discussed with the SMB and GC (M25). Further work on this issue, including on the role of national compiler network and potential secretariat as well as a review of other non-profit associations' (or other) institutional forms, will continue during 2007. A draft working document for EuroFIR legal/institutional form and site will be submitted for discussion/ consultation to the GC at the planned EuroFIR Congress (M33, M3.5.1). Any revisions or recommendations proposed will be evaluated and a new final document presented to the GC for discussion/agreement in M36 (D3.5.4). The aim would be to establish EuroFIR as a legal entity by M42 (M3.5.2).

Task 2.3 Prepare initial draft of business strategy, covering both income generating & non-income generating activities/outputs to be sustained (led by FCN with input from IFR/PBL)

This aim of this task is to develop an initial draft of the business strategy to ensure EuroFIR is sustained financially beyond the end of the project period. This plan is essentially to address how EuroFIR intends to continue to obtain the resources it needs for the future to remain at the forefront of science and technology and maintain its targeted position as 'the single, authoritative source of food composition data in Europe.' The following elements will be required (and be used to update Annex 1 for 2007 Periodic Activity Report):Overall Mission, Vision, Objectives and Activities broken down into individual exploitable results covering:
Where it is identified that individual outputs may have the potential to be commercially exploited, specific commercial opportunities plans will need to be developed containing market evaluation and financial survivability indications. An initial draft of the plan (D3.5.7) will be prepared by FCN by M36 and submitted to the SMB for comments. The potential need for an advisory board / peer review committee – as vs. developing a group or subgroup from existing management bodi–s - to review the draft business plan for specific outputs will be evaluated by M42 (M3.5.4), comprising of suitable network members, GC Board and UAG, with additional experts as required. A revised version will be prepared by M42 based on further comments from the GC and UAG (led by FCN with input from IFR/PBL).

Task 3: Best practice guidelines and training for network sustainability National Compiler Cost Accounting Training (led by FCN with input from IFR/PBL/DFI and WPs1.8/3.1):

Following on the initial findings in national compiler cost accounting knowledge, and from the STF consultation held with the national compiler network (M27), *inter alia* on the nature of national compiler network outputs, F–N - supported by IFR/PBL, and drawing on the expertise of more experienced national compilers in the network – will conduct a cost accounting training for the national compilers network. The intention is to carry out this training M41, as part of the national compiler network meeting scheduled to take place that month. This training will provide best practices training and guidelines vis-à-vis enhanced quality revenues/expenses/budget information required to track EuroFIR"s financial sustainability progress at individual national compiler and organization level. It may also consist in intra- as well as extra-network exchange of potential strategies to enhance national

compiler revenue generation, including e.g. the building of stakeholder platforms. A report on the training authored by FCN, with support from the IFR business specialist, will be delivered M42 (D3.5.8).

Subcontractor: PBL (www.plantbioscience.com; Norwich, UK) – Innovation in Life Sciences – is already working with IFR on a number of projects to advise on potential exploitation routes, licensing and marketing. They will initially advise on the assessment of potential exploitation routes and potential structures post EC funding and provide advice/opinions on the potential routes of IP protection of the EuroFIR BASIS bioactive databank system (mainly Task 2 above).

SA3.5: Sustainability and income generation plans

Responsible: IFR, FCN, TTZ, US, DFI, IDUFIC, ILSI & PBL (subcontractor)

Duration: M31-60

Deliverables: Build relationships with policy makers and funding bodies, develop sustainability action plan, create institutional structure, develop plan for income generation and sponsorship, draft a business strategy, prepare documentation for best practice

Indicators:

1. Report on DEC & IP policy.
2. Partnership with centres of knowledge transfer.
3. Report on best practice in comparative institutions.
4. Draft business plan including marketing and dissemination aspects.

Indicators: Number of industries (especially SMEs); number of new funding initiatives; centres of knowledge transfer participating in the NOE; number of MoUs with other non-EuroFIR compilers and international agencies.
Dependencies: SMEs; funding agencies
Resources needed: Funding of SMEs (partners and sub-contractors); budget for preparation of business plan and DEC activities.

6.4 Management of the Consortium Activities

6.4.1 Network Bodies

All the management activities aim at coordinating and supporting the other activities of the JPA. Section 8 introduces the management structure and principles, and the management processes that will be used. The names of persons selected for specific management responsibilities as (1) Governing Council members; (2) Scientific Management Board members, (3) Project Co-ordinator; (4) Project Management Office; (5) Workpackage Leaders; (6) Dissemination and Exploitation Committee members, and (7) Users and Advisory Group members are listed in Appendix A, and the Consortium Agreement.

All outputs (training courses, e-learning courses) of the network are owned by the consortium (see Consortium Agreement for further details). The list of names involved in management activities as part of the SMB, WP-L, DEC and UAG are given in the following table:

Table 6.4.1 Scientists involved in management activities as part of the Scientific Network Management Board (SMB), Workpackage Leaders (WP-Ls), and Users and Advisory Committee (UAG).

Scientist involved in management	Organisation (country)	Management Role	Other WPs
SMB/WP-L			
Paul M Finglas	IFR (UK)	SMB, CO	WP-L (1.7, 4.0); WP-L 3.5 from M31 & WP-L 2.4 from M31 WP-L 1.8 from M43)
Dr George Chryssochoidis	*******FCN (BE)	SMB, DEC	WP-L (3.3); co-WP-L 3.5
Anders Møller	DFI** (DK)	SMB	Task Group Leader WP-L (1.8)
Paolo Colombani	ETHZ (CH)	SMB	Task Group Leader WP (1.8)
Dr Maria Antonia Calhau	INSA (PT)	SMB	WP-L (1.3)
Prof Antonia Trichopoulou*	NKUA (GR)	SMB	WP-L (2.3.1*)
Dr Monique Raats	US (UK)	SMB	WP-L (2.1)
Claudia Krines***	TTZ (DE)	SMB	WP-L (2.2)
Assoc Prof Cornelia Witthöft****	SLU (SW)	SMB	Co-WP-L (3.1)
Dr Peter Hollman	WU (NL)	SMB	Co-WP-L (3.1)
Prof Judith Buttriss	BNF (UK)	SMB	WP-L (3.2)
Dr Jayne Ireland	AFSSA (FR) (From M49 DFI)	SMB	Co-WP-L (1.8)
Dr Santosh Khokhar	UL (UK)	WP-L	WP-L (2.3)
Dr Jørn Gry**** Dr Mairead Kiely*****	DTU (DK) UCC (IE)	WP-L	WP-L (2.4 until 30/06/08)
Anna Denny***	BNF (UK)	WP-L	WP-L (3.4***)

Dr Helena Costa	INSA (PT)	WP-L	WP-L (2.3.1**)
Kitti Nemeth	FRI (SK)	SMB	CEECFOODS Representative

NB:

*until 31/8/06; **from 1/9/06; ***from 1/7/06 to 30/6/07; ****DFI from 1/1/07; subcontractor to DTU from 1/1/07-30/6/08. *****Joint WP-L from 1/1/09. ****** from 1.7.08 change of affiliation from AUA to FCN

Governing Council (GC)

The GC is the final decision-making body of the network and approves all major strategic decisions of the network. It will consist of one senior level representative of all the legal entities of the core participants participating in the network, and will meet at least one a year. These meetings guarantee the active involvement of all participating parties and their full information.

Scientific and Network Management Board (SMB)

The SMB represents the focal point for the network management and takes full responsibility for the management of implementing the activities linked to contractual, financial, legal issues, knowledge management, IPR and other innovations on a network level. The head of the SMB is also designated as the project co-ordinator and the SMB will meet every six months.

Furthermore, the SMB will inform each workpackage member, through the 16 workpackage leaders (WP-L), how and when to fulfil the commitment to each workpackage. The SMB will ensure that all tasks are performed as agreed and will inform the GC of all progress, and any problems, meeting the agreed objectives of the network. All WP members will be informed of the appropriate communication channels to use if major problems arise, so that the JPA can be adjusted properly. This information will enable the GC to approve the work plans and requested budgets in order to ensure the objectives of the network.

Project Co-ordinator

The co-ordinator is Paul Finglas (IFR) and he will be responsible for the overall management of the tasks as specified in the Consortium Agreement including the supervision of the Project Management Office (see below). These tasks will include:

- to inform the Commission properly
- to receive and distribute all payments made by the Commission
- to keep proper accounts and to inform the Commission of the distribution of funds
- to ensure that the all parties will duly sign the contract with the Commission promptly
- to execute the JPA and spend the budget as approved
- to inform the network frequently
- to prepare the GC meetings
- to detail the JPA and budget for each year
- to design and implement a progressive integration of activities

- to establish and facilitate the activities of the Users and advisory Group and Platforms
- to incorporate new participating parties into the network and its JPA
- to prepare and promptly submit to the EC all consolidated technical and financial reports
- to prepare and promptly submit to the EC the 18 months implementation plan and the revised consortium agreement for any new implementation plans (e.g. if new partners have to be included in the network)
- organisation of the annual network congress, GC, SMB, DEC and UAG meetings
- administration and preparation of minutes and provisions of the chairpersons of the GC and SMB, and follow-up of its decisions
- transmission of any documents and information connected with the network between the partners and other members concerned (see below for a description of the project management software used to facilitate information transfer within the network and beyond)
- to foster IPR and other innovations
- to stimulate an exploitation plan
- to pay proper attention to gender issues and activities
- to secure ethics rules and regulations.

Project Management Office (PMO)

The PMO assists the SMB, particularly the Co-ordinator, Governing Council and other EuroFIR bodies in the fulfilment of administrative and organisational tasks. The PMO will be represented the Project Manager (Dawn Wright; from 1/9/05) at SMB or GC meetings. Through the PMO, the Co-ordinator, Institute of Food Research, will provide the professional support to transfer the Commission payments, to submit the cost statements and justification statements, to monitor the overall financial planning and accounting.

Workpackage Leaders (WP-L)

The WP-L will be responsible for the day-to-day management and co-ordination of each WP including the agreed budgets (see section B.7.2). They will provide sufficient information on the progress and milestones/deliverables to the HP-L, project co-ordinator as required during the course of the network. The names of the selected are given in Appendix A and the Consortium Agreement. Their main responsibilities include:

- To provide the scientific lead and settle scientific disputes arising within their WP consortia;
- To prepare and promptly submit draft consolidated technical platform reports to the Co-ordinator (as specified in the Consortium Agreement);
- To attend SMB and GC meetings (as required*).

*If any WP-L is unable to attend a SMB meeting, they will be requested to nominate a deputy to attend on their behalf and the deputy will have full voting powers as set in the Consortium Agreement.

Dissemination and Exploitation Committee (DEC)

The head of the DEC will be designated as Paul Finglas (IFR) and will consist of at least one representative of each of the three other Research and Action Platforms. These representatives will be elected at the inaugural meeting of the network. It will meet every six months and will be responsible for identification of the pre-existing know-how list, the network's IP strategy and business plan.

Users and Advisory Group (UAG)

The UAG is composed of outside experts (currently 19) in the network's field and the SMB and GC will determine the exact number. It will meet annually and (a) will advise the GC on network's orientations and implementation of its mission to spread excellence, and (b) evaluate the network's JPA as well as results obtained. The UAG consists of a wide range of key users and stakeholders including representatives from food industry including SMEs and related organisations (6), policy and regulatory bodies (4), national and international database compilers (6), consumer organisations (1) and academic researchers (3).

A list of members of the UAG are given in Table 6.4.2 below with further details in Appendix A2 & A3.

Table 6.4.2. List of UAG Members (to be updated annually).

Member	Organisation (country)	Representing
Ms Susan Church (Chair)[1]	Independent Nutritionist	National compiler; diet & health policy body.
Dr Wayne Anderson	Food Safety Authority of Ireland (IE)	National food safety agency.
Dr Joanne Holden[1]	USDA (USA)	International database compiler.
Dr Hettie Schonfeldt[1]	ARC-ANPI (RSA)	International database compiler & researcher.
Dr Annet JC Roodenburg[1]	Unilever Health Institute (NL)	Food manufacturing industry.
Mr Reg Fletcher[1]	Kelloggs Management Services Europe Ltd (UK)	Food manufacturing industry.
Mr Kai Horn	Biozoon (DE)	Food SME.
Dr Elke Anklam – observer	Joint Research Centre's Institute for Health and Consumer Protection	Health & Consumer Protection
Dr Stefan Fabiansson[1]	European Food Safety Authority (EFSA; IT)	EU regulatory & policy body.
Dr E C Smith[1]	FDA (USA)	Food policy & regulatory body.
Helen Lee	DG Sanco	food legislation, nutrition labelling.
Dr Alison Lennox	Medical Research Council Human Nutrition Research	Nutrition Research and surveys
Dr Rosario Moreno-Torres Herrera	Verbiotech	Nutrition health, dietary assessment and functional foods
Prof Ingrid Ute Leonhauser[1]	UG (DE)	Researcher (Traditional and Ethnic foods).
Dr Helen Goranzon	SLU – Domestic	University lecturer in domestic

	Science Department	science & dietetics
Ana Martinez	Eurostat	Data Harmonisation
Mr George Samouris	CPC (KEPKA)	National consumers organisation
Dr Nadia Slimani	IARC-WHO (FR)	Epedemiologist
Gillian Swan - observer	FSA (UK)	National compiler/consumption survey manager
Peter Roberts	Nutmeg UK Ltd	SME
Dr Frode Slinde	Swedish Association of Clinical Dietitians	Senior lecturer in Public Health
Prof Rickey Yada	University of Guelph	Editor Trends in Food Science North America

[1] Possible sub-contractors or third parties (to be agreed; see Appendix A).

6.4.2 Overall network management breakdown

Overall network management will be broken down into the following series of activities, in which specific sub-committees will play a principal role.

Financial management:

EuroFIR finances are managed by the SMB, supported by the Institute of Food Research's Finance and Contracts Offices. All budgetary actions are performed according to the rules and regulations of the Model Contract and the Consortium Agreement. Standardised Operating Procedures are available to ensure that the received funds are correctly distributed, accounted for, and that cost statements are received, including external auditing.

Administrative actions

In accordance with Commission requirements the SMB will produce templates or will otherwise facilitate in the preparation of administrative documents. These actions include periodic reports, audit and financial control documents. The Consortium Agreement and contract conditions with the Commission will be monitored by the SMB to ensure compliance by the EuroFIR partners, and to ensure effective changes if alterations in the partnerships occur. Through the PMO the Co-ordinator, Institute of Food Research, will provide the support to transfer the Commission payments, to submit the cost statements and justification statements, to monitor the overall financial planning and accounting.

Periodic reporting

Organised by the SMB, and WP-L will ensure that periodic reporting is performed according to Commission guidelines. This will entail that all partners follow a model format to ensure a consistent flow of information at previously agreed time points to enable the SMB to make pivotal decisions in good time. This will guarantee that the periodic reporting to be given to the Commission and the Governing Council will contain the following key points: a financial report, an associated financial plan, an updated implementation plan, and an activity report.

Internal communication

The PMO will collect and distributes all types of communication: periodic scientific and financial reports, resources and materials overviews, strategic discussions, road map of dissemination activities, potential socio-economic impact, ethical and gender awareness.

This compilation of data will be integrated into a comprehensive and accessible package by Baigent Ltd, one of the core partners. It will be available to all participating parties through the EuroFIR web-based communication and management system. It simultaneously permits the participating parties to access via the Internet all information regarding the real-time status of the project and to communicate with each other all information pertinent to the evolution of EuroFIR. The system is already in use and facilitated the development of the project proposal. Templates will be available to support the financial administration, scientific communication, elaboration of the work plan and the budget etc. Moreover the system can be used to compare the planning with the delivered work and the spending of budget. This flow of well-managed information and this effective knowledge management will contribute to performing the following specific management tasks.

The workspace will be organised using shared-folders to mirror the Horizontal Platforms of the network. Each WP will have its own folder, which will be managed by the WP-L. The software supports the use of roles to control access to folders and documents within each workspace. Each user can be assigned a role, which allows specific access rights to areas of this workspace and the ability to manage (e.g. create, modify, delete) documents. The software provides a number of mechanisms, which will be used to keep partners informed of activity in this workspace. A daily/weekly/monthly report (as required) will be automatically sent by email to inform partners of new items in their area of workspace. A shared group calendar will be used to schedule meetings and deadlines. Other features will assist in the management of project information including version control of documents, document locking to allow live editing, and annotation – notes can be attached to documents.

A training workshop at the start-up meeting of the proposed network will instruct all scientists involved in the network in the use of the software. Although no problems are expected with the use of this system (it is currently used by >150 licensed servers), an additional back-up system based on agreed time-tabling for reporting by email will also be set up by the Co-ordinator and PMO.

The templates and databases will be managed carefully by the PMO and communicated to the different bodies and participants. The system permits the network bodies to make decisions needed in time and at the highest standards and within budget. It also allows the SMB to assess for dissemination and communication to various users and stakeholders outside the network via disseminating activities such as publications, press releases. The flow of well-managed information and this effective knowledge management will contribute to a durable integration of the activities of all the participating institutions.

Work plan definition

Tasks as defined in the Gantt and Pert charts will be assessed and the contribution of all members of EuroFIR will be identified. The SMB will assign specific tasks for each project, and ensure that all participants are aware of the resources available, and required effort and actions needed to complete the task on time, to high quality and within budget. All participants will be informed of their required actions, and when they will be expected to be performed, and the milestones and deliverables to be factored into the work. All network participants will be informed of the appropriate communication channels to use if major problems arise, so that the work plan can be adjusted properly.

Intellectual Property

The SMB evaluates the opportunities for the Network to generate Intellectual Property and other innovations, delegated to the Commercialisation Activity. The Consortium Agreement describes in detail procedures for IP patent submission, and ownership of network outputs. The SMB will continuously evaluate the opportunities for the network to generate IP and other innovations, delegated to the Commercialisation and Durability activity (SA3.3) and the DEC committee (see below). This will be undertaken for both tangible and intangible assets and will involve assessing the aims, milestones and deliverables of the network and determining where the greatest potential to produce information with commercial value will occur.

Preliminary screening of existing protocols, software applications, databank systems and new Know-How through patent office databases will reveal where the generated databanks and software can be protected. Following identification of these points, a real time analysis of the output progress by the DEC using information as provided in the knowledge management framework will permit the rapid deposition of patents and copyrights. Until such time as the Community patent legislation is passed, all scientific information will be submitted as European patent. This will enable the scientists to prepare technical and generic publications for

public dissemination, simultaneously with patent protection. The competitive edge of the network both scientifically and commercially will therefore be enhanced.

Following appropriate measures to ensure that all possible tasks have been done for patent submission if necessary, the databank and/or software will be made available outside of the consortia. All the responsible scientific personnel will perform this. Depending on the context of the information generated, seminars, workshops and training courses in the universities of the participants will also serve as important vehicles for information transfer.

Overseeing gender, ethics, and science & society issues

The actions performed by the project to promote gender equality mostly by the appropriate and timely use of the knowledge management tools (web site, newsletter) will be closely monitored. The specific plan is described elsewhere in this document.

The SMB will also closely monitor the actions to promote gender equality (see section SA3.4) mostly by the adequate and timely use of the knowledge management tools (e.g. website, monthly newsletters). The ultimate goal is to ensure that these actions result in progress on the gender equality within the network (mostly as regards to the extra efforts performed by the SMB to recruit more women in senior positions, e.g. GC, UAA, SMB, ~~RP-L~~ & WP-L).

The action plan for the promotion of gender equality (as described in 6.7) will be implemented in two stages; the gender awareness step followed by the gender sensitisation step. The SMB will ensure that all relevant gender documents of the EC and other bodies, and gender institutional website links are effectively available, and up to date, on the EuroFir website. It will co-ordinate the gender sensitisation programme (e.g. website announcement, twice a year publication in the monthly newsletter of any news or testimonials on gender equality). The gender equality annual report and audit (see SA3.4) will be based on the analysis of the completed "sensitisation programme" feedback documents and on the gender equality evolution within the network (e.g. assessment of gender equality in the training sessions, in personal training exchanges programmes, and evolution of the gender equality in senior network positions.

The science and society issues related to food composition awareness, and public health nutrition, will be closely monitored by maintaining a yearly updated feedback from the general public on the awareness of the results of the network.

MA4.1: Network Management and Coordination
Responsible: IFR
Duration & Tasks: M1-60+
On-going activities (M01-M60+);
Preparation [M(-3)-M09];
Infrastructure rollout, testing and development (M6-M24);
Critical mass loading (M12-M36);
Pilot exploitation and observation (M9-M42);
Validation, adjustment & corrections (M18-M45)
Exploitation, promotion & expansion (M36-M60);
Autonomy & growth (M60+).

Deliverables:

1. Management Handbook
2. Contractual reports to the EU
3. Internal reports
4. IPR arrangements

Indicators: Performance of all tasks in due time; audits by project management subcontractor.
Resources needed: A total of 7% of the budget for management structure and management office.

6.B Plans

All plans will be updated annually as part of the annual reporting to the Commission.

6.5 Plan for using and disseminating knowledge

The network will be underpinned by a robust and well-established web-based e-community software platform, provided by Baigent Ltd, which will be a powerful tool both to support interactive working between the teams involved and in the spreading of excellence via dissemination, communication and networking activities both within the network, and to teams external to the network. Furthermore, this software enables members to connect with existing relevant pan-European food research and information networks.

Overall EuroFIR will:

1. Identify key stakeholders (by type and identity) needing information from EuroFIR, establish contact and develop relationships
2. Establish key areas of interest for different stakeholder groups
3. Establish levels of knowledge and understanding for 2 (including, for citizens, the baseline audit)
4. Identify key research leaders within EuroFIR and elsewhere, share information on the above 1, 2 and 3 with them and encouraging all of them to address the stakeholder community
5. Recruit scientific experts and scientist-communicators from to assist with knowledge dissemination
6. Having established the preferred ways in which information can be received by the community, and the key areas of interest, address these within the communication strategies of EuroFIR to 'match' the stakeholders' pull with the science push
7. Use SA3.2 active team members to coordinate the cascade of information
8. Keep in contact with food composition databank research leaders to maximise the speed of transmission of quality information into the public domain, subject to peer review

Within the network*:* Network members, through secure password access, will be able to:

- Utilise the communication tools to contact and interact with individuals, centres of excellence or groups within the network. These tools will facilitate the interactive working between the teams involved and will provide the platform for information sharing.
- View and upload documents held within the central repository, which is fundamental to the management of the flow of knowledge and to the management of the knowledge portfolio. The repository has a flexible and effective filing system, which is easily searchable. Quick and unheeded access to the knowledge generated will engender the successful dissemination of knowledge and, as a result, the exploitation of results generated within the network.
- Participate in special interest groups and forums within the network and post up entries and view the events diary, which will provide details of the activities of the network.
- Connect with food technology research and information networks already in existence within the members' centres of excellence.

Outside the network: The e-community platform allows the progressive growth of an external community who will, after registration, have access to areas of the knowledge portfolio as deemed appropriate by the EuroFIR's Scientific Executive and Dissemination & Exploitation Committee. Individuals and teams external to the network will be able to:

- View the EuroFIR website (www.eurofir.net) with bulletins, newsletters, interactive sites, expert advice and a media interface;
- Register their interest and obtain a password to allow access to sections of the knowledge portfolio which has been assessed as ready for dissemination to teams outside the network;
- Join and participate in special interest groups within the network;
- Receive alerts and information on the networking, dissemination and communicating activities to help transfer knowledge to teams external to the network;
- Receive information and participate in the demonstration, take up and training activities of EuroFIR.

At regular intervals, the EuroFIR website will be updated with:

- All abstracts of the scientific publications recently published;
- If possible, and depending on copyright agreements, the full length of the publications;
- Review of articles published;
- All the abstracts of the posters and free communications presented to meetings and symposia;
- Summary of EuroFIR activities.

Scientific publication of research results from the network - The executive editor of Trends in Food Science and Technology, one of the two official journals of EFFoST, is the coordinator of EuroFIR. The journal currently includes EU news in each of its monthly issues. The description of the EuroFIR NOE will be presented, and at regular intervals, the information concerning the JPA will be published. All scientific results from the joint research projects will be published in peer-reviewed international journals.

In the contracts with the core partners and members, it will be included that the network must always be acknowledged. In addition, all publications regarding activities of EuroFIR will include the following acknowledgement: *"This study is part of EuroFIR (European Food Information Resource Network) and is funded by the 6th FP Food Quality and Safety"* and *"EuroFIR"* will be one of the key words listed at the beginning of the paper. An EuroFIR award will be given to the best published paper of the year by a committee chaired by the coordinator but with a majority of non-EuroFIR members.

Any disputes over publications (ie one or more partners object to an aspect of any publication) will be dealt with in the Consortium Agreement.

EuroFIR Disclaimer: It should noted that any notice or publication by the EuroFIR contractors, in whatever form, and on, or by whatever medium, will specify that it reflects only the authors' views and that the Community is not liable for any use that may be made of the information contained therein.

Dissemination and translation of research to the policy makers - One of the major objectives of EuroFIR is to assist the EU and national policy makers to make recommendations for new directives on food labelling from the knowledge of its interaction of food composition data and public health nutrition, and a reduction in diet-related chronic diseases in Europe. The problem requires an integrated approach that can best be proposed by the NOE, which will be able to:

- Propose tools and guidelines to policy makers;
- Help policy makers with policies and directives on healthy eating and optimal health;
- Rapidly provide expert opinion to policy makers (EU and national) on any questions raised in the field of food composition and public health nutrition.

In this way, dissemination will continue after the lifetime of the network through the various established routes including the website. Resources for these activities will form part of the business and marketing plan that will be developed in SA3.3.

The final report on the plan for using and disseminating knowledge will be included in the overall final report of the network.

Monitoring and evaluation of feedback from users and stakeholders

Feedback from the various users and stakeholders (SA3.2, 6.5 & 6.7) will measure in a number of ways including:

- Regular feedback and comments from the Users & Advisory Group (UAG, Table 6.4.2, Annex 1) and also the bioactive advisory group (see WP2.4) will be collated and evaluated by the SMB at regular intervals (WP2.4);

- Messages and comments through the public side of the EuroFIR website including monitoring email alerts from various non-EuroFIR users will be collated and evaluated by the SMB at regular intervals (WP2.4);

- Feedback from the stakeholder workshops planned for WP2.1 (see deliverables D2.1.1-D2.13), and network consultations and review of comparable services for WP3.3 (see D3.3.2) during months 13-30 will be assessed by the SMB at the appropriate time);

- The review of dissemination and feedback from stakeholders is given as Milestone M3.26 (WP3.2) and an audit by an external SME will also be conducted (M15-18) into the "dissemination effectiveness and awareness" including stakeholder feedback (see D3.2.6, M18).

6.6 Gender Action Plan

EuroFIR will contribute to the promotion of gender equality through a number of actions and activities. Our action plan constitutes practical measures that can be readily audited and that are designed to permeate the network and not be limited to individual partners or work packages. Each work package will include in its final reporting a paragraph on progress made in the implementation of the gender action plan, assess its impact and formulate recommendations.

6.6.1 Special action to bring more women into the project

The SMB is already composed of an almost equal number of male and female members. It will promote the participation of women at all levels of the senior management structure. At the start of EuroFIR, 46% of WP-Ls are women. The enduring nature of the proposed integration will inevitably result in a turn-over of both WPs and WP co-ordinators. The Network Board will promote women at this level of activity to maintain their contribution to 50%.

- Women are already well represented at the level of the number of registered doctoral students (43/57) and researchers (74/130), figures from the current A3 forms.

6.6.2 Linking with networks of women scientists within the field of the project

The dissemination WP will ensure that networks of women researchers [e.g. 'The Women in Life Sciences' initiative centred at the Karolinska Institute] are well publicised within EuroFIR. Women participants will be encouraged to attend, contribute to, and report on events through internal and external communication routes. Financial support for this activity is provided via the budget for SA3.4.

These activities are aimed at confidence building, support and provision of role models for women researchers currently acting in support roles. A 'paper' on these initiatives will be invited from women participants for auditing and Quality Assurance purposes.

6.6.3 Linking with schools and universities to trigger the interests of women in the project

In the UK there are several initiatives that aim to enhance science in schools.
This includes various teacher-scientist networks whose mission is to

- Support the involvement of the local science community in science education;
- encourage activities of mutual benefit to both scientific and educational communities;
- provide support, advice and resources to the teachers and scientists involved in each Network;
- review and update activities in accordance with the changing needs of the network's members.

Undoubtedly similar networks exist across Europe, albeit in different forms in different countries and these will be identified. The spreading of excellence in EuroFIR will then incorporate targeting of information to young people through such networks with regards such issues relating to:

- Women and men have different susceptibility to diet-related diseases.
- Women and men often have different acute and chronic responses to nutrients.
- Women have different motivations with regard to their own, and their families, nutrition.
- Women and men process nutrition information differently and attend to different elements of dietary advice.
- Women and men often have different barriers to effecting behaviour change.

It is becoming increasingly apparent that it is crucial to develop *targeted* information on nutrient requirements specifically, and diet and health in general, based on individual needs, of which *gender is a major category*. We will encourage the use of pictures and news of ethnic minority and/or women scientists engaged in the research (rather than relying always on the 'white Caucasian male'). The focus of EuroFIR is the *creation of an information resource*. The exploitation and dissemination activities of the resource will require the consideration of gender. Existing gender impact assessment protocols will be adapted. As part of the inaugural meeting, baseline information on probable gender-specific uses of the food information resource will be identified. This will be followed up with in-depth interviews with team leaders with responsibility for dissemination, and with key stakeholders who will use the resource.

6.6.4 Review/audit/monitor gender dimension of project

A representative from an established, independent network (such as the 'Women in Life Sciences' initiative) may be commissioned to provide an assessment of the conduct of EuroFIR with regard to gender issues. The assessment will be fed back internally and externally for audit and QA purposes. Also, the network on gender issues offered by the Commission will be of use here.

The final report on the gender action plan will be included in the overall final report of the network.

6.7 Raising public participation and awareness

Bearing in mind that European Member States have asked for an open dialogue between **Science and Society,** EuroFIR wishes to create a platform on which different views are expressed and respected on the basis of the best scientific facts and risks.

The Science and Society activities will facilitate spreading of excellence by:

- Identification of, and regular co-programming and harmonising partners' research activities in the field of food composition, and public health nutrition, and society in order to pull together the activities in these fields leading to collaboration and divisions of labour depending on available expertise and local and European research needs in this field;
- Link this topic from within EuroFIR to outside groups and programmes in this particular field.
- Design and implementation of participatory procedures for informed debates with consumers (organisations), industry (organisations) and other stakeholders on specific issues of concern and of priorities in these fields. The debates are organised in order to identify key concerns and issues of trust and to discuss them in order to identify needs and benefits that could be provided by research or consumer products of food composition research (see RA2.1 & SA3.3). Selection of procedures (e.g. consensus conferences, citizen's juries, focus groups, joint fact finding sessions, future conditioning and public meetings) should be made carefully depending on the specific goals of the debate.
- Joint interactive foresight workshops with food and nutritional scientists in and outside the network, representatives from industry, consumer organisations, the public and health professionals and policymakers to discuss future scientific and technological developments in these field and their social, economic, legal and ethical aspects. Communicate this to policy makers in research and industry.
- Formation of a European stimulating education environment for new students and young researchers in the field of "Food Composition, Public Health Nutrition and Society'. Organise meeting place where researchers and students can present their findings. Create possibility for group-publications in this field of existing journals.

EuroFIR will conduct media campaigns and support to promote the use of food composition data for food labelling and healthy eating campaigns. The results of the research will make it possible to expand public awareness and greater use of food composition data. This will be done by:

- Regular press releases to news agencies regarding food composition data, food labelling and public health nutrition.
- The provision of material for information campaigns to all partners to be translated into national languages;

- The provision of electronic material to the media from the Website to be freely used provided the copyright to EuroFIR and its Internet address is mentioned. A regular update of the EuroFIR materials will be made available.
- A major annual campaign will be devoted to the most important research findings of the NOE. It will be decided in consultation with the Advisory Body and Governing Council.

The final report on raising public participation and awareness will be included in the overall final report of the network.

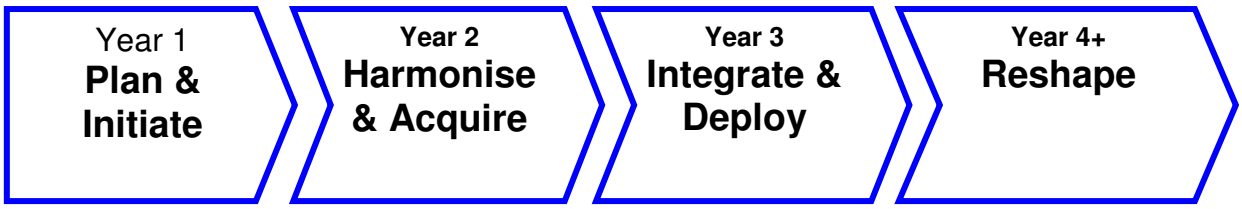
6.C Milestones

6.8 Major Milestones over full duration of the action

Milestone (month)
Year 1: • Zero benchmarking of performance indicators (M0) • Joint Research objectives established for the defined research areas and WP teams established (M3) • New research areas of interest identified (M3-18) • Internal communication optimised to adequate extent (M6) • Submit list of six expert names to the Commission for review at 18-22 months (M6) • Formalised peer-review process for dissemination (M6) • Expert group for innovation monitoring and evaluation and co-ordination of standardisation efforts established (M6) • Industrial communication platform established (M9) • Best Practice and Quality Assurance established through standard operating procedure manual (M12) • First national/international communication activities launched (M12)
Year 2: • Effective platform technology sharing procedure and dissemination of established expertise established(M15) • EuroFIR databank systems established for nutrients (M12-18) • Plan for databank enhancement for food-derived contaminants agreed (M12) • Initiation of audits and PT schemes (M18). • E-learning modules in use (M15) • SME-involvement reaches 15% of annual budget (M15). • Extensive PhD-exchange programmes among partners (>20% of annual Research budget). • Formal, measurable outreach work underway with stakeholder groups (M15) • Self-auditing process in place for all partners (M15) • First external review of prototype databank system by UAG/nominated experts with “GO/NO GO” decision (M18-22)
Year 3: • New research topic added to joint research activities • EuroFIR databank systems established for bioactive compounds. • Facility sharing implemented • Plan for self-sustainability • Preparatory work for mid-term review completed • Intensive contact with European Food and Nutrition Industry. • Integration of independent e-learning modules into one high quality e-learning course • Joint PhD-programmes and appointments among partners • Staff exchange fully established • Overall project budgeting system in operation • Open food database society is shaped around core EuroFIR activities • Extensive public website linked to major stakeholders, and communicator intermediaries using major European languages
Year 4: • Mid-term review completed and agreement reached with partners/commission on modifications brought up by this mid-term review. • Contribution at national science meetings in partner countries spun off and undertaken without the need for central coordination. • Measured awareness of food composition and public health issues raised amongst stakeholder audiences.
Year 5: • EuroFIR is independent of EU-grant • EuroFIR functions as core databank systems of European food composition databases. • Annual EuroFIR is a continuing global key event. • EuroFIR cascade is recognised as lead information source for all aspects of food composition information.

7. Quality of integration and performance indicators

By restructuring facilities and harmonising research programmes, the EuroFIR partners aim at integrating their efforts on food composition databanks. The indicators for the process of integration are foremost described as the milestones set for the work packages. These will be formally assessed at first instance by the SMB and also by the GC. This will provide insight in the progress of shaping of EuroFIR. Assessment of integration will therefore be an integrated part of annual progress evaluation. Integration will be made an integral part of the system of self-auditing/self-evaluation that will be introduced for all partners. This task will be taken up by the respective EuroFIR WP-Ls. Due to the progressive nature of the integration, the indicators of integration will change over the 5 years. An initial plan is set out below:



Year one – Plan & Initiate
- Get to know each other better
- Integrate current knowledge and practices
- Start harmonisation of database infrastructure & standards
- Discuss and define the framework of databases
- Initiate bids for network funding of joint research activities & training networks

Year two – Harmonise & Acquire
- Start using same tools and software
- Establish & test prototype database
- Start exchange of researchers
- Define SOPs/QA for sampling & analysis
- Acquire new data on key foods & components
- Initiate & establish contacts with national funding bodies to acquire additional funding
- Influence policy on European research direction*

Year three – integrate and collaborate
- Extend, link & evaluate databases
- Dissemination activities
- Reassessment of network partnership
- New research topics between partners
- Establish firm links to other IPs/NOEs (see Section 12)

Year 4 onwards- reshape
- Integrated national & other funding into JPA
- Common training & technology platform
- Agree sustainability strategy

*Measures to be developed by IA1.2 & SMB.

Therefore, indicators of integration (in quantity and in quality) are determined and may be adjusted on an annual basis by the SMB and will be monitored and modified as necessary using the modified Balance Score Card below. Qualitative and quantitative targets have been proposed below and will be finalised immediately after the start of EuroFIR. A zero measurement will be done in early 2005 for the indicators as listed below. Quality of integration will be reported per work package, a bonus system will be set up for those work packages with the highest scores. Performance indicators will be closely monitored by the project co-ordinator and the PMO to ensure that adequate funding and attention within EuroFIR network is given to this topic.

7.1 Balance score card (BSC)

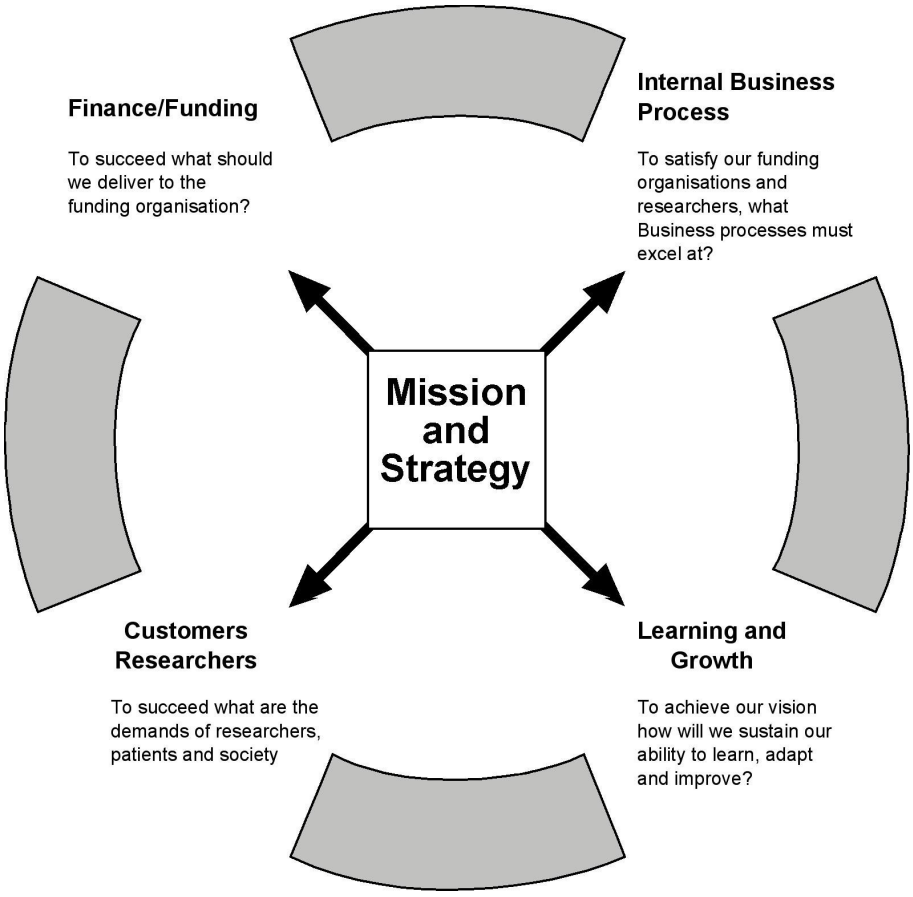
In order to successfully manage the integration of its partners and members, EuroFIR will use an adapted version of the Management technique called *"Balance Score Card" (BSC).* The BSC is more than a tactical or operational measurement system. We are using the measurement focus of the BSC to accomplish critical management processes as follows:

- Clarify and translate vision and strategy;
- Communicate and link strategic objectives and measures;
- Plan, set targets, align strategic initiatives;
- Enhance strategic feedback and learning.

