

EIP-AGRI SUPPORT FACILITY JOB OFFER

Smart Farm Practices & Development Officer

Context:

Networking plays an important role in improving the quality of CAP implementation by increasing the involvement of stakeholders, exchanging good practice, as well as in informing the broader public of the CAP's benefits. For the 2021-2027 period, based on the experience of the 2014-2020 period, the Commission has set up the **European CAP Network** to further strengthen and streamline the networking approach across the EU. This network has 4 Support Units, the EIP-AGRI Support Facility (EIP-AGRI SF) is one of them and is located in Brussels within the headquarter of the [Vlaamse Landmaatschappij - VLM](#) who leads the Consortium in charge of its management.

The [Institute for Agrostrategies and Innovations \(IAI\)](#) is a Bulgarian Non-Governmental Organisation working for establishing a connection between the farmers, the administration and the agricultural research institutions. It acts as a bridge between the producers and the rules of the Common Agricultural Policy (CAP) by optimising and facilitating the better use of the opportunities offered by the EU by each and every farmer in the country. Its main goal is modernisation of the sector by fostering knowledge, innovation and digitalisation of agriculture and rural areas.

As member of the Consortium running the EIP-AGRI SF, the Institute is **URGENTLY** looking for a **Smart Farm Practices & Development Officer** to strengthen the expertise and capacity of the EIP-AGRI SF. **The work place is Brussels (Belgium).**

Your duties & Responsibilities:

Collecting, analysing, summarising and disseminating information on innovative practices/projects supporting viable farm income and resilience across the Union to enhance food security; enhancing market orientation and increase competitiveness, including greater focus on research, technology and digitalisation; and improving the farmers' position in the value chain.

Main activities (*Read annex for detailed information on MT and AT*):

1. Carry out analytical work as set out in AWP - MT5.1
2. Establish and maintain a list of external experts, including thematic experts in all EU Member States as set out in AWP - MT6
3. Interact and proactively seek contacts with groups and actors that carry out work relevant to the scope of the specific CAP objectives mentioned above; such as farmers / foresters / consumers' organisations; as set out in AWP - MT7 in collaboration with Division A and Communication Manager.
4. Organise and attend knowledge building activities as set out in AWP - MT4.1 and related ATs.
5. Organise and attend Focus Group meetings.
6. Organise and attend knowledge exchange activities as set out in AWP - MT4.2 and related ATs including conferences in collaboration with Knowledge & Innovation Officer.
7. Contribute to organise and/or attend Cross-visits between OG projects, and Brokerage activities.
8. Provide content and animation for the CAP Network website (MT8.4) in collaboration with Knowledge & Innovation Officer.
9. Provide content for communication products and newsletter (MT8.1 & MT8.2) in collaboration with the Communication Manager.

Your competences:

- Master degree in agricultural economics or a master degree with 2 – 3 years of professional experience.
- Background knowledge in farm practices and/or in farm advisory service.
- Communication/website content coordination and online community management.
- Experience in facilitating/animating events based on participatory approaches involving different type of stakeholders (such as large seminars, workshops and smaller working groups).

Your soft skills:

- Excellent English speaking, reading and writing skills (CEFR11 level C1).
- Excellent command of any languages not spoken in the EIP-AGRI SF is an asset.
- Networking skills: open, accessible, communicative, friendly and team player.
- Ability to travel all over the EU.
- Good (passive) understanding of Dutch and/or French.
- Stress resilient, ability to handle high stress environments.
- Strong motivation to continuously grow, learn and sharpen your skills.

What we offer:

- A fixed-term contract starting from February 2024 with annual review according to Belgian legislation. The maximum duration of the contract is 4 years.
- A full-time job in Brussels with Offices between North train station and Rogiers metro station.
- Work with the European Commission (DG AGRI) and get involved in the major European policies' implementation with a multicultural and enthusiastic team (15 different European nationalities).
- Continuous learning opportunities.
- Competitive remuneration package.

Interested ?

Please, send your application letter and CV by 31/01/2024 to:

info@agroinnovations.bg or pacomeelouna.eyenga@vlm.be

Annex: Annual Work Programme – Main and Additional Tasks (MT & AT)

The EIP-AGRI Support Facility (EIP-AGRI SF) staff members must follow the developments in the EU Common Agricultural Policy and Research and Innovation Policy closely, as well as other related EU policies and policy initiatives and must take them into account when performing the tasks described below. They must be informed about the EU political priorities and must reflect them in the work.

The overall purpose of the work is to facilitate networking of farmers, foresters, researchers, advisors, national networks, organizations, administrations, and other innovation actors in the field of agriculture, forestry and rural development at EU level. The EIP-AGRI SF is responsible for providing the following services as described below. The required services are split into two groups: **Main Task (MT)** and **Additional Task (AT)**.

MAIN TASKS

The Main Tasks described below are tasks that need to be completed in all cases, in every contractual year. A more detailed description of each task and their timing is added in the Annual Work Programme and validated by DG AGRI.

MT 1: Management and Planning

MT 1.1: Running the Network Support Facility

MT 1.2 Annual Work Programme

The Annual Work Programme (AWP) will serve as a planning tool and guide to implement the contract. The Annual Work Programme (in terms of calendar year) must include all the various services under the EIP-AGRI SF. It is submitted by the EIP-AGRI SF and approved by the Commission.

The Annual Work Programme (AWP) provides a clear overview of the objectives of the year, and describe the way the activities planned to fulfil them with an indicative time schedule. The AWP covers both Main Tasks and Additional Tasks. It must identify which Additional Tasks need to be activated and give details on the topics, the timing and the way the Main Tasks and Additional Tasks will be completed. The tasks and associated outputs must be set on a quarterly basis. Furthermore, the Annual Work Programme includes a part on risk management including foreseen risks, estimated impacts and envisaged responses to issues.

MT 2: Cooperation with other entities

Throughout the implementation of the AWP, the EIP-AGRI SF members must demonstrate a good spirit of cooperation and work constructively with any other entity appointed by DG AGRI for the provision of networking services at the EU level. In practical terms, this will involve at least:

- participating in regular meetings with DG AGRI and other third entities for the good coordination of networking activities at the EU level;
- maintaining frequent contacts and interactions between staff of the different entities as to ensure smooth exchange of information and effective cooperation at the operational level;
- in particular, collaborating with other entities for the preparation of EU-level networking events assuming either coordinating or contributing role as requested by DG AGRI;
- showing adaptability and flexibility to changes in the working arrangements that could occur over the years of the contract.

The members should provide evidence of such efforts and report accordingly in the quarterly and annual reports.

MT 3: Support to the governance of the EU CAP network

Under this main task, the EIP-AGRI SF provides assistance to the Commission services to the EU CAP network governance meetings and activities and actively contribute to the preparation and animation of the relevant meetings and activities of the network governance bodies.

The EIP-AGRI SF assists DG AGRI in organising and facilitating the meetings of the Subgroup on Innovation and Knowledge Exchange by at least:

- Drafting and provision of background documents;
- Drafting the agenda of the meeting;
- Participation in and support for animation of the meeting;
- Drafting of minutes/documentation/proceedings and/or thematic dossiers emerging from the meetings.

In addition, the EIP-AGRI SF contributes to the content and the facilitation of the meetings of the EU CAP Network Assembly (one meeting of one day per year) and Steering Group (two meetings of one day per year) in cooperation with the other EU CAP network's support units.

MT 4: Networking activities – Knowledge building and exchange

The EIP-AGRI SF is responsible for the successful preparation, content provision, facilitation and follow-up of the face-to-face and/or online networking activities listed under MT4. The networking activities have a format of 1.5 days and take place in any EU Member State. The place has to be chosen in accordance with the topic. The selected location needs to be approved by the Commission.

The EIP-AGRI SF may be required to set up and facilitate online meetings / webinars in substitution to the face-to-face meetings if deemed necessary. In order to cover the specific expertise required for the different networking activities, the EIP-AGRI SF collaborates with and remunerates 2 external experts from the list defined in MT 6.1.

MT 4.1: Knowledge building: Focus groups

A Focus Group is a group of up to 20 experts with the relevant technical knowledge and geographical coverage that collect and summarise knowledge and best available practices in a specific field, listing problems as well as opportunities. They take stock of the state of play in research and practice and highlight possible solutions to the problems identified. Based on this, the groups suggest and prioritise innovative actions. They identify ideas for applied research and for testing solutions in the field, and propose ways to disseminate good practices and inspire further actions.

The EIP-AGRI SF is responsible for the preparation, content provision, coordination and facilitation of three Focus Groups per year on the topics indicated in the Annual Work Programme.

A Focus Group operates with a work plan (roadmap), which sets out the milestones, specifies the deliverables (meetings, reports, papers etc.) and their timing to be delivered during the Focus Group work. The roadmap is prepared by the EIP-AGRI SF and agreed by the Commission. A final report summarises the work of the Focus Group, and must be made public (at least on the EU CAP Network website) and disseminated to the relevant stakeholders.

The Focus Group meetings takes place in any EU Member States. The place has to be chosen – among other – in accordance to the topic. The selected location needs to be approved by the Commission.

For each Focus Group, the execution of this task includes at least:

- Providing input for the identification of the topic;
- Drafting a concept paper, and a call text for experts;
- Providing support to the selection of experts and communication with them;
- Preparing, coordinating and facilitating two face-to-face meetings per year. The Contractor may be required to set up and facilitate online meetings / webinars in substitution to the face-to-face meetings if deemed necessary;
- Identification of possible field trip(s);
- Organising 1 field trip linked to a Focus Group meeting including the organisational costs and cost of transport⁷ to the visit ;
- Producing background papers, a work plan (roadmap) and other relevant working material;
- Working with and remunerating of 1 specialist / external expert from the list defined in MT 6.1;
- Coordinating and contributing to reports and other working material drafted by the experts;
- Reporting on the work and producing minutes of the meetings;
- Preparing the content of the dissemination material produced by the Focus Group (e.g. reports, articles, videos etc.).
- Participating in and supporting the animation of the event.

Any additional Focus Groups may be activated under AT 2.

Any additional Field trip may be activated under AT 10.

MT 4.2 Knowledge exchange: Networking events – Workshops and Seminars

Workshops (80-100 participants) and seminars (150-200 participants) are face-to-face 1.5 days networking events with the main objective to discuss relevant issues, exchange knowledge, share practical experiences, network and explore potential future partnerships between participants. These events give the opportunity for innovative projects (especially to OGs and multi-actor research projects) to exchange project results, identify and discuss common challenges and potential solutions, build synergies and explore future collaborations.

The networking events operate with a work plan (roadmap), which sets out the main and specific objectives and the concept of the event, the deliverables (preparatory milestones, execution of the event, reports etc.) and their timing. The roadmap is to be prepared by the EIP-AGRI SF and agreed by the Commission. A final report summarises the main discussions and outcomes of the events. This report is made public and disseminated to the relevant stakeholders.

The EIP-AGRI SF combines participative and more traditional methods / approaches to the events, tailored to each event and stakeholders' needs.

The EIP-AGRI SF is responsible for the preparation, content provision, coordination and facilitation of two workshops and one seminar per year on the topics indicated in the Annual Work Programme. The events are face-to-face meetings combined either with a half-day activity of field trips or with a brokerage activity. In case that the event is combined with field trips the EIP-AGRI SF organises minimum two visits in case of workshops and minimum 4 visits in case of a seminar. The Commission decides on the topics of the events and the format of the event (including on field trips or brokerage activity) within the context of the establishment of the Annual Work Programme.

The events takes place in any EU Member States. The place has to be chosen – among other – in accordance to the topic. The selected location needs to be approved by the Commission. The work related to events includes as appropriate:

- Identification of needs for events (in consultation with the Commission and the Network's stakeholders);
- Proposal for the geographical location of the event;
- Liaison with hosting entity (e.g. EU Member State, Region, project, etc.);
- Initial concept, target groups and objectives of the event outlined in the event's work plan (roadmap);
- As appropriate, preparation of a call for interest for participants and following evaluation of applications;
- Proposal for allocation of available seats between categories of participants;
- Drafting and sending the save-the-date message and the invitation to the event;
- