

PROJECT NO. - CA 016228

PROJECT ACRONYM - SKEP

PROJECT TITLE –

‘Scientific Knowledge for Environmental Protection – Network of funding Agencies’

INSTRUMENT: ERA-NET (CA)

THEMATIC PRIORITY: Environment

INTERIM ACTIVITY REPORT

PERIOD COVERED: From 01 December 2006 to 01 June 2007

DATE OF PREPARATION: 15 June 2007

START DATE OF PROJECT: 01 June 2005

DURATION: 4 Years

PROJECT CO-ORDINATOR NAME: Dr Simon Gardner

PROJECT CO-ORDINATOR ORGANISATION NAME: Environment Agency for
England and Wales

SECTION 1 – PROJECT OBJECTIVES AND MAJOR ACHIEVEMENTS DURING THE REPORTING PERIOD

The SKEP ERA-NET brings together the key funders of national research programmes to generate knowledge in collaboration and improve links with high-level policy-makers. It also aims enhance the value of research in meeting the needs of policy makers and those who implement regulation by sharing good practice in research management and dissemination..

The SKEP ERA-NET is advancing according to the outline schedule set out in the Description of Work (DoW) at the 24 month stage of the project. Significant progress has been made in all six work packages.

Successful project workshops have taken place for Work Packages 3 and 4 (Åland Islands, 18th-20th April, 2007), and Work Package 2 (Oxford, 16th-17th May 2007).

Four project deliverables are presented in conjunction with this interim progress report:

- **Deliverable 2.2 – ‘Portfolio analysis of research programmes’**

Following the exchange of research information between SKEP participants, a workshop was held in Oxford on the 16th - 17th May to discuss and finalise a strategic assessment of the SKEP research portfolio undertaken by the consultants WRC. This assessment was conducted in order to highlight perceived areas of duplication, gaps and priority areas for research across the network. The results of this report will be used as a starting point for discussions which will culminate in a list of projects for the main joint call as part of Deliverable 5.2.

- **Deliverable 3.2 – ‘Guideline for common evaluation procedures’**

A report has been produced by the Finnish Environment Institute (SYKE) which highlights perceived best practice in proposal evaluation, project evaluation and overall programme evaluation. The draft conclusions of this report were discussed at a joint Work Package 3-Work Package 4 workshop held in the Åland Islands on the 18th - 20th April 2007.

- **Deliverable 4.1 – ‘A report on current activities in the implementation of research’**

A report has been produced by Dr John Holmes (University of Oxford) on behalf of the Swedish Environment Protection Agency (SwEPA), concerning a study of dissemination and implementation in SKEP member organisations’. The draft conclusions of this report were discussed at a joint Work Package 3-Work Package 4 workshop held in the Åland Islands on the 18th - 20th April 2007.

- **Deliverable 6.2 – ‘Completed literature review of one issue for investigation’**

A literature review has been conducted by Erdyn consultants on behalf of the French Ministry of Ecology and Sustainable Development (MEDD) and the Agency of the Environment and Energy Control (ADEME), which looks at one emerging issue of environmental concern for in-depth investigation.

Some formal changes to the Description of Work are required at the 24 month stage of the ERA-NET (June 2007) in order to reflect the evolution of the project. And applications for the addition of new participants.

SECTION 2 – WORK PACKAGE PROGRESS OF THE PERIOD

Work Package 1 – ‘ERA-NET management and co-ordination’

Start date: 0m; End date: 48m

Milestones and expected result	Status
M1.0 (0 month) Inception meeting	Completed (20 th -21 st June 2005) ✓

Progress report: *The management and co-ordination of the SKEP ERA-NET lead by the Environment Agency (England and Wales) is progressing according to the Description of Work (Annex I).*

Main activities initiated by the co-ordination team (Environment Agency - England and Wales) months 18 - 24:

- Monthly consortium newsletters were produced and disseminated
- A series of communications products were created for the network
- Please refer to Section 3, ‘Consortium Management’, for further details of co-ordination team activities

Work Package 2 – ‘Exchange of research programme information’

Start date: 0m; End date: 24m

Milestones and expected result	Status
M.2.1 (6m) – Workshop to review existing systems and finalise specifications for information tool and analysis.	Completed (5 th -6 th December 2005) ✓
M.2.2 (12m) – Information available on live web site.	Completed (30 th June 2006) ✓
M.2.3 (24m) – Portfolio analysis including the identification of areas for information sharing and collaboration to feed into other work packages.	Completed (30 th June 2006) ✓

Deliverables	Status
D.2.1 (12m) – Web-based information tool (linked to other EC tools)	Completed (30 th June 2006) ✓
D.2.2 (24m) – Portfolio analysis of research programmes.	Completed (30 th June 2007) ✓

Progress Report: *Work Package 2, being lead by the Environment Agency (England and Wales) is progressing according to the Description of Work (Annex I).*

Main activities initiated by the Environment Agency (England and Wales) month 18 - 24:

Deliverable D2.2, a portfolio analysis of environmental research conducted across the SKEP consortium, including the identification of areas for information sharing and collaboration to feed into other work packages, has now been completed. This report will be used as a starting point for discussions within the network on research topics to be included in the main SKEP joint-call in 2009.

A Work Package 2 workshop was held in Oxford on the 16th - 17th May 2007 to discuss the key conclusions of the report, and to discuss the best use of this information in relation to the SKEP joint call process. Further information on the progress of SKEP Work Package 2 can be viewed at: <http://www.skep-era.net/site/81.asp>

Work Package 3 – ‘Best practise in research management’

Start date: 0m; End date: 24m

Milestones and expected result	Status
M.3.1 (5m) – A questionnaire is developed and tested.	Completed (August-November 2005) ✓
M.3.2 (12m) – End of analysis of good practice in programme management.	Completed (June 2006) ✓
M.3.3 (24m) – End of analyses of common evaluation procedures.	Completed (June 2007) ✓

Deliverables	Status
D.3.1 (12m) – A report on analysis of questionnaire results, interviews and workshop – Guidelines for good practice in programme management.	Completed (June 2006) ✓
D.3.2 (24m) – Guidelines on common evaluation procedures.	Completed (June 2007) ✓

Progress Report: *Work Package 3, being co-lead by Finnish Ministry of Environment (FiMoE) and Finnish Environment Institute (SYKE) is progressing according to the Description of Work (Annex I).*

Main activities initiated by the *Finnish Ministry of Environment (FiMoE) and Finnish Environment Institute (SYKE)* months 18 - 24:

Deliverable 3.2, the production of guidelines on common evaluation procedures, has now been completed. A report entitled, ‘Approaches and practices in mid-term and ex-post evaluation of environmental research programmes’, was finalised following a joint Work Package 3 - Work Package 4 meeting held in the Åland Islands between the 18th - 20th April 2007.

The study focused upon the planning and selection of programme evaluation techniques, the selection of evaluation foci, and the utilisation of evaluation results. Specific attention was directed in section 2 of the report towards evaluation at the EU-level and how to evaluate joint-funded research programmes with respect to the ERA-NET scheme. Further information on the progress of Work Package 3 can be viewed at: <http://www.skep-era.net/site/79.asp>

Work Package 4 – ‘Dissemination and implementation of research’

Start date: 12m; End date: 36m

Milestones and expected result	Status
M.4.1 (18m) – A questionnaire is developed and tested.	Completed (01 June 2006) ✓
M.4.2 (36m) – The identification of topic of dissemination and implementation to feed into WP5	On time

Deliverables	Status
D.4.1 (24m) – A report on current activities in the dissemination, implementation and use of research is produced.	Completed (June 2007) ✓

D.4.2 (36m) – Guidelines for better dissemination and implementation of research for specific target groups.	On time
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Progress report: *Work Package 4, being lead by the Swedish Environment Protection Agency (SwEPA) has now completed Deliverable 4.1, a study of the approaches to the dissemination and utilisation of research in SKEP member organisations is being carried out. This study was been sub-contracted by SwEPA to Dr John Holmes, a senior research fellow at the University of Oxford.*

Main activities initiated by the *Swedish Environment Protection Agency (SwEPA)* during months 18 - 24:

The finalisation of a report on current activities on disseminating and using research in SKEP member organisations. This report focused specifically on the needs of policy makers and regulators in SKEP member organisations in their everyday work. Within it, conclusions were presented for five key areas of investigation: planning and management of research programmes; communication of results; the use of interpreters and intermediaries; effective engagement with stakeholders; and the evaluation of research impact. Further details of SKEP Work Package 4 can be accessed at: <http://www.skep-era.net/site/82.asp>

The report was used to structure the SwEPA section of the agenda of a joint workshop for Work Packages 3 and 4 held in the Åland Islands on the 18th - 20th April 2007.

The findings of this report were presented on the 8th May 2007 at the ‘Lisbon to Leipzig’ event under the German Presidency of the European Union at a SKEP-sponsored session entitled, ‘From science foresight to political action – bridging the gap between research and policy’. Further details of this session can be found at: http://www.fona.de/de/3_akteure/forum_2007/index.php?we_objectID=4958&lang=eng

Work Package 5 – ‘Plan and develop collaborative work areas’

Start date: 18m; End date: 45m

Milestones and expected result	Status
M.5.1 (18m) – Workshop to identify participants and thematic issues for pilot joint call	Completed (12th – 12th December 2006) ✓
M.5.2 (24m) – Launch a small-scale project or test joint call for proposals	Completed (21st June 2007) ✓
M.5.3 (36m) – Identification of participants and thematic issues for main joint call	On time
M.5.4 (45m) – Launch main joint call for proposals	On time

Deliverables	Status
D.5.1 (18m) – List of projects for small-scale pilot or test joint call for proposals	Completed (21st December 2006) ✓
D.5.2 (30m) – Action plan for joint call including list of projects for main joint call for proposals	On time
D.5.3 (48m) – Report reviewing experience of joint calls for proposals	On time

Progress report: *Work Package 5 is being lead by the Irish Environment Protection Agency (IEPA). On the 24th October 2006 Jon Greaves, from the Environment Agency for England and Wales was seconded to IEPA in order to assist with Work Package 5 activities.*

Main activities initiated by the *Irish Environmental Protection Agency (IEPA)* during months 18 - 24:

On the 4th of January 2007, a meeting was held in Brisol to set up a Call Management Board (CMB), and to establish four Working Groups within the SKEP consortium to manage the set-up of the first SKEP pilot joint call. These Working Groups considered the following aspects of the pilot call:

- Working Group 1: Call topic
- Working Group 2: Call architecture
- Working Group 3: Legal Agreement
- Working Group 4: Call communication and dissemination

The first SKEP pilot call was launched on time in June 2007 using a virtual common pot approach. Nine SKEP participants contributed funds to this joint call, pooling funds in excess of €500k. The pilot call concentrated on two topic areas within the sphere of sustainable consumption and production:

- (i) 'A review of environmental accounting approaches associated with the consumption of imported goods and services'
- (ii) 'An assessment of the interplay between environmental regulation and market forces with respect to the building and construction industry'.

Further details of the first SKEP pilot joint call are available on the network website at: <http://www.skep-era.net/site/61.asp> . A Call Steering Committee, and a joint-call secretariat have now been created in order to manage this first SKEP call, and successive calls.

Work Package 6 – ‘Investigate emerging issues for future research planning’
Start date: 12m; End date: 36m

Milestones and expected result	Status
M.6.1 (24m) – Identification of current horizon scanning and identification of one emerging issue to be investigated	Completed (15th July 2007) ✓

Deliverables	Status
D.6.1 (18m) – Report on current practices for research planning and ‘horizon scanning’ in Member States	Completed (20th December 2006) ✓
D.6.2 (24m) – Completed literature review of one issue to be investigated	Completed (15th July 2007) ✓
D.6.3 (30m) – Summary of perceptions and science needs of policy makers and operational staff based on questionnaire results for the selected issue	On time
D.6.4 (36m) – Report on the workshop explaining the decisions and recommendations for future research, and preparing ideas for future joint calls	On time

Progress report: *Work Package 6 is being co-led by the French Ministry of Ecology & Sustainable Development (MEDD) and the French Agency of the Environment and Energy Control (ADEME). This work package is progressing according to the Description of Work (Annex I).*

Main activities initiated by the French Ministry of Ecology & Sustainable Development (MEDD) and the French Agency of the Environment and Energy Control (ADEME) between months 18 - 24:

MEDD attended a European Environment Agency research foresight workshop in Copenhagen, Denmark, in May 07 and made a joint presentation with the EA based on deliverable 6.1 (current practices for research planning and 'horizon-scanning' in member states).

MEDD wrote the terms of references for an 8-month preparatory study on the technological convergence (nano-bio-info-cogno) and the environment. The call for this study was launched by MEDD and ADEME at the beginning of March. This study concerns an in-depth literature review, the preparation of the questionnaire and the identification of European experts and stakeholders. After the selection of bids, this study has been entrusted to Erdyn Consultants at the beginning of April 07. Dr Solange Martin, a new project officer totally dedicated to SKEP network activities, was recruited to ADEME at the beginning of April 2007.

MEDD and ADEME gathered references and materials on nano and converging technologies. Both organisations have participated in several national debates or initiatives on nanotechnology for self-training and identification of experts who could be mobilized for WP6. A leaflet about environmental issues of converging technologies and WP6 activities is in preparation and contacts are being made with experts and stakeholders of the field. This upstream promotion of WP6 towards experts and institutions aims at achieving a greater participation in future events (questionnaire and workshop) and aims at preparing the integration of WP6 outputs into the last joint call launched by WP 5 in 2009.

MEDD and ADEME chose to enlarge the steering committee for the preparatory study in order to include SKEP members and experts from various disciplines. Two major meetings in Paris are planned (12th of July and 8th of November 2007) and contacts have been taken accordingly. About 10 persons outside ADEME and MEDD have already agreed to join this enlarged steering committee that will operate without additional cost.

Further information on the progress of SKEP Work Package 6 can be viewed at: <http://www.skep-era.net/site/80.asp>

SECTION 3 – CONSORTIUM MANAGEMENT

A. Consortium management tasks

There have been no substantive problems experienced in the management of the consortium over the first 24 months of the project. Issues arising can generally be partitioned into the following areas:

1. Contract/Description of Work changes

The changes to organisation name changes and general staff changes were notified to the Commission via letter, forms A2 and updated Contract Preparation Forms in October 2006 were formally accepted by the Commission in April 2007.

In summary these covered change in organisation name for Participant 8, Fg-ENED and Participant 11, MSHE. The Commission included a change in name for Participant 9, IMELS at the same time that was not formally requested in our letter.

The Contract Preparation Forms covered change in participant contact name for Participants 1 (EA), 2 (SwEPA), 11(MSHE) to Simon Gardner (EA), Jennie Savgård (SwEPA), Arkadiusz Linowski (MSHE) respectively; change in authorised signatory name and contact details for participant 13 (RCN): Dr Anne Kjersti Fahlvik (Executive Director of Division; change in role for 2nd authorised signatory for participant 1 (EA): John Seager and inclusion of details of other major department/faculty/institute/lab carrying out the work for participant 10 (VROM): National Institute of Public Health and the Environment and Safety Division, P.O. Box 1, NL3720 BA Bilthoven, The Netherlands.

2. The inclusion of 3rd Parties

In April 2007 Participant 9: IMELS revoked their initial intention in October 2006 to include Studiare Sviluppo as a 3rd party resource to support them in the project since their (on behalf of MATT). This is because their Framework Agreement with Studiare Sviluppo will close before the end of SKEP project and won't secure their assistance to us to the end of the project. No further 3rd party arrangements are foreseen at this time.

3. The inclusion of new participating organisations

As stated in the previous interim progress report, two organisations, German Federal Environment Agency (Umweltbundesamt) and the Romanian Ministry of Science and Education (Ministerul Educatiei si Cercetarii) have requested to become full participants in the network. Now we have received formal approval of our last set of changes we will formally apply to the European Commission in order to request that they be added to the consortium.

4. Changes in the nature of consortium participants

A number of participating organisations within the SKEP ERA-NET consortium have undergone changes to either their name, or their legal basis, over the last 24 months. These organisations have included:

Participant 2: SwEPA. The Swedish Environment Protection Agency (Naturvårdsverket) has changed its legal address from Blekholmsterrassen 36, Stockholm, Sweden SE-10648 to Valhallavägen 195, SE-106 48 Stockholm, Sweden. We will formally notify the Commission of this change as soon as possible.

Participant 5: MEDAD. The French Ministry of Ecology and Sustainable Development (Ministère de l'Ecologie et du Développement Durable) has, following a change in government, changed its name to The Ministry of Ecology, development and sustainable management, Ministère de l'écologie, du développement et de l'aménagement durables (MEDAD). We will include this on our next formal change request to the Commission.

Other changes we will notify the Commission of in our revised Contract preparation Forms (CPFs) submitted as part of our formal change request to the Commission:

Participant 4: IEPA. The Irish Environmental Protection Agency have a new authorised signatory, Micheal Lehane who will also replace Gerard O’Leary in Network Steering Committee meetings.

Participant 5: MEDAD. The French Ministry of Ecology and Sustainable Development (Ministère de l’Ecologie et du Développement Durable) have appointed a new member of staff, Julien Vert to lead their contribution to WP6 as co-work package leader with Participant 6, ADEME. Julien replaces Sebastien Treyer who left the Ministry in December 2006.

Participant 6: ADEME. The French Environment and Energy Management Agency (Agence de l’Environnement et de la Maîtrise de l’Energie) have appointed a new member of staff, Solange Martin to lead their contribution to WP6 as co-work package leader with Participant 5: MEDAD.

Participant 11: MSHE. The Polish Ministry of Science and Information Society Technology (Ministerstwo Nauki i Informatyzacji) have appointed a new member of staff, Daniel Drozd to lead their contribution to the network. This role is now transferred from Arkadiusz Linowski.

Participant 12: IEP. The Polish Institute of Environmental Protection (Instytut Ochrony Środowiska) have appointed Barbara Oleskow to lead their contribution to the network. This role is now transferred from Bozena Kozera –Sucharda who has now left the Institute.

B. Sub-contractors

There have been no changes in sub-contracting since the previous (12m - 18m) report to the Commission.

D. Co-operation with other projects/programmes:

The SKEP project has co-operated in months 18 - 24 with the following initiatives:

- European Environment Agency – SKEP presentation at the EEA workshop on research foresight for environment and sustainability on the 14th – 15th May 2007.
- The German Presidency’s ‘Lisbon to Leipzig’ meeting on environment and sustainability..
- The UK Environmental Research Funders Forum (ERFF) – continuing progress meetings with this domestic analogue of the SKEP project.
- Other ERA-NETS - links have been made to share experience and expertise of the ERA-NET scheme and to discuss opportunities for co-operative working between ERA-NETs. This includes SNOWMAN, EUWI, CRUE, CIRCLE and ERA ENV-HEALTH

Section 4 – Other issues

No other issues are foreseen at this time.

ANNEX

Annex 1: Use and dissemination

A. Publications

Between month 18 and month 24 of the project, a number of publications and articles have been produced. A proportion of which have been additionally disseminated via our project website at <http://www.skep-era.net>

Date	Type	Type of audience	Countries addressed/size of audience	Partner involved/responsible	Venue	Description
April 2007	Leaflet	PU	International	DEFRA	Not applicable	An overview of the activities of the SKEP network.
May 2007	Leaflet	PU	International	Not Applicable	Not Applicable	A promotional leaflet for the first SKEP pilot joint call.
May 2007	Poster	RE	All European Member States, 700 attendees	EA, SwEPA	Leipzig	Poster outlining the relationship between the science-policy work of SKEP Work Package 4 and other associated initiatives.
June 2007	Article	RE	UK, European Parliament MEPs	EA	Not Applicable	An overview of the aims and objectives of the SKEP network, and of the launch of the first pilot joint call.

In addition to the publications cited above, four SKEP work package deliverables were produced in the last 6 month period of the project. These reports have been disseminated on the SKEP ERA-NET website. These are:

- **Deliverable 2.2 – ‘Portfolio analysis of research programmes’**

A report containing a strategic assessment of the SKEP research portfolio undertaken by the consultants WRc. This assessment was conducted in order to highlight perceived areas of duplication, gaps and priority areas for research across the network. The results of this report will be used as a starting point for discussions which will culminate in a list of projects for the main joint call as part of Deliverable 5.2.

- **Deliverable 3.2 – ‘Guideline for common evaluation procedures’**

A report produced by the Finnish Environment Institute (SYKE) which highlights perceived best practice in proposal evaluation, project evaluation and overall programme evaluation.

- **Deliverable 4.1 – ‘A report on current activities in the implementation of research’**

A report produced by Dr John Holmes (University of Oxford) on behalf of the Swedish Environment Protection Agency (SwEPA), concerning a study of dissemination and implementation in SKEP member organisations’.

- **Deliverable 6.2 – ‘Completed literature review of one issue for investigation’**

A literature review completed by Erdyn consultants on behalf of the French Ministry of Ecology and Sustainable Development (MEDD) and the Agency of the Environment and

Energy Control (ADEME), which looks at one emerging issue of environmental concern for in-depth investigation.

B. Presentations and meetings

Between month 18 and month 24 of the project, a number of representations at meetings, and presentations on the aims and objectives of SKEP were delivered:

Date	Type	Type of audience	Countries addressed/ size of audience	Partner involved/ responsible	Venue	Description
31st January 2007	Presentation	RE	Environmental ERA-NETs	EA	Brussels, Belgium	Meeting of FP6-funded environmental ERA-NETs. SKEP presentation delivered on trans-national research calls.
9th February 2007	Presentation	RE	EUWI ERA-NET	EA	London, UK	Presentation of SKEP activities given at the launch of the EUWI ERA-NET.
20th February 2007	Presentation	RE	German Ministry for Education and Research (BMBF)	EA	Berlin, Germany	Presentation of SKEP activities to the German Ministry and UBA representatives.
30th March 2007	Meeting	RE	UK ERA-NET participants	EA	London, UK	SKEP contribution to a meeting of UK ERA-NET participants hosted by the Office of Science and Innovation (OSI).
17th April 2007	Presentation	RE	CRUE ERA-NET participants, selected environmental ERA-NETs	EA	Den Haag, Netherlands	SKEP contribution to a CRUE ERA-NET meeting.
23rd - 24th April, 2007	Presentation	RE	Network of Heads of European EPAs, 60 attendees	EA	Helsinki, Finland	Presentation on the aims and objectives of the SKEP network and the delivery of a transnational research platform.
8th May 2007	Presentation	RE	All European Member States, 700 attendees	EA	Leipzig, Germany	Overview presentation of the aims and objectives of the SKEP network; overview of the 1 st SKEP pilot joint call.

8th May 2007	Presentation	RE	All European Member States, 700 attendees	SwEPA	Leipzig, Germany	Presentation of the results of SKEP Deliverable 4.1, 'Current activities in the dissemination, implementation and use of research'.
14th-15th May 2007	Presentation	RE	A group of European experts, EEA Scientific Committee	EA, MEDAD	Copenhagen, Denmark	Joint presentation delivered by EA and MEDAD at the European Environment Agency workshop on research foresight for environment and sustainability.
30th May 2007	Meeting	RE	SKEP representatives and DEFRA staff.	EA, DEFRA	London, UK	Meeting with the UK Government to discuss a financial contribution for the first SKEP pilot joint call.
31st May 2007	Webinar	RE	SKEP representatives and consultants	EA, OmniViz	Bath, UK	A webinar delivered by OmniViz designed to explore the potential for the use of knowledge management tools in SKEP Work Package 2 ('Exchange of research information').

C. SKEP ERA-NET Website

The project website (www.skep-era.net) launched in October 2005 has continued development during months 18-24 of the project to increase the amount of information included and therefore its role as a communication tool.

The SKEP ERA-NET project website was launched on the 31st of October 2005. During this time, significant increases have been seen in all indices of the websites usage (see summary table below). At the 24 month stage of the project, the website has been visited approximately 1.8m times, by 39,000 total visitors and is a cornerstone of the networks communication strategy (see summary table below for an illustration of this rising trend).

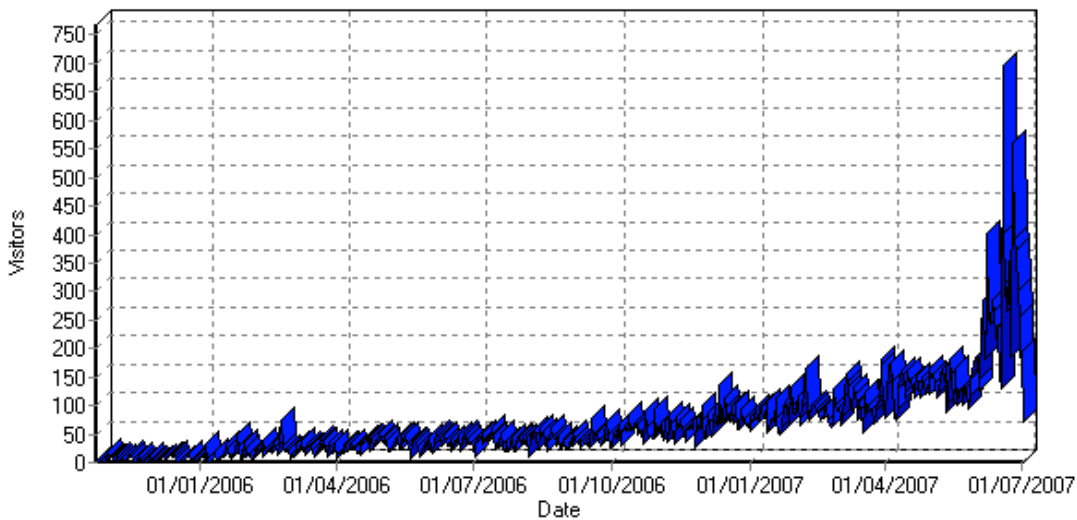
A significant rise in hits to the network website coincided with the launch and promotion of the first SKEP pilot joint call (see graph below).

Summary

Time range	1 st December 2006 to 1 st June 2007 (last 6 month reporting period)	31 st October 2005 to 30 th June 2007
Project duration	Month 18 to Month 24	Website launch to present
Hits		
Total Hits	182,565	1,794,963
Average Hits per Day	1,003	2,909
Average Hits per Visitor	9.61	44.98

Page Views		
Total Page Views	50,007	185,472
Average Page Views per Day	274	300
Average Page Views per Visitor	2.63	4.65
Visitors		
Total Visitors	18,997	39,906
Average Visitors per Day	104	64
Total Unique IPs	3,702	8,923

Graph of the increase in project website usage from launch until the present, including the launch of the first SKEP joint call on the 21st June 2007.



ANNEX 2: MILESTONES AND DELIVERABLES

Milestones list for the SKEP ERA-NET

Month	Milestone Delivery	Milestone No.	Status
0m	Inception meeting	M.1.0	Completed
5m	A questionnaire is developed and tested to analyse good practice in programme management	M.3.1	Completed
6m	Workshop is held to review existing systems and finalise specifications for information tool and analysis.	M.2.1	Completed
12m	Information tool available on live SKEP web site.	M.2.2	Completed
12m	Analysis of good practice in programme management is completed	M.3.2	Completed
18m	Analysis of common evaluation procedures is completed	M.4.1	Completed
18m	Workshop to identify participants and thematic issues for pilot joint call	M.5.1	Completed
24m	Portfolio analysis including the identification of areas for information sharing and collaboration is completed	M.2.3	Completed
24m	Analysis of common evaluation procedures is completed	M.3.3	Completed
24m	Identification of current horizon scanning and identification of one emerging issue is completed and feeds into WP5	M.6.1	Completed
24m	A small-scale pilot or test joint call for proposals is launched	M.5.2	Completed
36m	The topic of dissemination and implementation feeds into WP5	M.4.2	
36m	Identification of participants and thematic issues for main joint call is completed	M.5.3	
45m	Launch main joint call for proposals	M.5.4	

1.2 Deliverables list for the SKEP ERA-NET

Deliverable No. ¹	Deliverable Title	Nature ²	Dissemination Level ³	Actual Date Due ⁴	Date submitted/ comments
D2.1	Web-based information tool.	O	PU	12	Completed
D2.2	Portfolio analysis of research programmes	R	PU	24	Completed
D3.1	Guidelines for good practice in programme management	R	PU	12	Completed
D3.2	Guidelines for common evaluation procedures	R	PU	24	Completed
D4.1	A report on current activities in the implementation of research	R	PU	24	Completed
D4.2	Guidelines on better dissemination and implementation of research results	R	PU	36	
D5.1	List of projects for small-scale joint call	R	PU	18	Completed
D5.2	Action plan for joint call including list of projects for main joint call calls	R	PU	30	
D5.3	Report reviewing experience of joint calls	R	PU	48	
D6.1	Report on current practices for research planning and 'horizon-scanning' in member states	R	PU	18	Completed
D6.2	Completed literature review of one issue for investigation	R	PU	24	Completed
D6.3	Summary of questionnaire for policy and operational staff to gauge their perceptions, information and science needs	R	PU	30	
D6.4	Report for the workshop explaining the decisions and recommendations for future research	R	RU	36	

Key

¹ Deliverable number in order of delivery dates: D1-Dn

² Nature of the deliverable indicated using one of the following codes:

R = Report; P = Prototype; D = Demonstrator; O = Other

³ Dissemination level indicated using one of the following codes:

PU = Public; PP = Restricted to other programme participants (including the Commission Services);

RE = Restricted to a group specified by the consortium (including the Commission Services);

CO = Confidential, only for participants of the consortium (including the Commission Services).

⁴ Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.