It is a novel approach to apply Business Techniques to a research NOE. However, the basic principles of the BSC have to be adapted for the EuroFIR NOE. The four perspectives on which the BSC is based are Financial, Customer, Internal Business Process, and Learning and Growth. The *Customer* in this setting is understood to be the *community of researchers as well as the other stakeholders in the field of food composition and public health nutrition*.

The NOE is a tool to reduce fragmentation of the research in Europe and so, it is at the services of the Researchers to put in common their Knowledge but also their tools and even exchange tools and expertises from one centre to the other. Thus, the traditional BSC strategic framework view for Action is modified as shown in the following figure.

BSC Strategic Framework for EuroFIR:



For example, this approach can be used to measure how EuroFIR will continue beyond the financial support given by the EU in the following table:

Objective	Measures	Target	Actions
Establishment of a common nutrient and bioactive databank for Europe	(1) Number of tools/outputs provided by each partner. (2) Number of tools/outputs exchanged between the partners. (3) Number of publications derived from common research projects (WPs) with exchange tools.	In the first five years, each core partner should provide at least FIVE tools/outputs.	(1) The Coordinator will actively approach partners who are either not offering, or not using tools in exchange. (2) The Network Manager (PMO) will actively find out the demand for tools not yet offered in the NOE and approach possible sources/ service providers.

In the JPA, EuroFIR will design, develop and operate an information and communication system where these measurements will be captured, stored and monitored. The following table gives details of the quantitative performance indicators for measuring integration:

Objectives	Measures
EuroFIR impact	Growth of the number of EuroFIR conferences. Capability of EuroFIR annual network meeting/conference to attract external attendants from Europe and beyond. Growth of the number of hits on EuroFIR website Growth of Citation Index/Impact Factor of EuroFIR papers on Medline. Number of EuroFIR member researchers actively involved in the discussions about shaping the EuroFIR JPA. Number of registered collaborating centres and individual researchers Number of requests from potentially new core partners. Citations in the Media. Advice given to policy stakeholders Interest expressed by non-European national database compilers & other stakeholders. Impact of EuroFIR training activities (e.g. number of external attendants)
Dependence/independence of EU Funding	Interest of national funding bodies in EuroFIR's joint research and integration projects. Increase of non-EU funding with special attention to joint contracts with centres of knowledge transfer and industry External Funding for the coordination of joint research activities.
Gender Equality	Ratio M/F researchers working in EuroFIR. % Women in senior management roles within EuroFIR.
SME involvement	Number of contacts made with SMEs. Number of SMEs as EuroFIR partners Number of new SMEs joining the consortium. Number of "spin-off" SMEs.
Involvement of Associated Candidate countries and interest from institutions outside Europe	Interest from individual scientists from associated candidate countries in joint research Interest from individual scientists from associated candidate countries in training activities. Institutional interest in EuroFIR, not necessarily with the aim to obtain full partnership. Institutional interest in EuroFIR from outside Europe. Ratio of EuroFIR funding (as % total budget) allocated to partners from associate candidate

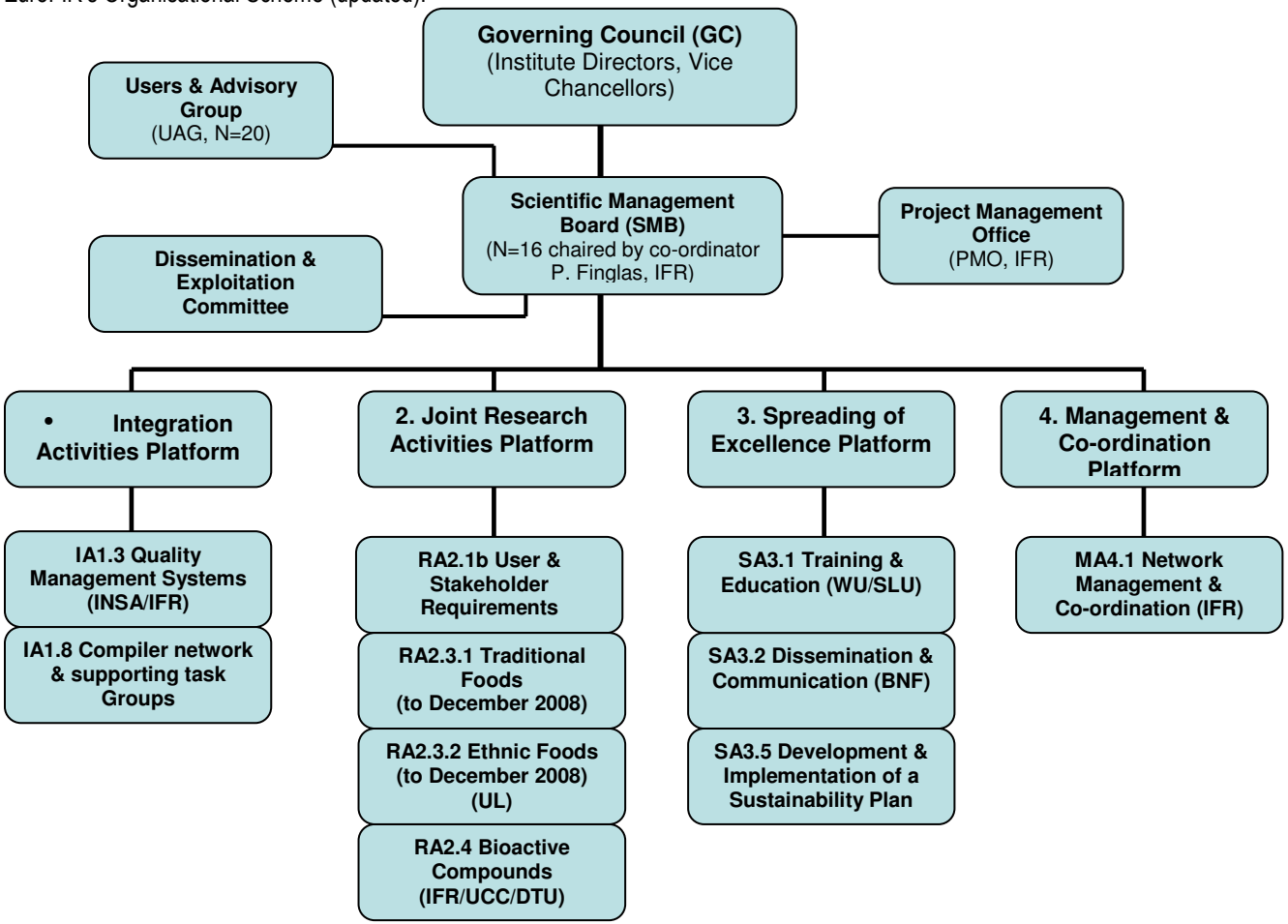
	countries compared to member states.
Specific integration parameters	Number of joint (a) primary and (b) other publications from EuroFIR partners. Increase of joint publications and their IF/CI from EuroFIR partners. Number of joint PhD exchanges between EuroFIR partners. Number and extent of exchange visits between EuroFIR partners divided into researchers and PhDs. Number of exchange researchers and students within EuroFIR. Number of certified centres for analysis. Number and extent of new joint grants or funding between EuroFIR partners. Quantitative assessment of the use of the EuroFIR database, in terms of amount of data entered. Quantitative assessment of the use of the EuroFIR database in terms of amount of data used. Financial contribution of partners to the JPA. Value of person month contribution of partners to JPA. Number of training courses and workshops organised for EuroFIR members. Number of training courses and workshops organised for non-EuroFIR members. Number of scientific conferences in which by specific presentations or parallel sessions attention will be given to EuroFIR. Number of international/national science 'events' where EuroFIR activity features Number of activities carried out within the NOE but not paid from the grant Frequency of the use of equipment/facilities of other partners. Number of joint patents by EuroFIR partners. Number and size of networked nutrient and bioactive databases. Number and size of EuroFIR online databank systems. Number of hits on Extranet. Growth in the number of attendees to conferences and training courses supported by EuroFIR.

The above indicators will be monitored over the duration of the project for each partner. The Coordinator and PMO will collate all the above indicators into an "overall performance indicator for integration" for each partner. This information will be used to assess the performance of each partner over the course of the project. It will also be used as a basis for making recommendations to individual partners where performance needs to be improved. Full details will be given in the Consortium Agreement.

8. Project organisation, management and governance structure

8.1 EuroFIR Network Organisation Structure

The EuroFIR organisational structure during the period funded by the European Commission is presented in the scheme below, with the work packages programmed for the first 18 month period. Other work packages will be established in due course, but the general structure in grouping them into four main activities will be maintained (Joint Research, Integration, Spreading Excellence and Management). The proposed organisation scheme for EuroFIR is given in the following figure.
EuroFIR's Organisational Scheme (updated):



Flexibility and transparency are key factors to all professional management of large research enterprises. The Management Structure will take into account the following key objectives:

- To stay at every stage transparent and flexible;
- To keep the structure as light as possible taking into account the inherent complexity of such a NOE;
- To implement the two new funding principles of FP6: Autonomy and Joint Liability;
- To provide working procedures offering full transparency for the participants;
- To maintain a centralised and coordinated control of the entire NOE and simultaneously stimulate synergy and integration.

The model used for EuroFIR is based on the above objectives and has been adopted and adapted from successful past EU projects. The NOE consists of SEVEN management bodies:

- Governing Council (GC);
- Scientific and Network Management Board (SMB);
- Project Coordinator (The head of the SMB also assumes these responsibilities);
- Project Management Office (PMO);
- Dissemination and Exploitation Committee (DEC);
- Users and Advisory Group (UAG);
- Workpackage Leaders (WP-L).

The network's project management will be audited in the Year 2 by an external consultant and their report will include any recommendations for improvements. The report will be submitted to the SMB and GC.

(a) NOE Management Body 1: Governing Council (GC)

The highest decision-making authority within the NOE will be the GC consisting of senior level representatives of the legal entities (core contractors) participating in the NOE and chaired by the Director of IFR (or his nominated deputy). Each partner has a vote on the GC. The composition of the GC can vary as a consequence of incoming or leaving participants. By its position and role this GC guarantees the involvement of all partners. The number of council members will be at least two-thirds of the total number of the core contractors at any time. The GC will meet annually. The head of the SMB and a representative of the PMO shall attend meetings in an advisory capacity.

The GC is the Consortium's decision-making arbitration body and shall decide on the following key matters:

- Regularly reviewing the strategic thrust, mission and political orientation of the NOE;
- Regularly reviewing the Consortium's "JPA" and "Plan of Use and Dissemination" based on the recommendations of the SMB;
- Regularly reviewing the Consortium's budget and the financial allocation of the EU's contribution based on the recommendations of the SMB;
- Acceptance of actual expenditure incurred in accordance with allocations agreed within the budget as set out by the SMB;
- Modifications to the "JPA", including any decisions to abandon a research programme, or to reduce the budget allocated to it, based on recommendations of the SMB;
- The inclusions of any new partners.

(b) NOE Management Body 2: Scientific and Network Management Board (SMB)

The NOE will be monitored by a high level Scientific and Network Management Board, comprising of around ten senior researchers from the core partners. The head of the SMB will be designated as IFR, and represented by Paul Finglas (the project coordinator too). He has been appointed as the prospective head of the SMB and will set the agenda for all meetings as well as chair them.

The SMB will meet every SIX months at different centres of the board. The head of the SMB will be responsible for the drafting of the minutes of each meeting to formalise in writing all decisions taken and shall circulate them to all board members following each meeting. Its role will be to make recommendations to the GC regarding the scientific and managerial orientation of the project as follows:

Concerning the JPA:

- Prepare the JPA;
- Make progress reports on the state of advancement of the NOE;
- Establish the NOE deliverables for the Commission;
- Propose the NOE's budget as well as the allocation of funding between the core contractors.

Concerning the entry of new contractors and exclusion of existing contractors:

- Implement the competitive selection procedures for any new contractors with the assistance of the PMO;
- Propose any exclusion or withdrawal of existing contractors to the GC.

Concerning Intellectual Property:

- Where the contractors have not themselves identified such action, make recommendations on licensing projects pursuant to the items of Article 9 "Intellectual Property Rights";
- Make recommendations on terms and conditions of access to Knowledge and Pre-Existing Know-How by subsidiaries and affiliates not listed prior to the signature of the EC contract;
- Give instructions to the PMO concerning the management of any NOE knowledge portfolio upon consultation of the DEC;
- In collaboration with the DEC, ensure, review and authorize completed publications and communications in connection with their industrial protection, defence and valorisation as appropriate.

Concerning project monitoring:

- Make recommendations to the GC to suspend all, or part of the JPA, or to terminate all, or part of the EC contract;
- Make recommendations to the GC to request the EC to terminate the participation of one or more contractors.

(c) NOE Management Body 3: Project Coordinator

The position of the Coordinator is identified as Institute of Food Research (IFR) and is represented by

Paul Finglas. The tasks of the Co-ordinator are specified in the contract between the consortium and the Commission, the Consortium Agreement, and are also briefly described as follows:

- Communicate all information in connection with the NOE to the Commission;

- Receive the entire financial contribution from the Commission and will manage this contribution by allocating it to the core Contractors pursuant to the agreed "JPA" and the decisions taken by the appropriate Committees/bodies of the network;
- Prepare the annual accounts such that it is possible to inform them of the distribution of funds among the Contractors, specifically the amounts allocated and the dates of payment to each Contractor;
- Ensure the signature of the Consortium Agreement and EC Contract;
- Prepare for the SMB the network deliverables and milestones based on the progress reports, the supporting documents and audit certificates to be provided to the Coordinator by the Contractors;
- Address the network deliverables to the Commission, after prior validation by the SMB and GC;
- Head the Project Management Office (PMO)..

(d) NOE Management Body 4: Project Management Office (PMO)

The PMO supports the SMB and GC within the network and is headed by the Project Coordinator above. The project manager will be Dawn Wright (IFR) and she will attend SMB, GC and other network meetings as required by the Coordinator. The PMO also supports the Co-ordinator for the day-to-day management as follows:

- Manage the administrative, legal, financial and other aspects of the NOE;
- Assist the Coordinator with the scientific steering of the NOE (follow-up of planning schedule, issue reminders for task initiation or completion);
- Assist the Coordinator in preparing NOE deliverables and milestones;
- Assist the SMB in implementing the competitive selection procedure for new contractors;
- Provide the secretariat of the SMB and GC.

The PMO will be based at the Institute of Food Research and will be staffed as follows (with estimated person times):

- Network/project manager (Dawn Wright) (60%)
- Financial officers (led by Rebecca Chapman with support from Sally Webster and Beverly Kemp) (ca50%)
- Secretarial and support staff (100%)

(e) NOE Management Body 5: Workpackage Leaders (WP-L)

Each WP will be led (or co-led for some more complex WPs) by Workpackage Leaders. Each WP-L will manage and coordinate the day-to-day activities of their respective WPs and their tasks will include:

- Providing sufficient and appropriate information on the progress to the Coordinator or SMB on request;
- Responsible for any financial budgets as agreed by the SMB;
- Co-operating with the coordinator and SMB to ensure that key milestones and deliverables are achieved on target and materials for reports and dissemination activities are supplied to the agreed timescales.

(f) NOE Management Body 6: Dissemination and Exploitation Committee (DEC)

The DEC is composed of a maximum of TWO representatives per Research and Actions Platform and its head will be appointed by the Head of the SMB, and will meet every SIX months. The role of the DEC is to:

- Propose to the SMB the updating of the Pre-Existing Know-How list;
- Establishing and reviewing the Plan for Use and Dissemination of the NOE to be submitted to the SMB and GC;

- Identify knowledge that could be the subject matter of protection, use or dissemination by decision of the SMB, or individual contractors, based on proposed publications and activity and/or progress reports issued by the WP contributors;
- Assist the SMB in the implementation of measures in connection with publications, the protection of Knowledge and their dissemination.

(g) NOE Management Body 7: Users and Advisory Group (UAG)

The UAG is composed of outside experts recognised for their expertise in the field of the NOE, appointed by the GC and may be based on recommendations of the SMB, and will determine their number for the duration of the Consortium Agreement. The heads of the SMB and DEC shall attend meetings in an advisory capacity. The UAG shall meet at least once a year and its main role is to:

- Advise the GC on NOE orientations and the implementation of its mission to spread excellence in Europe;
- Evaluate the JPA of the NOE as well as results obtained;
- Be consulted by the GC on any scientific issues;
- Make any proposal or transmit any information it deems useful to the GC.

A special function is assigned here for Stakeholders Debates. The head of the DEC will also be assigned the role of managing debates between users, Advisors and the GC members.

8.2 Decision-making process

The final decision-making body is the Governing Council. All decisions made derive directly or indirectly from this Council. As the final decision-making body the Governing Council is responsible for:

1. Approving the scientific and financial annual report.
2. Approving the work plan and the budget for the next year.
3. Beyond the work plan all strategic issues.
4. Settling disputes.
5. Admitting new members to the Network.

The Governing Council takes decisions according to the principle of a majority of two thirds of the votes, exceptions are properly described in the Consortium Agreement. The Governing Council delegates the tasks of the Co-ordinator as specified in the contract between the Co-ordinator and the Commission to the PMO.
Within the SMB, the day-to-day management, including the financial administration, is entrusted to the Co-ordinator.

The above mentioned procedures and systems will be elaborated in a manual based upon the consortium agreement. This manual will present the procedures for defining and monitoring procedures, milestones and deliverables. This approach aims to implement quality assurance on all levels in the Network organisational structure and in all decision-making mechanisms. As a consequence procedures will be developed and implemented for financial, administrative and technical/scientific reporting, assessment of the degree of integration, tenders for admitting new participating parties and network exit. Specific attention will be paid to IPR and other innovations.

The Project Information and Quality System (PIQS) is a project management methodology orientated to quality and based on the Project Management Institute “Project Management Body of Knowledge” approach, as well as on ISO 10006 guidelines. It has been used in the management of several EU RTD projects, as well as industrial ones. A project-tracking tool combining MS-Project and other MS-Office components supports the methodology. The procedures and systems are supported by a web based information system.

Four management levels (administrative, financial, operational and risk management) will be used to assist the decision-making process:

8.2.1 Administrative management

(a) Reporting

In order to guarantee the transparency of the NOE management, all reports will be available on the EuroFIR website. Only documents or parts of documents concerning individuals will be kept confidential to members of the SMB and GC only.

Reporting to the Commission – Contractually, regular management and financial reports will be submitted to the Commission. The PMO will prepare the draft of all reports in due time and submit them to the SMB for approval.

Internal Reporting – In order to keep the NOE under control, each organisation participating in the NOE will submit to the PMO a full progress report as agreed. From its side, the PMO will publish monthly on the EuroFIR website a "notice board" of the status of each report and a summary of the NOE progress.

(b) Quality Assurance

The QA/QC will include the review and acceptance of the all deliverables and milestones in the NOE, and also all activities to control the progress of the NOE. A suitable qualified QA expert will be employed by the PMO for this purpose. The procedures for the control of the quality of the deliverables and milestones will be agreed by the SMB. When a deliverable or milestone is ready for review, details will be forwarded to the PMO, which will check its structure and format. It will then be sent to the designated person(s) designated as reviewers of this deliverable. For major deliverables, a panel of external experts will be appointed as reviewers. The reviewers' reports will be collected, collated and distributed to the Coordinator and SMB for approval. The SMB can request changes to be made prior to approval.

8.2.2 Financial management

Budgets - The budgets and advance payments will be distributed according to the provisions of the Consortium Agreement and the decisions of the GC and SMB. Budget forecasts will be established by the PMO in order to allow the SMB to make the most appropriate decisions.

Control - The information on participants' expenses will be gathered by the PMO and contractual financial audits will be followed-up regularly for each core partner.

Accounting - The PMO may carry out a 6-monthly analysis per partner and per WP of the consolidated information received by the core contractors.

Reporting – In addition to the annual financial report to the Commission, the PMO may issue a 6-monthly finance report describing the financial status and budget forecasts that will be distributed to the SMB and be available on the Intranet. The contractual financial and cost statements will be prepared by the PMO.

8.2.3 Operational network management

The Network organisational structure and decision-making mechanisms will evolve according to the needs of the degree of integration of the Network. This also refers to the duration of the Network beyond the period funded by the Commission. A Consortium Agreement will be signed before concluding the contract with the Commission. The first formal SMB/WP-L meeting will be organised for 11-12th January 2005 in Delft. This `kick-off' meeting will elaborate the activities and deliverables for the first 18 months. The monitoring of the agreed activities and deliverables is supported by Gantt and Pert schemes.

The table below summarises some key players and aspects of the task organisation and management:

Objectives	**Proper organisational structure and decision mechanisms, tasks of sub-projects, UAG, DEC**
Period	First and second year
Prepared by	SMB
Decided upon by	GC
Refers to	Day-to-day-management, management scheme, preparing decisions by the GC, new participating parties.
Quality assessment	Meeting quality indicators and deadlines

Besides the common exchange of information, quality assessment and monitoring of progress by personal contact and the web based management communication support system will be crucial. The communication flows can be presented as follows:

Organisation body	**Frequency**	**Deliverables**
Within Co-ordinator and PMO	daily	day-to-day management
Within SMB	weekly	day-to-day management
WP-L to Co-ordinator & PMO	every three months	activity reports (update, progress and problems)
SMB to Governing Council	every six months	scientific and financial progress reports
Co-ordinator to European Commission	annual	annual scientific and financial progress report
Participating parties to Co-ordinator & PMO	annual	annual audit report
UAG	At request	Reports by independent experts
DEC	At request	Reports by members of platform

The operational coordination regroups all the tasks required to manage the NOE as an integrated tool. This set of activities will be undertaken by the Coordinator and PMO and is directly related to the JPA of the consortium as well as management structure, decision-making process and management arrangements. It will include the following tasks:

- Assessment of the progress of integration, and spreading of excellence activities, using the foreseen indicators and balance score card methodology (B.4.2);
- Monitoring progress of the network using the PIQS methodology tool;
- Management of the IT infrastructure and applications;
- Follow-up of the specific joint research activities;
- Follow-up of the infrastructure development activities subcontracted to third parties;
- Follow-up of the spreading of excellence activities:
- Subcontractors selection procedures;
- Measure the performance indicators and their progress;
- Report monthly to the SMB about the network status.

8.2.4 Risk management

The SMB is responsible for managing the risks of the NOE, in order to prevent any deviation from the plans. The PMO will assist in this task. At the start of the NOE, the following information will be collected from the consortium and will be subsequently used to update the initial identified risks and contingency plans listed in Table 1:

- Identification of “facts” or ”events” which could jeopardise the correct functioning of the NOE;

- Evaluation of the likelihood of each risk (high, medium or low);
- Quantitative evaluation of the potential damage that each risk could create (in Euros);
- Ranking of the risks based on the above information;
- Identification of all the possible measures to decrease the likelihood or limit the damage of the most critical risks.

With the help of this information, the SMB will be able to make the most appropriate decisions. This information forms the basis of the information on potential risks and contingency plans given in the last column of Table 1 and will be regularly reviewed and updated with new measures adopted above.

8.3 Management of knowledge, intellectual property and other Innovations

Integrating a considerable number of active participating parties needs a clear and coherent policy for the management of knowledge, intellectual property rights and other innovations. Each participant contributes differently with regard to pre-existing know how, generated knowledge during the period funded by the Commission and beyond, allocated funds and efforts, procedures, systems, stakeholders and users. Recognising the need for top-quality scientists to publish research results and the public source of its funds EuroFIR will make all results of its joint programme of activities available for publication. Commercial interests of partners can lead to postponing publication for a grace period of six months. Section E of the Consortium Agreement covers all regulations with regard to Intellectual Property Rights including the guidelines for publication of results. Partners are free to patent results from research activities funded through EuroFIR taking into account article 30 from the Consortium Agreement

The DEC and SMB will closely manage and monitor network publications (see role above) and the PMO will manage the IPR database for each partner containing the following information:

- The pre-existing know-how (full details will be included in the Consortium Agreement);
- The know-how acquired during the NOE, but with other funding;
- The know-how resulting from the JPA.

This will allow for each activity to define the access of right of each participating organisations. The core partners will gather information about research results and initiate relations with industry in order to translate these results in innovative new food products, tools, methods or services. SMEs will be the privileged target, and the creation of *"spin-off"* companies by the participation will be promoted and supported by EuroFIR.

8.4 Additions of new partners to the network and the management structure

Guidelines to allow new network partners are provided in the Consortium Agreement. To ensure the realisation of the ambitions and success of EuroFIR, acquisition of new Network partners will be actively pursued by the Co-ordinator and SMB. Full details will be given in Appendix A.4. The process will commence when the Network has proven to be operational, i.e. the current partners have taken on the activities as planned during year 1. Criteria will be tailored to the type of partner. New partners' awareness of the activities of EuroFIR will be generated through contacts with founding partners and through participation in those activities of the Network which are open for non-founding partners from the start of the Network.

9. Detailed joint programme of activities (JPA) – Months 25-42

9.1 Introduction – General Description and Milestones

This section describes in detail the JPA, which is planned for months 25-42. The aim for the first eighteen months is summarised as "setting the stage" and it is the phase of getting to know each other, making inventories of current practice and research, establishing the communication platform, start sharing current technologies and procedures, and laying the foundation for joint research, including by initiating shared PhD projects. The major deliverables for the first phase will be the publication of calls for new partners, identification of funding possibilities for joint research (e.g. other FP6 calls, various national and regional opportunities), harmonising current practice and protocols, laying the foundations for shared facilities and databanks systems, and establishing joint training programmes. Also, the dissemination concepts will be established throughout Europe, and communication with key stake holders in the relevant areas will be set up.

These generalities have been translated into 18 dedicated WPs, organised as the first major blocks of work of the corresponding activities. They are grouped in four horizontal platforms of WPs. The eight Integrating WPs (IA1.1-1.8) address Strategic Objective 1 (To identify, address and overcome technical changes) and aim at harmonising, stimulating and facilitating new technology, informatics and systems for common use. These will form the basis for the four Joint Research WPs (RA2.1-2.4), which address Strategic Objectives 2 & 3 (To identify and provide new information for missing data and foods, and to identify user and stakeholder requirements) aim at exploiting the technological and scientific developments relating to databank infrastructure and specifications in order to enhance the quality of food databank linking, coverage and management. The Spreading of Excellence WPs (SA3.1-3.5) address Strategic Objectives 4 & 5 (To spread excellence and enhance impact, and to identify socio-economic and sustainability impacts] build upon the acquired knowledge to share this with target user and stakeholder groups (researchers, industry, society, healthcare), and to establish long-term durability for the network. Lastly, the Management Workpackage (MA1) describe the co-ordinated activities to flexibly structure the Network, achieve and monitor integration, and the procedures for SME enrolment and participation.

Managing risks and identifying contingency plans for these

The assessment of the progress of EuroFIR primary functions through internal monitoring of achieved milestones and deliverables. The level of detail of the milestones and deliverables as described (>150 to be reached in the first 18 months) clearly indicates that the machinery for progress assessment is in place. Progress will be formerly measured every six months, during the SMB meetings. Major deviations in milestone delivery may cause a change of strategy for a WP or complete activity. Also, external development (see below), or new insights may cause adaptations in the JPA. In general, these will be discussed within daily management of EuroFIR (i.e. CO/PMO in consultation with WP leaders and teams). This may result in alternate strategies to reach the milestones or deliverables, or in rephrasing them. In case of major impact on the goals or objectives of the network, the GC will be consulted. Here, also a role of the Users and advisory Group (UAG) is envisaged. *The annual meeting of the GC is the focal point of regular strategic network planning*.

A major task for the management is the co-ordination of the fund/grant-raising for EuroFIR activities. Networking remains a theoretical exercise if the joint research activities and the maintenance of the network infrastructure are not financed. *The availability of new research funds and grant opportunity will guide the shaping timing of the various research activities*. This will be continuously monitored by the CO and SMB, and will be one of the drivers in the advice towards the GC.

The partnership of EuroFIR has been carefully established, based upon present expertise, excellence and vision. If however, during the course of the development of the network, it is deemed useful or necessary to change or extend the partnership, this will be achieved through open or closed calls, or specific invitation. The mechanism and rules of changing the partnership have been laid down (see Article 6: Change to the Consortium) and the Consortium Agreement. In the case of newly emerging technologies, the preferred way of expansion is to select, approach and include technology based SMEs.

Complete Milestone List (including Months 49-66)

Milestone no	Milestone title	Delivery /Achieve date	Nature	Dissemination level
M1.1.1 M1.2.1 M1.3.1 M1.4.1 M1.5.1 M1.6.1 M2.1.1 M2.1.1 M2.4.1 M3.3.1	Hold inaugural meeting to create management team and launch WPs	1	O	RE
M1.1.2	1st phase completed (web-based platform & IT systems tools)	6	O	RE
M1.1.3	2nd phase completed (training, publications/ documents & methods/QA inventories.	15	O	RE
M1.1.4	3rd phase completed (updated IT systems manual & portals for dissemination and communication activities).	18	0	RE
M1.1.5	Update/publish IT systems manual/review and update as necessary	18	R	RE
M1.2.2	Benchmarking of integration status at month 0	3	O	RE
M1.2.3	Launch call for new partners	6	O	PU
M1.2.4	Establish and disseminate improved methodologies, tools and databank systems	12	P	RE
M1.2.5	Benchmarking of status of integration at month 12	15	O	RE
M1.2.6	Integrated JPA for 18-36m	18	R	RE
M1.2.7	Initiate the development and submission of funding bids to national bodies.	18	R	RE
M1.2.8	2nd phase completed including centre skills & training and publications/ documents.	18	R	RE
M1.3.2	Establish and disseminate quality system & plan, and QA questionnaires.	7	R	PU
M1.3.3	Establish and disseminate standards and traceability links including QA criteria, quality index and conference code	14	O	PU
M1.3.4	Initiation of audits and PT schemes	18	O	RE
M1.3.5	Plan for the continuation of audit cycle and PT-schemes involving relevant laboratories	18	R	RE
M1.3.6	Training programme for quality formulated & commenced	27	R	RE
M1.3.7	Updated manual on QMS launched	30	R	RE

M1.3.8	Session on Quality rating of data from scientific publications or reports, at the first Compilers Network meeting (TG4)	27	O	PU
M1.3.9	Questionnaire on quality assurance criteria for computerized system (TG3)	27	R	RE
M1.3.10	Presentation of headlines of SOPs associated with some of the critical points in the data compilation process, at the first Compilers Network meeting (TG2)	27	R	RE
M1.3.11	Training programme for quality formulated & commenced (TG1)	27	O	PU
M1.3.12	Report on Lab selection for traditional foods (TG1)	38	R	RE
M1.3.13	Report on EuroFIR quality assurance criteria requirements for computerized system (TG3)	36	R	RE
M1.3.14	Session on Quality rating of data from scientific publications or reports, at the second Compilers Network meeting (TG4)	25	R	RE
M1.3.15	Questionnaire on existing methods for the selection of "raw" data for production of reference value in national food composition databases if participants to prepare and analyse results (TG2)	42	R	RE
M1.3.16	Consensus reached on quality rating system	39	O	RE
M1.3.17	Draft SOPs published on EuroFIR website for wider consultations	39	R	RE
M1.3.18	Analytical method guidelines published on EuroFIR website for wider consultations	48	R	PU
M1.3.19	Commence compiler certification	54	O	RE
M1.3.20	Further feedback from FCDB compilers on QA system for complimentary data	51	O	RE
M1.3.21	EuroFIR's quality system presented at IMEKO Conference (Lisbon) and 3rd EuroFIR Congress (Vienna).	57	O	PU
M1.3.22	Consensus reached on guidelines for quality index attribution to complementary data for EuroFIR data interchange	56	O	RE
M1.3.23	Concensus workshop on data quality systems	63	O	RE
M1.4.2	Databank steering group established	3	O	RE
M1.4.3	General structure of databank system established and modified as required	12-18	P	RE
M1.4.4	Consensus on rules for QC and data format and retrieval.	15	R	RE
M1.4.5	Data extraction tools available	18	O	RE
M1.4.6	Plan for databank enhancement and additional resources for month 18 onwards.	18	R	RE
M1.5.2	Establish national compiler networks	3	R	RE
M1.5.3a	Complete review on food-derived contaminants	12	R	PU
M1.5.3b	A prototype standard for description, documentation and management of food composition data	18	P	PU

M1.5.4	Workshop on component coverage and level of documentation in existing databases, and nutrients to be included in core data sets and future analysis proposal.	15	R	PU
M1.5.5	Report on NLG Factors, Proposal for calculation procedures.	16	R	PU
M1.5.6	Establish a CEN working group on a standard for food composition data. Formulation of work plan	18	O	RE
M1.6.2	Proposals for linking foods through existing food classification & description systems	9	R	PU
M1.6.3	Recommendations for food record retrieval using existing description and classification	12	R	PU
M1.6.4	Recommendations for food classification and description systems for use in European food composition databases	15	R	PU
M1.6.5	Testing/Evaluation of Indexers' performance	18	P	RE
M1.6.6	Fully food indexed datasets (about 1000 foods)	18	O	RE
M1.7.1	2nd phase completed (training, publications/documents & methods/QA inventories	18*	O	RE
M1.7.2	3rd phase completed (updated IT systems manual & portals for dissemination and communication activities).	24*	0	RE
M1.7.3	Initiate development and submission of funding bids to national bodies	18	O	RE
M1.7.4	Review of partner integration status at M24 and instigate suitable corrective action	29	R	RE
M1.7.5	Brief outline of proposed procedures at Compiler Network Meeting	27	R	RE
M1.7.6	Complete review and agree proposals for revision of indexing terms	30	R	PU
M1.7.7	Presentation of the EuroFIR Network Meeting of the bibliographic management procedures	33	O	PU
M1.7.8	Task group meeting to review work plan and proposals	38	O	RE
M1.7.9	Presentation of proposals to Compiler Network meeting	39	O	RE
M1.7.10	Integration report circulated to all partners with any corrective action	40	R	RE
M1.7.11	WP ends	42	O	RE
M1.8.1	External audit report by UAG on EuroFIR system (TG3)	18 – 22	R	RE
M1.8.2	Implementing data structures and systems; retrieval facilities (TG3)	22 – 30	O	RE
M1.8.3	Complete Testing/Evaluation of Indexers' performance (TG2)	22	R	RE
M1.8.4	EuroFIR Databank System specifications and plans accepted (TG3)	22	R	RE

M1.8.5	Plan for initial value documentation finalised (TG1)	24	R	RE
M1.8.6	Standard (and supporting thesauri) published on website (TG1)	24	R	RE
M1.8.7	Food Indexed datasets available on website (TG2)	24	O	PU
M1.8.8a	Compiler Network Meeting	27	O	PU
M1.8.8b	Training courses on value documentation for compilers (TG1)	27	O	PU
M1.8.8c	Training course on Food Indexing (TG2)	27	O	PU
M1.8.8d	Building food composition web sites training courses (TG3)	29	O	PU
M1.8.9	Indexed food lists from new partners, updated food lists from others (TG2)	29	R	RE
M1.8.10	First full EuroFIR Databank prototype(s) implemented and ready for tests (TG3)	30	O	RE
M1.8.11	CEN draft standard – development project finalized – establishment of working group in CEN environment (TG1) – funding pending.	30	O	RE
M1.8.12	Meeting with leaders of the closely collaborating WP (1.8, 2.1, 2.2, 3.2, 3.3) (TG4).	26	O	RE
M1.8.13	Meeting with PIPS coordinator (identification of common goals and possible synergisms (TG4).	28	O	RE
M1.8.14	Key innovative technology identified and development of a scenario to visualize an exemplary new FCDB use started (TG4).	31	O	RE
M1.8.15	Compiler Network meeting November 2007.	35	O	PU
M1.8.16a	Compiler Network meeting, Norwich March 2008	39	O	PU
M1.8.16b	Value documentation training course, March 2008	39	O	RE
M1.8.17	Compilers' status on value documentation	39	O	RE
M1.8.18	New Web services start-up meeting	40	O	RE
M1.8.19	Compilers status on value documentation	42	O	RE
M1.8.20	Workshop on the specifications drafts (at the EuroFIR network meeting)	45	R	RE
M1.8.21	Bibliographic Reference Processing review meeting to consider progress with the M43-48 testing and its implications for full-scale operation from M49	46	O	RE
M1.8.22	The first test implementation of Web services (TG3.1)	50	O	RE
M1.8.23	Implementation of Web services on totally 3 partner websites (TG3.1)	54	O	RE
M1.8.24	Implementation of Web services on totally 8 partner websites (TG3.1)	57	O	RE
M1.8.25	Guidelines workshop with network meeting (TG3.1)	57	R	RE
M1.8.26	All compilers deliver data to eSearch facility.	57	O	RE

M1.8.27	Presentation of the EuroFIR Component Thesaurus, Document Repository and Data Repository at the Compiler Network meeting in Florence. (TG2.2 and 2.3)	53	R	PU
M1.8.28	Presentation of results from WP1.8 at EuroFIR Congress in Vienna.	56	O	PU
M1.8.29	Workshop on usability testing of FoodCASE during EuroFIR Network Meeting in Vienna	57	O	RE
M1.8.30	Updated version of eSearch Tool	57	O	RE
M1.8.31	Completion of pilot studies using food composition electronic data in an online/mobile software package (TG4.2)			
M1.8.32	Complete evaluation of final image dataset	64	O	RE
M2.1.1	Hold inaugural meeting to create management team and launch WP	1	O	RE
M2.1.2	UK stakeholder workshop held.	6	O	PU
M2.1.3	Evaluation of (a) the extent to, and format in, which food composition data is used by stakeholders & (b) potential acceptability and comprehension of Internet based systems.	18	O	PU
M2.1.4	Complete usability testing of prototype websites (Task 8)	21	R	RE
M2.1.5	Complete Step 1 of the Sustainability Plan	18	R	RE
M2.1.6	Complete Step 2 of the Sustainability Plan	24	R	RE
M2.1.7	1st Interim report on the analysis of the use of food composition data through the use case approach (Task 7)	30	R	RE
M2.1.8	Establish mechanism for collaboration with WP1.8 (TG4) and WP3.5	30	O	RE
M2.1.9	2nd Interim report on the analysis of the use of food composition data through the use case approach (Tasks 10)	36	R	RE
M2.1.10	2nd Interim report on the studies involving testing of prototype websites (Task 8)	36	R	RE
M2.1.11	Interim/Final reporting on the status of industrial collaboration within EuroFIR	41	R	RE
M2.1.12	Interim/Final pan-European framework and guidelines for improving information and data flow as well as for strengthening collaborative networks between industry and compilers of food composition data	42	R	RE
M2.2.2	Collect information on national trends and databases of composite foods and industrial ingredients in each partner	6	R	RE
M2.2.3	Preliminary description of European food brand databases	12	R	PU
M2.2.4	Establish and disseminate improved methods and protocols on imputing data for composite dishes together with WP 2.1	18	R	PU

M2.2.5	Establish plans for network with food industry organisations for data change experiments	18	R	PU
M2.2.6	Initiate the development and submission of funding bids to national bodies	18	R	RE
M2.2.7	Guidelines for harmonized procedures in recipe calculation to produce nutrient values for composite foods	24	R	RE
M2.2.8	Establishment and identification of success factors for the show cases (go-/no-go points for further monitoring)	21	R	RE
M2.2.9	Harmonized procedures applicable and feedback from national compilers	28	R	RE
M2.2.10	Guidelines and conclusions for establishing and advancing data transfer on European level	30	R	PU
M2.3.1	Establish network for traditional foods across Europe.	3	O	RE
M2.3.2	Initial list of traditional foods & recipes for each country.	12	O	PU
M2.3.3[h]	Start recipe recording and documentation.	13	R	RE
M2.3.4[i]	Identify core partners for analysis	18	R	PU
M2.3.5	Hold inaugural meeting to create management team and launch Workpackage	3	O	RE
M2.3.6	Establish networks for ethnic minority foods across Europe including SMEs	6	O	RE
M2.3.7	Identify core partners for analysis of foods	15	O	RE
M2.3.8	Start collection for ethnic foods	18	O	RE
M2.3.9	Initiate the development and submission of funding bids to national bodies	18	R	PU
M2.3.10[j]	Development suitable files for the imputation and documentation of available compositional data of traditional foods	20	R	PU
M2.3.11[k]	Development of suitable dissemination material on traditional foods	24	R	PU
M2.3.12	Needs of European consumers of minority ethnic populations are increasing recognised in national agendas and also in FP7	24	R	PU
M2.3.13	Start collating data for each country for foods and recipes and agree validation procedures to assess data for entry into national databases	28	R	RE
M2.3.14	Produce data sheets / formats for all nutrients and the foods for consideration to include in the national databases.	32	O	RE
M2.3.15	Assessment of the scope and the feasibility of available software and methods for calculating nutrients in ethnic foods from recipe information.	35	R	RE

[h] M2.3.3 Original date = M13
[i] M2.3.4 Original date = M18
[j] M2.3.10 Original date = M20
[k] M2.3.11 Original date = M24

M2.3.16	Develop and agree with the criteria for prioritisation of ethnic foods and bioactive compounds, sampling protocol, analytical methods and labs.	40	R	RE
M2.3.17	Develop tools and rules for aggregation and validation of already published data on ethnic foods.	42	R	RE
M2.3.18	Organise 7th workshop to bring all partners together and report on new data and dissemination activities	45	R	RE
M2.3.20	Complete a draft of the final report	47	R	RE
M2.3.19	Development of dissemination material on traditional foods	42-48	O	PU
M2.4.2	Establish WP networks and agree criteria for data evaluation & assessment	6	O	PU
M2.4.3	Initial lists for health & exotic food plants and start data entry	12	R	PU
M2.4.4	Final major food plant & exotic plant lists, database specifications and final input form	18	R	PU
M2.4.5	Agree future plan and set targets for additional funding	18	R	RE
M2.4.6	Complete evaluation/entry of in vitro biological data for 150 published papers	23	R	RE
M2.4.7	Complete data entry capture for biological data from in vivo systems	24	O	RE
M2.4.8	Complete 2nd evaluator assessment using modified data quality scoring system.	24	R	RE
M2.4.9	Complete critical evaluation/entry of in vivo data from 150 published papers	30	R	RE
M2.4.10a	Completion of 5000 quality checked compositional datasets to the database	30	O	RE
M2.4.10b	Completion of additional 2000 for processed fermented foods	42	O	RE
M2.4.11	EFSA-WP2.4 meeting/Workshop	29-30	O	PU
M2.4.12	Implementation of new system to critically evaluate biological effects papers	30	O	RE
M2.4.13	Complete critical evaluation/ data entry of *in vivo* (human & animal) and *in vitro* data from 450-500 published papers, provided resources within the BEG are unchanged from current status.	42	O	RE
M2.4.14	Completion of further 100 descriptions and pictures of food plants for the EuroFIR BASIS database	36	O	RE
M2.4.15	Completion of further 50 descriptions and pictures of food plants for the EuroFIR BASIS database	42	O	RE
M2.4.16	Continutation of searches and data entry for anthocyanins, capsaicinoids, glucosinolates, isoflavones, lignans, polyacetylenic compounds, pro (antho)cyanidins	48	O	RE
M2.4.17	All compound classes to have summary textural information on their occurrence, levels and distribution in food plants and factors that may affect those levels	48	O	RE

M2.4.18	Web links to be included for all references cited, if available on the web	48	O	RE
M2.4.19	WP2.4 Management Group Meeting, Norwich March 2008	39	O	RE
M2.4.20	WP2.4 Workshop, Prague, September 2008	45	O	RE
M2.4.21	Beta-version of eBASIS presented to EFSA	54	O	RE
M2.4.22	Final version of eBASIS presented to EFSA	58	O	RE
M3.1.2	Start exchange visits/PhD awards programme	6-18	O	PU
M3.1.3	Implementation of e-learning courses	18	O	PU
M3.1.4	Agree future plan and set targets for additional funding	18	R	RE
M3.1.5	Measure utilisation of training and exchange grants and make modifications as require	18, 24 & 30	R	PU
M3.1.6	Implementation of new training activities for non-EuroFIR members from Europe & beyond	24	R	PU
M3.1.7	50% uptake of training and exchange grants	24	O	PU
M3.1.8	100% uptake of training and exchange grants	30	O	PU
M3.1.9	30% uptake of individual training budget (training and exchange grants, conference training and specific WP-related training)	42	O	PU
M3.1.10	60% uptake of individual training budget	48	O	PU
M3.1.11	Complete overall review and assessment of training and exchanges.	62	R	RE
M3.1.12	Demo version of e-learning available for 3rd EuroFIR congress Vienna.	57	O	PU
M3.1.13	Sustainability plans for eLearning submitted to WP3.5.	63	O	RE
M3.2.1	Establish steering group to advise on dissemination; provide outline style-guide to underpin dissemination strategy; baseline awareness audit; 1st publicity push with users/stakeholders	1	RE	R
M3.2.2	Formalised EuroFIR peer-review process for dissemination	2	RE	R
M3.2.3	Start providing non-expert material on food composition & databank system issues for use by partners	3	PU	O
M3.2.4	Launch populated public pages and links; sought initial feedback	9	PU	O
M3.2.5	1st Science & Society meeting held	12	PU	O
M3.2.6	1st dissemination review and report to SMB	18	RE	R
M3.2.7	1st external audit of dissemination effectiveness and awareness completed	18	RE	R
M3.2.8	Series of items for public website written (see D3.2.3 & D3.2.4)	24	R	PU
M3.2.9	Plans in place for disseminating proceedings of second Network Congress	30	R	PU
M3.2.10	Public website relaunched	27	O	PU
M3.2.11	Venue and dates for final congress agreed	39	O	PU

M3.2.12	Venue and dates for Stakeholder event agreed and published	42	O	PU
M3.2.13	Activity plan for dissemination activities associated with WP2.3.1 and 2.3.2 in place	41	R	PU
M3.2.14	Granada proceedings published in Food Chemistry	49	R	PU
M3.2.15	Dissemination materials for traditional and ethnic foods published	52	R	PU
M3.2.16	Content of the public website reviewed and areas identified for updating	45	O	PU
M3.2.17	Build upon and support the network of young PhDs and researchers established at the 2nd International EuroFIR Congress Gender and Training workshop	48	R	RE
M3.2.18	Plans for website relaunch presented in Vienna and feedback sought..	57	O	PU
M3.2.19	Proceedings prepared and submitted for peer-review	59	R	PU
M3.2.20	Dissemination materials for ethnic foods published	59	R	PU
M3.2.21	Coordination of online gender questionnaire	63	O	RE
M3.2.22	Website relaunched.	61	O	PU
M3.2.23	Presentation of 1st phase of integrated website M57 with collated feedback	58-61	O	RE
M3.2.24	Announcment for stakeholder event	57	O	PU
M3.2.25	Stakeholder event held	63	O	PU
M3.3.2[l]	Organise workshop for network technology transfer managers and existing EU entrepreneurial programmes	6	R	PU
M3.3.3[m] M3.5.3	Identify pertinent incubators, new venture creation support and entrepreneurship training	18	R	PU
M3.3.4[n] M3.5.4	Establishment of an external advisory board/peer review committee for review draft business plan information for specific outputs	24	R	RE
M3.3.5[o] M3.5.5[p]	GO/NO GO on “All or Individual” tangible static/semi-interactive product prototypes and related components based on feasibility report	54	R	RE
M3.3.6[q] M3.5.6[r]	Evaluation of 1st draft of commercial exploitation plan completed and revisions agreed	50	R	RE
M3.4.1	Inception workshop that outlines the background to gender-watching, introduces the first stage of the gender audit, and scopes the gender issues relating to the dissemination and exploitation of the project.	1	R	PU

[l] M3.3.2 Originally scheduled for M6, but this was regarded as too early, and has been partially replaced by workshop for WP-Ls (see D3.3.2) The original workshop will be scheduled to M42 (see WP3.5)
[m] M3.3.3 This work belongs to the work to be undertaken in WP3.5; hence rescheduled to M42 in WP3.5 (see M3.5.3)
[n] M3.5.3 formerly M3.3.3 (M18)
[o] M3.3.5 become M3.5.5 (M21)
[p] Delayed from M42 to M54
[q] Rescheduled to M42 I WP3.5 see M3.5.6
[r] Delayed from M42 to M50

M3.4.2	Development of gender questionnaire for initial gender audit.	6	R	PU
M3.4.3	On-going updates at gender forum associated with each project meeting (annual updates).	12	O	PU
M3.4.4	A web and email based forum for dialogue and sharing of good practice	12	O	RE
M3.4.5	Annual assessment of success in meeting gender-informed objectives.	12	R	RE
M3.4.6	Participatory discussion to set objectives for gender mainstreaming, and selection of indicators and criteria for monitoring gender mainstreaming in the network.	18	R	PU
M3.4.7	Annual assessment of success in meeting gender-informed objectives	24	R	PU
M3.4.8[s]	Continue to participate in established networks (e.g. EC Network on Gender Aspects in Food Quality and Safety Research) as well as to continue to engage with others working on gender within FP6 on food quality and safety	42	R	PU
M3.4.9	Annual assessment of success in meeting gender-informed objectives	36	R	PU
M3.4.10	Network of young PhDs and researchers for support and sharing of best practice in gender issues established.	42	O	PU
M3.5.1	Complete Consultation with consortium on legal/institutional structure	34	R	RE
M3.5.2	Establishment of EuroFIR legal entity	42	O	RE
M3.5.7[t]	User/Stakeholder list transferred to functional CRM solution	48	O	RE
M3.5.8	EuroFIR AISBL becomes legal entity	51		PU
M3.5.9	New Office is operational	54	O	PU
M3.5.10	New EuroFIR AISBL website is launched and membership drive commences	60-66	O	PU
M3.5.11	First Meeting of the EuroFIR AISBL General Assembly	63/64	O	PU
M3.5.12	EuroFIR GC gives approval for transfer of all IP to EuroFIR AISBL	63	O	RE
M3.5.13	Integrated IT platform established including the Customer Relationship Management (CRM).	58	O	RE
M4.1	Verification of procedures, JPA for M1-18 and budget by GC in their first meeting	3	R	RE
M4.2	Proposal of members of UAG, DEC & GC	3	O	PU
M4.3	Open call for new partners published	6	O	PU
M4.4	Confirmation of all partners to proper auditing procedures	6	R	RE
M4.5	Agreement for JPA for 2nd year	9	R	RE

[s] M3.4.8 Original due at M13-30 resculed to M42
[t] Delayed from M36 to M48

M4.6	Agreement with new partners to be enrolled by 2006	12	O	RE
M4.7[u]	Agreement of JPA and budget for 2007	25	O	RE
M4.8	Approval of EC of annual report of 1st period (and other reports as requested)	15	R	RE
M4.9	Evaluation of 1st Periodic Report	16	R	RE
M4.10	2nd Full Network Meeting	21	O	PU
M4.11	Evaluation of 2nd Periodic Report	28	R	PU
M4.12	Agreement of DoW for 3rd year	37	R	RE
M4.13	Approval of EC of annual report of 2nd period (and other reports as requested)	39	O	RE
M4.14	2nd EuroFIR Congress	33	O	PU
M4.16	Agreement of DoW for 4th year agreed	42	O	RE
M4.17	Agreement of Dow for 5th year agreed	51		RE
M4.18	EC agreement of 4th report and DoW/budget for M49-60	55	O	RE
M4.19	3rd Congress meeting and workshops organised	57	O	PU
M4.20	Final GC Meeting (subject to funding availability)	64	O	RE

Milestone no	**Milestone title**	**Delivery /Achieve date**	**Nature**	**Dissemination level**
M1.1.1 M1.2.1 M1.3.1 M1.4.1 M1.5.1 M1.6.1 M2.1.1 M2.1.1 M2.4.1 M3.3.1	Hold inaugural meeting to create management team and launch WPs	1	O	RE
M1.1.2	1st phase completed (web-based platform & IT systems tools)	6	O	RE
M1.1.3	2nd phase completed (training, publications/ documents & methods/QA inventories.	15	O	RE
M1.1.4	3rd phase completed (updated IT systems manual & portals for dissemination and communication activities).	18	0	RE
M1.1.5	Update/publish IT systems manual/review and update as necessary	18	R	RE
M1.2.2	Benchmarking of integration status at month 0	3	O	RE
M1.2.3	Launch call for new partners	6	O	PU

[u] M4.7 has been rescheduled to M25

M1.2.4	Establish and disseminate improved methodologies, tools and databank systems	12	P	RE
M1.2.5	Benchmarking of status of integration at month 12	15	O	RE
M1.2.6	Integrated JPA for 18-36m	18	R	RE
M1.2.7	Initiate the development and submission of funding bids to national bodies.	18	R	RE
M1.2.8	2nd phase completed including centre skills & training and publications/ documents.	18	R	RE
M1.3.2	Establish and disseminate quality system & plan, and QA questionnaires.	7	R	PU
M1.3.3	Establish and disseminate standards and traceability links including QA criteria, quality index and conference code	14	O	PU
M1.3.4	Initiation of audits and PT schemes	18	O	RE
M1.3.5	Plan for the continuation of audit cycle and PT-schemes involving relevant laboratories	18	R	RE
M1.3.6	Training programme for quality formulated & commenced	27	R	RE
M1.3.7	Updated manual on QMS launched	30	R	RE
M1.3.8	Session on Quality rating of data from scientific publications or reports, at the first Compilers Network meeting (TG4)	27	O	PU
M1.3.9	Questionnaire on quality assurance criteria for computerized system (TG3)	27	R	RE
M1.3.10	Presentation of headlines of SOPs associated with some of the critical points in the data compilation process, at the first Compilers Network meeting (TG2)	27	R	RE
M1.3.11	Training programme for quality formulated & commenced (TG1)	27	O	PU
M1.3.12	Report on Lab selection for traditional foods (TG1)	38	R	RE
M1.3.13	Report on EuroFIR quality assurance criteria requirements for computerized system (TG3)	36	R	RE
M1.3.14	Session on Quality rating of data from scientific publications or reports, at the second Compilers Network meeting (TG4)	25	R	RE
M1.3.15	Questionnaire on existing methods for the selection of "raw" data for production of reference value in national food composition databases if participants to prepare and analyse results (TG2)	42	R	RE
M1.3.16	Consensus reached on quality rating system	39	O	RE
M1.3.17	Draft SOPs published on EuroFIR website for wider consultations	39	R	RE
M1.3.18	Analytical method guidelines published on EuroFIR website for wider consultations	48	R	PU
M1.3.19	Commence compiler certification	54	O	RE
M1.3.20	Further feedback from FCDB compilers on QA system for complimentary data	51	O	RE

M1.3.21	EuroFIR's quality system presented at IMEKO Conference (Lisbon) and 3rd EuroFIR Congress (Vienna).	57	O	PU
M1.3.22	Consensus reached on guidelines for quality index attribution to complementary data for EuroFIR data interchange	56	O	RE
M1.4.2	Databank steering group established	3	O	RE
M1.4.3	General structure of databank system established and modified as required	12-18	P	RE
M1.4.4	Consensus on rules for QC and data format and retrieval.	15	R	RE
M1.4.5	Data extraction tools available	18	O	RE
M1.4.6	Plan for databank enhancement and additional resources for month 18 onwards.	18	R	RE
M1.5.2	Establish national compiler networks	3	R	RE
M1.5.3a	Complete review on food-derived contaminants	12	R	PU
M1.5.3b	A prototype standard for description, documentation and management of food composition data	18	P	PU
M1.5.4	Workshop on component coverage and level of documentation in existing databases, and nutrients to be included in core data sets and future analysis proposal.	15	R	PU
M1.5.5	Report on NLG Factors, Proposal for calculation procedures.	16	R	PU
M1.5.6	Establish a CEN working group on a standard for food composition data. Formulation of work plan	18	O	RE
M1.6.2	Proposals for linking foods through existing food classification & description systems	9	R	PU
M1.6.3	Recommendations for food record retrieval using existing description and classification	12	R	PU
M1.6.4	Recommendations for food classification and description systems for use in European food composition databases	15	R	PU
M1.6.5	Testing/Evaluation of Indexers' performance	18	P	RE
M1.6.6	Fully food indexed datasets (about 1000 foods)	18	O	RE
M1.7.1	2nd phase completed (training, publications/documents & methods/QA inventories	18*	O	RE
M1.7.2	3rd phase completed (updated IT systems manual & portals for dissemination and communication activities).	24*	0	RE
M1.7.3	Initiate development and submission of funding bids to national bodies	18	O	RE
M1.7.4	Review of partner integration status at M24 and instigate suitable corrective action	29	R	RE
M1.7.5	Brief outline of proposed procedures at Compiler Network Meeting	27	R	RE
M1.7.6	Complete review and agree proposals for revision of indexing terms	30	R	PU

M1.7.7	Presentation of the EuroFIR Network Meeting of the bibliographic management procedures	33	O	PU
M1.7.8	Task group meeting to review work plan and proposals	38	O	RE
M1.7.9	Presentation of proposals to Compiler Network meeting	39	O	RE
M1.7.10	Integration report circulated to all partners with any corrective action	40	R	RE
M1.7.11	WP ends	42	O	RE
M1.8.1	External audit report by UAG on EuroFIR system (TG3)	18 – 22	R	RE
M1.8.2	Implementing data structures and systems; retrieval facilities (TG3)	22 – 30	O	RE
M1.8.3	Complete Testing/Evaluation of Indexers' performance (TG2)	22	R	RE
M1.8.4	EuroFIR Databank System specifications and plans accepted (TG3)	22	R	RE
M1.8.5	Plan for initial value documentation finalised (TG1)	24	R	RE
M1.8.6	Standard (and supporting thesauri) published on website (TG1)	24	R	RE
M1.8.7	Food Indexed datasets available on website (TG2)	24	O	PU
M1.8.8a	Compiler Network Meeting	27	O	PU
M1.8.8b	Training courses on value documentation for compilers (TG1)	27	O	PU
M1.8.8c	Training course on Food Indexing (TG2)	27	O	PU
M1.8.8d	Building food composition web sites training courses (TG3)	29	O	PU
M1.8.9	Indexed food lists from new partners, updated food lists from others (TG2)	29	R	RE
M1.8.10	First full EuroFIR Databank prototype(s) implemented and ready for tests (TG3)	30	O	RE
M1.8.11	CEN draft standard – development project finalized – establishment of working group in CEN environment (TG1) – funding pending.	30	O	RE
M1.8.12	Meeting with leaders of the closely collaborating WP (1.8, 2.1, 2.2, 3.2, 3.3) (TG4).	26	O	RE
M1.8.13	Meeting with PIPS coordinator (identification of common goals and possible synergisms (TG4).	28	O	RE
M1.8.14	Key innovative technology identified and development of a scenario to visualize an exemplary new FCDB use started (TG4).	31	O	RE
M1.8.15	Compiler Network meeting November 2007.	35	O	PU
M1.8.16a	Compiler Network meeting, Norwich March 2008	39	O	PU
M1.8.16b	Value documentation training course, March 2008	39	O	RE

M1.8.17	Compilers' status on value documentation	39	O	RE
M1.8.18	New Web services start-up meeting	40	O	RE
M1.8.19	Compilers status on value documentation	42	O	RE
M1.8.20	Workshop on the specifications drafts (at the EuroFIR network meeting)	45	R	RE
M1.8.21	Bibliographic Reference Processing review meeting to consider progress with the M43-48 testing and its implications for full-scale operation from M49	46	O	RE
M1.8.22	The first test implementation of Web services (TG3.1)	50	O	RE
M1.8.23	Implementation of Web services on totally 3 partner websites (TG3.1)	54	O	RE
M1.8.24	Implementation of Web services on totally 8 partner websites (TG3.1)	57	O	RE
M1.8.25	Guidelines workshop with network meeting (TG3.1)	57	R	RE
M1.8.26	All compilers deliver data to eSearch facility.	57	O	RE
M1.8.27	Presentation of the EuroFIR Component Thesaurus, Document Repository and Data Repository at the Compiler Network meeting in Florence. (TG2.2 and 2.3)	53	R	PU
M1.8.28	Presentation of results from WP1.8 at EuroFIR Congress in Vienna.	56	O	PU
M1.8.29	Workshop on usability testing of FoodCASE during EuroFIR Network Meeting in Vienna	57	O	RE
M1.8.30	Updated version of eSearch Tool	57	O	RE
M2.1.1	Hold inaugural meeting to create management team and launch WP	1	O	RE
M2.1.2	UK stakeholder workshop held.	6	O	PU
M2.1.3	Evaluation of (a) the extent to, and format in, which food composition data is used by stakeholders & (b) potential acceptability and comprehension of Internet based systems.	18	O	PU
M2.1.4	Complete usability testing of prototype websites (Task 8)	21	R	RE
M2.1.5	Complete Step 1 of the Sustainability Plan	18	R	RE
M2.1.6	Complete Step 2 of the Sustainability Plan	24	R	RE
M2.1.7	1st Interim report on the analysis of the use of food composition data through the use case approach (Task 7)	30	R	RE
M2.1.8	Establish mechanism for collaboration with WP1.8 (TG4) and WP3.5	30	O	RE
M2.1.9	2nd Interim report on the analysis of the use of food composition data through the use case approach (Tasks 10)	36	R	RE
M2.1.10	2nd Interim report on the studies involving testing of prototype websites (Task 8)	36	R	RE
M2.1.11	Interim/Final reporting on the status of industrial collaboration within EuroFIR	41	R	RE

M2.1.12	Interim/Final pan-European framework and guidelines for improving information and data flow as well as for strengthening collaborative networks between industry and compilers of food composition data	42	R	RE
M2.2.2	Collect information on national trends and databases of composite foods and industrial ingredients in each partner	6	R	RE
M2.2.3	Preliminary description of European food brand databases	12	R	PU
M2.2.4	Establish and disseminate improved methods and protocols on imputing data for composite dishes together with WP 2.1	18	R	PU
M2.2.5	Establish plans for network with food industry organisations for data change experiments	18	R	PU
M2.2.6	Initiate the development and submission of funding bids to national bodies	18	R	RE
M2.2.7	Guidelines for harmonized procedures in recipe calculation to produce nutrient values for composite foods	24	R	RE
M2.2.8	Establishment and identification of success factors for the show cases (go-/no-go points for further monitoring)	21	R	RE
M2.2.9	Harmonized procedures applicable and feedback from national compilers	28	R	RE
M2.2.10	Guidelines and conclusions for establishing and advancing data transfer on European level	30	R	PU
M2.3.1	Establish network for traditional foods across Europe.	3	O	RE
M2.3.2	Initial list of traditional foods & recipes for each country.	12	O	PU
M2.3.3[v]	Start recipe recording and documentation.	13	R	RE
M2.3.4[w]	Identify core partners for analysis	18	R	PU
M2.3.5	Hold inaugural meeting to create management team and launch Workpackage	3	O	RE
M2.3.6	Establish networks for ethnic minority foods across Europe including SMEs	6	O	RE
M2.3.7	Identify core partners for analysis of foods	15	O	RE
M2.3.8	Start collection for ethnic foods	18	O	RE
M2.3.9	Initiate the development and submission of funding bids to national bodies	18	R	PU
M2.3.10[x]	Development suitable files for the imputation and documentation of available compositional data of traditional foods	20	R	PU
M2.3.11[y]	Development of suitable dissemination material on traditional foods	24	R	PU

[v] M2.3.3 Original date = M13
[w] M2.3.4 Original date = M18
[x] M2.3.10 Original date = M20
[y] M2.3.11 Original date = M24

M2.3.12	Needs of European consumers of minority ethnic populations are increasing recognised in national agendas and also in FP7	24	R	PU
M2.3.13	Start collating data for each country for foods and recipes and agree validation procedures to assess data for entry into national databases	28	R	RE
M2.3.14	Produce data sheets / formats for all nutrients and the foods for consideration to include in the national databases.	32	O	RE
M2.3.15	Assessment of the scope and the feasibility of available software and methods for calculating nutrients in ethnic foods from recipe information.	35	R	RE
M2.3.16	Develop and agree with the criteria for prioritisation of ethnic foods and bioactive compounds, sampling protocol, analytical methods and labs.	40	R	RE
M2.3.17	Develop tools and rules for aggregation and validation of already published data on ethnic foods.	42	R	RE
M2.3.18	Organise 7th workshop to bring all partners together and report on new data and dissemination activities	45	R	RE
M2.3.20	Complete a draft of the final report	47	R	RE
M2.3.19	Development of dissemination material on traditional foods	42-48	O	PU
M2.4.2	Establish WP networks and agree criteria for data evaluation & assessment	6	O	PU
M2.4.3	Initial lists for health & exotic food plants and start data entry	12	R	PU
M2.4.4	Final major food plant & exotic plant lists, database specifications and final input form	18	R	PU
M2.4.5	Agree future plan and set targets for additional funding	18	R	RE
M2.4.6	Complete evaluation/entry of in vitro biological data for 150 published papers	23	R	RE
M2.4.7	Complete data entry capture for biological data from in vivo systems	24	O	RE
M2.4.8	Complete 2nd evaluator assessment using modified data quality scoring system.	24	R	RE
M2.4.9	Complete critical evaluation/entry of in vivo data from 150 published papers	30	R	RE
M2.4.10a	Completion of 5000 quality checked compositional datasets to the database	30	O	RE
M2.4.10b	Completion of additional 2000 for processed fermented foods	42	O	RE
M2.4.11	EFSA-WP2.4 meeting/Workshop	29-30	O	PU
M2.4.12	Implementation of new system to critically evaluate biological effects papers	30	O	RE

M2.4.13	Complete critical evaluation/ data entry of *in vivo* (human & animal) and *in vitro* data from 450-500 published papers, provided resources within the BEG are unchanged from current status.	42	O	RE
M2.4.14	Completion of further 100 descriptions and pictures of food plants for the EuroFIR BASIS database	36	O	RE
M2.4.15	Completion of further 50 descriptions and pictures of food plants for the EuroFIR BASIS database	42	O	RE
M2.4.16	Continutation of searches and data entry for anthocyanins, capsaicinoids, glucosinolates, isoflavones, lignans, polyacetylenic compounds, pro (antho)cyanidins	48	O	RE
M2.4.17	All compound classes to have summary textural information on their occurrence, levels and distribution in food plants and factors that may affect those levels	48	O	RE
M2.4.18	Web links to be included for all references cited, if available on the web	48	O	RE
M2.4.19	WP2.4 Management Group Meeting, Norwich March 2008	39	O	RE
M2.4.20	WP2.4 Workshop, Prague, September 2008	45	O	RE
M2.4.21	Beta-version of eBASIS presented to EFSA	54		
M2.4.22	Final version of eBASIS presented to EFSA	58		
M3.1.2	Start exchange visits/PhD awards programme	6-18	O	PU
M3.1.3	Implementation of e-learning courses	18	O	PU
M3.1.4	Agree future plan and set targets for additional funding	18	R	RE
M3.1.5	Measure utilisation of training and exchange grants and make modifications as require	18, 24 & 30	R	PU
M3.1.6	Implementation of new training activities for non-EuroFIR members from Europe & beyond	24	R	PU
M3.1.7	50% uptake of training and exchange grants	24	O	PU
M3.1.8	100% uptake of training and exchange grants	30	O	PU
M3.1.9	30% uptake of individual training budget (training and exchange grants, conference training and specific WP-related training)	42	O	PU
M3.1.10	60% uptake of individual training budget	48	O	PU
M3.1.11	Complete overall review and assessment of training and exchanges.	62		
M3.1.12	Demo version of e-learning available for 3rd EuroFIR congress Vienna.	57		
M3.1.13	Sustainability plans for eLearning submitted to WP3.5.	63		
M3.2.1	Establish steering group to advise on dissemination; provide outline style-guide to underpin dissemination strategy; baseline awareness audit; 1st publicity push with users/stakeholders	1	RE	R
M3.2.2	Formalised EuroFIR peer-review process for dissemination	2	RE	R

M3.2.3	Start providing non-expert material on food composition & databank system issues for use by partners	3	PU	O
M3.2.4	Launch populated public pages and links; sought initial feedback	9	PU	O
M3.2.5	1st Science & Society meeting held	12	PU	O
M3.2.6	1st dissemination review and report to SMB	18	RE	R
M3.2.7	1st external audit of dissemination effectiveness and awareness completed	18	RE	R
M3.2.8	Series of items for public website written (see D3.2.3 & D3.2.4)	24	R	PU
M3.2.9	Plans in place for disseminating proceedings of second Network Congress	30	R	PU
M3.2.10	Public website relaunched	27	O	PU
M3.2.11	Venue and dates for final congress agreed	39	O	PU
M3.2.12	Venue and dates for Stakeholder event agreed and published	42	O	PU
M3.2.13	Activity plan for dissemination activities associated with WP2.3.1 and 2.3.2 in place	41	R	PU
M3.2.14	Granada proceedings published in Food Chemistry	49	R	PU
M3.2.15	Dissemination materials for traditional and ethnic foods published	52	R	PU
M3.2.16	Content of the public website reviewed and areas identified for updating	45	O	PU
M3.2.17	Build upon and support the network of young PhDs and researchers established at the 2nd International EuroFIR Congress Gender and Training workshop	48	R	RE
M3.2.18	Plans for website relaunch presented in Vienna and feedback sought..	57	O	PU
M3.2.19	Proceedings prepared and submitted for peer-review	59	R	PU
M3.2.20	Dissemination materials for ethnic foods published	59	R	PU
M3.2.21	Coordination of online gender questionnaire	63	O	RE
M3.2.22	Website relaunched.	61	O	PU
M3.2.23	Presentation of 1st phase of integrated website M57 with collated feedback	58-61	O	RE
M3.2.24	Stakeholder event held	63/64	O	PU
M3.3.2[z]	Organise workshop for network technology transfer managers and existing EU entrepreneurial programmes	6	R	PU
M3.3.3[aa] M3.5.3	Identify pertinent incubators, new venture creation support and entrepreneurship training	18	R	PU
M3.3.4[bb] M3.5.4	Establishment of an external advisory board/peer review committee for review draft business plan information for specific outputs	24	R	RE

[z] M3.3.2 Originally scheduled for M6, but this was regarded as too early, and has been partially replaced by workshop for WP-Ls (see D3.3.2) The original workshop will be scheduled to M42 (see WP3.5)
[aa] M3.3.3 This work belongs to the work to be undertaken in WP3.5; hence rescheduled to M42 in WP3.5 (see M3.5.3)

M3.3.5[cc] M3.5.5[dd]	GO/NO GO on "All or Individual" tangible static/semi-interactive product prototypes and related components based on feasibility report	54	R	RE
M3.3.6[ee] M3.5.6[ff]	Evaluation of 1st draft of commercial exploitation plan completed and revisions agreed	50	R	RE
M3.4.1	Inception workshop that outlines the background to gender-watching, introduces the first stage of the gender audit, and scopes the gender issues relating to the dissemination and exploitation of the project.	1	R	PU
M3.4.2	Development of gender questionnaire for initial gender audit.	6	R	PU
M3.4.3	On-going updates at gender forum associated with each project meeting (annual updates).	12	O	PU
M3.4.4	A web and email based forum for dialogue and sharing of good practice	12	O	RE
M3.4.5	Annual assessment of success in meeting gender-informed objectives.	12	R	RE
M3.4.6	Participatory discussion to set objectives for gender mainstreaming, and selection of indicators and criteria for monitoring gender mainstreaming in the network.	18	R	PU
M3.4.7	Annual assessment of success in meeting gender-informed objectives	24	R	PU
M3.4.8[gg]	Continue to participate in established networks (e.g. EC Network on Gender Aspects in Food Quality and Safety Research) as well as to continue to engage with others working on gender within FP6 on food quality and safety	42	R	PU
M3.4.9	Annual assessment of success in meeting gender-informed objectives	36	R	PU
M3.4.10	Network of young PhDs and researchers for support and sharing of best practice in gender issues established.	42	O	PU
M3.5.1	Complete Consultation with consortium on legal/institutional structure	34	R	RE
M3.5.2	Establishment of EuroFIR legal entity	42	O	RE
M3.5.7[hh]	User/Stakeholder list transferred to functional CRM solution	48	O	RE
M3.5.8	EuroFIR AISBL becomes legal entity	51		
M3.5.9	New Office is operational	54	O	PU
M3.5.10	New EuroFIR AISBL website is launched and membership drive commences	60	O	PU

[bb] M3.5.3 formerly M3.3.3 (M18)
[cc] M3.3.5 become M3.5.5 (M21)
[dd] Delayed from M42 to M54
[ee] Rescheduled to M42 I WP3.5 see M3.5.6
[ff] Delayed from M42 to M50
[gg] M3.4.8 Original due at M13-30 resculed to M42
[hh] Delayed from M36 to M48

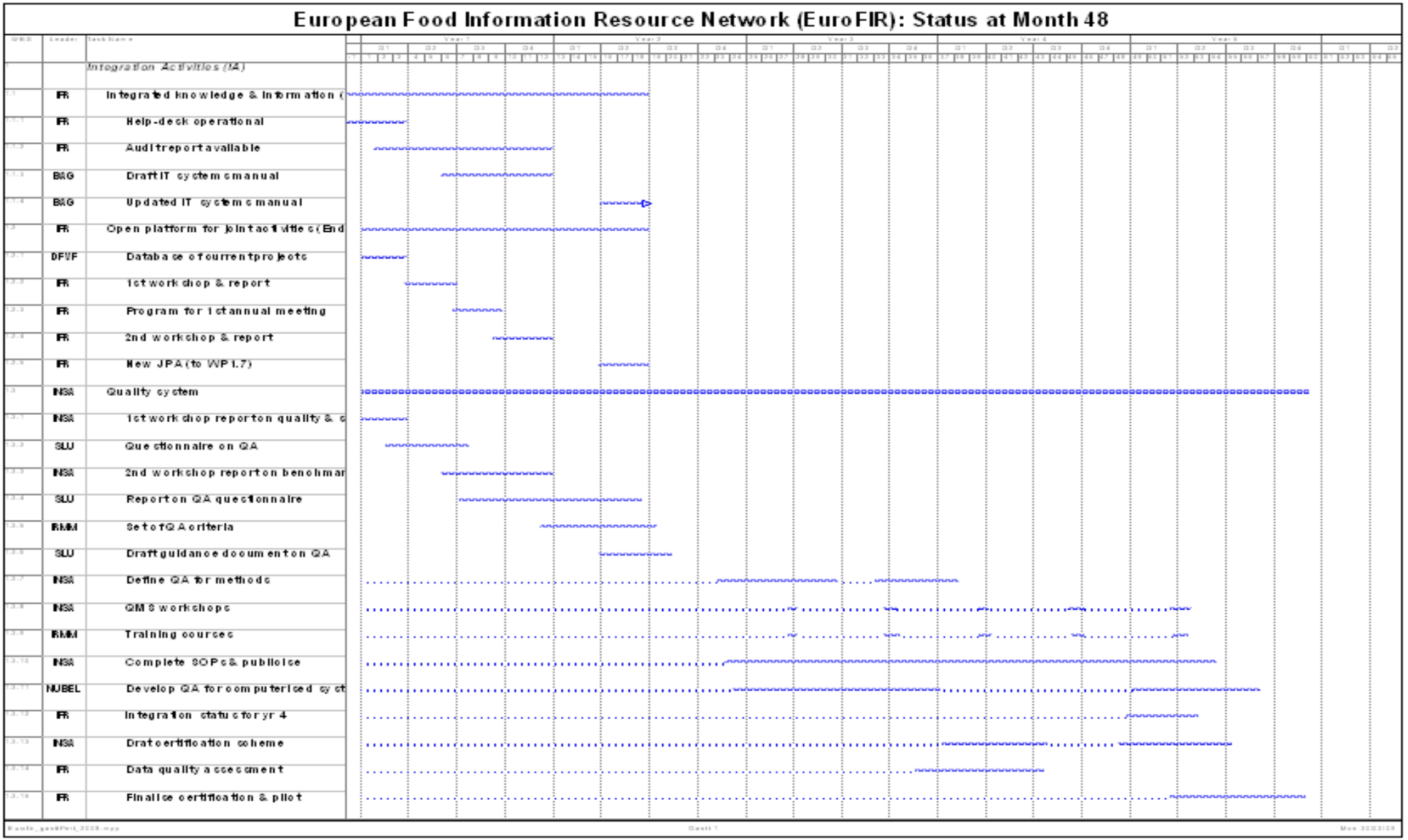
M3.5.11	First Meeting of the EuroFIR AISBL General Assembly	63/64	O	PU
M3.5.12	EuroFIR GC gives approval for transfer of all IP to EuroFIR AISBL	63	O	RE
M3.5.13	Integrated IT platform established including the Customer Relationship Management (CRM).	58	O	RE
M4.1	Verification of procedures, JPA for M1-18 and budget by GC in their first meeting	3	R	RE
M4.2	Proposal of members of UAG, DEC & GC	3	O	PU
M4.3	Open call for new partners published	6	O	PU
M4.4	Confirmation of all partners to proper auditing procedures	6	R	RE
M4.5	Agreement for JPA for 2nd year	9	R	RE
M4.6	Agreement with new partners to be enrolled by 2006	12	O	RE
M4.7[ii]	Agreement of JPA and budget for 2007	25	O	RE
M4.8	Approval of EC of annual report of 1st period (and other reports as requested)	15	R	RE
M4.9	Evaluation of 1st Periodic Report	16	R	RE
M4.10	2nd Full Network Meeting	21	O	PU
M4.11	Evaluation of 2nd Periodic Report	28	R	PU
M4.12	Agreement of DoW for 3rd year	37	R	RE
M4.13	Approval of EC of annual report of 2nd period (and other reports as requested)	39	O	RE
M4.14	2nd EuroFIR Congress	33	O	PU
M4.16	Agreement of DoW for 4th year agreed	42	O	RE
M4.17	Agreement of Dow for 5th year agreed	51		
M4.18	EC agreement of 4th report and DoW/budget for M49-60	55	O	RE
M4.19	3rd Congress meeting and workshops organised	57	O	PU
M4.20	Final GC Meeting (subject to funding availability)	64	O	RE

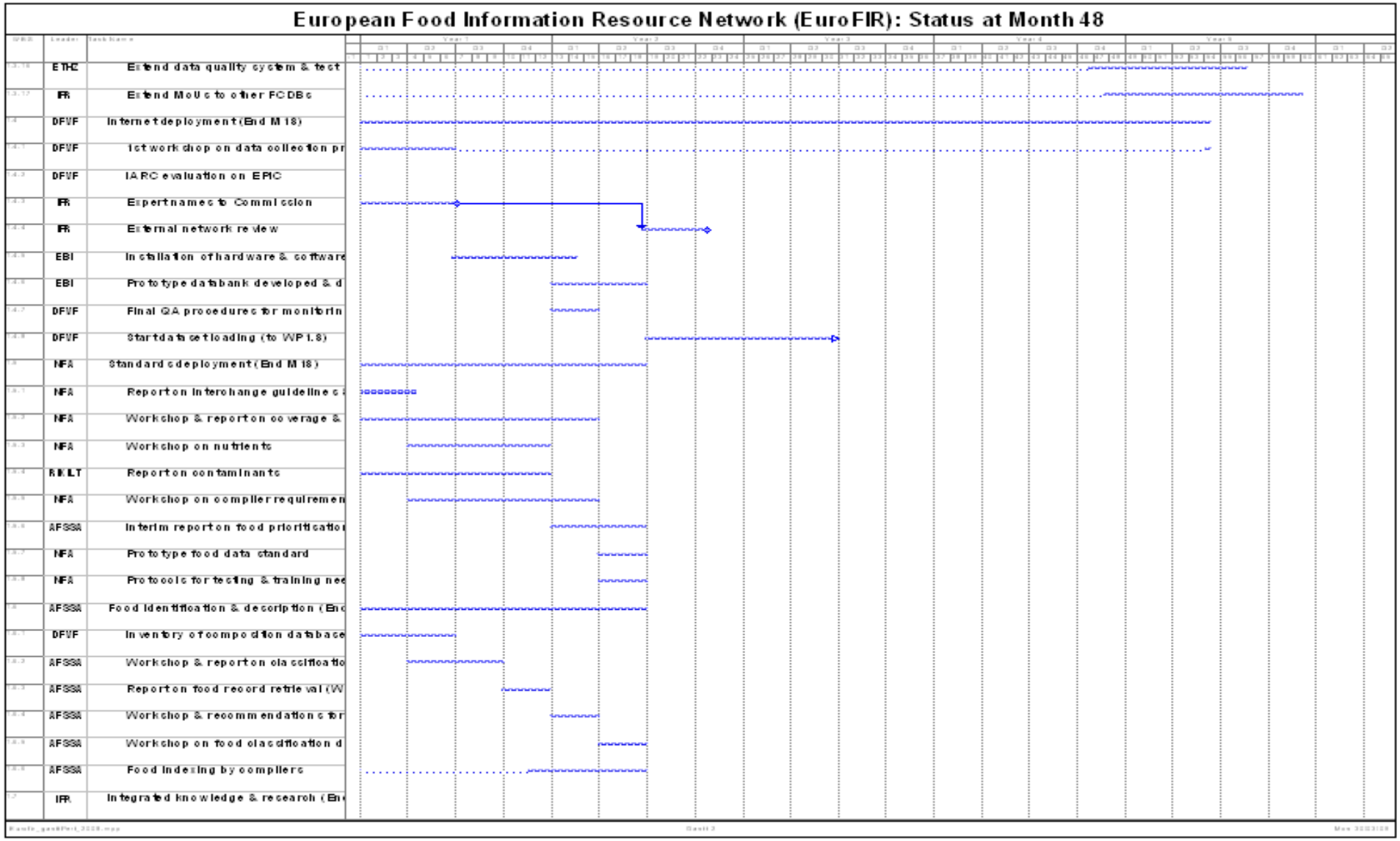
[ii] M4.7 has been rescheduled to M25

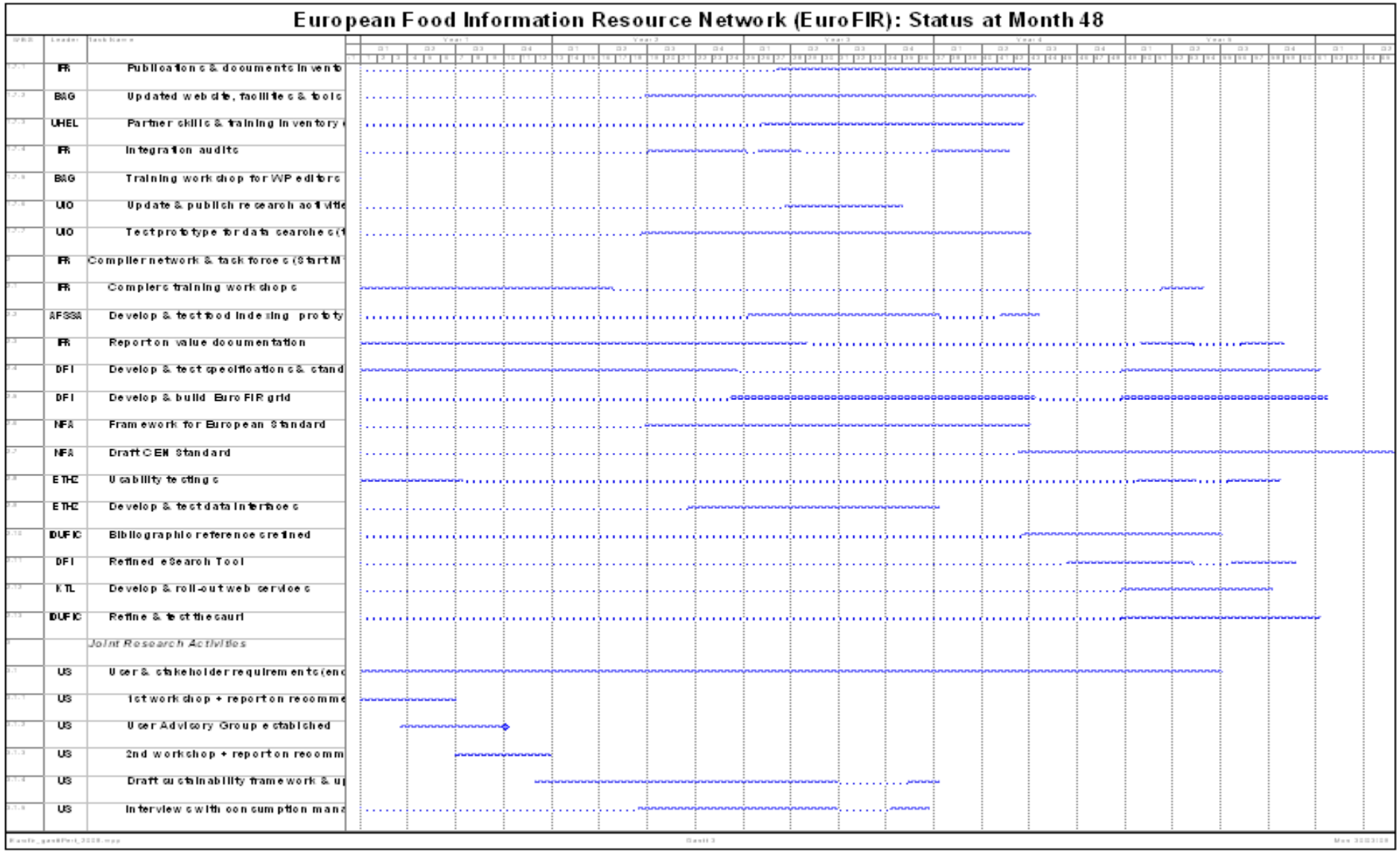
9.2 Planning and timetable

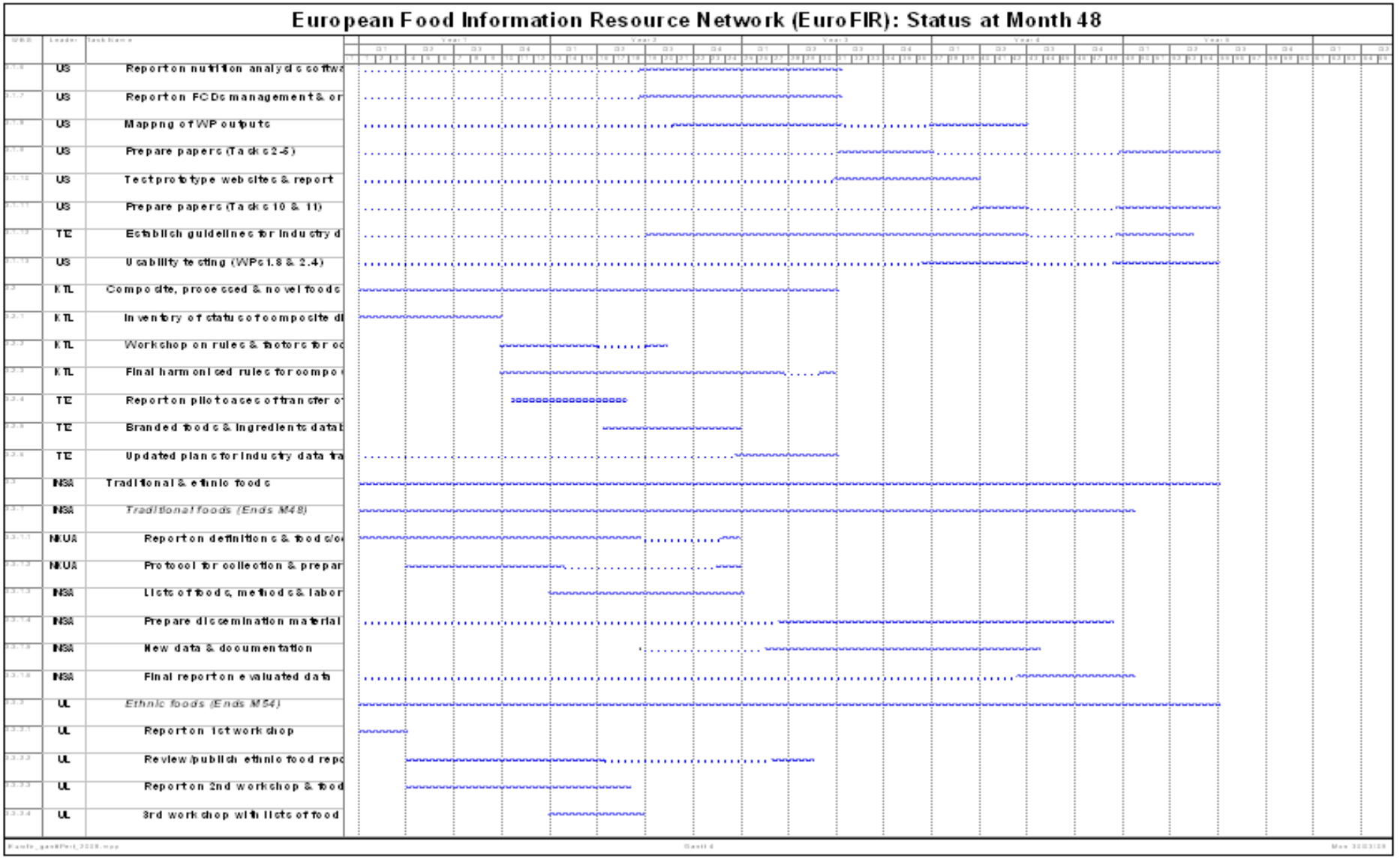
The planning of the various WPs for the LAST 18 months of the JPA is described in the GANTT chart below on pages 114-120. This shows the schedule for individual set of tasks for each WP for this period.

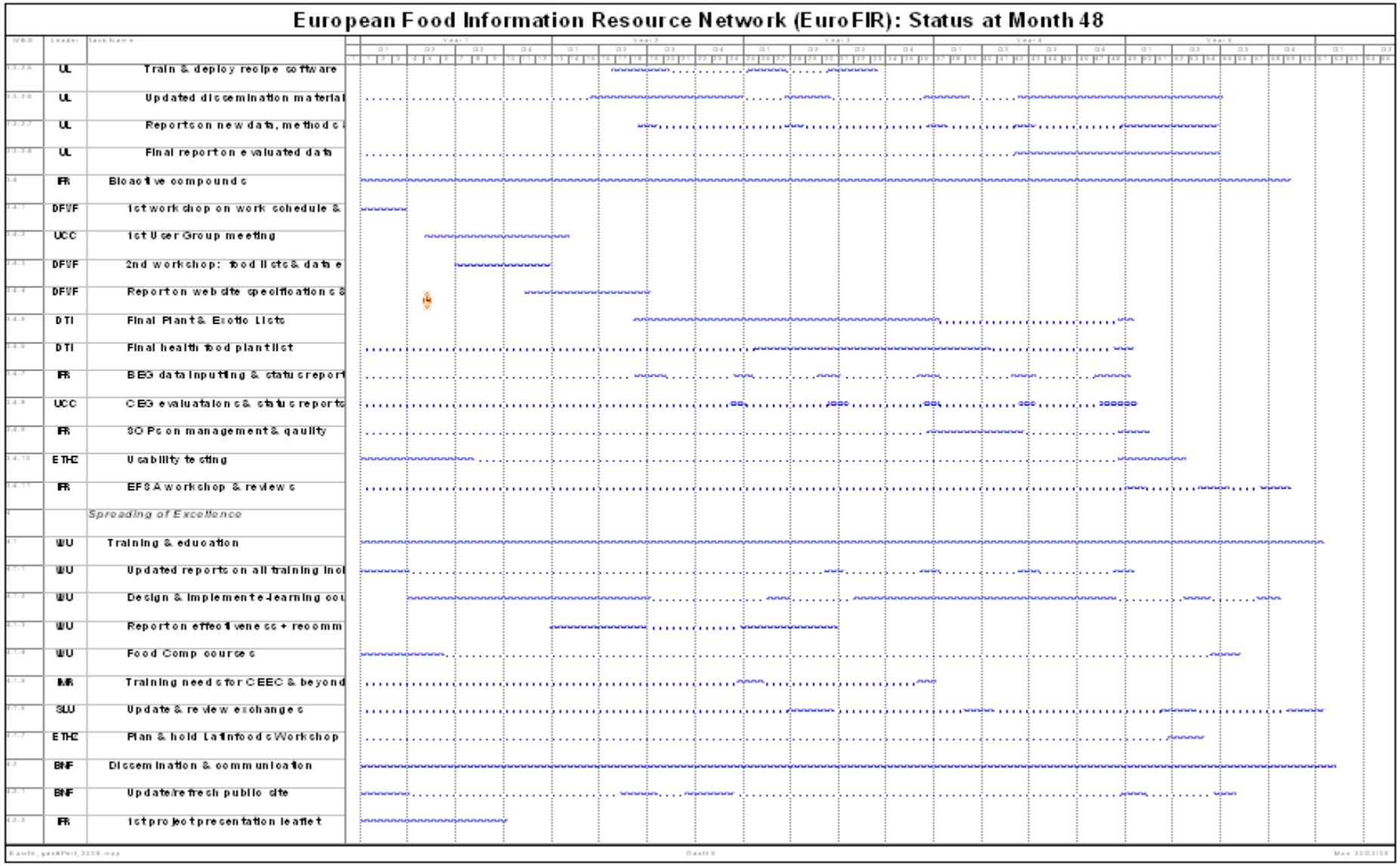
Updated EuroFIR Gantt Chart (Months 49-66)

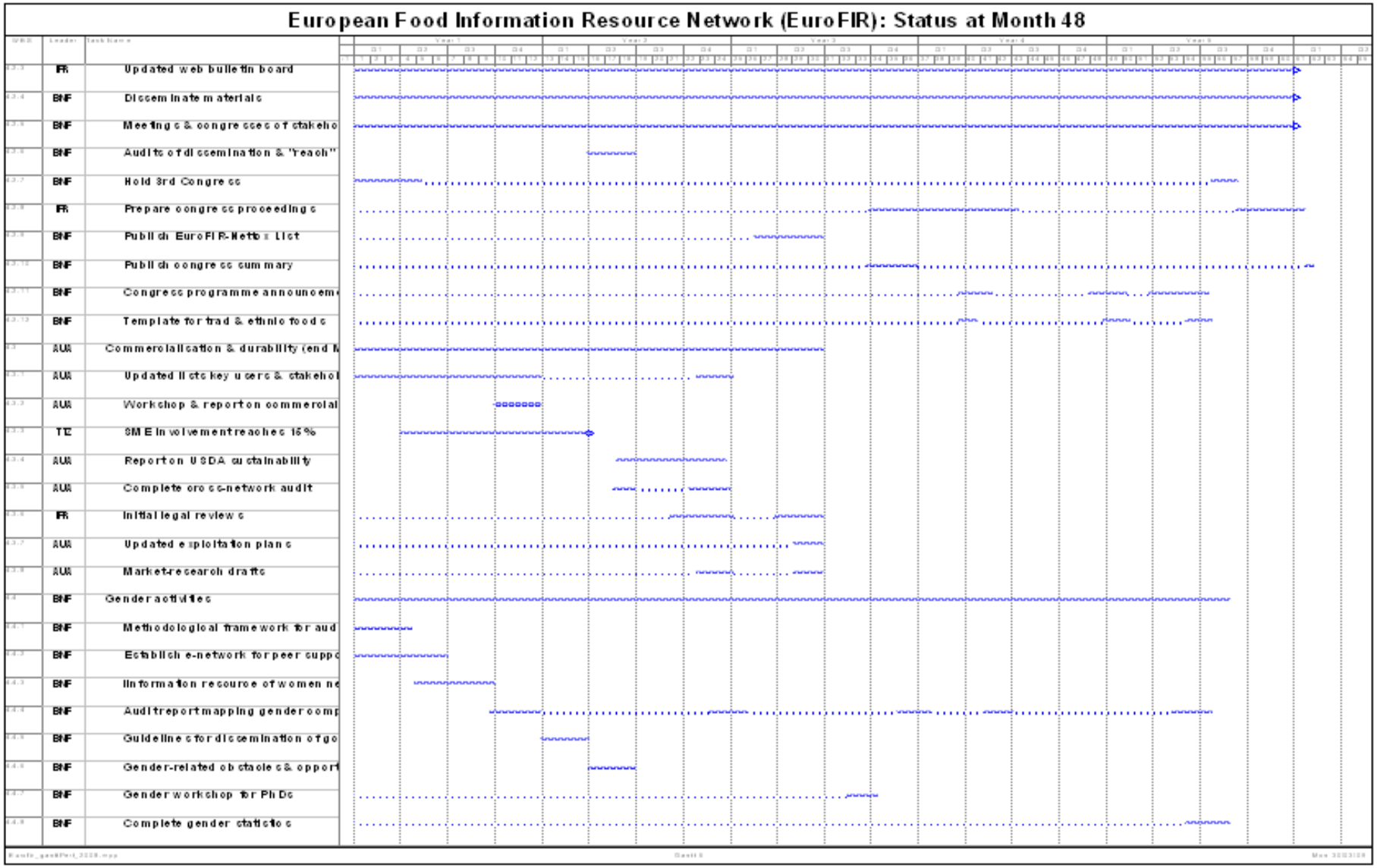


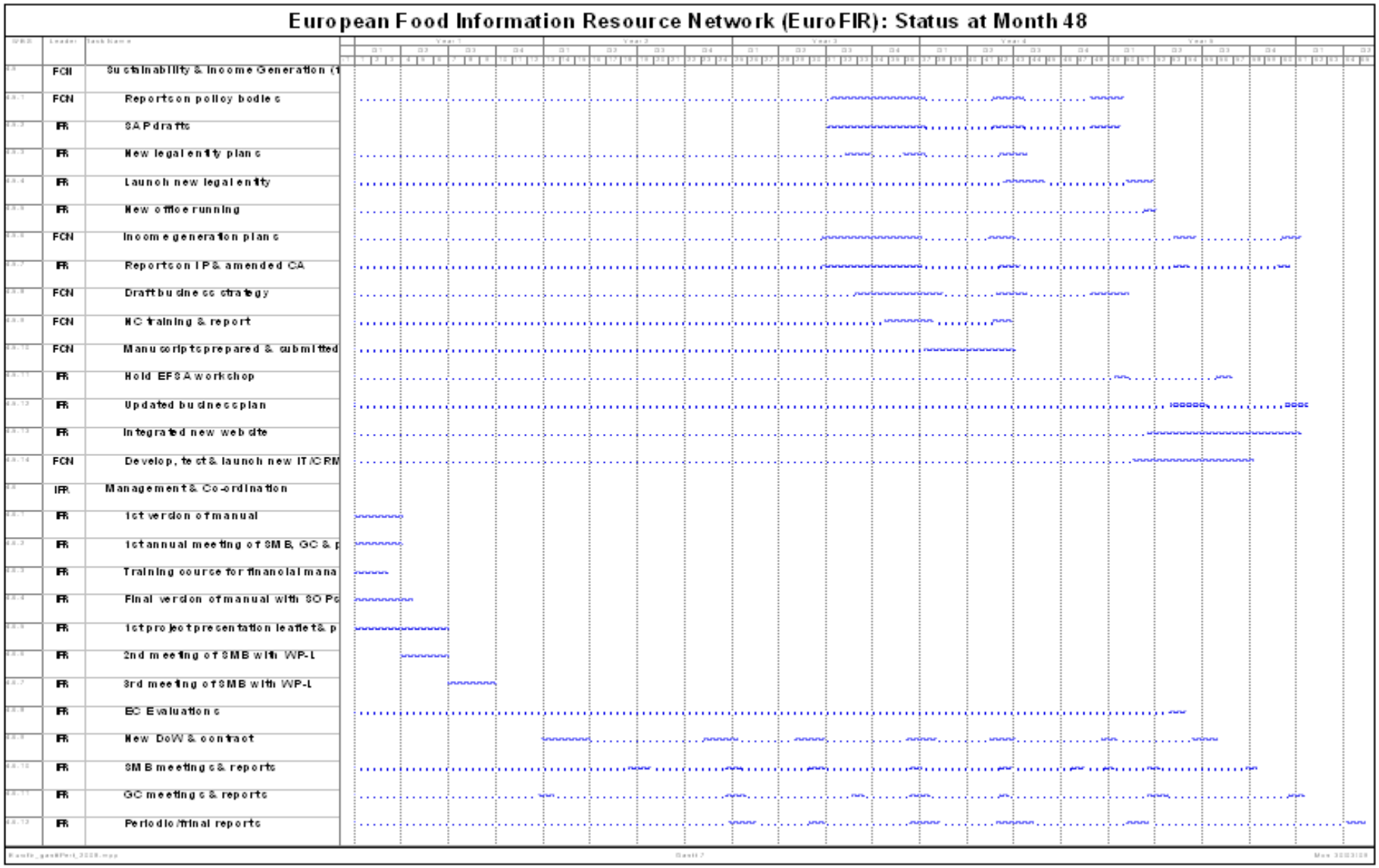

European Food Information Resource Network (EuroFIR): Status at Month 48
ETHC
Extend data quality system & test
IRR
Extend MoUs to other FCDBs
DFVF
Internet deployment (End M18)
DFVF
1st workshop on data collection pr
DFVF
IARC evaluation on EPIC
IRR
Expert names to Commission
IRR
External network review
EBI
Installation of hardware & software
EBI
Prototype databank developed & d
DFVF
Final QA procedures for monitorin
DFVF
Start data set loading (to WP1.8)
NFA
Standardised deployment (End M18)
NFA
Report on interchange guideline s
NFA
Workshop & report on coverage &
NFA
Workshop on nutrients
RIKILT
Report on contaminants
NFA
Workshop on compiler requiremen
AFSSA
Interim report on food prioritisation
NFA
Prototype food data standard
NFA
Protocols for testing & training nee
AFSSA
Food identification & description (End
DFVF
Inventory of composition database
AFSSA
Workshop & report on classificatio
AFSSA
Report on food record retrieval (W
AFSSA
Workshop & recommendations for
AFSSA
Workshop on food classification d
AFSSA
Food indexing by compilers
IRR
Integrated knowledge & research (En


European Food Information Resource Network (EuroFIR): Status at Month 48
IFR
Publications & documents inventc
BAG
Updated web site, facilities & tools
UHEL
Partner skills & training inventory
IFR
Integration audits
BAG
Training workshop for WP editors
UIO
Update & publish research activitie
UIO
Test prototype for data searches (1
IFR
Compiler network & task forces (Start M
IFR
Compilers training workshops
AFSSA
Develop & test food indexing prototy
IFR
Report on value documentation
DFI
Develop & test specifications & stand
DFI
Develop & build EuroFIR grid
NFA
Framework for European Standard
NFA
Draft CEN Standard
ETHZ
Usability testings
ETHZ
Develop & test data interfaces
DUFIC
Bibliographic references refined
DFI
Refined eSearch Tool
KTL
Develop & roll-out web services
DUFIC
Refine & test thesauri
Joint Research Activities
US
User & stakeholder requirements (enc
US
1st workshop + report on recomme
US
User Advisory Group established
US
2nd workshop + report on recomm
US
Draft sustainability framework & u
US
Interviews with consumption manz


European Food Information Resource Network (EuroFIR): Status at Month 48
Year 1
Year 2
Year 3
Year 4
Year 5
Q1
Q2
Q3
Q4
US
Report on nutrition analysis softwa
US
Report on FCDs management & or
US
Mapping of WP outputs
US
Prepare papers (Tasks 2-5)
US
Test prototype web sites & report
US
Prepare papers (Tasks 10 & 11)
TIE
Establish guidelines for industry d
US
Usability testing (WPs 1.8 & 2.4)
KTL
Composite, processed & novel foods
KTL
Inventory of status of composite di
KTL
Workshop on rules & factors for co
KTL
Final harmonised rules for compo
TIE
Report on pilot cases of transfer o
TIE
Branded foods & ingredients datab
TIE
Updated plans for industry data tra
INSA
Traditional & ethnic foods
INSA
Traditional foods (Ends M48)
NUA
Report on definitions & food s/co
NUA
Protocol for collection & prepar
INSA
Lists of foods, methods & labor
INSA
Prepare dissemination material
INSA
New data & documentation
INSA
Final report on evaluated data
UL
Ethnic foods (Ends M54)
UL
Report on 1st workshop
UL
Review/publish ethnic food repo
UL
Report on 2nd workshop & food
UL
3rd workshop with lists of food


European Food Information Resource Network (EuroFIR): Status at Month 48
UL Train & deploy recipe software
UL Updated dissemination material
UL Reports on new data, method s
UL Final report on evaluated data
IFR Bioactive compounds
DFVF 1st workshop on work schedule &
UCC 1st User Group meeting
DFVF 2nd workshop: food lists & data e
DFVF Report on web site specifications &
DTI Final Plant & Exotic Lists
DTI Final health food plant list
IFR BBS data inputting & status report
UCC CBS evaluations & status reports
IFR SOPs on management & quality
ETHZ Usability testing
IFR EFSA workshop & reviews
Spreading of Excellence
WU Training & education
WU Updated reports on all training inf
WU Design & implement e-learning cou
WU Report on effectiveness + recomm
WU Food Comp courses
IMR Training needs for CEEC & beyond
SLU Update & review exchanges
ETHZ Plan & hold Lat'n food s Workshop
BNF Dissemination & communication
BNF Update/refresh public site
IFR 1st project presentation leaflet


European Food Information Resource Network (EuroFIR): Status at Month 48
Updated web bulletin board
Dissemination materials
Meetings & congresses of stakeho
Audits of dissemination & "reach"
Hold 3rd Congress
Prepare congress proceedings
Publish EuroFIR-Netto List
Publish congress summary
Congress programme announcem
Template for trad & ethnic foods
Commercialisation & durability (end M
Updated lists key users & stakehol
Workshop & report on commercial
SME involvement reaches 15%
Report on USDA sustainability
Complete cross-network audit
Initial legal reviews
Updated exploitation plans
Market-research drafts
Gender activities
Methodological framework for aud
Establish e-network for peer suppo
Information resource of women ne
Audit report mapping gender comp
Guidelines for dissemination of go
Gender-related obstacles & opport
Gender workshop for PhDs
Complete gender statistics


European Food Information Resource Network (EuroFIR): Status at Month 48
Year 1
Year 2
Year 3
Year 4
Year 5
FCN Sustainability & Income Generation (1
FCN Report on policy bodies
IFR SAP drafts
IFR New legal entity plans
IFR Launch new legal entity
IFR New office running
FCN Income generation plans
IFR Report on IP & amended CA
FCN Draft business strategy
FCN NC training & report
FCN Manuscripts prepared & submitted
IFR Hold EFSA workshop
IFR Updated business plan
IFR Integrated new web site
FCN Develop, test & launch new IT/CRM
IFR Management & Co-ordination
IFR 1st version of manual
IFR 1st annual meeting of SMB, GC & p
IFR Training course for financial mana
IFR Final version of manual with SOPs
IFR 1st project presentation leaflet & p
IFR 2nd meeting of SMB with WP-L
IFR 3rd meeting of SMB with WP-L
IFR EC Evaluations
IFR New DoW & contract
IFR SMB meetings & reports
IFR GC meetings & reports
IFR Periodic/final reports

9.3 Graphical presentation of the components

A PERT diagram showing a graphical presentation of the project showing the various interdependencies is also given on pages 95-6 below (PERT 1-2). Provisional dates have been scheduled for the period 49-66 for the following network meetings and workshops:

Month	Meeting	Duration (days)	Dates	Venue
51	13th SMB Meeting	1	18/03/09	Brussels, BE
51	EFSA Workshop	2	05-06/03/09	Parma, IT
53	Compiler Network Meeting	2	07-08/05/2009	Florence, IT
53	WP1.8 Web Services Workshop	1	07/0509	Florence, IT
53	4th Year Evaluation	1	19/05/09	Brussels, BE
54	EFSA Workshop	1.5	08-09/06/09	Parma, IT
54	LatinFOODS workshop	5	15-20/06/09	Tucuman, Argentina
57	14th SMB Meeting	1	07/09/09	Vienna, AU
57	3rd International Congress & associated workshops	4	08-11/09/09	Vienna, AU
63	Stakeholder Workshop	1	25/03/10	Brussels, BE
64	Final GC Meeting	1	TBC	TBC
68/69	Final Evaluation	2	TBC	TBC

9.4 Work package list overview

Work package list Joint programme of activities (18 months period month 49-66)						
Work package No	**Work package title**	**Lead contractor No**	**Person-months**	**Start month**	**End month**	**Deliverable No**
1.1	Integrated organisation of knowledge and information flow	IFR	0	1	18 Finished	
1.2	Provision of open platform for joint activities and addition of new partners	IFR	0	1	18 Finished	
1.3	Development of a quality framework for food composition (Quality Standards and Integrated Research from month 43).	INSA	16.0	1	60	D1.3.13-D1.3.29
1.4	Internet development and deployment of databank systems	DTU	0	1	18 Finished	
1.5	Standards development and specifications	NFA	0	1	18 Finished	
1.6	Food identification & description	AFSSA	0	1	18 Finished	
1.7	Integrating knowledge, information flow	IFR	0	19	42 Finished	
1.8	Compiler network	DFI	62.5	19	60	D1.8.25-D1.8.44
2.1a	User stakeholder and sustainability planning	US	0	1	30 Finished	D2.1.10-D2.1.13
2.1b	User and stakeholder requirements	US	1.0	30	42 Finished	D2.1.10-D2.1.13
2.2	Composite, processed and novel foods	THL/TTZ	0	1	30 Finished	
2.3.1	Traditional Foods	INSA	0	1	48 Finished	
2.3.2	Ethnic minority foods	UL	6.0	1	60	D2.3.20-D2.3.26
2.4	Bioactive compounds	DTU/UCC	10.25	1	60	D2.4.16-D2.4.26
3.1	Training, education & vision	WU/SLU	16.5	1	60	D3.1.5-D3.1.19
3.2	Dissemination and communications	BNF	33.0	1	60	D3.2.13-D3.2.28
3.3	Commercialisation & durability	AUA	0	1	30 Finished	
3.4	Integrating and mainstreaming the gender dimension	BNF	0	1	42 Finished	
3.5	Development and implementation of Sustainability Plan	FCN/IFR	25.1	31	60	D3.5.1c-D3.5.11
4	Management and co-ordination	IFR	15.4	1	60	D4.27-D4.33
	TOTAL		**185.75**			

9.5 Complete Deliverables List including Months 49-66

Deliverable no	Deliverable title	Delivery/ Achieve date	Nature	Dissemination level
D1.1.1	Help-desk operational	3	O	RE
D1.1.2	Initial draft of IT systems manual available	6	R	RE
D1.1.3	Combined centre skills, infrastructure & training inventory (combined with D1.1.4)	18	D	RE/PU
D1.1.4	Centre training capabilities inventory (combined with D1.1.3	15	R	RE/PU
D1.1.5	Publications & documents repository inventory	28	R	RE/PU
D1.1.6	1st Draft of Methods (docs a & b) & QA inventory (doc c)	18	R	RE
D1.1.7	Complete update to website structure & tools	16	P	PU
D1.2.1	1st EuroFIR workshop & report on optimal research methods & training needs, indicators for integration & new funding initiatives.	3	P	PP
D1.2.2	Programme for 2nd EuroFIR annual meeting/ conference.	9	R	PU
D1.2.3	2nd EuroFIR workshop & report on prioritised programme of common research topics, guidelines for the self-auditing by partners and draft of integrated budgeting tool and new funding initiatives.	15	R	PU
D1.2.4	Identify and implement new joint research programmes and targets for new funding initiatives.	18	R	RE
D1.2.5	Report on initial searches on published data and databank systems for storage and retrieval of data	16	R	RE
D1.2.6	Complete update to website structure, facilities and tools	16	O	PU
D1.2.7	Report on research questionnaire available on intranet	18	R	RE
D1.3.4	Report on QA questionnaires	15	R	CO
D1.3.5	Set of QA criteria	16	R	PU
D1.3.9	Report on critical points, hazard prioritization and headlines of SOPs associated with some of these critical points (TG2)	26	R	RE
D1.3.10	Teaching materials for 1st QMS workshop (All TGs)	27	O	RE
D1.3.11	List of analytical criteria needed for compilers to evaluate analytical methods, for TG1(TG4)	30	O	PU
D1.3.12	First QMS presentations (TG1)	33	O	RE
D1.3.13[36]	Report on accuracy of transfer of data between XML files of compilers (TG3) Moved to WP1.8 as D1.8.37	54	O	RE
D1.3.16(b)	Report on evaluation of analytical methods according with compilers needs (2nd draft)	58	O	RE
D1.3.16(c)	Report on evaluation of analytical methods according with compilers needs (Final report)	63	O	RE
D1.3.14[37]	Report comparing USDA data quality assessment system(s) to existing European systems if sufficient participants to prepare report (TG4)	40	R	PU
D1.3.15[38]	First group of SOPs (All TG)	39	R	RE
D1.3.16	Report on evaluation of analytical methods according with compilers needs(TG1)	37	R	PU
D1.3.17	Second QMS presentations (TG1)	40	O	RE
D1.3.18	Report on description of hardware configuration, back up system and access and management to the computerized system (TG3)	59	R	RE

[36] Delayed from Month 50 and moved to WP1.8 as D1.8.37 M54
[37] Delayed from month 35 to month 40 awaiting completion of compiler meeting Norwich March 2008.
[38] Delayed from month 36 to month 39

D1.3.19[39]	Report on existing methods for the selection of "raw" data for production of reference values and proposal of EuroFIR criteria for this selection (if sufficient participants to prepare report (TG2)	54	R	RE
D1.3.20	Recommendation for compiler certification (TG1)	42	R	RE
D1.3.21	Guidelines for quality index attribution to original data from Scientific literature or reports for EuroFIR data interchange published on website (TG4)	42	R	PU
D1.3.22[40]	All SOPs finalised and published on EuroFIR website for wider consultation(TG3)	59	O	RE
D1.3.23	Report on integration status over time at M48 compared to M36, 24, 12 & 1 (TG5)	52	R	CO
D1.3.24	Report on Oceania Food Comp Course and recommendations for closer collaborative links (TG3)	52	R	PU
D1.3.25	Draft programme for IMEKO Conference in Lisbon (TG1)	53	O	RE
D1.3.26	Final report on Guidelines for Quality Index Attribution to Complementary Data for EuroFIR Data Interchange (TG2)	54	R	RE
D1.3.27	Report on 1st compiler audit with recommendations for future audits (TG1)	57	R	RE
D1.3.28	Overall final report on EuroFIR's Quality Management System including laboratory data and other complementary data	64	R	PU
D1.3.29	SOPs for computerized system finalised and published on EuroFIR website	64	O	PU
D1.4.1	1st EuroFIR workshop and report on data collection & protection	6	R	RE
D1.4.2	Submit six expert names to Commission of initial review at 22 months	6	R	RE
D1.4.3	Installation of hardware and software components	9	O	RE
D1.4.4	Prototype EuroFIR databank system developed, deployed including data composition datasets and assessed	26	R	RE
D1.4.5	Final procedures for quality assurance monitoring and data retrieval facilities delivered	26	R	RE
D1.5.1	Report on interchange guidelines and data structure	12	R	PU
D1.5.2	Preliminary report on current component coverage in European databases	12	R	PU
D1.5.3	Report on plan for food-derived contaminants	12	R	PU
D1.5.4	Report on (a) component coverage and level of documentation in existing databases and (b) nutrients to be included in core data sets and priorities for future analysis.	15	R	PU
D1.5.5	Report on NLG Factors	16	R	PU
D1.5.6	Report on food prioritisation (interim)	18	R	PU
D1.5.7	Identification of candidate specialised datasets	22	P	PU
D1.5.8	Protocols for testing the standards for various component collections and report for testing recommendation and compiler support and training needs	24	R	PU
D1.5.9	Plan for next 18-36 months period	18	R	RE
D1.6.1	Inventory of European food composition databases & Tables	11	R	PU
D1.6.2	EuroFIR workshop & report on current food classification & description systems and mechanisms for linking foods from these different sources	9	R	PU
D1.6.3	Report on food record retrieval using existing description and classification	22	R	PU
D1.6.4	Draft recommendations for standard food classification and description systems	15	R	PU
D1.6.5	Report of prototype food classification and description support facilities	18	R	PU

[39] D1.3.19 final version delivery M54
[40] D1.3.22 delayed to M59 and renamed to All SOPs finalised including SOPs for computerized system, published on

D1.6.6	Review paper on food classification and description systems	14	R	PU
D1.6.7	Position paper on Eurocode 2	14	R	PU
D1.6.8	Draft proposal for QA of food indexing	16	R	PU
D1.7.1	Design of information and communication system for collection and evaluation of performance indicators	19	O	CO
D1.7.2	Report on integration status at M12 compared to M1	21	R	CO
D1.7.3	Organise training workshop for network in the use/capabilities of web-based communications systems and tools.	29	O	PU
D1.7.4	Report on integration status at M24 compared to M12 & M1.	27	R	RE
D1.7.5	Report on links with new compiles from with and beyond Europe	29	R	RE
D1.7.6	Launch of modified and improved website	26	O	PU
D1.7.7[41]	Report on research projects – current and recently finished	42	R	PU
D1.7.8	Workshop to review progress and discuss results	30	O	RE
D1.7.9	Report on procedures for literature scanning, data capture and dissemination, including their implementation and further requirements	34	R	PU
D1.7.10	Report on integration status at M36 compared to M24, 12 & 1.	39	R	CO
D1.7.11	Final report of the core training directory for handover to WP3.1	42	R	PP
D1.7.12	Report on scanning and indexing investigations, CiteXplore developments and proposed bibliographic processing procedures, and coverage of references used in value documentation (linking to full-text documents where available)	42	R	CO
D1.8.1	Report on food record retrieval using proposed description and classification (TG2; formerly D1.6.3) – pending D1.8.5 due month 24, food classification not implemented in Food Product Indexer before month 24. Awaiting second food indexing course – expected September 2007	30	R	RE
D1.8.3	Report on protocols for testing the standards for various components and report for testing recommendations and compiler support and training needs (TG1)	24	R	PU
D1.8.2	Prototype food composition data standard on identification, expression & documentation of food component data	22	P	PU
D1.8.4	Report on updates/changes to food description thesauri and proposed Danish and German/Austrian translations	26	R	PU
D1.8.5	Report on results of food indexing in compilers group (TG2)	26	R	PU
D1.8.6	Report on test value documentation by compilers using prototype standard (TG1)	28	R	RE
D1.8.7[42]	Report on extended method and analysis documentation – the extension of the initial simple method documentation (TG1)	42	R	RE

D1.8.8	Report from Compiler Network meeting March 2007 (WP1.8 MG)	28	R	RE
D1.8.9	Draft report on existing innovative tools within the e-Health area which al-ready include food information or in which food information might be included (TG4).	31	R	RE
D1.8.10	Documentation (report) of Internet implementation (TG2)	33	R	RE
D1.8.11[43]	Report of initial component value documentation (TG1).	34	R	PU
D1.8.12[44]	Draft report on new FCDB uses or new user groups outside the e-Health area (TG4).	42	R	PU
D1.8.13	Report from Compiler Network meeting November 2007 (WP1.8 MG)	36	R	PU
D1.8.14[45]	Food Indexing update report – French translation of LanguaL (TG2)	38	R	PU
D1.8.15[46]	Report on continued component value documentation (TG1).	42	R	RE

[41] Delayed from month 30 to month 42
[42] Delay from M30 to M42 due to late start up of value documentation
[43] Delivery has not been possible as value documentation has not been started and this deliverable will be merged with D1.8.15
[44] As no progress has been outside eHealth area on new FCDB users. Originally M 36 delayed to M42
[45] Delayed from M36 now forecast M38

D1.8.16	Draft fact sheet / information leaflet on exemplary scenario for FCDB use with innovative technology (TG4).	42	R	PU
D1.8.17[47]	Report on continued component value documentation (TG1).	48	R	RE
D1.8.18	CEN Standards TC505 Progress report (TG1).	39	R	CO
D1.8.19	Draft EuroFIR standard Technical Annex (TG2).	39	O	RE
D1.8.20	XML Food Data Transport Package template specification (TG3).	39	P	CO
D1.8.21	Reports on LanguaL 2008: (a) Introduction to LanguaL 2008), (b) LanguaL 2008 thesaurus, (c) LanguaL 2008 – Changes from LanguaL 2007), (d) LanguaL 2008 multilingual thesaurus (en-da-fr-sp) (TG2.1).	39	R	PP
D1.8.22	Report on the EuroFIR Thesauri (TG2.2).	39	R	PP
D1.8.23	Report on testing of applicability of proposed rules for assigning nutrient retention factors (TG2.4).	40	R	PP
D1.8.24	Minutes/report on main decisions taken in TG3.1 Start-up meeting (TG3.1)	42	R	RE
D1.8.25[48]	Plan for usability testing (TG4.1 and UAG).	54	O	PP
D1.8.26	CEN Standards TC505 Progress report (TG1).	45	R	CO
D1.8.27	The first draft of the specifications for the Web services (TG3.1)	45	P	CO
D1.8.28	Report specifying procedures and coverage of the bibliographic reference processing task at the start of full operation in January 2009 (TG2.4)	45	R	PP
D1.8.29	Draft report on specifications for EuroFIR request-response based Web services (TG3.1)	48	R	CO
D1.8.30	Report on validation the proposed dataset of nutrient retention factors – comparison of analysed vs. calculated data – including guidelines for the use of nutrient retention data (TG2.4).	53	R	PP
D1.8.31a	CEN Standards TC505 Progress report (TG1).	48	R	CO
D1.8.32a[49]	Report on usability testing (TG4.1 and UAG).	54	R	CO
D1.8.31b	CEN Standards TC505 Progress report (TG1).	54	R	CO
D1.8.31c	CEN Standards TC505 Progress report (TG1)	59	R	CO
D1.8.32a[50]	Report on usability testing (TG4.1 and UAG)	54	R	CO
D1.8.32b[51]	An updated version of eSearch tool for the new Web services (TG3.1)	57	P	PU
D1.8.33	Component Thesaurus, version 1.1 (TG2.2)	60	O	PU
D1.8.34	Report on EuroFIR Document Repository status and future compilation (TG2.3)	62	R	RE
D1.8.35	Report on EuroFIR Data Repository options and development proposals (TG2.3 in collaboration with WP3.5)	58	R	RE
D1.8.36	Report on the Florence workshop with status on all TGs.	55	R	PU
D1.8.37[1]	Report on accuracy of transfer of data between XML files of compilers (TG3.1)	54	R	CO
D1.8.38	Report on continued component value documentation – including overview of compilers' value documentation status (TG2)	63	R	RE
D1.8.39	Component Thesaurus, version 1.2 (TG2.2)	63	O	PU
D1.8.40	Report on aspects of using ChEBI for EuroFIR components (TG2.2)	64	R	CO
D1.8.41	Report on usability testing of the single value module and recipe module of FoodCASE and recommendations for future use by the AISBL (TG4.2)	63	R	CO

[46] As value documentation start was delayed until M37 now forecast M42
[47] As value documentation start was delayed until M37 now forecast M48
[48] Final report delayed to M54
[49] Final report delayed to M54
[50] Delayed from M48 to M54
[51] Delayed from M54 to M57

D1.8.42	Report on training workshop for WB/CEEC and recommendations for future use by AISBL	61	R	PU
D1.8.43	Reports on LanguaL 2009	56	R	RE
D1.8.44	Report on 2nd usability testing of the eSearch prototype	63	R	RE
D2.1.1	Draft paper on importance of FCDBs for a peer-reviewed journal (Task 1)	15	O	PU
D2.1.2	2nd workshop held & report including recommendations	12	R	PP
D2.1.3	Summary report that gives evaluations of the extent to, and format in which food composition data is being used. (Task 5)	30	R	PU
D2.1.4	Summary report on Interviews with European National Food Consumption Survey Managers (Task 3)	30	R	RE
D2.1.6	Summary report on selected European food composition database management and organisational structures (Task 2)	30	R	RE
D2.1.7	1st Interim report collating the descriptions of EuroFIR's principal outputs. (Task 8)	30	R	RE
D2.1.8	Summary report of inventory of UK dietary analysis software and framework for continuing software activities with WPs 1.8/3.5 from M31 (Task 6)	30	R	RE
D2.1.9	Report on the analysis of interviews with developers and marketers of European nutrition analysis software (Task 7)	30	R	RE
D2.1.10	Scientific paper on (a) existing flows of food composition data originating from UK Food Industry (Task 5) (b) describing selected European food composition database management and organisational structures (Task 2) (c) describing Interviews with European National Consumption Survey Managers* (Task 3) (d) describing evaluations of the extent to, and format in which food composition data is being used (Tasks 4 & 5)	32-54	O	PU
D2.1.11	Final report on the studies involving testing of prototype websites (Task 8)	40	R	RE
D2.1.12	Final report on analysis of the use of food composition data through the use case approach (Task 10)	40	R	PU
D2.1.13	Scientific paper (a) on analysis of the use of food composition data through the use case approach (Task 10); (b) existing flows of food composition data originating from Food Industry (Task 11)	42-54	O	PU
D2.1.14	Guidelines and conclusions for establishing and advancing data transfer on European level (Task 11)	42	R	PU
D2.2.1	Basic inventory of the status in management of composite dishes in FCDB	9	R	PU
D2.2.2	EuroFIR workshop on rules and factors for imputing data for composition of composite and processed foods	12	R	PU
D2.2.3	Report on methods to impute nutrient values for composite and processed foods	12	R	PU
~~D2.2.4~~	~~EuroFIR workshop and report on framework for the incorporation of food industry data~~	~~17~~	~~R~~	~~PU~~
~~D2.2.5~~	~~Plans for 18-24 months or WP work covering trends in novel ingredients and analytical needs to obtain satisfactory compositional data~~	~~18~~	~~R~~	~~RE~~
D2.2.12	Presentation of guidelines on harmonized procedures in the Network meeting	30	R	PU
D2.2.13	Report on applications, methods and procedures to impute nutrient values for composite foods	30	R	RE
D2.2.14	Interim report on exemplary data transfer and preliminary plans to collate on EuroFIR-level (finalisation within WP2.1)	30	R	RE
D2.3.1	1st workshop report on definition of "traditional", evidence-based records and initial list of traditional foods/recipes of each participating country.	3	R	PU

D2.3.2	Report covering protocol for recipe recording, collection and preparation of samples.	15	R	PU
D2.3.3	Report on the list of nutrients and bioactive compounds, proposed methods of analyses and proposed list of laboratories per country	20	R	RE
D2.3.4	Report on the preparation method of the traditional recipes investigated.	36	R	PU
D2.3.5	Agree plan of work for 18-36 months	18	R	RE
D2.3.6	Report on 1st workshop & updated work plan.	3	R	PU
D2.3.7	Critical review of composition of Ethnic Foods including information on methods of domestic food preparation and eating practices	12	R	PU
D2.3.8	Report on 2nd EuroFIR workshop & prioritisation of "ethnic" foodstuffs for analysis and detailed protocol for the collection and storages of samples for analysis	12	R	PU
D2.3.9	Report on 3rd workshop & list of ethnic foods to be collected.	22	R	PU
D2.3.10	Agree plan of work for 18-36 months	18	R	RE
D2.3.11[52]	Dissemination materials (poster/pamphlet per country) on traditional foods	42-48	O	PU
D2.3.12[53]	List of SMEs initially interested in producing the traditional food	38	R	RE
D2.3.13	Initial data on the nutritional composition of traditional foods	36	O	PU
D2.3.14	Data on the nutritional composition of traditional foods & final documented/prioritised country specific traditional food files	42	O	PU
D2.3.22	Report on the list of proposed laboratories to perform nutrient analysis	25	R	RE
D2.3.23[54]	Final evaluated dataset & final documented/prioritised country specific traditional foods files	48	R	RE
D2.3.15	Update website with new information on ethnic foods targeted at both consumers and industry especially SMEs and submit various articles and papers on Ethnic Foods for publication.	15-30	O	PU
D2.3.16	Establish a common software package to harmonise recipe collection in each country and complete appropriate training on recipe collection and calculation	29	O	RE
~~D2.3.17~~ Combined with D2.3.18	~~Organise 4th Workshop and submit progress report to CO/SMB covering sample collection & analysis for each country and plans for next 25-42 months.~~	~~27~~	~~R~~	~~RE~~
D2.3.17/18	Submit progress report to CO/SMB covering sample collection & Analysis for each country and plans for next 18 months Status report to CO/SMB covering sample collection & analysis for each country and dissemination activities.	30	R	RE
D2.3.19[55]	A standard for the validation of new data on nutrient composition of ethnic foods [n=35] for inclusion in the National Databases	42	O	PU
D2.3.20[56]	~~Prioritised list of 5 ethnic foods and data on bioactive compounds including sampling plan and analytical methods~~. Report on harmonisation of methods for analysis, recipe calculation and new data on ethnic foods for inclusion in food composition databases	48	R	PU
D2.3.21	Status report on validation of already published data on nutrients and bioactive compounds.	41	R	PU
D2.3.24	Provide information on dissemination, for example dissemination at workshops/conferences, articles for the EuroFIR website and scientific publications such as peer reviewed journals.	60	O	PU

[52] Original date M36-42 extended to M48 when Work package will complete
[53] Original date M30 delayed to M38
[54] Original date M42 delayed to M48
[55] Original date M35 delayed to M 42
[56] This deliverable has a change of title to Report on harmonisation of methods for analysis, recipe calculation and new data on ethnic foods for inclusion in food composition databases

D2.3.25(a)	Submit final report to PMO including validated data of ethnic foods from 8 EU member states and additional new data on 46 South Asian foods from the UK	54	R	RE
D2.3.25(b)	Submit final report to PMO including validated data of ethnic foods from 8 EU member states and additional new data on 46 South Asian foods from the UK to include value documentation of ethnic food data	59	R	RE
D2.3.26	Report on uncertainty calculation, representativeness and cost evaluation of new data on ethnic and traditional foods.	59	R	RE
D2.4.1	1st EuroFIR workshop & report covering organisation of work, allocation of tasks and establishment of WP teams.	3	R	PU
D2.4.2	1st Users Group Meeting recommendations	14	R	RE
D2.4.3	2nd EuroFIR workshop report covering lists for selected health & exotic food plants; status data assessment entry & specifications and biological data input form	15	R	PU
D2.4.4	2nd Users group meeting and recommendation for additional funding	15	R	RE
D2.4.5	Report covering final food plant list on major food plants and edible mushrooms (about 350) in Europe (electronic version) and status on health food plants lists; specifications for database deployment and data entry status	18	R	PU
D2.4.6	Future plan for activities including plant source materials for food flavourings, draft list on health food plants (about 200) and input of biological data (about 75 papers)	18	R	RE
D2.4.7	Revised NETTOX list (1997) on major food plants in Europe (including plant parts) in printed version	22	R	PU
D2.4.8	Draft system for searching, collating evaluating published data on biological activity of bioactives & in vitro model systems	24	R	RE
D2.4.9	Quality system and associated SOPs for compositional evaluation	24	R	RE
D2.4.10a	Draft exotic plant food list (fruit)	30	R	PU
D2.4.10b[57]	Final Exotic food plant list for dissemination	45	R	PU
D2.4.11	Report of 5th CEG meeting in Iceland including progress on quality indices and data input	29	R	PU
D2.4.12	Report of 4th BEG meeting, including results of new critical evaluation system for biological effects papers	28	R	RE
D2.4.13a	Draft Major European Food Plant List (fruit)	30	R	PU
2.4.13b[58]	Final Major European Food Plant List for dissemination	45	R	PU
D2.4.14[59]	~~Final Health food plant list for dissemination~~ Final list of plants for food supplements and herbal teas for dissemination	42	R	PU
D2.4.15	Report containing complete documentation supporting the development, management, operation and continuation of the biological effects database.	34	R	RE
D2.4.16[60]	Report containing proposed data outputs, user's feedback and database manual	54	R	RE
D2.3.17	EuroFIR-NETTOX list, checked with respect to common names in 12 European languages and extended with three further European languages to be sent to WP3.1 for printing	30	R	PU
D2.4.18	Draft SOP Database management	40	O	RE
D2.4.19	Draft Training documentation for new evaluators	42	O	RE
D2.4.20[61]	Completion of first draft of the database manual	52	O	RE
D2.4.21[62]	Report from first Usability testing and revision of reporting process	42	R	CO

[57] Original date M36 delayed to M45 due to illness of subcontractor
[58] Original date M36 delayed to M45 due to illness of subcontractor
[59] Originally called "Final Health Food Plant List" now renamed to "Final List of plants for food supplements and herbal teas"
[60] Original date M48 delayed to M54 awaiting recommendations from usability testing
[61] Original date M48 delayed to M52 awaiting reporting revisions and recommendations from usability testing
[62] Original date M42 delayed to M54 system will be implemented following usability recommendations

~~D2.4.22~~[63]	~~Report from second Usability testing and revision of reporting process~~	~~47~~	~~R~~	~~CO~~
D2.4.23	Documentation of selection/prioritisation criteria and identification of food plants in order to ensure quality with respect to transience and reproducibility	42	O	CO
D2.4.24	Initial workshop with EFSA on recommendations for updating eBASIS with final workplan	52	O	CO
D2.4.25	Report on 2nd workshop with EFSA on eBASIS.	54	R	RE
D2.4.26	Final report and recommendations on sustainability and maximising potential income.	62	R	PU
D3.1.1	Report of specialist workshops and training courses driven by WPs	3	O	RE
D3.1.2	Policy paper on optimisation of existing bids for Marie Curie actions & EuroFIR criteria for training exchanges/PhD awards	6	R	RE
D3.1.3	Work plan for implementation of exchange training visits & PhD awards programme	6	R	RE
D3.1.4	Design and implement e-learning courses	12	O	RE
D3.1.5	Reports on ALL training activities (courses, workshops, exchanges, conferences & ~~Marie Curie~~ including assessment of effectiveness as measured against EuroFIR strategic goals.	36-42-48-54-60	R	PU
D3.1.6	Report on Plant Food Analysis and Data Quality course including recommendations for follow-up of participants	18	R	PU
D3.1.7	Report on shortened food comp course including recommendations for follow-up	23	R	PU
D3.1.8	Report on identified training needs of non-EuroFIR compilers from Europe and beyond activities	25 & 31	R	PU
D3.1.9	Draft programme for regional (Balkans/Middle & North African/C/E) workshop(s).	32	R	PU
D3.1.10	Draft policy document for training activities for externals/potential EuroFIR partners from central and East European countries	30	R	RE
D3.1.11	Roadmap and guidelines for EuroFIR courses and workshops	27	R	RE
D3.1.12	Report on International Food Comp Course 2007	36	R	RE
~~D3.1.13~~	~~Draft document regarding planned activities for Marie Curie Actions within FP7 for partners within NoE~~	~~40~~	~~R~~	~~RE~~
D3.1.14[64]	E-learning module "Nutrient analysis for non-chemists"	54	P	RE
D3.1.15	Report on EuroFIR Food Comp Course 2008	48	R	CO
D3.1.16[65]	Report on LanguaL training course for BaseFoods/MoniQA	60	R	PU
D3.1.17[66]	Final training report on all activities	63	R	CO
D3.1.18	Report on Food Comp 2009	58	R	PU
D3.1.19	Inventory of potential users of the EuroFIR E-learning module and of attractive AISBL E-learning offerings	62	R	RE
D3.2.1	Secure web-based communication platform for EuroFIR partners (with WP 1.1)	8	P	RE
D3.2.2	1st project presentation leaflet & poster.	10	R	PU
D3.2.3	Web Bulletin Board interface for stakeholders world-wide respecting language, expertise levels, gender, ethnicity, disability, data protection and ethical issues.	0-12	P	PU
D3.2.4	Planned programme of information dissemination to suite users/stakeholders including further (a) 4 one-pagers/year, (b) 2 syntheses/year, (c) 1 compilation booklet & (d) 2 newsletters/year	12-24	R	PU
D3.2.5	Meetings and congresses of stakeholders and of EuroFIR partners	24	O	PU

[63] Deliverable has been discontinued because no second round of usability testing is considered necessary until the database is further filled and the recommendations from the first testing have been put in place.
[64] Delayed from M48 to M54
[65] Delayed from M54 to M60
[66] Delayed from M54 to M63

D3.2.6	Audit of dissemination "reach and effectiveness"	18	O	RE
D3.2.7	Published summary information and proceedings of first network congress on the website	15-17	P	PU
D3.2.8	Network congress papers reviewed and accepted for publication	32	P	PU
D3.2.9	Second annual activity and integration reports	24	P	RE
D3.2.10	Draft programme for second Network Congress	30	R	RE
D3.2.11	Publication of EuroFIR-Nettox Plant list	30	R	PU
D3.2.12	Published summary information about the 2nd Network Congress on the website	36	O	PU
D3.2.13	A further series of web-based project updates and features on the work of the network and other relevant developments (minimum 12 per year) including 4 EuroFIR Newsletter prepared & published	37-66	O	PU
D3.2.14	2ND Network Congress papers prepared for publication	48	O	PU
D3.2.15	1st announcement for final EuroFIR Congress prepared and published	40	O	PU
D3.2.16	Template produced for dissemination materials for traditional and ethnic foods	42	O	PU
D3.2.17[67]	2nd announcement for final congress prepared and published	50	0	PU
D3.2.18[68]	Synthesis Report on 'food composition data made simple' published	56	R	PU
D3.2.19[69]	Report on Stakeholder event completed	65	O	PU
D3.2.20	Collation of sex-disaggregated statistics of attendance by women and men at EuroFIR events including the 3rd annual network meeting, the food composition course and the Congress.	57	R	CO
D3.2.21	4 EuroFIR newsletters prepared & published	37-66	O	PU
D3.2.22	New website text on current status of the project identified for translation and translated into French, German and Spanish to add to the foreign language areas of the website	48-54	O	PU
D3.2.23	4 press releases on the project and related activities sent to European journalists.	60	O	PU
D3.2.24	Final programme for Vienna published	54	O	PU
D3.2.25	Gender information audit mapping the gender composition and distribution of research teams in the network.	66	R	PU
D3.2.26	Synthesis report traditional foods	48	R	PU
D3.2.27	First drafts of the background, key results and knowledge sections of the EuroFIR AISBL draft	61	O	PU
D3.2.28	Report on utilization of case studies from 2nd phase of e-Search testing to gauge stakeholder views	65	R	PU
D3.3.1	List of key users and stakeholders in each country	6	R	RE
D3.3.2	Sustainability workshop on nature and content of EuroFIR business plan & report and recommendations to improve the long term strategy for commercialisation of network outputs	12	R	RE
D3.3.3	Update list of users and stakeholders	36	R	RE
D3.3.4	Draft report on USDA/FDA sustainability of USDA databank systems	21	R	CO
~~D3.3.7~~ Becomes D3.5.6	~~Feasibility report on the prototype website and the EuroFIR databank portal.~~	~~28~~	~~R~~	~~RE~~
D3.3.5	Generally applicable guidelines for the dissemination of good practice in gender issue	24	R	PU

[67] Originally M46
[68] Delayed to M56
[69] Event delayed to M63

D3.3.6	Draft report on the analysis of the market research effort for user preferences, market shares and willingness to pay for the bioactive internet-based database system (Task 4)	24	R	RE
D3.3.8	Evaluation of 1st draft of commercial exploitation plan completed and revisions agree (Task 6)	30	R	RE
D3.3.9	Contacts generated by other EuroFIR network members will be consolidated into the user / stakeholder database (Task 3 – expanded)	30	R	RE
D3.3.10	A brief overview of the data gathered re: EuroFIR legal / institutional form and site during M25 – 30: Authored by IFR, with input from AUA (Task 7)	30	R	RE
D3.4.1	Methodological framework for auditing the current state of gender balance and sensitivity.	4	R	RE
D3.4.2	Provide an e-network distribution list of gender specialists for mutual peer support and mentoring.	6	O	PU
D3.4.3	Develop an information resource of the relevant national and European networks of women scientists	9	O	PU
D3.4.4	An audit report mapping the initial gender composition and distribution of research teams, for circulation to managers and decision makers in the project.	12	R	PU
D3.4.5	Generally applicable guidelines for the dissemination of good practice in gender issues.	15	R	PU
D3.4.6	Produce documentation of the gender related obstacles experienced by researchers and possible solutions	18	R	PU
D3.4.7	Update information resource of relevant national and European networks of women scientists	20	R	PU
D3.4.8[70]	Gender information audit mapping the gender composition and distribution of research teams in the network.	38	R	PU
D3.4.9	Gender workshop targeted at PhDs and young researchers run at the third EuroFIR network meeting (month 33).	33	R	PU
D3.4.10	Collation of sex-disaggregated statistics from annual network meeting and EuroFIR training Courses	36	R	PU
~~D3.4.11[71]~~	~~Collation of sex-disaggregated statistics from the annual network meeting and EuroFIR training courses, and identification of constraints or obstacles to equality and gender mainstreaming.~~	~~42~~	~~R~~	~~PU~~
D3.5.1a & D3.5.1b D3.5.1c	Reports on policy monitoring & influencing with policy makers & funding bodies (Task 1) Updated report on policy monitoring & influencing with policy makers & funding bodies (Task 1)	36 & 42 54	R	PU
D3.5.2a & D3.5.2b D3.5.2c[72] D3.5.2d[37]	SAP drafts including report on technical feasibility of including outputs in EuroFIR's website / databank portal (Sub-tasks 2 & 2.1)	36* & 42* 48 54	R	RE
D3.5.3a & D3.5.3b D3.5.3c	Reports covering Proposals/recommendations for establishing EuroFIR legal form/entity (Sub-task 2.1) Report covering progress for establishing EuroFIR legal form/entity (sub task 2.1)	33 & 36 48	R	RE
D3.5.4a & D3.5.4b D3.5.4c D3.5.4d[73]	Reports on income generation schemes covering WP outputs, annual food database conferences, training & sponsorship schemes (Sub-task 2.2)	36 & 42 48 54	R	RE

[70] Originally M37 delayed to M54 and moved to WP3.2 as D3.2.25 as WP3.4 merged with WP3.2 at M43
[71] This WP merges with WP3.2 from 010708 and D3.4.11 has been included as D3.2.20
[72] D3.5.2c and D3.5.2d reported in one document at M54
[73] D3.54d, D3.5.5d & D3.5.6c originally month 54 amalgamated to D3.5.10a (month 54) and D3.5.10b (month 60)

D3.5.5a & D3.5.5b D3.5.5c D3.5.5d[38]	Reports on intellectual property rights policies, structures, and procedures (a); revised Consortium Agreement (b) (Sub-Task 2.1 & 2.3)	36 (a) & 42 (b) 48 54	R	RE
D3.5.6a D3.5.6b D3.5.6c[38]	Draft Business Strategy (Sub-Task 2.4)	42 48 54	R	RE
D3.5.7	National Compiler Cost Accounting Training and income generation/redistribution strategies exchange and report (Sub-Task 3)	42	R	RE
D3.5.9a & D3.5.9b	Two manuscripts for submission to peer-review journals	42	O	PU
D3.5.10a	Updated Business Plan and Marketing Plan (integration of D3.5.4d, D3.5.5d & D3.5.6c	57	O	RE
D3.5.10b	Updated Business Plan and Marketing Plan (integration of D3.5.4d, D3.5.5d & D3.5.6c	63	O	RE
D3.5.11	Report on EuroFIR AISBL operating procedures, bodies and officials	64	R	RE
D4.1	1st Start up meeting of SMB & WP-L	1	O,R	RE
D4.2	1st version of manual with SOPs including formats for technical and financial report distributed for discussion and agreement	3	O, R	RE
D4.3	1st Annual (start-up) meeting of SMB, GC and all partners – JPA and budget agreed; minutes prepared and circulated (March 2005)	3	O, R	PU
D4.4	Training course for financial managers of partner organisations	3	O, R	RE
D4.5	Final version of network management manual with SOPs	4	O, R	RE
D4.6	1st project presentation leaflet & poster presentation available	6	O, R	PU
D4.7	2nd meeting of SMB with WP-L; minutes prepared and circulated (June 2005)	6	O, R	RE/PU
D4.8a	3rd meeting of SMB with WP-L; minutes prepared and circulated (September 2005)	9	O, R	RE
D4.8b	Network Congress: Food information databank systems and 1st meeting of UAG proceedings prepared and circulated	14	O, R	RE
D4.9	Proposal of admission of new partners from 2006;	18	O	RE
D4.10	Update of JPA for 2006 1st periodic report new JPA for 13-30m and financial report	14	O	RE
D4.11	5th meeting of SMB, minutes prepared and circulated (June 2006)	18	O, R	RE
D4.12	Update for JPA 2006 and foresight of priorities for 2007	13	R	RE
D4.13	Meeting of SMB/WP-L/GC – JPA & budget agreed months 13-30, minutes prepared and circulated (Jan 2006)	13	O	RE
D4.14	Meeting – EC evaluation of 1st periodic report	16	R	RE
D4.15	2nd Network Meeting & 6th SMB/WP-L meeting minutes prepared & circulated (Oct 2006)	21	R	RE
D4.17	Meeting - EC evaluation of 2nd Periodic Report	27	R	RE
D4.18	7th meeting of SMB/WP-Ls; minutes prepared & circulated (July 2007)	30	R	RE
D4.19	9th meeting of SMB/WP-Ls; minutes prepared & circulated (October 2007)	33	O	RE
D4.20	2nd International EuroFIR Congress: Improving quality, healthiness and safety of European diets: Role of food composition data	33	O	PU
D4.21	Meeting of SMB/WP-L/DEC/GC – DoW & budget agreed months 37-54, minutes prepared & circulated (January 2008)	37	O	RE
D4.22	Update of DoW 2007 3rd year periodic report, new DoW for 25-42 and financial report	38	O	RE

D4.23	Meeting EC evaluation of 3rd Periodic Report	39	O	RE
D4.24	10th meeting of SMB/WP-Ls, minutes prepared & circulated (June 2008)	42	O	RE
D4.25	Final revised 3rd year periodic report, new DoW for M37-54 and budget agreed with EC	41	O	RE
D4.26	Minutes of 3rd Network Meeting 12th meeting of SMB/WP-Ls, minutes prepared & circulated (Oct 08)	45	O	RE
D4.27	Minutes Meeting of SMB/WP-Ls (13th SMB/WP-Ls) DEC/GC prepared (4th) DoW & budget agreed months 49-60, minutes prepare & circulated (January 09)	52	O	RE
D4.28	4th year periodic report, final DoW (M48-60) and financial report delivered to EC	50	O	RE
D4.29	Final revised 4th periodic report, DoW for M48-60) & budget agreed with EC	54	O	RE
D4.30	Minutes of Meeting EC evaluation of 4th Periodic Report 14th Meeting SMB/WP-Ls, minutes prepared & circulated (July 2009)	54	O	RE
D4.31	15th Meeting SMB/WP-Ls, minutes prepared & circulated (October 2009)	57	O	RE
D4.32	5th year periodic report and financial report delivered to EC	67	O	RE
D4.33	Final consolidated report of project delivered to EC	65	O	RE

9.6 Detailed Joint Programme of Activities

Integration Activities

WP1.3: Quality Standards and Integrated Research

Work package number	1.3		**Start date or starting event:**			1	
Activity Type	I						
Participant id	**INSA**	**IFR**	NUBEL	IRMM	UHEL	AFSSA	[74]ISPO
Person-months per participant:	**4.0**	**4.0**	0	0	0	1.0	1.0
Participant id	[75]CSL	ETHZ	DFI	RIVM	NFA		
Person-months per participant:	1.0	2.0	0.5	1.5	1.0		
Total person months:	**16.0**						

Objectives

1. To ensure a common understanding of quality management systems among the network partners of the requirements of quality assurance, by analysts, compilers and users of food composition databank systems.
2. To establish a sound and coherent leadership approach of the relationship between quality, food science and food composition databank systems.
3. To ensure an integrated and cross-platform coordination and communication of joint research activities; co-programming of research projects and training within the network and to identify new collaborative projects.
4. To optimise network integration measures and provide annual updates on degree of individual partner integration.

Description of work:

This WP is led jointly by INSA/IFR with three Task Group Leaders (IFR, RIVM and ISPO) and focuses on quality assurance practices carried out to strengthen the linkage between analysts and national food database compiler organizations (FCDBs) while applying EuroFIR quality policy as an integration tool to achieve NoE objectives. Activities aimed at enhancing the quality of data will include:

TG1: Strategies for implementing quality management systems (QMS) suited to the type of work, and design of certification program for compilers to guarantee the quality of values enter into national food databases;

TG2: Data Quality Assessment Systems;

TG3: Integration, capacity building and dissemination (links to WPs 1.8, 3.1 & 3.2) including training through all partners of the EuroFIR quality policy with special attention to EuroFIR guidelines and SOPs.

TG1 – Quality Management Systems (led by INSA/IFR):

1.1 – General: All the elements of Quality Management Systems will be brought together with the QMS from WP 2.4

[74] Amendment 6 dated 09/12/2008 (acknowledge receipt ref A/176701), requested transfer of rights and obligations from CSPO to ISPO effective 30/06/2008, awaiting confirmation of acceptance from Legal Officer
[75] Amendment 8 dated 22/06/2009, requested change of contrators details (CSL renamed FERA), effective 01/04/2009, awaiting conrimation of acceptance from Legal Officer

(INSA). This will be obtained through Quality Management Manual. The documents of Quality Management System will be finished and published on the EuroFIR website. Analytical methods guidelines on prioritized nutrients will be reviewed by FCDBs and individual experts in each nutrient group(s) in order to produce the method guidelines that are fit-for-purpose (see 1.3 below).

1.2 – Certification for FCDBs – a sub-group consisting of IFR, INSA, NFA & CSL will also coordinate the proposed scheme for the certification of national compilers and initial consensus will be reached on the contents and implementation of the scheme. The program will be based on international standards (ISO/IEC 17024). The education, skills and experience including training and evaluation requirements that EuroFIR certified compiler is expected to meet, will be achieved in collaboration with WP1.8. The draft outline of the audit program will be prepared and two national compiler organizations (INSA and NFA) will undergo an initial "audit" by CSL/IFR in order to assess how closely national compilers are meeting the EuroFIR draft Technical Standard. The revised audit programme will be prepared following experiences from this initial exercise and recommendations made for extending the system to other FCDBs.

1.3 – Analytical Methods - D1.3.16 will be revised by INSA with the guidelines for compilers to assess methods of analysis to determine the nutrient value in a food will be structured to fit the purpose. Guidelines will be organized taking in account the latest compilers needs. The document will be a tool to ensure that the methods of analysis and the accompanying procedures have been used effectively. Such document will help the compilers, to assess the quality of two types of data. The first type "original raw data" (scientific literature, laboratories, manufacturers, other food composition databases, recipes and calculation). The second type is aggregated data: the complete pool of rigorously scrutinized data in which all values have been converted into formalised modes of expression (e.g: g/100g edible portion of food) obtained by compiling "original raw data" for a specific food and nutrient, thus ensuring that values are representative of the foods in terms of use (e.g. to estimate nutrient intake). This will provide tools to assess if the nutrients covered by the guidelines are those defined as prioritized nutrients included in prioritisation of nutrients and others nutrients can be included according with other emerging issues. The following programme will be envisaged:

- Appointment of a task force to review the existing guidelines composed by compilers and analysts. With the following terms of reference:
- Rewriting of document in a close linkage with data quality assessment systems of laboratory-derived data, e.g. scientific literature or industry laboratories;

- Design of a template that covers all the needs considered in the data quality assessment system as laboratory performance (scope of laboratory accreditation, good performance in proficiency testing schemes, and fit for purpose regarding matrix and component);
- For each nutrient designation of an expert considered as EuroFIR assistance for each nutrient who will be responsible to gather all information available and rewriting the draft;
- Draft documents will be placed on the web site for a discussion and nomination of responsible to give alerts and encourage compilers to provide comments on documents;
- The final method drafts will be circulated to the compilers network and discussed/approved at their next meeting.

1.4 - Compilation Process (RIVM) - SOPs selected from the Flow Chart on compilation process will be finalised and placed on the website for further consultation with non-EuroFIR FCDBs including INFOODS and discussed at the 8IFDC Food Data Conference in Bangkok (M57). The last remaining SOP on the policy concerning the EuroFIR network configuration and standard operating procedures (SOPs) concerning quality assurance aspects for computerized systems will be initially drafted by EuroQAM with input from WP1.8 (TG3; DFI & THL).

TG2 - Quality Indices (ISPO/AFSSA/IFR/ETHZ) - The Quality Evaluation (QE) system developed for scientific literature and reports (e.g. laboratory derived data) needs to be further evaluated, in order to come up with a final decision concerning the detail of information to be saved in interchange files. In particular it should be discussed if only the final quality index (QI) should be kept (the result of the sum of scores assigned to the categories of the QI), or if also the different scores of each quality evaluation category should be kept and interchanged. Keeping the specific scores assigned to the categories, if possible with specific criteria as well, will allow evaluating were the weakness of the information lays. Also, a system to summarize the quality index might be needed (confidence code, e.g. A, B, or C, according to high, intermediate, low quality) In addition, TG4 will work on a system to assign an aggregated quality index to values that are the result of aggregation of single data.

Since the existing EuroFIR Quality Evaluation system does not cover the assessment of data not derived by laboratory analysis (i.e. data deriving from sources such as "non-laboratory/analysed" data, recipe calculations and other calculated data, other databases or food labels), TG4 will extend the existing system to cover these data. The preliminary proposal was created based on criteria for the existing quality evaluation system and using for the EuroFIR thesaurus for acquisition types, which are also used as categories for the evaluation. EuroFIR compilers will test the QE system for the other data and provide feedback for improvement of the proposed guidelines. Suggestions for the presentation of the other data in the food composition databases will also be provided in the recommendation. These tasks will be led by ETHZ with support of the other members of this TG and interaction with WP1.8. A consensus workshop will be held at M63 to discuss/agree the two quality systems.

TG3 – Integration, capacity building and dissemination (Led by IFR): Results from the 4th periodic report for integration will be collated, evaluated and modified in order to assess individual partner integration. Discussion with other FP6 NoEs (e.g. MoniQA, Eurreca, NuGO, Ga2len & CASCADE) will attempt to improve current models and measure and establish best practice. Integration reports will be prepared for Years 3 and 4 status and circulated to partners showing how integration measures have evolved over the four years to date. New integration measures covering the partners' commitment to joining the new legal entity will also be included.

Further links with national compiler organizations from outside Europe will be sought including strengthening collaborative links though the INFOODS network. In addition, two workshops have been planned with EFSA (M51 & M52) in order to present EuroFIR achievements and identify possible further areas of collaboration/support for EFSA's current activities.

INSA will contribute to the OCEANIAFOODS "Food Comp" Course in Australia in M49 especially with regards quality aspects of food data, and give a lecture on Quality Control of compilation process giving special emphasis on achievements of EuroFIR quality assurance. EuroFIR will also advise on the scientific programme for the 8th IFDC Conference in Bangkok (M56) and several speakers from the consortium will be included in the programme.

Finally, INSA will collaborate with chairman of TC 23 Metrology in Food and Nutrition IMEKO International Measurement Confederation to organise the round table on traceability in chemistry, health and food to be held in September 2009 in Lisbon by occasion of XIX IMEKO World Congress "Fundamental and Applied Metrology"

Subcontractor: Hedwig Beernaert (formerly Deputy Administrator, Nubel) will continue in this WP as a subcontractor (EuroQAM) to complete D1.3.18.

Deliverables		
Number	*Month Due*	*Description*
*D1.3.13	Month 54	Report on accuracy of transfer of data between XML files of compilers
D1.13.16(b)	Month 58	Report on evaluation of analytical methods according with compilers needs (2nd Draft
D1.3.16(c)	Month 63	Report on evaluation of analytical methods according with compilers needs (Final report)
D1.3.18	Month 59	Report on description of hardware configuration, back up system, access and management of the computerized system (TG3)
D1.3.19	Month 54	Report on existing methods for the selection of "raw" data for production of reference values and proposal of EuroFIR criteria for this selection (if sufficient participants to prepare report (TG"
**D1.3.22	Month 59	All SOPs finalised, published on EuroFIR website for wider consultation
D1.3.23	Month 52	Report on integration status over time at M48 compared to M36, 24, 12 & 1. (TG5)
D1.3.24	Month 52	Report on Oceania Food Comp Course and recommendations for closer collaborative links (TG1/5)
D1.3.25	Month 53	Draft programme for IMEKO Conference in Lisbon (TG1)
D1.3.26	Month 54	Final Report on Guidelines for Quality Index Attribution to Complementary Data for EuroFIR Data Interchange (TG2)
D1.3.27	Month 57	Report on 1st compiler audit with recommendations for future audits
D1.3.28	Month 64	Overall final report on EuroFIR's Quality Management System including laboratory data and other complementary data.
D1.3.29	Month 64	SOPs for computerized system finalized and published on EuroFIR website

*D1.3.13 delayed from month 34 to month 54 awaiting completion of SOPs. This will move to the web-services (TG3.1) in WP1.8 as the task is now being handled within that task group and is numbered D1.8.37.

**D1.3.22 delayed from month 54 to month 59 extended title to be "All SOP's finalised including SOPs for computerized system, published on EuroFIR website for wider consultation"

Milestones		
Number	*Month Due*	*Expected Result*
M1.3.19	54	Commence compiler certification (TG1)
M1.3.20	51	Further feedback from FCDB compilers on QA system for complimentary data
M1.3.21	57	EuroFIR's quality system presented at IMEKO Conference (Lisbon) and 3rd EuroFIR Congress (Vienna).
M1.3.22	56	Consensus reached on guidelines for quality index attribution to complementary data for EuroFIR data interchange
M1.3.23	63	Consensus workshop on data quality systems

WP1.8 Compiler network and supporting task groups

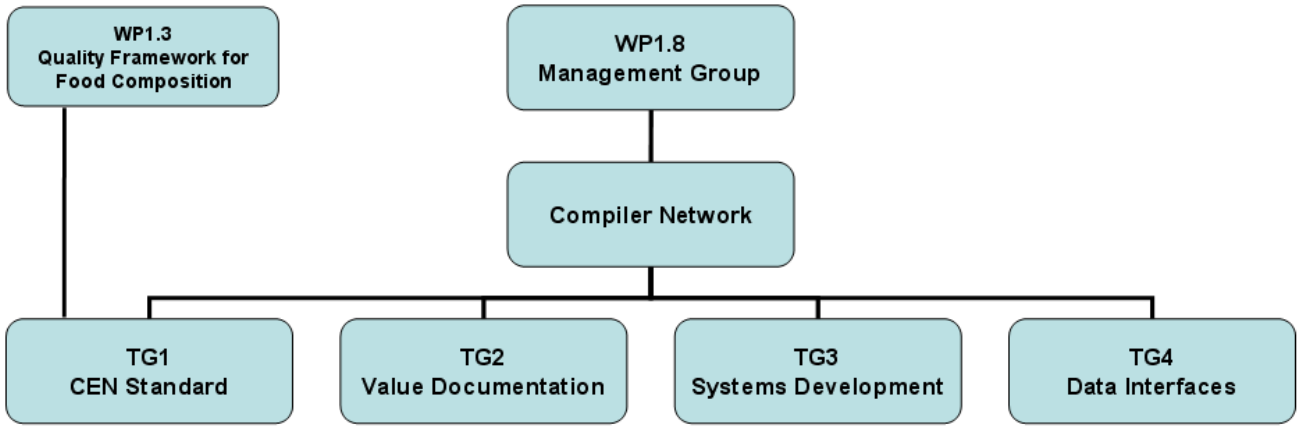
Work package number	1.8	Start date or starting event:				19	
Activity Type	IA						
Participant id	DFI	IFR	GUT	NUBEL	NCPHP	DTU	THL
Person-months per participant:	13.0	4.0	0	0	1.0	1.5	3.0
Participant id	AFSSA	UHEL	MATIS	MRI	TTZ	NKUA	UCC
Person-months per participant:	1.5	0	1.0	1.0	0.5	1.0	1.0
Participant id	BGU	INRAN	ISPO	UiO	NFNI	INSA	UVI
Person-months per participant:	0.5	1.0	1.5	1.0	1.0	1.5	1.0
Participant id	UGR	FRI	NFA	TUBITAK	EBI	US	POLYTEC
Person-months per participant:	1.0	2.0	3.0	1.0	3.0	2.0	3.0
Participant id	IDUFIC	[76]SEHC	ETHZ	IMR	FVS-FC	RIVM	
Person-months per participant:	3.0	1.0	3.5	2.0	1.0	1.0	
Total person months:	62.5						

Objectives

1. Organize and maintain the EuroFIR Compiler Network with focus on training of compilers in food description, value documentation and information technology issues like food composition databases on the internet.
2. Make European food composition data interoperable, by developing mechanisms for linking foods reported in food consumption studies with available food composition data, including procedures for food aggregation.
3. Further specify composition data to be deployed as national and specialised sets, their integration as a coherent resource of food composition information, and the data retrieval facilities required as part of the EuroFIR data document repositories.
4. Maintain and extend the LanguaL and EuroFIR component and other thesauri, enhancing their linking and harmonisation with related resources including ChEBI, INFOODS tag name list and data interchange functions.
5. Identification and characterisation of data interfaces and prototype development of new interfaces based on innovative technologies for current food composition database users in collaboration with SMEs.

Description of work

The WP1.8 will be led by IFR from M42 and supported by the TG-Ls below. The organisation of WP1.8 will be managed by the Management group consisting of IFR, DFI, ETHZ, THL and IDUFIC.



[76] Amendment 5 dated 25/11/2008 (acknowledged reference A/172357), requested transfer of rights and obligations from NNC to SEHC effective 08/04/2008, awaiting confirmation of acceptance from Legal Officer

General:

The **Compiler Network** involving FCDBs from EC-27 will continue to play a central role in the implementation of the EuroFIR databank system. Based on the input from the four task groups, the compilers will describe the foods and document component values in the regional/national/specialised datasets according to the harmonised and standardised criteria defined by the Food Identification and description and CEN Standard task groups. The Compiler Network will deliver the documented datasets to be included in the EuroFIR databank system.

The two main activities for 2009 will be for the remaining national food database compilers (FCDBs) to release online access their datasets in a dynamic/searchable fashion and to link the online datasets to EuroFIR's eSearch Facility via web services. Online access to national datasets are required from the following FCDBs: UVI (Austria), NCPHP (Bulgaria), RIVM (Netherlands), NFNI (Poland), INSA (Portugal), FRI (Slovakia), and Tubitak (Turkey).

The implementation of web services are required by UVI, Nubel (Belgium), NCPHP (Bulgaria), DTU (Denmark), THL (Finland), MRI (Germany), NKUA/HHF (Greece), BGU (Israel), ISPO (Italy), FVS-FC (Latvia), SEHC (Lithuania), RIVM (Netherlands), IMR (Serbia), UGR (Spain), NFA (Sweden), ETHZ (Switzerland) and Tubitak (Turkey). A workshop for the FCDBs will be held in Florence in May 2009 and hosted by ISPO. Updated results and plans will be presented together with a review of progress and achievements.

The Compiler Network is supported by four Task Groups:

- CEN Standards task group (TG1, led by NFA)
- Value Documentation (TG2 led by IFR/DFI)
  - Sub Task Group 2.1 Food Description (led by DFI)
  - Sub Task Group 2.2 Value Documentation (led by IFR)
  - Sub Task Group 2.3 Bibliographic Reference Processing (led by IDUFIC/EBI)
  - Sub Task Group 2.4 Retention Factors (Led by MRI)
- Systems Development (TG3; led by DFI)
  - Sub Task Group 3.1 Web Service Communication (led by THL)
- Data Interfaces (TG4, led by ETHZ/IFR)
  - Sub Task Group 4.1 Usability Testing eSearch (led by ETHZ/US)
  - Sub Task Group 4.2 Pilot studies electronic FCD use (led by IFR/ETHZ)
  - Sub Task Group 4.3 Evaluation of FCDB management systems (led by ETHZ)

CEN Standards TG1

This TG will prepare the standards for food data documentation. A Technical Committee on Food data was constituted 30th March 2007 at SIS Swedish Standards Institute. The committee, TC 387, will develop a proposal on a European standard on food composition data within CEN. The CEN Standards work is a driving force in setting up quality assurance including necessary documentation and quality criteria for management and data interchange in the EuroFIR Network. The work is coordinated through SIS (Swedish Standards Institute), the Swedish CEN member, in collaboration with NFA. The CEN working group has been established, and the CEN procedures will guide the formulation and execution of the work program, with respect to the organisation of meetings/workshops. The task group involves SIS, NFA, IDUFIC, DFI, AFSSA, and IFR. The former tasks of this group concerning description of EuroFIR Standard and Technical Annex including thesauri have – now in maintenance mode – been moved to the Value Documentation Task Group.

In 2009, activities will be to support the work plan of the new CEN Working Group in the drafting of the standard

for food composition data. A draft specification of a standard will be prepared and circulated for comments before formal voting. The will be based on EuroFIR and GS1 specifications and input from the various national delegations. These tasks will be led by NFA with support from IFR, DFI, INSA, AFSSA and DTU.

Value Documentation TG2

Replaces the former Food Identification and Description Task Group, which is reduced to maintenance of food indexing work and thesaurus (sub-task 2.1). This TG is led by IFR/DFI with support from ISPO, AFSSA, ETHZ and IDUFIC. In 2009, work will focus on the production of EuroFIR Documentation of any new national food composition data.

TG2.1 is responsible for the **maintenance and update of the LanguaL thesaurus** as well as inclusion of/link to other food description thesauri. Tasks also include maintenance of specifications on necessary documentation of compositional data e.g. components, foods, methods, values and quality criteria, as a basis for their comparison, evaluation and interchange. The main new tasks for the remaining period will be to map classifications in EPIC-SOFT with LanguaL in order to facilitate the food matching to improve the way foods are coded and matched to nutrient data in food consumption surveys and dietary intake assessment methodologies.

GMO information is included in LanguaL and plant foods (including some "wild") and their varieties exist in LanguaL and new species are included as needed. We will further explore the possibility linking to authoritative sources for biodiversity databases, e.g. the EUNIS Biodiversity Database (http://eunis.eea.europa.eu/index.jsp), the World Biodiversity Database (http://www.eti.uva.nl/tools/wbd.php), and the traditional medicines database (http://www.mrc.ac.za/Tramed/start.html?TramedcurRecord=1).

We will investigate of the further addition of calibrated food images that are currently available to support national food consumption surveys. As a first step, we will develop a pilot dataset on typical food properties including specific gravity/density and food weights.

TG2.2 is responsible for the **maintenance and updating of all EuroFIR standard vocabulary** used in connection with component description and value documentation. The work will be coordinated by IFR/IDUFIC with support from EBI, ETHZ, DFI and THL. The main task will be the preparation of an updated and extended version of the component and method indicator thesauri (link to Task 1.3 in WP1.3). Version 1.1 will cover all nutrients required by the EuroFIR national food composition databases and V1.2 will add bioactive components reported in the eBASIS database and will be harmonised as far as possible with the INFOODS tagname list, in liaison with FAO INFOODS. Thesaurus entries will be linked to appropriate records in the Chemical Entities of Biological Interest (ChEBI) database, with ChEBI records created, edited and placed in the ontology as necessary from a food composition perspective. The Thesaurus Manager software will be used for compiling the component information and options for a discussion forum will be investigated. The preliminary report of August 2006 on *Aspects of using ChEBI for EuroFIR components* will be updated to include issues identified in linking component thesaurus terms to ChEBI entries and those related to bio-active components.

TG2.3 is concerned with **EuroFIR bibliographic reference processing** and building the EuroFIR Document Repository. The TG is led by IDUFIC/EBI with support from ETHZ, IFR, RIVM and DFI, collaborating with compiler partners providing document references and online full-text documents. The group will scan journal issues for articles relevant to EuroFIR, collect report and book references submitted in compiler reference lists and otherwise, and compile lists of CiteXplore identifiers to be flagged as the subset of EuroFIR Document Repository documents. CiteXplore records will be created or edited, as necessary for the Repository. Some

minor enhancements to the CiteXplore editing and display facilities will be implemented. The group will collaborate with compilers and other organisations to include relevant documents in the online Repository, with priority being given to analytical reports. It will also investigate, in collaboration with WP3.5, the requirements and opportunities relating to processing the data content of documents to build a EuroFIR Data Repository. In 2009, indexing will start of nine core journals for articles to be flagged in CiteXplore as part of the EuroFIR subset. Options to extend this coverage will be assessed and a system for compilers to request the inclusion of articles will be established. Flags will also be assigned based on articles cited in compiler reference lists.

Procedures will be implemented for creating CiteXplore records for books and reports cited in the compiler reference lists and, based on trial work with Matis, for linking to the online full-text reports. Also the handling of journal articles for journals not currently covered by CiteXplore including non-English publications will be investigated using an INSA journal as a test case. Options for providing support to compilers for putting their documents online will be investigated, including the assignment of Digital Object Identifiers (DOIs). Initial investigation will be undertaken into extending the work on documents reporting food composition data to create a Data Repository, in which information on the component values themselves is managed, eliminating duplicate handling of the Level 2 data as defined in the EuroFIR Standard.

TG2.4 on Nutrient Retention Factors will complete the report on the collection of rules on use of recipe calculation procedures including the use of retention factors for imputing nutrient values for composite foods. This group led by MRI. The final deliverable report (D1.8.30) on validation the proposed dataset of nutrient retention factors – comparison of analysed vs. calculated data – including guidelines for the use of nutrient retention data will be completed by MRI (M53) and discussed at the compiler workshop in Florence (TG2.4).

Systems Development Task Group TG3

Will set up and implement the EuroFIR Databank System according to the accepted criteria laid down in the EuroFIR specifications and draft EuroFIR Standard. Data retrieval facilities will allow users to specify foods and components, return relevant data, and provide quality measures of the retrieved data matrix. The development plan will identify resources to support the composition data, planning their preparation and EuroFIR implementation. The resources will facilitate the retrieval and use of information on foods, food components, calculation parameters, analytical methods, source references and other food-related topics identified by the project. Resources will be designed for the full range of potential users from consumers to national compilers. The TG will further plan, specify and implement the prototype development of existing and new resources of supporting information, assisting with content preparation as necessary, as well as provide the necessary training for partners – it is envisaged that there is a need for specific software development.

TG3.1, led by THL and involving DTU, UGR, MATIS, MRI, ETHZ, IMR, BGU, POLYTEC, and DFI, will design and describe specifications to a **request-response based Web service communication** between EuroFIR partner websites. For this, the request interface has to be designed and the basic requests have to be defined. Then the first three websites using the Web services will be implemented by M54 and the rest by M57. The current eSearch will be expanded using the new specifications, and a new user interface for connecting the websites will be designed. The experience building the websites will be collected for dissemination to other partners as best practice guidelines. As part of these activities, TG3.1 will also review the accuracy of transfer of data between XML files of the compilers.

In 2009, TG3/3.1 will concentrate on finishing the implementation of the eSearch facility and establishment, as well as further design and specifications to the data interface already defined in TG3 of national/local of request-response based Web service communication. Priority will be given to the national FCDBs listed above and regular contact with these partners is envisaged for this period. Progress will be reviewed at the compiler workshop in May 2009 and any changes introduced to the overall plan.

Data Interfaces Task Group TG4

Is a cross-work package activity and will continue to identify and characterize innovative data interfaces. The task group will specify and suggest optimal data interfaces for different user applications. Data interface prototypes will be developed. The task group will seek networking with similar projects in other fields including EPIC/EFCOVAL (linking food data to food consumption and dietary intake surveys), Eurreca (linking food data to software for nutrient recommendations) and other SMEs (linking food data to various mobile telephone and web applications in nutrition and public health fields). The main activities for this period will include:

TG4.1 The 1st **usability testing** for eSearch will be completed by M54 and a second round of testing with additional FCDB Compilers, food consumption survey managers and food SMEs will be carried out once recommendations for improvement from the 1st round and additional remarks made during evaluations (especially the speed of the eSearch Tool) have been implemented (M59). The plan includes:

- Implement changes to the eSearch facility;
- Identify/select/contact potential test experts and collate (should not start before eSearch facility changes are functional) feedback, and set up access;
- Testing;
- Collate test results and prepare report.
- Implement changes to the eSearch facility needed as consequence of second test cycle.

TG4.2 Pilot studies using food composition electronic data in an online/mobile software package will investigate the feasibility of using electronic food data in an online/mobile health software package that has been developed by an SME in Belgium (Vitalog). This will be undertaken by IFR/ETHZ with Vitalog with an objective to enhance the existing software package with better quality food data and more suitable foods and recipes for at least on European country.

TG4.3 (New; led by ETH) – Two FCDB management systems and software tools will be evaluated.

TG4.3.1 FoodCASE is the **food composition database management system** being developed within the PhD thesis on Quality of Databases of Karl Presser at the Computer Science Department of the ETH Zurich. The modular system has been designed according to the available standards related to food composition defined by EuroFIR. This represents a unique possibility for EuroFIR / EuroFIR AISBL as it is the intention to make the system freely available to different other FCDB compilers. The usability testing of two main modules of FoodCASE, the single value module (released June 2009) and the recipe module (to be developed by end of August 2009), would offer EuroFIR a sufficiently deep insight into the system in order to evaluate it for use as a potential tool for the EuroFIR partners / AISBL members. The objectives for this usability testing will focus on the testing of the single value and recipe module of FoodCASE and the identification of the usefulness of FoodCASE for EuroFIR Partners / AISBL members as a standardized tool. A final report will be prepared with recommendations for the continued support and maintenance of the system.

TG4.3.2 **Serbian FCDB** web tool and software (NuticaScience) will be further evaluated by IMR and FCDBs from West Balkan/CEEC countries at the following workshop.. A training workshop will be hosted by IMR in Belgrade (M58) in conjunction with the planned food indexing course for BaSeFood/MoniQA partners.

Subcontracting: SIS Swedish Standards Institute – providing secretariat and management of the CEN TC387 working group with NFA. Vitalog Distribution, www.vitalog.be Avenue Emile De mot, 19 1000 Brussels – Belgium – providing assistance in testing the use of electronic food data with an existing software package.

Deliverables		
Number	**Month Due**	**Description**
*D1.8.25	Month 54	Plan for usability testing (TG4.1 and UAG)
D1.8.30	Month 53	Report on validation the proposed dataset of nutrient retention factors – comparison of analysed vs. calculated data – including guidelines for the use of nutrient retention data (TG2.4).
D1.8.31b	Month 51	CEN Standards TC505 Progress report (TG1)
D1.8.31c	Month 59	CEN Standards TC505 Progress report (TG1)
**D1.8.32a	Month 54	Report on usability testing (TG4.1 and UAG).
D1.8.32b	Month 57	An updated version of eSearch tool for the new Web services (TG3.1)
D1.8.33	Month 58	Component and Method Indicator Thesauri, version 1.1 (TG2.2)
D1.8.34	Month 62	Report on EuroFIR Document Repository status and future compilation (TG2.3)
D1.8.35	Month 58	Report on EuroFIR Data Repository options and development proposals (TG2.3 in collaboration with WP 3.5)
D1.8.36	Month 55	Report on the Florence workshop with status on all TGs.
D1.8.37	Month 54	Report on accuracy of transfer of data between XML files of the compilers (TG3.1)
D1.8.38	Month 63	Report on the continued component value documentation – including overview of status for compilers' value documentation status (TG2.2)
D1.8.39	Month 63	EuroFIR Thesaurus, version 1.2 (TG2.2)
D1.8.40	Month 64	Report on aspects of using ChEBI for EuroFIR components (TG2.2)
D1.8.41	Month 63	Report on usability testing of the single value module and recipe module of FoodCASE and recommendations for future use by the AISBL (TG4.3)
D1.8.42	Month 61	Report on training workshop for WB/CEEC and recommendations for future use by AISBL.
D1.8.43	Month 56	Reports on LanguaL 2009
D1.8.44	Month 63	Report on 2nd usability testing of the eSearch prototype

*Delayed from M42 will be finalised M54

**Delayed from M48 to M54

Milestones		
Number	**Month Due**	**Expected Result**
M1.8.22	50	The first test implementation of Web services (TG3.1)
M1.8.23	54	Implementation of Web services on totally 3 partner websites (TG3.1)
M1.8.24	57	Implementation of Web services on totally 8 partner websites (TG3.1)
M1.8.25	57	Guidelines workshop with network meeting (TG3.1)
M1.8.26	57	All compilers deliver data to eSearch facility.
M1.8.27	53	Presentation of the EuroFIR Component Thesaurus, Document Repository and Data Repository at the Compiler Network meeting in Florence. (TG2.2 and 2.3)
M1.8.28	56	Presentation of results from WP1.8 at EuroFIR Congress in Vienna.
M1.8.29	57	Workshop on usability testing of FoodCASE during EuroFIR Network Meeting in Vienna
M1.8.30	57	Updated version of eSearch Tool
M1.8.31	64	Completion of pilot studies using food composition electronic data in an online/mobile software package (TG4.2)
M1.8.32	64	Complete evaluation of final image dataset

*Original 18-22. Pending – as it has been awaiting final Standards description/Systems Description/XML Specification. The current plan is to initiate simple testing in spring 2008 (month 40) and usability testing in autumn 2008 (month 46).

**Originally moved from month 26. It is technically impossible to implement this course. Instead, direct consultancy to partners needing the training is proposed.

***Expected March 2008 (moved from month 28).

Research Activities

WP2.1b User and Stakeholder Requirements (months 37- 54)

Work package number	2.1b	**Start date or starting event:**			30		
Activity Type							
Participant id	**US**						
Person-months per participant:	**1.0**						
Total person months:	**1.0**						

Objectives

The primary objective is to enter into a dialogue with all user and stakeholder groups in order to ensure that user and stakeholder requirements are established and considered in the process of building sustainable and durable food and nutrition data information systems. In addition, this WP has been merged with WP2.2 from M31 with activities specifically related to consultations and collaboration with food industry and data transfer (led by TTZ). Specific objectives are:

1. To determine users' and stakeholders' wants and needs with regards to food composition data in Europe and the potential for structured mechanisms for continued feedback from the wider user community. (Task 3, 5 and 11)
2. To determine what structures exist that enable interaction between stakeholders, users and compilers of food composition data on a national level and whether they are sustainable in the future. (Task 2 and 3)
3. To test user and stakeholders' acceptability and comprehension of information gained from an Internet-based access tool to food composition databank systems and other user interfaces (e.g. online recipe calculations). Note: The original wording was: "3. to test user and stakeholders' acceptability and comprehension of information gained from an Internet-based food composition databank system. (Task 6-8 and 10)
4. To develop a pan-European framework for improving information and data flow as well as for strengthening collaborative networks between industry and compilers of food composition data, and thus to improve the quality and timeliness of composition data. (Task 11)

Description of work

Complete Task 3: Interviews with European National Food Consumption Survey Managers: (US). All interviews with the selected National Consumption Survey Managers have been completed and the data collected analysed and summarised in a report (D 2.1.4). A paper for submission to a peer-reviewed journal is being prepared by US , based on task 2 and 3 (D2.1.10)

Continue Task 10: Studies Involving the Use Case Approach (**US, IFR, AUA, ETHZ, , DFI & Susan Church**)

WP2.1 has identified a number of key 'processes' that are important for users of food composition data systems. The aim is to collect and structure the users' requirements in the form of a documented 'Use Case write-up' for these specified key processes.

US will develop use cases with other partners and produce a final report on the analysis of the use of food composition data through the use case approach by Month 40 (D2.1.12). A scientific paper on the analysis of the use of food composition data through the use case approach will be prepared for submission to a peer-reviewed journal by month 42 (D2.1.13) RIKILT, ETHZ, DFI: Help with collecting, analysing and writing up data. Susan Church (subcontractor): Provide advice and guidance on development of use-cases and provide access to UAG members to assist with Task.

Deliverables

Number	*Month Due*	*Description*
**D2.1.10	Month 32- 54	Scientific paper on (c) Interviews with European National Consumption Survey Managers* (Task 3)
***D2.1.13	Month 42-54	Scientific paper (a) on analysis of the use of food composition data through the use case approach (Task 10);

** D2.1.10 (c) Final versions to be delivered by month 54
***D2.1.13 (a) Final versions will be delivered by month 54

WP 2.3.2: Ethnic Foods (months 49-60)

Work package number	2.3.2	Start date or starting event:				1	
Activity Type	R.A						
Participant id	UL	INSA	IFR	BGU	INRAN	CESNID	RIVM
Person-months per participant:	2.0	3.0	1.0				
Total person months:	6.0						

Objectives

1. Provide new and reliable data on the nutrient composition of foods consumed by both ethnic and mainstream populations for inclusion in national food composition databases. Data will be provided from chemical analysis and the calculation of nutrients.
2. Develop standards and mechanisms for calculating nutrients to validate data and for validating published data on ethnic foods to generate reliable data.
3. Transfer scientific and technological knowledge to consumers [ethnic and mainstream populations] and industry; promote knowledge of ethnic foods thereby increasing consumer choice and market opportunities.

Description of work

This is the final year of the programme and work will focus on the following 4 tasks:

Task 1. Reporting and evaluation of the new data [months 36-60]

New data on nutrients from chemical analyses of 40 foods, 5 foods from each partner country will be assessed and provided to national compilers for inclusion in the databases. Quality assessment and evaluation of the new data will be achieved in collaboration with WP2.3.1 and with specific input from WP1.8. All partners will submit a final report on new data by month 40. The final report will include the collected results from each partner on the following:

- Value documentation of new data
- Evaluated new datasets,
- Harmonised method of recipe calculation and new data Integrated list of dissemination outputs to consumers, industry and other stakeholders.

Task 2. Harmonise and establish recipe calculation methods applicable to ethnic foods [months 36-60]

Recipes (n=5 per partner) will be prioritised in addition to the five analysed foods for calculating nutrients. Standard recipes will be selected according to the three criteria developed by WP2.3.2; i) commonly-consumed dishes, ii) representative of what will be prepared (standard recipe), iii) selected from the highest selling standard ethnic cookery books, internet archives or households. If no appropriate recipes are available for ethnic foods then field work will be conducted through selecting volunteers in the community (UL, BGU and INRAN) to provide recipes. Recipe calculation procedures will be developed and harmonised in collaboration with WP2.2. All partners will submit a report on recipe calculation and data obtained to UL for inclusion into the final report (D2.3.20).

Task 3. Transfer of scientific and technical knowledge to consumers and industry [months 36-60]

Knowledge and information generated within the WP will be disseminated at conferences, by providing information for the EuroFIR website and publishing in peer-reviewed journals. Other specific dissemination tasks included are:

- Dissemination with a focus on industry will include a report on the food preparation and cooking

methods for ethnic foods, thereby addressing the need for a knowledge–based industry to support healthier food production,

- Information on commonly-consumed foods in each partner country will be disseminated to impart the knowledge of foods to dieticians, nutritionists and industry,
- To publicise the importance of ethnic foods at European and national level, a symposium/ workshop associated with a European meeting on Food and nutrition or Food Exhibitions will be organised.

Sub-tasks 1-3 will be carried out in collaboration with BNF with additional involvement of TTZ for task 3 only.

Task 4 (New) - **Uncertainty calculation of new data on tradition and ethnic foods (months 54-60)**

This task will be led by INSA/IFR and include estimation of uncertainty of food data on both traditional and ethnic foods covering sampling, data measurements and "representative" of the foods chosen. Existing techniques such as EURACHEM model including other statistical tools for estimating the uncertainty of food composition measurements will be harmonised with specific input from WPs 1.3 and 2.3.1 (INSA) and Max Feinberg (AgroParisTech). In addition, a comparison of the cost benefit for the new data will be made between participating EuroFIR countries.

Deliverables

Number	Month Due	Description
D2.3.20*	Month 48*	*Report on harmonisation of methods for analysis, recipe calculation and new data on ethnic foods for inclusion in food composition databases)**
D2.3.24	Month 60	Provide information on dissemination, for example dissemination at workshops/conferences, articles for the EuroFIR website and scientific publications such as peer reviewed journals.
D2.3.25(a)	Month 54	Submit final report to PMO including validated data of ethnic foods from 8 EU member states and additional new data on 46 South Asian foods from the UK.
D2.3.25(b)	Month 59	Final report to PMO including validated data of ethnic foods from 8 EU member states and additional new data on 46 South Asian foods from the UK to include value documentation of ethnic food data.
D2.3.26	Month 59	Report on uncertainty calculation, representativeness and cost evaluation of new data on ethnic and traditional foods.

*This deliverable was originally titled "Prioritised list of 5 ethnic foods for the UK as a pilot and data on bioactive compounds including sampling plan and analytical methods" but there was insufficient bioactive data on ethnic foods in European countries with the exception of the UK was available so work was curtailed and additional effort used for recipe calculation activities. The latter was highlighted as priority from various feedbacks from industry (especially SMEs) and EFSA.

WP 2.4: Bioactive Compounds

Work package number	2.4	Start date or starting event:				1	
Activity Type	RA						
Participant id	DTU	IFR	UCC	UHEL	MRI	AUA	GUT
Person-months per participant:	1.25	4.5	3.0	0.25	0	0.25	0.25
Participant id	UVI	US	RIKILT	POLYTEC	DFI		
Person-months per participant:	0.25	0	0.25	0	0.25		
Total person-months:	10.25						

Objectives

The overall objective is to establish a web-based integrated database (EuroFIR-BASIS) on critically assessed compositional and biological activity data for bioactives in major European plant based foods. Specific objectives include:

1. To establish and populate a web-based database on critically assessed composition data on bioactive constituents in major European food plants and processed plant based foods.
2. To extend the web-based database system to allow the inclusion of critically assessed biological effects data on bioactive constituents.
3. To update the plant and plant part lists to include major European food plants in 15 European languages, and to produce new lists covering exotic food plants, health food plants, and processed plant based foods.
4. To deploy the database in an internet environment to facilitate accessibility for stakeholders and end-users including food authorities, researchers, industry and consumers for general diet and health considerations and in order to support the evaluation of genetically modified foods e.g. plant foods.
5. To ensure compatibility of the EuroFIR-BASIS database with the standard specifications developed for the EuroFIR databank system.
6. To ensure appropriate reporting system which fits the needs of end users
7. Secure external funding for the database e.g. from EFSA

Description of work

This WP is led by Jørn Gry subcontractor to DTU and by Paul Finglas (IFR) and M Kiely (UCC. The WP2.4 management group (DTU, IFR and UCC) will continuously be in close collaboration with work undertaken in WPs 1.3 and 1.8 in order to ensure compatibility of the BASIS database to the EuroFIR databank systems. In particular, the team will ensure that the development and implementation is entirely consistent and compatible with the nutrient databanks.

In 2009, this WP will underpin the activities in the EFSA project including the addition of new data on compounds and food plants, and the integration of the NORTOX database on toxic compounds from plant foods.

(1) Composition Evaluators Group (CEG):

This TG is led by Jenny Plumb and Jenny Plumb (IFR) and includes Polytec, UVI and GUT. This task group is concerned with obtaining, evaluating and inputting compositional data on bioactives in plant foods. The current list of priority and secondary bioactive compound classes that has been agreed, together with the Lead Evaluators assigned to each priority class, will be reviewed and re-assigned if necessary in view of the new foods/compounds to be evaluated. A web-based input form that has been developed will also be checked for compliance with the new foods/compounds to be assessed and any changes initiated.
The tasks for this TG are:

- Continue with the population of the EuroFIR BASIS database with critically evaluated compositional data. Full literature searches will be carried out by evaluators on all compound classes and the resulting references evaluated for data entry. Good coverage of the 108 priority food plants is a current priority with a target of a further 13000 data entries for plant-based foods entries including new data on processed and fermented foods (e.g. soya & soya products, wine).
- In 2009, another 1300 compound records will be added to the database covering new compounds prioritised by EFSA and the number of food plants will be increased by 110.
- Populate the database with further critically assessed compositional data including processed/fermented foods; The composition input form and database have been modified to allow the input of compositional data on processed/fermented foods. Further data on the remaining 200 food plants in the database will be included.
- Produce SOPs and other documents to cover quality assurance for the composition evaluation process: To allow future compilers to continue using the same methods for literature searching, quality evaluation and inputting, documentation outlining all SOPs will be finalised. This will include interaction between the database manager and evaluators. In addition all quality assurance procedures will be documented. Through out this process there will be links with quality task groups for production of EuroFIR standard SOPs.
- The reporting task group, led by IFR, will continue the revision of the reporting system that fits the need of all identified users.
- Audit composition data and all reference and associated data will be screened to ensure the levels and units are correct.

(2) Biological effects evaluators group (BEG) This TG is led by Mairead Kiely and Lucinda Black (UCC) and involves, DTU, AUA, RIKILT, Polytec .This task group has developed a system to critically evaluate published data on biological effects of bioactives in both plant-based and non-plant based foods and to input these data into the EuroFIR BASIS database. The BEG will continue to populate the database using the following procedure for carrying out literature searches and prioritising papers for evaluation as follows:

- Human, animal, *in-vitro* (prioritising carcinogenicity as an endpoint in the *in-vitro* studies as this outcome is not a primary focus of human and animal studies)
- Cardiovascular health, obesity, metabolic health, type 2 diabetes, cancer, bone health endpoints (mainly but allowing for some exceptions)
- Papers that describe effects in well characterised and pure compounds are priority, followed by mixtures of compounds, then compounds well-characterised in the plant, and so on

Using these methods, in 2009 an additional 40 biological effects papers will be added based on the priorities identified by EFSA giving around 60 records. In addition to managing the BEG, UCC will also concentrate on completion of the EuroFIR bioactive database project in collaboration with the CEG. Specific objectives as follows:

- ❖ The BEG will continue to develop quality documentation to support the continuation of the biological effects database. This includes the following additional documents:
  - ➢ SOPs for critical assessment and acceptance of evaluated input forms including liaising with evaluators and steps taken to ensure consistency [Database management]
  - ➢ Training documentation for new evaluators in the BEG

UCC will further develop the reporting capacity and flexibility of the BEG DB in collaboration with IFR through participation of MK and DS in the reporting group. UCC will contribute to the usability testing in collaboration with IFR and US (see WP2.1b).

- An evaluators manual has been initiated by both the BEG & CEG under the guidance of both the quality and usability WP's (1.3 & 3.5) and will continue to be developed.

(3) Plant list group (PLG): This TG is led by Jørn Gry and Folmer Eriksen/Kirsten Pilegaard (DTU) and includes Polytec, DFI and Marten Sørensen. From 2009, the TG will be led by Dr John Christian-Larsen and Karin Norby (DTU with support from Folmer Eriksen/Kirsten Pilegaard (DTU). This task group is concerned with preparation of lists of food plants and edible mushrooms and their edible parts: Major European food plants, exotic food plants (in cooperation with WP2.3.2), and health food plants. The lists are used as a source for selection and prioritisation of food plants for inclusion in the EuroFIR-BASIS database.
The tasks for this TG are:

- Major European Food Plant List: This list is based on selection of food plants and edible mushrooms from all over the world, which have a significant use in Europe. It is expected that the Major European Food Plant List will be used by regulatory bodies and academia in EU and by the national food agencies as the source of food plants, e.g. for food consumption and food composition databases and surveys and for food health considerations. This was basically be completed by M48. The list will serve as a source for addition of further import on food plants and their derived food products for the EuroFIR-BASIS database.
- Exotic Food Plant List: Other food plants and mushrooms of more restricted/special use are listed as "Exotic" Food Plant List. This was basically be completed by M48. *["Exotic" list is defined as food plants with minor use in Europe due to minor groups with own food culture]*
- List of Health Food Plants: Inclusion of about 100 health food plants will finish the list of health food plants by M48.
- Delivering of descriptions and pictures of major food plants for the EuroFIR BASIS database: To make the EuroFIR BASIS database more valuable for the user the PLG will continue delivering descriptions and pictures of the food plants and edible mushrooms in particular the consumed parts in total 100.

In 2009, a further 50 compositional papers on toxic compounds and 80 papers on toxic effects will be added to the integrated database. A further 33 toxic food plants will be added based on EFSA priorities. DFI will continue to update LanguaL terms.

Dissemination and Stakeholder Consultations

The following activities are planned for 200**9:**

- IFR/DTU/UCC will attend three workshops with EFSA to review and develop the eBASIS integrated database;
- IFR will give an invited presented at the Food and Nutrition Conference in Turkey (April 2009);
- IFR/UCC/DTU will present talks and poster presentations on the bioactive work at the EuroFIR Congress in Vienna (Sept 2009);
- IFR/UCC will continue to consult with a range of stakeholders as part of the overall sustainability plans being developed in WP3.5. Specific meetings with industry and industry associations will be conducted to help shape and refine the income generation plans via licensing and pay-for-view schemes.

Subcontracting:

PLG: Dr Jørn Gry (DTU) & will continue to provide expert knowledge and advice on botany and taxonomy of food plants until M54

Deliverables		
Number	*Month Due*	*Description*
**D2.4.16	Month 54	Report containing proposed data outputs, user's feedback and database manual
***D2.4.20	Month 52	Completion of first draft of the database manual
****D2.4.21	Month 54	Report from first Usability testing and revision of reporting process
~~*D2.4.22~~	~~Month 47~~	~~Report from second Usability testing and revision of reporting process~~
D2.4.24	Month 52	Initial workshop with EFSA on recommendations for updating eBASIS with final work plan
D2.4.25	Month 54	Report on 2nd workshop with EFSA on eBASIS with recommendations for continued EFSA support.
D2.4.26	Month 62	Final report and recommendations on sustainability and maximising potential income from different funding sources.

**D2.4.16 original date M48 delay to M54 awaiting recommendations usability testing

*** D2.4.20 original date M48 delay to M52 awaiting reporting revisions and recommendations from usability testing

****D2.4.21 original date M42 delay to M54 Document on revision of reporting process will be produced when changes in the system have been implemented following usability recommendations.

*D2.4.22 This Deliverable has been discontinued because no second round of usability testing is considered necessary until the database is further filled and the recommendations from the first testing have been put in place, the first testing start date was postponed while reporting procedures were improved.

Milestones		
Number	*Month Due*	*Expected Result*
M2.4.21	54	Beta-version of eBASIS presented to EFSA
M2.4.22	58	Final version of eBASIS presented to EFSA

Spreading Excellence Activities

WP 3.1: Training, education and vision to postgraduates and young scientists

Work package number	3.1		**Start date or starting event:**			1	
Activity Type	SA						
Participant id	**WU**	**SLU**	UHEL	AFSSA	FRI	IMR	DFI
Person-months per participant:	6.0	4.0	0.5	0	1.0	2.0	1.5
Participant id	RIVM	ETHZ	MRI				
Person-months per participant:	0	1.5	0				
Total person months:	**16.5**						

Objectives

To promote knowledge, skills development and vision in food composition research within the network and across Europe through a coherent set of closely inter-related training and education activities, and to promote gender equality in training opportunities and uptake. These activities will bring a high level of integration of existing and new training activities to this field. In particular, we will:

1. Organise, develop and coordinate training activities (workshops, courses) linked to the network's strategic goals;
2. Coordinate information on specialised research facilities and training opportunities at all network partners and additional collaborators.
3. Co-ordinate and optimise training exchange programmes for the whole network and collaborating centres (links to WP's 3.2, 3.5 & 3.4).

Description of work

This WP will be jointly led by WU and SLU. All activities will be designed in such a way that they are providing a clear added value to already existing activities in Europe. For all specific training activities will be clearly indicated what resources the network provide for the non-members of EuroFIR. Close collaboration with the WP's 3.2 will ensure an integrated training programme for the network and beyond. The network has set a target of at least 40% women on all training activities during this period.

Task 1: Specialised workshops and training courses (led by WU) - The following courses/workshops have been identified for months 49-60 and will be organised from this WP in close collaboration with other WP's and partners.

- Plans for a training workshop for LanguaL and data quality for national compiler organizations from Central and South America (Latinfoods) will be initiated with the aim to organise the workshop in month 54 onwards (IFR/DFI/ETHZ; June 2009).
- The Food Comp course in Wageningen (October 2009) will be partially supported by EuroFIR with some exchange bursaries will be made available.

The following courses/workshops will be organised by other WP's and reported and budgeted elsewhere under the relevant WP:

- A compiler network meeting/training workshops on several subjects (e.g. quality, value documentation, online datasets and implementing web services) is planned for Florence (M52) (WPs1.3/1.8; IFR/DFI/AFFSA/INSA);
- A joint LanguaL training course in conjunction with the new BaseFoods project is scheduled for M58 in Belgrade and this will be hosted by IMR.(links to WPs 1.8/2.3.1/2.4). Relevant database experts from MoniQA may also be invited to this workshop.

- A joint EuroFIR/Eurreca workshop for SMEs; training and exploitation of NoEs (TTZ/ILSI/IFR; WP3.5)

Reports of each training course/workshop will be made by the organising WP in close cooperation with WP3.1. WU/SLU will interact with all WP's across the DoW to identify training needs and develop appropriate workshops & courses in a variety of formats including E-learning.

Task 2: Individual training activities (led by SLU) - Two types of grants for individual EuroFIR training activities are available: exchange training visit grants including PhD-fellowship awards with fellowships for key research activities and grants for training at symposia and conferences for undergraduates, postgraduates, junior scientists and senior of partners of the NoE. In future conference & symposia training opportunities will be less available and only be supported when a contribution of strategic importance with respect to EuroFIR goals is made. It is expected that the conference visit is linked to an integrative activity/joint project with another EuroFIR partner.

Since beginning of 2007, individual training opportunities are also available for non-EuroFIR partners - which are formally recognised as national compilers - from European countries and target countries for specific measures in support of international co-operation (Balkan/CEEC).

Regarding coordination of above named individual training activities for students and staff categories affiliated to the network and beyond, the following activities for month 49-60 are planned:

- Coordination/contact with host organisations, applicants, reviewers, EuroFIR accountancy, reporting towards PMO and SMB.
- Adaptation of ongoing activities/procedures to changing requirements of NoE and to specific needs in all WP's.
- Updating of documents for on-line application, reporting, evaluation, approval and guidelines.
- Increasing the awareness and participation in programme via effective communication.

A number of bursaries for attending the EuroFIR Congress in Vienna and the 9th IFDC Conference in Bangkok will also be made available in 2009. In particular, these grants should be utilised for disseminating and promoting EuroFIR activities and results.

Task 3: Design and implementation of E-learning courses (led by WU and Topshare) - Suitable elements of core training courses/workshops on the strategic goals of the network will be further developed into E-learning formats. An E-learning module on "Nutrient analysis for non-chemists" will be developed. In this module the background and pitfalls of the analysis of macronutrients will be explained to people without a background in chemistry. This module will be truly interactive, and participants will be guided to follow a scheme of learning based on their background knowledge. Progress will be followed by queries. Dependent on the answers on these queries, the next steps in the learning process are offered, which will guarantee efficient learning. The learning environment will be enhanced by animations and a rich choice of background material. Professional ICT support will optimally shape the module. The expertise of the network will be used at the various stages of the development of this module.

The E-learning module will be demonstrated by WU at the network meeting in Vienna and a demo version will be distributed among the participants (M3.1.12). As a further step, all university partners in EuroFIR will be approached by WU/SLU to discuss possibilities to include the module in their regular curriculum. The demo version will hopefully identify potential users. In cooperation with WP3.5 the response of these potential users supplemented with other prospective users will be evaluated. Future AISBL offerings will be based on this inventory. (D3.1.19)

Task 4: Development of specific training activities for compilers in non-EuroFIR countries in Europe and specific INCO countries (led by IMR/WU) - This task seeks to establish and maintain contacts with national compilers in non-EuroFIR countries in CEE countries, Middle-East, North Africa, Russia and countries of the former Soviet Union. In 2009 a regional workshop for selected compilers from especially CEEC/Balkans is under consideration (see above) with possible topics on LanguaL, recipe calculation, quality, building databases). The possibility to combine this workshop with the workshop planned for MoniQA/BaseFoods will also be investigated.

Subcontractor: Topshare (Wageningen, NL) for eLearning development above in Task 3.

Deliverables		
Number	*Month Due*	*Description*
D3.1.5	Month 54 & 60	Reports on all training activities (courses, workshops, exchanges and conferences including assessment of effectiveness as measured against EuroFIR strategic goals).
D.3.1.14	Month 54	E-learning module "Nutrient analysis for non-chemists"
D.3.1.16	Month 60	Report on LanguaL training course for BaseFoods/MoniQA and CEEC/Balkans workshop
D3.1.17	Month 63	Final report on all training activities and exchanges with recommendations further development under EuroFIR AISBL from 2010.
D3.1.18	Month 58	Report on Food Comp 2009.
D3.1.19	Month 62	Inventory of potential users of the EuroFIR E-learning module and of attractive AISBL E-learning offerings.

Milestones		
Number	*Month Due*	*Expected Result*
M3.1.11	62	Complete overall review and assessment of training and exchanges.
M3.1.12	57	Demo version of e-learning available for 3rd EuroFIR congress Vienna.
M3.1.13	63	Sustainability plans for eLearning submitted to WP3.5.

WP 3.2: Dissemination and Communication

Work package number	3.2	Start date or starting event:				36	
Activity Type	SA						
Participant id	BNF	IFR	AFSSA	ETHZ	EuroFIR AISBL*	FRI	ILSI
Person-months per participant:	18	6.0	0.5	1	1	1.0	1.0
Participant id	IMR	FVS-FC	INSA	UVI	UL	US	
Person-months per participant:	0.5	0.5	0.5	1.5	0.5	1.0	
Total person months:	33.0						

*EuroFIR AISBL to join the consortium from 1/7/09 subject to EC approval.

Objectives

1. To disseminate EuroFIR outcomes to users and stakeholders, using concepts and approaches developed in years 1-3, in order to maximise the speed of impact of the advances in understanding of food composition databank systems generated through the network.
2. To target the general public directly via the public website and the media, working in conjunction with EuroFIR partners where possible. To continue to use feedback to refocus the communication strategy as required and in discussion with the SMB, UAG and GC.
3. To organise annual meetings and other events as appropriate.
4. To continue to audit the gender balance within the project, with particular emphasis on women's roles, and to continue to collate sex-disaggregated statistics in accordance with current European Commission recommendations.
5. To continue to ensure gender sensitivity in the research project in its practice and documentation.

Description of work

Dissemination and communication activities are led by BNF, in close collaboration with IFR, and the other WP-Ls. Translations for the website were undertaken by AFFSA (French), CESNID (Spanish) & MRI (German). FRI provides an important link for dissemination in the C/E countries especially through the CEECFOODS network. IMR and FVS-FC have been added to the WP to provide additional translations of dissemination materials in other CEEC and Russian languages (especially for industry and relevant stakeholders).

The following tasks are planned for this period:

Task 1: Public and Private websites (BNF & IFR): This task is led by BNF (Public) and IFR/ETHZ (Private) with support from FRI, AFSSA, FVS-FC and IMR.

Preparing information for the public website (for users, stakeholders and the general public) about the work of the Network and related external activities. This approach will be tailored to suit the outcomes of the project as they arise e.g. case studies or abstracts of technical reports. Work continues by BNF to review the content of the public website, in order to increase the emphasis of the website on the outputs that the project is increasingly producing. WP3.2 will continue to work closely with other WP-Ls to maintain the public website with up to date results and various outputs for wider stakeholder consultation.

The further development of the website will involve transfer of existing .net and .org sites into a new EuroFIR website and this will be coordinated by ETHZ. The development of the new website is focussing on:

- New look and feel using state-of-the-art web design
- Improved technical aspects allowing the website to run smoothly in any browser
- User friendliness
- Accessibility
- Updated/revised content:
- Information on the website and material to be downloaded: membership information for interested individuals
- Final versions of network documents available in a separate password protected area for current EuroFIR partners
- Information about training, workshops, conferences
- Strong source of food information, scientific publications and relevant links to relevant institutions, projects etc.

The initial website designs will be prepared by ETHZ with input from the STF and SMB. The tasks for mapping information from the existing sites to the new site will be as follows:

a) Mapping public .net site to new structure (BNF)
b) Mapping intranet .net site to new structure (IFR)
c) Mapping Technical website to new structure (ETHZ/IFR in consultation with DFI/Polytec)

The launch of the new website is scheduled for M60.

Task 2: Preparation of dissemination materials and other tailor-made resources (BNF)

Preparing, publishing and publicising tailor-made resources for stakeholders using EuroFIR branding including working with WP2.3.1 (traditional foods) to produce templates for posters and recipe cards for use nationally and more broadly (M3.2.13), and working with WP2.3.2 (ethnic foods) to provide electronic resources. Preparing and publicising Synthesis Reports that put activities being conducted by EuroFIR in a wider context and which are targeted at food composition data users e.g. students, health professionals, food industry, food policy officials and regulators (D3.2.18). Hard copies of EuroFIR newsletters will continue to be produced twice per year (D3.2.21). Maintaining and expanding links with communication experts within EuroFIR partner organisations to help with co-ordination of EuroFIR dissemination activities and profile raising; encouraging EuroFIR partners to help in further dissemination of information collated by WP3.2 via a cascade process (published booklets & newsletters and the website). Establishing reciprocal links on websites wherever possible. Selected material from the website and other short articles will be made available in other languages including Czech, Russian, Serbian, Macedonian, Croatian and Bosnian and this will be carried out by several partners (FVS-FC, FRI-SK, IMR) under the coordination of BNF.

Further engagement with key users of food composition data will focus on nutritionalists, dietiticians and food consumption survey managers in joint collaboration with the usability testing being conducted in WP1.8 (Task Group 4).

Task 3: Communication Networks (BNF & IFR)

We will continue interactions with other strategic FP7 projects (e.g. Eurreca, NuGO, Cascade, MoniQA and Europrevall) especially establishing reciprocal links on websites and exchange of information and co-planning of workshops and meetings (via IFR and BNF). In particular, joint workshops with MoniQA (LanguaL; see WP3.1) and Eurreca (SMEs) are planned for 2009. Journalist contacts across Europe, developed via the

COMMNET network and other means, will be used to extend the reach of EuroFIR publicity including Alpha Galileo & EU Politix, via BNF (D3.2.23). Communication with policy makers and funding agencies such as the EC & EFSA, WHO & FAO and national agencies will also be maintained, via BNF and IFR.

IFR will continue to coordinate interactions with INFOODS international network of national food database compilers. EuroFIR will also contribute to the scientific programme of the next International Food Data Conference in Thailand (September 2009) as part of the Scientific Programme Committee. IFR coordinates the recording of publications via the intranet, prepares updates for SMB and circulates peer-reviewed publications from authors to the DEC for comment and approval.

In undertaking these activities, account will continue to be taken of restrictions associated with partner language fluency, partner requirements and preferences, feedback from stakeholders and the SMB, IT literacy and speed/availability of electronic connectivity, the needs of those without internet access, data protection, national sensitivities and gender equality, and specific needs of new partners.

Task 4: Network meetings & workshops (IFR, BNF & ILSI)

Planning for the final EuroFIR Congress in 2009 commenced in 2008 with the preparation and publication of the 1st announcement (April 2008) (D3.2.15) and draft programme and speakers (July 2008). A conference planning team was formed consisting of BNF, IFR and the local host partner (UVI in Vienna) to organise and publicise this event (scheduled for month 57). The selected proceedings from the Vienna Congress will be submitted for publication in a relevant peer-review journal. In addition, a stakeholder workshop will be organised for Brussels in M63/64 (March/Apr 2010; depending on the availability of the venue) and this will be organised jointly by BNF and IFR (D3.2.19).

The planned Stakeholder Event for the official launch of the EuroFIR AISBL will take place in Brussels (M63) and ca 100-150 key stakeholders from academia, industry, SMEs and regulators will be invited. The meeting will be organised by IFR/BNF with local support from EuroFIR AISBL. The first announcement of the event will be published in M57 and preliminary invitations to 50 selected organizations will be distributed by M58.

Task 5: Gender Activities (BNF)

Activities surrounding gender equality will continue to be led by BNF, in close collaboration with IFR. The incorporation of the objectives of WP3.4 into WP3.2 will ensure that equality of opportunity continues to have a high visibility on the project agenda and across all project activities for months 37-54. Three activities will continue from month 49 to month 60.

- Participation in established gender networks and FP6 food quality and safety gender networks;
- Collation of sex-disaggregated statistics of attendance by women and men at EuroFIR events including the Vienna Congress and the food composition course(D3.2.20);
- Coordination of online gender questionnaire in association with project coordinator. Ensuring that equality of opportunity continues to have a high visibility on EuroFIR's agenda

Subcontracting:

Susan Church will continue in her role as the UAG Chair and will provide input into activities in WP3.2 until the end of the project.

Deliverables		
Number	Month Due	Description
D3.2.13	Month 37-66	A further series of web-based project updates and features on the work of the network and other relevant developments (minimum 12 per year) including 4 EuroFIR newsletters prepared & published
D3.2.17	Month 50	2nd announcement for final congress prepared and published
*D3.2.18	Month 56	Synthesis Report on 'food composition data made simple' published
**D3.2.19	Month 65	Report on stakeholder event completed.
D3.2.20	Month 57	Collation of sex-disaggregated statistics of attendance by women and men at EuroFIR events including the 3rd annual network meeting, the food composition course and the Congress.
D3.2.21	Month 37-66	4 EuroFIR newsletters prepared and published
D3.2.22	Month 48-54	New website text on current status of the project identified for translation and translated into French, German and Spanish to add to the foreign language areas of the website.
D3.2.24	Month 54	Final programme for Vienna published.
D3.2.23	Month 66	4 press releases on the project and related activities sent to European journalists.
***D3.2.25	Month 66	Gender information audit mapping the gender composition and distribution of research teams in the network
D3.2.26	Month 48	Synthesis report Traditional Foods (Delivered in 2008)
D3.2.27	Month 61	First drafts of the background, key results and knowledge sections of the EuroFIR AISBL draft
D3.2.28	Month 65	Report on utilization of case studies from 2nd phase of e-Search testing to gauge stakeholder views.

*D3.2.18 delayed from M48 to M56

**D3.2.19 delayed as event now planned for M63 originally M60

***Originally D3.4.8 delayed from M38 to M54 and renumber as D3.2.25 following the merging of WP3.4 with WP3.2 at M43

Milestones		
Number	Month Due	Expected Result
M3.2.13	49-60	Activity plan for dissemination activities associated with WP2.3.1 and 2.3.2 in place
M3.2.15	54	Dissemination materials for traditional foods published
M3.2.16	45	Content of the public website reviewed and areas identified for updating.
M3.2.18	57	Plans for website relaunch presented in Vienna and feedback sought..
M3.2.19	59	Proceedings prepared and submitted for peer-review.
M3.2.20	59	Dissemination materials for ethnic foods published
M3.2.21	63	Coordination of online gender questionnaire
M3.2.22	61	Website relaunched.
M3.2.23	58-61	Presentation of 1st phase of integrated website M57 with collated feedback
M3.2.24	57	Announcement for stakeholder event
M3.2.25	63	Stakeholder event held

WP3.5: Development and Implementation of a Sustainability Plan (New; from M31)

Work package number	3.5	**Start date or starting event:**				30	
Activity Type	SA						
Participant id	**FCN**	**IFR**	TTZ	EuroFIR AISBL*	IDUFIC	ETHZ	DFI
Person-months per participant:	**4.8**	**4.8**	1.0	3.5	1.0	8.5	1.5
Total person months:	**25.1**						

*EuroFIR AISBL to join the consortium from 1/7/09 subject to EC approval

Objectives

The overall objective is to identify the ability of EuroFIR compiler network and specific WP outputs to sustain and survive independently in financial terms after the initial funding period by the EC and the necessary actions to ensure this. The following specific objectives are included for this period:

1. To refine the Sustainability Action Plan (SAP) for the compiler network, EuroFIR databank systems and other associated WP outputs, including a revised business strategy which will seek to generate income for specific WP outputs as well as via overarching fund-raising strategies.

2. To undertake dissemination and consultation activities related to the SAP, and integrated business strategy, both with (a) the network members and management bodies, and with (b) external users and stakeholders, in order to seek agreement and financial support for EuroFIR's sustainability from 2010 onwards.

3. To develop a plan with regard to best practice guidelines and training in order to ensure that all partners have the necessary skills and training to achieve EuroFIR's sustainability goals above (link to WP3.1).

4. To establish EuroFIR AISBL and (a) set up its operating procedures/infrastructure, and (b) develop and implement business and marketing plans for durable integration for the EuroFIR consortium.

Description of work

IFR and FCN will jointly lead this WP, which links closely to WPs 1.3 (Quality), 1.8 (Compiler network), and 3.1 (Training) through the Sustainability Task Force (STF; chaired by IFR). The STF will meet every 6-month in conjunction with SMB meetings.

Task 1: Continue building relationships with policy makers and funding bodies (led by IFR):

This task continues work initiated in previous periods and addresses Objectives 1 and 2 above. Policy makers at a national, European and global level (e.g. EFSA, DG SANCO, FAO, INFOODS, WHO) are key stakeholders in the process of maintaining European food composition data. Thus we will enhance, our understanding of their needs and vision with regards to European food composition data and its use in current and future health policy with a particular emphasis on EFSA/DG SANCO, national food consumption database managers and INFOODS.. The work will involve identifying/recruiting key informants; conducting interviews; and analysing and interpreting the collected data. Desk research will also be carried out to obtain key documents relating to stakeholders. Opportunities for the establishment of cooperation structures (e.g. data transfer, support with expertise in food composition work) will be identified and advanced. The following sub-tasks are planned for this period incorporating the following institutions/issues:

- **EFSA:** Further work on EFSA intentions vis-à-vis the BASIS database and related policy developments will be continued and will be led by IFR with support from ETHZ/AISBL/DFI. It will include attending at least 3 workshops with EFSA in Parma with regards the bioactive databases and nutrients (especially LanguaL, eSearch, nutrient retention factors). We will identify suitable joint initiatives and potential opportunities for further funding from EFSA.
- **Industry-related stakeholders:** will be coordinated by TTZ/ETHZ with support from AISBL/IFR and hold regular consultations with industry regarding its willingness to support the representation of industrial data in authoritative FCDBs (former task 11 WP2.1b), and to pay membership or other fees to access EuroFIR FCD & other EuroFIR datasets or related services. IDUFIC/ETHZ/DFI will input with software developments from WP1.8. ETHZ/AISBL will provide insights from its assistance to WP2.4 and 1.8 on the design and implementation of their usability testing; (see Task 2). A joint workshop with Eurreca for SMEs is planned for 2009 (see WP3.1) and TTZ/ILSI will coordinate input from EuroFIR
- **FAO/INFOODS:** IFR will continue to lead work aimed at the eventual establishment of a collaboration agreement between EuroFIR and FAO/INFOODS. Regular consultations and/or information exchange with LATINFOODS and ASEANFOODS is planned in the lead up to the next IFDC in Thailand in 2009.
- **EU Commission:** IFR/ETHZ with support from FCN and AISBL will continue to lead work aimed at EU Commission provision of funding for infrastructures under DG Research or e-ICT. This work feeds inter alia into FCN/IFR's income generation work (see Task 2.2c below). Discussion with other NoEs (especially MoniQA) with regards infrastructures and developing a "food data online platform" will continue with a view of new FP7 calls in 2009/10.
  FCN/IFR will finalise the establishment of the EuroFIR AISBL in the first quarter of 2009, together with setting up the Office (see Task 4 below).

Task 2: Refine and develop the Sustainability Action Plan (SAP; led by IFR; ends M54)

The SAP will identify the steps needed to ensure the sustainability and long-term durability of EuroFIR and should be finalised during the first half of year 5. IFR will lead this task, with support from the sustainability task force (STF) members and the compilers network (see WP1.8), as well as through consultation with the SMB, DEC, UAG. Continuing consultations with other NoEs and the EC will also help shape the plan.

Identifying EuroFIR outputs to continue after the initial 5 year funding ceases, and obtaining of buy-in/ownership of this process by EuroFIR network members (including the GC), will continue in this period. US will assist WP 1.8 in designing and implementing their usability testing process regarding the initial use of the prototype eSearch facility in WP1.8 with selected users. A second round of testing may be initiated with further national compiler organizations, food consumption database managers, regulators (especially EFSA staff) and dieticians and their respective information/services and web interfaces. The individual merits and interdependencies of the various outputs will be further explored/validated by the STF with information provided by TTZ, FCN, IDUFIC, WU/SLU and PBL (subcontractor; see below) in the supporting tasks (See Task 1 above, and tasks below). Training (see Task 3) also relates here. Decisions are expected to be finalised by M54 for presentation to the SMB and GC. An initial "GO/NO GO" on all or individual tangible static/semi-interactive product prototypes and related components based on feasibility report will be provided by M54 and prepared by FCN/IFR with input from the STF.
Supporting tasks feeding into the SAP development include (see Tasks 2.1-2.3 below):

Task 2.1: EuroFIR legal / institutional form/location and other legal issues (led by FCN/IFR with input from PBI and DFI)

The final phase of setting up EuroFIR AISBL will take place in the first quarter of 2009 with the completion of the signatures to establish the legal entity under Belgium Law, and setting up the operations of the Association

(see Task 4 below)

Task 2.2 Update draft income generation plan, costs & test private/public funding possibilities (led by IFR/FCN with input from STF and PBL)

We will continue to refine the potential revenues side of the EuroFIR's outputs and services and in this phase will focus on three main avenues for income:

a) A process of analyzing their related output forms and uses-user/usability analyses from an income-generation perspective, and conducting market research-based willingness to pay research or implement a sales related generation effort to identify potential for income generation. These analytical, research or sales processes will trail the delivery of the respective SAP deliverables;
b) Identification of potential fees-based income from: membership (national compilers, industry & other stakeholders/users), potential conference and EuroFIR training courses attendance (in close collaboration with WPs 1.8, 3.1 & 3.2);
c) Fund-raising/sponsorship of EuroFIR activities.

a) Willingness to pay testing – selected outputs/uses which appear likely to generate the most appropriate income will be chosen. Selected outputs/uses which appear likely to generate the most appropriate income will be chosen. Previous work has generated a substantial number of contacts and also refined the offerings and characteristics considered most useful for the willingness-to-pay testing. This period these offerings and their most prominent characteristics will be formulated in more precise 'value' propositions. Subsequently, a communication effort will be undertaken for diffusion to specific target audiences for purchase. The deliverable will be the 'value' propositions, and material used for the communication process and also a list of the number and potentially other characteristics of those who have paid.

b) Identification of potential income of EuroFIR legal entity from membership fees from current national compilers [and other partners] will continue based on the initial membership targets given in the draft Business Plan. The broad estimate as to what kinds of membership/conference attendance funds EuroFIR might be able to glean in such a manner has been completed. Further refinement is needed in connection with consultation with EuroFIR members on what benefits they expect to receive in return for paying EuroFIR legal entity their membership fee. These refinements will need to be negotiated and documented. Initial contacts with industry/other audiences regarding payment of membership fees for accessing EuroFIR outputs will be carried out by M54, and will be linked with point (a) above. This also interfaces with Task 1 described above. A particular and important issue will also relate to what will be the costs (both costs basis and actual costs) to be proposed by compilers or other project partners regarding provision of their services to EuroFIR.

c) Ongoing work on fund-raising/sponsorship solicitation will be further refined, so focused actions vis-à-vis specific fund providers will be carried out. This may well include further work in Task 1 above, and the further exploration of the potential for funding from FP7 "infrastructures/ICT". To the degree possible, this will also entail identifying pertinent incubators, and new venture creation support (M3.5.3) to host EuroFIR legal entity offices. The evaluation will be completed, and revisions agreed, in order for the draft commercial opportunities plan to be updated by M54. The use of CRM software that contains user/stakeholders will be evaluated so to facilitate income generation and an effort will be made to examine if EuroFIR email addresses linked to the use of the CRM can technically be feasible and implications for EuroFIR. The user/stakeholder database can then continue to be expanded by network members as deemed necessary.

Task 2.3 Update draft of business strategy, covering both income generating & non-income generating activities/outputs to be sustained and costs (led by FCN/AISBL with input from IFR/ETHZ/PBL)

This task will focus on updating and refining the draft of the business strategy, to contain market evaluation and

financial survivability indicators, to ensure EuroFIR is sustained financially beyond the end of the project period. The following elements explained in the previous DOW 37-54 will be refined and used to update Annex 1 for 2009 Periodic Activity Report and beyond:
Overall mission, vision, objectives and activities broken down into individual exploitable results covering:

Nature of the exploitable result (functionality, purpose, innovation, value proposition, benefits to partners and members and other parties, potential market position);

- Partner(s) involved in the exploitation, their role(s) and activities;
- "Market" Position showing how the result may be exploited (product, process, software), either directly (spin-off) or indirectly (licensing); on an individual basis, or as an consortium or group or partners; any technical and economic considerations including commercial or technical thresholds; any obstacles identified which prove to be barriers to exploitation/commercialization (e.g. existence or development of similar or competing technologies/alternate solutions elsewhere; 3rd party rights such as patents belonging to competitors; analysis of any potential non-technical obstacles; and any form of non-commercial use or impact, relating to the development of new standards or policies.
- Legal constitution, governance and management structure including Intellectual Property Rights protection measures (patents, design rights, database rights or licenses with full references and details);
- Cost structure, revenue model and financial plan including any further additional research and development work and any need for further collaborations (and who they might be);
- Marketing strategy including any commercial contacts already taken, demonstrations given to potential licensees and/or investors, and any comments received covering market requirements and potential);
- Deployment plan including any other potential impacts from the exploitation of the result such as socio-economic impact.

A revised version of the updated Business Plan will be prepared by M54 and M60 based on further comments from the GC and UAG, as required.

Task 3: Best practice guidelines and training for network sustainability

In 2009, final reports from a number of network reviews will be studied to identify best practice and opportunities for EuroFIR in terms of sustaining its activities through EuroFIR AISBL. Discussions with NuGO and other leading NoEs will investigate the possibility for a workshop to be held on sustainability and nature of the available legal entities in order to develop best practice for long-term durability.

Task 4: Establishment of EuroFIR AISBL and operations

This task will be led by IFR/FCN and the AISBL (from 1/7/09) with support from the Sustainability Task Group consisting of IFR, FCN, DFI, ETHZ, IDUFIC, and BNF. The work will be divided into three main tasks:

- Acquire legal status and relevant company registration and VAT numbers;
- Set up office in Brussels with telephone, computers and IT infrastructure including CRM (Customer Relationship Management System), and new dedicated website. The latter will involve the integration of existing EuroFIR websites (public and private) with Technical website and will be launched in September at the EuroFIR Congress.
- Further develop and refine the EuroFIR Business Plan and launch new membership drive. As part of this, membership fees and benefits will be finalised, the operating procedures will be drafted and the Executive Board of the new AISBL will be formed. Appropriate contracts will be drafted and agreed with the various AISBL Officers. The role of a new Business Development Manager for the AISBL will

be developed for appointment in 2010.

Subcontractors:

PBL (www.plantbioscience.com; Norwich, UK): – ~~Innovation in Life Sciences –~~ is already working with IFR on a number of projects to provide advice on potential exploitation routes, licensing and marketing. They will initially advise on the assessment of potential exploitation routes and potential structures post EC funding and provide advice/opinions on the potential routes of IP protection of the EuroFIR BASIS bioactive databank system (mainly Task 2 above).

NautaDutilh BBA/SPRL: a notary based in Brussels with expertise in Belgium Associations, will review the legal documents (Articles of Association and Cooperation agreement) for setting up the AISBL, and providing advice on any potential tax issues.

Gérard INDEKEU: ~~Dimitri CLEENEWERCK de CRAYENCOUR~~ a notary based in Brussels will prepare the deeds for the association and consultation for Articles of Association for EuroFIR AISBL and carry out the necessary tasks to establish its legal status in Belgium.

Deliverables

Number	Month Due	Description
D3.5.1c	Month 54	Updated report on policy monitoring & influencing with policy makers & funding bodies (Task 1)
D3.5.2c & d	Month 54	SAP drafts including report with updates on technical feasibility of including outputs in EuroFIR's website/databank portal (Sub-tasks 2 & 2.1)
*D3.5.4d		Reports on income generation schemes covering WP outputs, annual food database conferences, training & sponsorship schemes (Sub-task 2.2)
*D3.5.5d	Month 54	Reports on intellectual property rights policies, structures and procedures (a); revised Consortium Agreement revision and finalisation (b & c & d) (Sub-task 2.1, 2.3)
D3.5.6a***	Month 42	Draft Business Strategy with updates (Sub-task 2.3)
D3.5.6b****	Month 48	Draft Business Strategy with updates (Sub-task 2.3)
D3.5.6c	Month 54	Draft Business Strategy with updates (Sub-task 2.3)
D3.5.10a	Month 57	Updated Business Plan and Marketing Plan (integration of D3.54d, D3.5.5d & D2.5.6c)
D3.5.10b	Month 63	Updated Business Plan and Marketing Plan (integration of D3.5.4d, D3.5.5d & D3.5.6c)
D3.5.11	Month 64	Report on EuroFIR AISBL operating procedures, bodies and officials

*D3.5.4d, D3.5.5d & D3.5.6c originally month 54 amalgamated to D3.5.10a (month 57) and D3.5.10b (month 63)

Milestones		
Number	Month Due	Expected Result
†††M3.5.5	Month 54	GO/NO Go on "all or individual" tangible static/semi-interactive product prototypes and related components based on feasibility report
††††M3.5.6	Month 50	Evaluation of 1st draft of commercial exploitation plan completed and revisions agreed
††††M3.5.7	54	User/stakeholder list transferred to functional CRM solution
M3.5.8	51	EuroFIR AISBL becomes legal entity
M3.5.9	54	New Office is operational
M3.5.10	60-66	New EuroFIR AISBL website is launched and membership drive commences
M3.5.11	63/64	First Meeting of the EuroFIR AISBL General Assembly
M3.5.12	63	EuroFIR GC gives approval for transfer of all IP to EuroFIR AISBL
M3.5.13	58	Integrated IT platform established including the Customer Relationship Management (CRM).

†††M3.5.5 delayed from M42 to M54 ††††M3.5.6 delayed from M42 to M50 †††††M3.5.7 delayed from M36 to M48

Management Activities

WP 4.0: Network management and co-ordination

Work package number	4.0	Start date or starting event:				1	
Activity Type	MA						
Participant id	IFR						
Person-months per participant:	15.4						
Total person months:	15.4						

Objectives

This WP covers both strategic and daily management of EuroFIR, as described in the Description of Work (para. 6.4) and in the Consortium Agreement. In months 37-54, we will continue to monitor the effectiveness of the management systems and ensure that the new core partners are meeting their reporting objectives. Work will be carried out in close collaboration between Co-ordinator, SMB and PMO. The main objectives are therefore to:

1. Maintain flexible and adequate network management for months 37-54
2. Fulfil the general co-ordinator's responsibilities described in section B.6 (and Annex 3 for more details) including the elaboration of the DoW for months 37-54
3. Prepare the financial and technical reports for the EC including the approval of the breakdown of costs for the third period.
4. Design the next 18 months work programme and contract negotiations with the EC on behalf of the Consortium.

Description of work

Specific management issues will be dealt with are described below:

1. Organisation structure and network management operating procedures:

The PMO within IFR will continue to maintain flexible and adequate network management for months 49-60. The GC, SMB, DEC, UAG and PMO will continue to be kept informed of Network output by the coordinator. Network Management procedures will be audited and changed according to the needs of the Network. Collect/collate the progress reports and the annual reporting from the respective WPs for period 5, to prepare and update the DoW from these reports and to use the reporting to shape the communication and dissemination process. The PMO has secured a 12-month license for the use of "Go-To-Meetings" software and it is encouraging its use for online meetings for the SMB and other ad-hoc meetings.

2. Organise flexible meeting structures and timings:

This will involve organisation of:

- Twice year SMB meetings, annual network/congress, annual (or as required) GC and UAG meetings
- Training course for Site manager
- Increased use of teleconferencing and online meetings.

3. Technical and Financial reporting to the EC:

These will included annual progress reports, minutes from all GC, SMB, UAG, DEC and general assembly meetings; consolidated annual technical and annual reports (as specified in the EC-contract); fifth 12 months DoW and associated budget forecasts and administration and preparation of minutes of the GC and UAG meetings. Write SOP for periodic reporting using information learned from first periodic report.

4. Internal communication:

Special attention will continue to be given to the optimal and flexible internal communication as a prerequisite for integration.

5. SME involvement:
The SMB will continue to decide a strategy to include SMEs in the various WPs. Specific tasks will continue to be identified in many of the WPs.

6. Creation of partner commitment:
In the fifth year EuroFIR will continue to visit all partners, either by the CO and/or members of the SMB. These visits will take place both at management and research level. Specific attention will be given to partner integration measures as a means to assess and improve partner commitment in order to meet sustainability targets and the planned launch of the new legal entity. For this purpose, the various meetings of the SMB will rotate among the partners.

7. Interaction with funding bodies
The success of EuroFIR will have to be maintained with continued and increasing funding (apart from the grant for integration). This task is for every individual WP and core partner researcher, the SMB will supervise these activities and also interact with regional and EU-Funding bodies in order to mutually acquaint with the concept of the Network of Excellence and to exploit its potential long-term durability.

Deliverables		
Number	*Month Due*	*Description*
D4.27	Month 52	Minutes Meeting of SMB/WP-Ls (13th SMB/WP-Ls) DEC/GC prepared (4th) DoW & budget agreed months 49-60, minutes prepare & circulated (April 09)
D4.28	Month 50	4th year periodic report, final DoW (M48-60) and financial report delivered to EC
D4.29	Month 54	Final revised 4th periodic report, DoW for M48-60) & budget agreed with EC
D4.30	Month 54	Minutes of Meeting EC evaluation of 4th Periodic Report
D4.31	Month 57	14th Meeting SMB/WP-Ls, minutes prepared & circulated (October 2009)
D4.32	Month 67	Final report and financial report delivered to EC (July 2010)
D4.33	Month 65	Minutes of 6th GC meeting prepared and circulated (May 2010)

Milestones		
Number	*Month Due*	*Expected Result*
M4.16	42	Agreement of DoW for 4th year agreed
M4.17	51	Agreement of Dow for 5th year agreed
M4.18	55	EC agreement of 4th report and DoW/budget for M49-60
M4.19	57	3rd Congress meeting and workshops organised
M4.20	64	Final GC Meeting (subject to funding availability).

10. Project resources and estimation of incurred eligible costs

10.1 Efforts for the full duration of the project. – person months

Project Number (acronym) - FP6 513944 (EuroFIR)

Network Activity Type	**Joint Programme of Activities**			**Consortium Management activities**	TOTAL per PARTICIPANT
	Integrating Activities	Jointly executed research activities	Spreading of Excellence activities		
Participant 1 (IFR)	58	55	32	123	268
Participant 2 (GUT)	8.3	13.3	0	0	21.6
Participant 3 (RUG)	20	12	2	0	34
Participant 4 (NUBEL)*	0	0	0	0	0
Participant 5 (IRMM)	3	9	0	0	12
Participant 6 (NCPHP)	17	20	2	0	39
Participant 7 (DTU)	67	56	5	0	128
Participant 8 (THL)	13	30	0	0	43
Participant 9 (UHEL)	8	8	2	0	18
Participant 10 (AFSSA)	52	12	3	0	67
Participant 11 (Matis)	13	17	0	0	30
Participant 12 (MRI)	13	23	2	0	38
Participant 36 (ILSI)	0	10	0	0	10
Participant 14 (TTZ)	0	13	7	0	20

Participant 15 (NKUA)	17	60	2	0	79
Participant 16 (AUA)	3	0	28	0	31
Participant 17 (UCC)	17	50	0	0	67
Participant 18 (BGU)	9	8	27	0	44
Participant 19 (INRAN)	13	28	0	0	41
Participant 20 (CSPO)	10	13	2	0	25
Participant 21 (WU)	2	8	42	0	52
Participant 22 (UiO)	20	5	0	0	25
Participant 23 (NFNI)	13	18	2	0	33
Participant 24 (INSA)	63	5	2	0	70
Participant 25 (UV)	10	15	0	0	25
Participant 26 (CESNID)	13	20	0	0	33
Participant 27 (UGR)	10	5	2	0	17
Participant 28 (FRI)	15	17	7	0	39
Participant 29 (NFA)	25	15	0	0	30
Participant 30 (SLU)	5	5	32	0	42
Participant 31 (TUBITAK)	13	15	2	0	27
Participant 32 (BNF)	5	5	117	0	127
Participant 33 (EBI)	53	0	0	0	53

Participant 34 (CSL)	10	0	0	0	10
Participant 35 (UL)	3	65	0	0	68
Participant 37 (US)	0	60	0	0	60
Participant 38 (BAG)	20	0	0	0	15
Participant 39 (RIKILT)	5	5	0	0	10
Participant 40 (POLYTEC)	37	6	0	0	43
Participant 41 (IDUFIC)	45	0	0	0	45
Participant 42 (NNC)	24	24	0	0	48
Participant 43 (ETHZ)	18	21	0	0	39
Participant 44 (IMR)	36	0	18	0	54
Participant 45 (FVS-FC)	18	12	0	0	30
Participant 46 (DFI)	18	3.6	0	0	21.6
Participant 47 (NEVO)	27	0	0	0	27
Participant 48 (FCN)	0	0	56	0	27
Participant 49 (RIVM)	8.5	0.5	0.5		9.5
Participant 50 (EuroFIR AISBL)	0	0	4.5	0	4.5
TOTAL per ACTIVITY Type	852.8	767.4	399	123	2142.2
Overall TOTAL efforts					**2142.2**

*NUBEL man efforts included in RUG

10.2 Efforts for months 49-66 of the project

Project Number - FP6 513944 (EuroFIR)

	Participant 1 IFR	Participant 2 GUT	Participant 3 RUG	Participant 4 NUBEL*	Participant 5 IRMM	Participant 6 NCPHP	Participant 7 DTU	Participant 8 THL	Participant 9 UHEL
Joint Programme of Activities									
Integrating activities									
WP1.3: Development of a pan-European quality management system.	4.0								
WP1.7: Integrating knowledge, information flow and joint research activities									
WP1.8: Compiler network and supporting task forces	4.0					1.0	1.5	3.0	
Jointly executed research activities									
WP2.1a: Users Stakeholders and Sustainability planning									
WP2.1b: User and Stakeholder requirements									
WP2.2: Composite, processed and novel foods									
WP2.3.1: Traditional foods									
WP 2.3.2: Ethnic Minority foods	1.0								
WP2.4: Bioactive compounds	4.5	0.25					1.25		0.25
Spreading of Excellence activities									
WP3.1: Training, education and vision to postgraduates and young scientists.									0.5
WP3.2: Dissemination and communication	6.0								
WP3.3: Commercialisation and durability									
WP3.4: Gender activities									
WP3.5 Development and Implementation of a Sustainability Plan	4.8								
TOTAL JPA	**24.3**	**0.25**	**0**	**0**	**0**	**1.0**	**2.75**	**3.0**	**0.75**

	Participant 1 IFR	Participant 2 GUT	Participant 3 RUG	Participant 4 NUBEL*	Participant 5 IRMM	Participant 6 NCH	Participant 7 DTU	Participant 8 THL	Participant 9 UHEL
Consortium Management Activities									
WP4: Network management and coordination	15.4								
TOTAL Cons. Management	**39.7**	**0.25**	**0**	**0**	**0**	**1.0**	**2.75**	**3.0**	**0.75**

* NUBEL efforts are included in RUG

-

	Participant 10 AFSSA	Participant 11 MATIS	Participant 12 MRI	Participant 36 ILSI	Participant 14 TTZ	Participant 15 NKUA	Participant 16 AUA	Participant 17 UCC	Participant 18 BGU
Joint Programme of Activities									
Integrating activities									
WP1.3: Development of a pan-European quality management system.	1.0								
WP1.7: Integrating knowledge, information flow and joint research activities									
WP1.8: Compiler network and supporting task forces	1.5	1.0	1.0		0.5	1.0		1.0	0.5
Jointly executed research activities									
WP2.1a: Users Stakeholders and Sustainability planning									
WP2.1b: User and Stakeholder requirements									
WP2.2: Composite, processed and novel foods									
WP2.3.1: Traditional foods									
WP 2.3.2 Ethnic Minority foods									
WP2.4: Bioactive compounds							0.25	3.0	
Spreading of Excellence activities									
WP3.1: Training, education and vision to postgraduates and young scientists.									
WP3.2: Dissemination and communication	0.5			1.0					
WP3.3: Commercialisation and durability									
WP3.4: Gender activities									
WP3.5: Development and Implementation of a Sustainability Plan					1.0				
TOTAL JPA	**3.0**	**1.0**	**1.0**	**1.0**	**1.5**	**1.0**	**0.25**	**4.0**	**0.5**

* NUBEL efforts are included in RUG

	Participant 10 AFSSA	Participant 11 IceTec	Participant 12 MRI	Participant 36 ILSI	Participant 14 TTZ	Participant 15 NKUA	Participant 16 AUA	Participant 17 UCC	Participant 18 BGU
Consortium Management Activities									
WP4: Network management and coordination									
TOTAL Cons. Management									
TOTAL per PARTICIPANT	**3.0**	**1.0**	**1.0**	**1.0**	**1.5**	**1.0**	**0.25**	**4.0**	**0.5**

	Participant 19 INRAN	Participant 20 ISPO	Participant 21 WU	Participant 22 UIO	Participant 23 NFNI	Participant24 INSA	Participant 25 UV	Participant 26 CESNID	Participant 27 UGR
Joint Programme of Activities									
Integrating activities									
WP1.3: Development of a pan-European quality management system.		1.0				4.0			
WP1.7: Integrating knowledge, information flow and joint research activities									
WP1.8: Compiler network and supporting task forces	1.0	1.5		1.0	1.0	1.5	1.0		1.0
Jointly executed research activities									
WP2.1a: Users Stakeholders and Sustainability planning									
WP2.1b: User and Stakeholder requirements									
WP2.2: Composite, processed and novel foods									
WP2.3.1: Traditional foods									
WP 2.3.2 Ethnic Minority foods						3.0			
WP2.4: Bioactive compounds							0.25		
Spreading of Excellence activities									
WP3.1: Training, education and vision to postgraduates and young scientists.			6.0						
WP3.2: Dissemination and communication						0.5	1.5		
WP3.3: Commercialisation and durability									
WP3.4: Gender activities									
WP3.5: Development and Implementation of a Sustainability Plan									
TOTAL JPA	**1.0**	**2.5**	**6.0**	**1.0**	**1.0**	**9.0**	**2.75**	**0**	**1.0**

* NUBEL efforts are included in RUG

	Participant 19 INRAN	Participant 20 ISPO	Participant 21 WU	Participant 22 UIO	Participant 23 NFNI	Participant24 INSA	Participant 25 UV	Participant 26 CESNID	Participant 27 UGR
Consortium Management Activities									
WP4: Network management and coordination									
TOTAL Cons. Management									
TOTAL per PARTICIPANT	**1.0**	**2.5**	**6.0**	**1.0**	**1.0**	**9.0**	**2.75**	**0**	**1.0**

	Participant 28 FRI	Participant 29 NFA	Participant 30 SLU	Participant 31 TUBITAK	Participant 32 BNF	Participant 33 EBI	Participant 34 CSL	Participant 35 UL	Participant 37 US
Joint Programme of Activities									
Integrating activities									
WP1.3: Development of a pan-European quality management system.		1.0					1.0		
WP1.7: Integrating knowledge, information flow and joint research activities									
WP1.8: Compiler network and supporting task forces	1.0	3.0		1.0		3.0			2.0
Jointly executed research activities									
WP2.1a: Users Stakeholders and Sustainability planning									
WP2.1b: User and Stakeholder requirements									1.0
WP2.2: Composite, processed and novel foods									
WP2.3.1: Traditional foods									
WP 2.3.2: Ethnic Minority foods								2.0	
WP2.4: Bioactive compounds									
Spreading of Excellence activities									
WP3.1: Training, education and vision to postgraduates and young scientists.	1.0		4.0						
WP3.2: Dissemination and communication	1.0				18.0			0.5	1.0
WP3.3: Commercialisation and durability									
WP3.4: Gender activities									
WP3.5: Development and Implementation of a Sustainability Plan									
TOTAL JPA	**3.0**	**4.0**	**4.0**	**1.0**	**18.0**	**3.0**	**1.0**	**0.5**	**3.0**

* NUBEL efforts are included in RUG

	Participant 28 FRI	Participant 29 NFA	Participant 30 SLU	Participant 31 TUBITAK	Participant 32 BNF	Participant 33 EBI	Participant 34 CSL	Participant 35 UL	Participant 37 US
Consortium Management Activities									
WP4: Network management and coordination									
TOTAL Cons. Management									
TOTAL per PARTICIPANT	**3.0**	**4.0**	**4.0**	**1.0**	**18.0**	**3.0**	**1.0**	**0.5**	**3.0**

	Participant 38 Bagient	Participant 39 RIKILT	Participant 40 PO.LYTEC	Participant 41 IDUFIC	Participant 42 SEHC	Participant 43 ETHZ	Participant 44 IMR	Participant 45 FVS-FC	Participant 46 DFI
Joint Programme of Activities									
Integrating activities									
WP1.3: Development of a pan-European quality management system.						2.0			0.5
WP1.7: Integrating knowledge, information flow and joint research activities									
WP1.8: Compiler network and supporting task forces			3.0	3.0	1.0	3.5	2.0	1.0	13.0
Jointly executed research activities									
WP2.1a: Users Stakeholders and Sustainability planning									
WP2.1b: User and Stakeholder requirements									
WP2.2: Composite, processed and novel foods									
WP2.3.1: Traditional foods									
WP 2.3.2: Ethnic Minority foods									
WP2.4: Bioactive compounds		0.25							0.25
Spreading of Excellence activities									
WP3.1: Training, education and vision to postgraduates and young scientists.						1.5	2.0		1.5
WP3.2: Dissemination and communication						1.0	0.5	0.5	
WP3.3: Commercialisation and durability									
WP3.4: Gender activities									
WP3.5: Development and Implementation of a Sustainability Plan				1.0		8.5			1.5
TOTAL JPA	**0**	**0.25**	**3.0**	**4.0**	**1.0**	**16.5**	**4.5**	**1.5**	**16.75**

* NUBEL efforts are included in RUG

	Participant 38 Bagient	Participant 39 RIKILT	Participant 40 POLYTEC	Participant 41 IDUFIC	Participant 42 SEHC	Participant 43 ETHZ	Participant 44 IMR	Participant 45 FVS-FC	Participant 46 DFI
Consortium Management Activities									
WP4: Network management and coordination									
TOTAL Cons. Management									
TOTAL per PARTICIPANT	**0**	**0.25**	**3.0**	**4.0**	**1.0**	**16.5**	**4.5**	**1.5**	**16.75**

	Participant 47 NEVO	Participant 48 FCN	Participant 49 RIVM	Participant 50 EuroFIR AISBL	Participant	Participant	Participant	Participant	TOTAL ACTIVITIES
Joint Programme of Activities									
Integrating activities									
WP1.3: Development of a pan-European quality management system.			1.5						
WP1.7: Integrating knowledge, information flow and joint research activities									
WP1.8: Compiler network and supporting task forces			1.0						
Jointly executed research activities									
WP2.1a: Users Stakeholders and Sustainability planning									
WP2.1b: User and Stakeholder requirements									
WP2.2: Composite, processed and novel foods									
WP2.3.1: Traditional foods									
WP 2.3.2: Ethnic Minority foods									
WP2.4: Bioactive compounds									
Spreading of Excellence activities									
WP3.1: Training, education and vision to postgraduates and young scientists.									
WP3.2: Dissemination and communication				1.0					
WP3.3: Commercialisation and durability									
WP3.4: Gender activities									
WP3.5: Development and Implementation of a Sustainability Plan		4.8		3.5					
TOTAL JPA	**0**	**4.8**	**2.5**	**4.5**					

* NUBEL efforts are included in RUG

	Participant 47 NEVO	Participant 48 FCN	Participant 49 RIVM	Participant 50 EuroFIR AISBL	Participant	Participant	Participant	Participant	TOTAL ACTIVITIES
Consortium Management Activities									
WP4: Network management and coordination									
TOTAL Cons. Management									

TOTAL per PARTICIPANT	**0**	**4.8**	**2.5**	**4.5**					

10.3 EC Contribution for the full duration of the project

A3.2: The number of researchers and doctoral students involved in the project for the whole duration.

Proposal Number	513994	Proposal Acronym	*EURO*FIR

Number of researchers and doctoral students to be integrated. Maximum allowable EC contribution

Particip ant n°	Participant short name	Number of researchers to be integrated			Number of doctoral students to be integrated in the network			Maximum allowable EC contribution for project duration
		Female	Male	Total	Female	Male	Total	
1	IFR	1	3	4	0	0	0	
2	GUT	0	2	2	1	0	1	
3	RUG	0	3	3	2	1	3	
4	NUBEL	1	1	2	0	0	0	
5	IRMM	1	1	2	0	0	0	
6	NCPHP	2	1	3	4	0	4	
7	DTU	0	4	4	2	2	4	
8	THL	3	0	3	2	0	2	
9	UHEL	3	1	4	2	0	2	
10	AFSSA	3	1	4	0	0	0	
11	Matis	1	1	2	2	2	4	
12	MRI	1	1	2	1	1	2	
36	ILSI	1	1	2	0	0	0	
14	TTZ	1	0	1	0	0	0	
15	NKUA	3	0	3	0	1	1	
16	AUA	1	1	2	0	0	0	
17	UCC	2	1	3	2	1	3	
18	BGU	3	0	3	4	0	4	
19	INRAN	2	2	4	0	0	0	
20	CSPO	3	0	3	0	0	0	
21	WU	2	2	4	5	1	6	
22	UiO	3	0	3	0	0	0	
23	NFNI	2	1	3	1	0	1	
24	INSA	4	0	4	1	0	1	
25	UVi	0	2	2	0	1	1	
26	CESNID	2	1	3	0	0	0	
27	UGR	1	2	3	1	0	1	
28	FRI	2	1	3	1	0	1	
Sub-totals		48	33	81	31	10	41	

Please use as many copies of form A3.2 as necessary for the number of participants	***Form A3.2 page***	***1***	***of***	***2***

Proposal Number	513994	Proposal Acronym	*EURO*FIR

Number of researchers and doctoral students to be integrated. Maximum allowable EC contribution

Participant n°	Participant short name	Number of researchers to be integrated			Number of doctoral students to be integrated in the network			Maximum allowable EC contribution for project duration
		Female	Male	Total	Female	Male	Total	
29	NFA	2	2	4	0	0	0	
30	SLU	3	1	4	3	2	5	
31	TUBITAK	2	1	3	2	1	3	
32	BNF	3	0	3	0	0	0	
33	EBI	1	1	2	0	0	0	
34	CSL	1	2	3	0	0	0	
35	UL	1	1	2	1	0	1	
37	US	2	0	2	0	0	0	
38	BAG	0	1	1	0	0	0	
39	RIKILT	1	1	2	0	0	0	
40	Polytec	0	1	1	0	0	0	
41	IDUFIC	0	1	1	0	0	0	
42	NNC	1	4	5	0	0	0	
43	ETHZ	1	4	5	1	0	1	
44	IMR	3	0	3	3	0	3	
45	FVS-FC	3	1	4	2	1	3	
46	DFI	0	1	1	0	0	0	
47	NEVO	0	0	0	0	0	0	
48	FCN	0	1	1	0	0	0	
49	RIVM	2	0	2	0	0	0	
50	EuroFIR AISBL	0	1	1	0	0	0	
Total		74	57	131	43	14	57	12,000,000

Proposal Number	**513944**	Proposal Acronym[2]	EuroFIR

Estimated breakdown of the requested EC contribution per reporting period			
Reporting Periods	**Month x – Month y**	**Requested Grant for Integration**	
		Total	**In which first six months**
Reporting Period 1	M1 – M12	2452,793.00	
Reporting Period 2	M13 – M24	2,867,905.35	1,433,952.68
Reporting Period 3	M25 – M36	2,650,000.00	1,325.000.00
Reporting Period 4	M37 – M48	2,087,976.35	1,043,988.18
Reporting Period 5	M49 – M60	1,941,325.30	970,662.65
Total	Full duration	12000000	

Estimated costs of the Joint Programme of Activities	
Estimated costs for the full duration	13,628,583.00
Estimated costs for the final 18 months	2,155,061

10.4 Project management level description of resources and grant

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
1. IFR	Considerable technical knowledge and know how in the determination of nutrient and bioactive content of foods using a range of analytical techniques (HPLC, LC-MS, GC-MS, NMR, ICPMS). Knowledge of bioavailability of micronutrients from food. Experience of organising international proficiency schemes for nutrients and bioactive compounds. Sampling protocols for foods and quality systems.	Co-compiler for the 6th Edition of McCance & Widdowson's The Composition of Foods (UK food tables), and electronic dataset for 2000 foods. NOTIS database of bioactive compounds of putative health benefit. Database construction and management; software for nutrient intakes.	Considerable experience of participating in EU FP4-FP6 projects in food safety, diet and health areas.
2. GUT	Wide range of analytical equipment for measuring the substances of interest; analysis of food constituents; measurement of antioxidant activity, and sampling protocols for foods.	Databases on poly-phenols, carotenoids and contaminants in fruits and vegetables.	Experience of working on EU projects (FP5, FP6, COST 99 & 927), Austrian government contracts, food producers. Access to dissemination routes via Ernährung /Nutrition and Lebensmittel – und Biotechnologie and Austrian Society of Chemistry.
3. RUG 4. NUBEL	Analytical equipment (mainly HPLC and GC) for measuring the substances of interest. Know-how of composition of foods and influence of processing on this composition, and on analysis of food constituents, especially for vitamins in foods. Knowledge on quality control and quality assurance procedures for routine and research work in laboratories, knowledge on validation of chemical analysis methods for foods and accreditation of laboratories (auditor BELTEST). Dieticians' expertise present in the team Statistical and epidemiological expertise.	Databases on nutritional value and presence of contaminants in fish and marine products (POD project). Experience of working on other EU projects (FP3, FP4, FP5 and FP6), on Federal government contracts (POD), and on research projects financed at the Flemish level (FWO, IWT, POD). Databases on consumption in different subgroups of the population, established over the past 25 years and including on the whole more than 25,000 individuals. Manager NUBEL database for Belgium.	Experience of collaboration with Belgian food producers. Link with the ongoing Belgian national food consumption survey Experience and know-how in the field of probabilistic modelling for the estimation of nutrient intake on population level. Experience in the organization and statistical evaluation of results of interlaboratory collaborative studies.
5. IRMM	Extensive knowledge on organization of proficiency tests and collaborative trials for method validation. Analytical capacities in a large range of food matrices and large range of analytes. Preparation of certified reference materials for food & contaminant analysis.	Acrylamide content monitoring database (about 3500 assessed entries). Electronic databases on methods for the detection of feed additives, and functional foods.	Experience in participation in several Shared Cost Actions. Core research funding through the EC. Capacity in statistical interpretation of results, i.e. collaborative trials and proficiency tests.
6. NCPHP	Experience in food composition	Food Composition	Knowledge on quality control and quality

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
	analysis (macronutrients; micronutrients; biologically active compounds – flavonoids, carotenoids, melatonin). Experience in food safety analysis (toxic elements, pesticides, mycotoxines). Experience in validation of food chemical analysis methods and accreditation.	Database – Bulgarian Food Composition Tables (762 foods & 54 parameters). Database for flavonols, flavones and catechins in Bulgarian fruits, vegetables and wines. Data for carotenoids in foods. Data for contaminants in foods.	assurance. Information on national total diet study (nutrients, contaminants and additives). Analysis and development of new formulas for dietary supplements and functional foods. Member CEECFOODS network.
7. DTU	Research on food composition, food consumption, food analysis and bioactive substances. Research on Bioactive substances, especially toxic constituents.	Manager for Danish Food Composition database version 6.0. Bioactive plant foods information system with electronic input forms version 3.2.	Research to promote safe and healthy foods, to promote healthy food habits and prevent food related diseases in humans. Food safety in relation to chemistry, toxicology and microbiology. Epidemiology and risk assessment. Diagnostic surveillance. Nutrition and food related diseases in humans. Scientifically based advisory services to the Danish authorities.
8. THL	Aggregated data from Finnish National FINDIET 2002 study. Data model and data structures for food composition database. Data model, data structures and software for presentation of food information at the internet. Basic food composition data for food items from Finnish food composition database Fineli, release 4, 2004.	Manager for Finnish food composition data bank Fineli®. In-house software for management of FCB Fineli. In-house software for using FCDB Fineli in dietary surveys.	
9. UHEL	Knowledge about planning and carrying out food composition studies. Developed and validated methods for food components especially bioactive compounds. Experience and know-how for the evaluation and validation of analytical methods for food research.		Funding from national source to carry out research in this field. Experience of participating in EU projects, COST actions and the NEODIET project and for the evaluation of food composition data.
10. AFSSA	Aggregated data from French national dietary survey (1998-1999).	Aggregated data from French food composition databank, version 2004. Four scientists and 1PhD student forms part of the French National Nutrient Database Team.	
11.Matis	Research in the field of food science includes food composition, database management, meat science & traditional foods, processing technology and microstructure.	Manager of Icelandic food composition database involving the co-operation between six Institutes in Iceland concerning the database.	IceTec/Matís has participated in several EU projects, especially in the field of food processing and fish technology.
12. MRI	Projects include the assessment of food components and new	Manager of database on German food composition	The Federal Research Centre for Nutrition and Food is a research centre

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
	processing techniques (e.g. high pressure or osmotic treatment, biopreservation using protective bacteria). Further approaches comprise the enhancement of food quality and hygiene by means of processing, evaluation of physiological benefits of conventional and novel or genetically modified food, consumer behaviour and attitudes towards food and nutrition.	includes 11,000 foods and dishes. For each food, about 140 nutrients are given. The data base is currently being upgraded and extended	affiliated with the Federal Ministry of Consumer Protection, Food and Agriculture. It carries out research in the fields of nutrition and food sciences, with special emphasis on vegetables and fruit, and of nutritional behaviour.
14. TTZ	Research results on bioactive compounds & innovative food ingredients of putative health benefit as well as specific malnutrition issues granted by the work in NUTRI-SENEX. Research results on processing technologies and quality impact. Analytical methods for many food components, Experience in data-mining (esp. classification, clustering esp. k-means, nearest-neighbour, principal component analysis, statistical evaluation and prognosis with Matlab and Maple).	Experience in web-based data base applications, semantic data integration; research results and experience from bio-informatics problems.	Contact network in the food industry (over 500 SMEs, industrial players, RTDs). Established experiences and networks for fund rising and optimisation of bids.
15. NKUA	Framework for the systematic investigation of traditional foods and analytical data on the composition of traditional Greek primary and composite food.	Data from the "Composition tables of foods and Greek dishes" including the composition of 114 Greek dishes, estimated through the UNIDAP software. The composition refers to energy as well as 27 nutrients. The DAFNE (Data Food Networking) databank, with information on the daily food availability in 16 European countries (www.nut.uoa.gr). The DAFNE food classification scheme, for grouping food data of 16 European countries under common food groups.	Experience of participating in other EU projects, including co-ordination. Experience of collaboration with Greek SMEs and the Greek food industry. Experience of collaboration with the Greek agri-food and culinary sector. Educational experience on public health nutrition. Experience in working on the compilation of the EPIC nutrient database (ENDB), in particular documenting, standardizing and applying quality control to the Greek data.
16. AUA	The scientific group in the Laboratory of Food Chemistry and Analysis, AUA, has experience in the analysis of lipids, trace elements and bioactive compounds (particularly phenolics) in foods. The Unit of Human Nutrition in this Laboratory has been involved in human, animal and in	The Unit of Human Nutrition in the Laboratory of Food Chemistry and Analysis, AUA, has access to database & computing software that it is necessary to study food composition and dietary intake and for conducting	The Unit of Human Nutrition in the Laboratory of Food Chemistry and Analysis, AUA aims to advance the understanding of scientific issues relating to the role of lipids and of micronutrients, particularly iron, in health and disease.

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
	vitro studies for the investigation of the bioactivity of food constituents.	statistical analysis.	
17. UCC	Experience and know-how on the evaluation, compilation/construction and application of composition data for bioactive constituents, particularly phytoestrogens and carotenoids in foods. Know-how in the identification of foods and their description Know-how in the compilation and analysis of National food consumption databases.	Database of phytoestrogens and carotenoids in foods; The compilation and analysis of National food consumption and recipe databases.	1. Experience on collaboration with food industry and the agri-food sector. 2. Experience in working on FP5 and FP6 projects, both past and current, and links with key personnel in these projects.
18. BGU	Food composition and public health research experience. Experience related compilation of recipes and complex and ethnic-specific dishes. Development of quantitative dietary assessment methodologies for "western" and "shared plate" eating habits. Experience of linking food composition data to food frequency questionnaires and to other dietary assessment instruments. Considerable experience in the planning, performance and analysis of community based epidemiological studies and running intervention trials.	In-house Israeli food composition database for over 1450 common foods such as bread, milk, fruits, vegetables etc. Data entry systems for a variety of dietary assessment methods.	Give on-line lectures to EuroFIR members, European Universities and educational institutions.
19. INRAN	Considerable experience in planning and carrying out Food consumption surveys in the context of food data management, issues concerning food description, food coding and aggregation. Experience on bioactive compounds and analytical studies on composite Italian dishes.	Italian food composition database. Database on isoflavone and lignan content of European food (on behalf of the Venus consortium – EU project no. FAIR –CT98-4456).	
20. CSPO	Statistical analyses of large epidemiological databases (in particular case-control and prospective studies, EPIC Italy and EPIC Europe). Contacts with the USDA Nutrient Data Laboratory and with US leading nutritional epidemiologists. Experience in linking food composition data to food frequency questionnaires and to other dietary assessment instruments. Experience in running intervention trials. Compilation of food composition databases, in particular with	Assistance in the compilation of multicultural databases (10 EU countries involved in ENDB) and understanding different food traditions. Databases – latest version of the "Food composition database for epidemiological studies in Italy (approx. 1000 items and 70 nutrients).	Experience in working on other European projects (EPIC, COST action 99 and 927), US based projects (Physician Health Study and Nurses' Health Study); Experience with Italian (e.g. AIRC) and International funding agencies (e.g. WCRF). Experience in working on EPIC project, for the compilation of the EPIC nutrient database (ENDB), in particular documenting, standardizing and applying quality control to the Italian data and co-ordinating activities related compilation of recipes and complex dishes.

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
	information gathered from different sources and on missing information for specific micro-nutrients.		
21. WU	Know-how on compilation of food composition databases (Dutch Food Data Base (NEVO), also on dealing with compilation of food composition data gathered from different sources and on finding missing information for specific micronutrients. Experience in statistical analyses of large epidemiological datasets (in particular case-control EPIC-Italy and EPIC-Europe); Experience of working on the EPIC project, for the compilation of the EPIC Nutrient DataBase (ENDB), in particular documenting, standardising and applying quality control to the Italian data and co-ordinating activities related compilation of recipes and complex dishes. Experience of linking food composition data to food frequency questionnaires and to other dietary assessment instruments. Experience in running intervention trials. Broad experience in nutrient and micronutrient analysis, and their quality control, and bioavailability of micronutrients.	Experience in training in design & use of databases. Know-how on compilation of multicultural databases (10 EU countries involved in ENDB) and understanding different food traditions.	Experience of working on other European projects (EPIC, COST action 99, COST action 927). Contacts with the USDA Nutrient Data Laboratory and with US leading nutritional epidemiologists;
22. UIO		Manager of Norwegian food composition databank 2001, revised 2003. Aggregated food consumption data from the Norwegian dietary survey among adults (1997) and children 4, 9 and 13 years old (2000-2001). Aggregated food consumption data from the Norwegian Fish and Game study (1999-2000).	
23. NFNI	Food analysis expertise in a range of nutrients and other food components. A variety of specialized equipment for food analysis.	Manager of Polish database covering over 800 food products and dishes. Software to calculate amounts of energy and nutrients in the diet and in mixed products.	

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
24. INSA	The Food Safety and Nutrition Centre's research covers microbiology, chemistry, toxicology, bromatology, nutrition and food safety. Current projects include determination of contaminants and food contact materials in food supply; updating and enlarging Portuguese Food Composition Table; conducting 2nd national food consumption survey; allergenicity of GMOs in food; nutritional composition of fish and fish products; assessment of exposure and body levels of environment contaminants for individuals eating fruits and vegetables and preparation and certification of reference materials.	Manager of the Portuguese food Composition Database, which includes 950 foods (raw and cooked) and recipes). Data on relevant nutrient contents of fish (raw and cooked) and bread consumed by Portuguese population not yet included in the Portuguese food composition database. In-house data and retention factors on Portuguese cooked foods. Food Composition data from National Food and Dietary Survey and other food and nutrition surveys.	CSAN provides a consultancy service to private and public companies to implement EC directives. Standardisation of analytical methods and production /harmonisation of national and European legislation related to food. Participation in international committees ISO, CEN, FAO/WHO & Codex.
25. UVI	HPLC and coulometric electrode array detection methods for the determination of phytoestrogens. Collected data for 100 commercial food samples. New methods for lignans in foods using LC-MS and LC-coulometric electrode array detection methods.		Organisation of workshops, seminars and symposia. Experience in editing special issues (J. Chromatography). Cooperation with several partners in Europe (QLK1-1999-01197).
26. CESNID-UB	Experience in the development of information systems used in the compilation and management of food composition data. Dietitians and chefs, who can provide counselling and/or participate in the selection and preparation of recipes. Preparation of these recipes at the CESNID culinary technology laboratory.	Food composition data base with values for 698 foods and 35 components. A database for 400 additional foods, but only for few components (e.g. fatty acids and minerals).	
27. UGR	Experience in nutrition epidemiology and education. Nutrition assessment of the Andalusian population in Spain. Analytical equipment for measuring the substances of interest. Measurement of food composition especially fatty acids profile. Know-how on sampling of foods.	Databases of food (four editions, the last with 1,100 foods, analytical and bibliographic). Nutritional software for nutrition assessment and diet design.	Opportunities to collaborate with anthropologists and gastronomy experts for traditional recipes in Spain
28. FRI	Food analysis. Scientific experiences in mycotoxins analysis mainly focused on fumonisins and ochratoxin A. Evaluation of acrylamide and kinetic studies related to its generation and occurrence in	Aggregated data from Slovak food composition database available in printed form and DBFS form (1400 foods, cca 300 food characteristics) available.	Experience of working in other EU projects, management of the CEECFOODS sub-regional food composition database.

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
	foodstuffs. Irradiated spices determination and influence of irradiation on volatile compounds profile of species as well as anti-oxidative properties. Special experiences in volatile compounds determination, retention indexes, mass spectra and molecular structure evaluation. Trace elements analysis and focus on wines and liptov cheese (bryndza) regional origin determination. Determination of pathogenic microorganisms based on DNA analysis. In most cases accredited analytical methods applied.	In-house software for recipe calculation, assessment of dietary consumption.	
29. NFA	Food analysis. Evaluation of food composition data. Extensive toxicological expertise in genotoxic substances, naturally occurring toxins and other substances in foods, nutritional and antinutritional factors, and GMOs in food. Special competence in analysis of nutritional and other components of foods, especially vitamins and trace elements using certified methods.	Data from Swedish food composition database. System development, web applications and database maintenance.	Experience of working in EU and other international projects (FP5, FP6, COST 99, EPIC, EFCOSUM).
30. SLU	Advanced methods to assess nutrient bio-availability. Advanced analytical equipments. Scientific and analytical excellence on (a) lipids – cholesterol and phytosterols, lipid oxidation & products; (b) starch and dietary fibre composition; (c) acrylamides in cereals; (d) vitamins – tocopherols, tocotrienols, folates and vitamin B12; (e) bioactive compounds – phenolics, lignan, alkylresorcinols and avenanthramides.	Databases for publications via SLU-library. Computer techniques in course teaching, training & e-learning. Software for HPLC education, statistics, reference database (e.g. folates). Software for LC and GC equipment control.	Collaboration in EC projects (FLAIR, BCR-MAT, FP5, FP6, COST 99 & 919) and with industry & governmental authorities. Track record of fund raising via TMR-Marie-Curie, other EC-programmes (see above), national research councils & industry. Track record of training of under-, post- & graduates (all genders & nationalities).
31. TUBITAK	Laboratory accreditation (EN ISO/IEC 17025). Know how on quality management system in food laboratories. Experience in internal quality control, method validation and measurement uncertainty. Experience in energy and nutrient analysis (vitamins, minerals, fatty acids, artificial, sugars & sweetener, organic acids etc.) by instrumental analysis methods. Experience on contaminant analysis	Database on composition of hazelnuts.	Good relations with Turkish Food industry. Organiser of the International Food and Nutrition Congress (July 2005).

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
	(e.g. mycotoxins & heavy metals). Traditional foods data collection, sampling and nutrient analysis.		
32. BNF	Food composition data and deriving practical information from it. Track record in dissemination and media communication. Extensive food industry contacts.	BNF networks and databases including existing EU-wide communication networks. Experience with food analysis software packages.	Awarding winning website attracting approx. 1.5 million per month. Experience of working in other EU projects, UK government and research council contracts. Wide range of contacts across academia, education, research, health professionals, food industry, government and the media. Representation on key UK research and government committees.
33. EMBL-EBI	Expertise in the collection, organisation, interpretation and distribution of molecular biology data through the development and maintenance of databases of nucleotide and protein sequences.	Extensive technical experience in database management (oracle, mySQL) in Unix environment, development of standards (OMG LSR, MIAME & PSI) and online scientific service provision.	
34. CSL	Analytical proficiency in a wide range of matrices and analytes. Food analysis performance assessment scheme (FAPAS) for food chemistry. Genetically modified materials analysis (GeMMA) for GMO analysis. Food examination performance assessment scheme (FEPAS) for food microbiology. Laboratory environmental analysis proficiency scheme (LEAP). Expertise in microbiology and GMO analysis, and UKAS technical management.	Electronic submission of results for FAPAS, FEPS and GeMMA. State of the art statistical analysis of homogeneity data and proficiency test data sets.	All the schemes are recognised by UKAS as external PT schemes for the purpose of laboratory accreditation to ISO/IEC 17025. FAPAS® and FEPAS® are accredited by UKAS to ISO/IEC Guide 43-1:1997, through assessment against ILAC G13-2000 and relevant elements of ISO 9000:1994. Access to world-renowned statistical advisers and experienced scientists who are available to help with a wide range of technical and scientific problems.
35. UL	Sampling for food composition studies. Analytical facilities [HPLC] for measuring flavonoids and caffeine. Know-how of nutrient and non-nutrient composition of ethnic foods. Cholesterol-lowering effects of key ingredients. Flavonoids and antioxidant activity of ethnic foods consumed in the UK, China and Indian sub-continent.	Data on catechins and caffeine in tea beverages, selected fruit and vegetables. NETTOX and BASIS databases for non-nutrients..	Knowledge of assessment of dietary survey requirements of ethnic UK populations. A particular expertise is related to composition of ethnic foods and nutritional requirements of ethnic populations. Knowledge of the absorption and metabolism and functional consequences. Experience of working in other EU projects, UK government, research councils and International agencies.
36 ILSI	ILSI Europe provides access to a wide network of industry and academic experts who together have a broad knowledge on methods and food analysis.	ILSI Europe provides access to a wide network of industry and academic experts who together have a broad knowledge on	ILSI Europe aims to advance the understanding and resolution of scientific issues relating to nutrition, food safety, toxicology and risk assessment through symposia, workshops, expert groups and resulting publications. ILSI Europe has

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
		database & computing software.	been coordinating both European Projects PASSCLAIM (Scientific substantiation of health claims) and FOSIE (Risk assessment of chemicals in food), is currently coordinating the FP6 Network of Excellence EurRecA (European micronutrient Recommendations Aligned) and will coordinate from September 2007 the FP6 Specific Support Action BRAFO (Risk/benefit analysis of foods).
37. US	Qualitative and quantitative methods to gain stakeholder views on food composition data. Track record in stakeholder research and extensive stakeholder contacts.	University of Surrey stakeholder networks and databases.	Experience of working in other EU projects, including coordination, UK government and research council contracts.
38. BAG	Best practice and recommendations in structuring and presenting information for the web. Best practice in creating accessible usable websites using the content management tools provided.	Best practice on database design and construction for web accessibility. HTML code and graphics created for the project itself.	Baigent are experts in creating and managing complex and challenging websites for a wide variety of clients. We combine design and technical expertise under one roof backed with outstanding project management and consultancy services and deliver all our projects to the highest international standards.
39. RIKILT	Broad experience in analysis of nutrients, micronutrients, phytochemicals, and contaminants. Know-how on a large variety of analytical techniques Extended experience in analytical quality control systems and their management. State-of-the-art experience in dietary exposure measurements.	Experience in construction and management of the national Dutch database on contaminants. Residue database KAP (Quality Programme Agriculture Products). Food consumption database Dutch Infants RIKILT. Probabilistic risk assessment software MCRA-software (Monte Carlo Risk assessment).	
40. Polytec	Design and development of software for description and classification of food, including BASIS, FLAVIS, PISCIS and LanguaL. Development of WEB applications using ASP, PHP and Content Management systems.	Database design, implementation and operation. Experience in design and implementation of desktop application using Borland Delphi with Paradox, Microsoft Access and Microsoft SQL Server.	Numerous international assignments over the last 10 years with development of environmental information systems. Quality assurance activities, e.g. QA for the National Danish Waste Information System ISAG for more than 10 years.
41. IDUFIC	Development of data content, data structure and data interchange specifications for food composition data and documentation. Knowledge of chemical nomenclature, chemical structure handling and the chemical abstracts service registry system.	Detailed know-ledge of various European national food composition databases, and liaison with their compilers. Management and inter-conversion of database, spreadsheet, text and HTML	

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
		formats. Design, production and quality control of data collections and bibliographic databases. Development of food composition data management software. Knowledge of SGML and XML. Preparation of informative websites, for example the Eurocode 2 site.	
42. NNC	Food consumption monitoring and nutrients/contaminants intake calculation and risk assessment. 2. Food composition and contamination research and databases compiling. 3. Analysing of data, drafting of food safety legal acts and proposing corrective actions on public health for the Ministry of Health and the government.	Activities in the food composition and contamination research field composed from data collection, calculation of nutrients of the foodstuffs and compiling the databases. The foodstuffs composition database is compiled mainly by calculation of nutrients from recipes. Food composition data are also collected from food industry laboratories.	Food consumption monitoring is recurrently executed every 5 years and covers representative samples of respondents from whole country. The 24-hour recall method with visualization of portion size is used. Public health centers from all districts of the country take part in this monitoring. NNC carries on National Nutrition and Health Behavior monitoring of Lithuanian population also in recurrence of 5 years. The last study was executed in 2002-2003.
43. ETHZ		The current Swiss food composition database is affiliated to the Department of Agricultural and Food Sciences. It will be restructured, updated and extended within the next three years in order to provide a solid fundament for the projected first national nutrition survey in Switzerland.	ETH Zurich, one of the internationally leading Universities, is an institution of the Swiss Confederation dedicated to higher learning and research. The ETH produced together with the Swiss Federal Office of Public health the actual Swiss food composition database. Research and education in food sciences and human nutrition constitute an important part of the Department of Agricultural and Food Sciences, whose mission is to understand the components of the food chain from the molecular and organizational to the socio-economic level and their interactions within and between these levels.
44. IMR		The team from department have created software: for nutrition planning and diet modelling, dietary evaluation of the nutrition quality based on food record, nutritional status monitoring and evaluation of the population.	The main expertise of the institute are: research in nutrition and public health, nutrition expertise, nutritional epidemiology; obesity; nutrition and NCDs, nutrition education and counselling, healthy nutrition promotion, teaching human nutrition and dietetics, B.Sc and postgraduate level. Department of Nutrition and Metabolism composed of food scientists, nutritional researchers, nutritionist, medical doctors, biologists, molecular biologists, chemists,

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
			pharmacists, biochemists all active in nutrition research. Our researchers were involved in the national study of atherosclerosis risk factors, nutritional status and the quality of nutrition in schoolchildren as well as diet and health status in adult population.
45. FVS-FC	FVS-FC ensures unified state surveillance and control over the food circulation and the sector of veterinary medicine. It demonstrates the integrated "farm-to-fork" approach by realization of food surveillance at all stages of food production, processing, marketing and transportation. According to the national legislation the FVS is responsible for performing of risk factor research and analysis.		Food Center is an independent structural unit of Food and Veterinary Service of Latvia* (FVS) and the main task of the institution is to ensure the registration and approval of certain food stuffs and food and feed components (for instance, food supplements, diet food, novel food, GMO's). Activities of Food Center include: research programming; organization of scientific and/or the best-practice grounded networking; and risk communication; risk assessment; and collecting and analyzing of the scientific and technical data, according to the aims and tasks of FVS and Food Center. Food safety is a share responsibility for all stakeholders in the food chain. Food Centre liaises closely with academia, food industry, consumer organizations and government. The Food Centre has set itself the task of working in collaboration with all players in a common goal of consumer protection.
46 DFI			On request, DFI is carrying out specific tasks in the field of computerised food composition databanks; among these bigger tasks systems for diagnosis of food intolerance or allergy can be mentioned. DFI has also worked with the Danish Cancer Society in connection with the construction of intake calculation systems - both for the Society's own dietary surveys as well as the part which is connected to the pan-European EPIC study (European Prospective Study into Nutrition and Cancer). DFI was involved in building up the Icelandic food composition database and the software for nutrient intake calculations.
47 NEVO/TNO	Our group is situated in the Business Unit `Quality and Safety' and in the Department Food and Chemical Risk Analysis, and focuses on Dietary Exposure Assessment (including among other things the Dutch National Food Consumption Survey), Analytical Epidemiology (including the Netherlands Cohort Study on Diet	In the Netherlands the NEVO Foundation maintains the Dutch nutrient database, on which the official food composition table (NEVO table) is based. The NEVO Foundation is funded by the Dutch government and	

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
	and Cancer, a large prospective study of 120,000 subjects that started in 1986), Risk Perception, Integrated Design of Healthy Foods, Claim substantiation and perception and consumer behaviour. Further, our business unit has a wide variety of expertise in the field of assessment of human exposure to food and chemicals, toxicological risk assessment and risk management.	hosted at the TNO Quality for Life. The NEVO Foundation was established in 1985 and consists of a Board, a Bureau and an Expert Working Group	
48 FCN		This is a spin-off SME that has been established by investors and researchers who initially developed in the UK and later in Greece. It strives to be active in 2 lines of activities. First, research in the area of food consumer-led product innovations, this including food marketing and sustainability/commercialisation of research innovations in the area of food. This includes knowledge regarding regulations and implications for food companies with reference to food product new labelling and health claims legislation. Second, development of new food products together with other European SMEs.	
49 RIVM/NEVO	Transferred by the Dutch Ministry of health, Welfare and sport from TNO to RIVM the business unit has a wide variety of expertise in the field of assessment of human exposure to food and chemicals, toxicological risk assessment and risk management.	In the Netherlands the NEVO Foundation maintains the Dutch nutrient database, on which the official food composition table (NEVO table) is based. The NEVO Foundation is funded by the Dutch government and hosted at the TNO Quality for Life. The NEVO Foundation was established in 1985 and consists of a Board, a Bureau and an Expert Working Group	
50 EuroFIR AISBL	A membership subscription based non-profit association based in Belgium with 9 Founding EuroFIR Partners and other members. It was launched in May 2009 and will continue some of EuroFIR's current	The mission of EUROFIR AISBL is the development, publication and exploitation of food composition databases, tools and software in order to support	The AISBL is a key interface between the national food database compiler organisations and their national funders and stakeholders including a network of laboratories producing the data, with users of food composition data from

Partner	Methods & food analysis	Databases & computing software.	Other related knowledge & related experience
	outputs and services.	and underpin research into food quality, food safety, diet and health in Europe.	industry, academia and regulators. It will also seek to promote and develop appropriate quality assurance and traceability principles, facilitating the implementation of relevant international standards.

11. Ethical issues

None.

12. Other issues

The following table summarises the connections and links between EuroFIR partners with FP6 and other EC COST projects:

EU FP6 Project (Type)	**EuroFIR Core Partner(s)**	**EuroFIR Researchers**
SAFE FOODS (IP)	DTU, RIKILT, AUA	Anders Moeller, Jacob van Klaveren, Dr George Chryssochoidis
QUALITY LOW INPUT FOODS (IP)	IFR	Paul Finglas
LIPGENE (IP)	BNF	Dr Judy Buttriss
SEAFOODPlus (IP)	IFR, IceTec/Matís	Dr Olafur Reykdal
GALEN (NoE)	IFR	-
NuGO (NoE)	IFR	Dr Sian Astley & Catherine Reynolds
NOFORISK (SSA)	DTU	Anders Moeller
FLORA (STREP)	IFR, DTU	Paul Finglas, Dr Paul Kroon, Anders Moeller & Dr Jorn Gry
FLAVO (STREP)	IFR	Dr Paul Kroon
COST Action 926*	IFR, DTU	Paul Finglas, Dr Paul Kroon, Anders Moeller & Dr Jorn Gry

* Impact of New Technologies on the Health Benefits and Safety of Bioactive Plant Compounds.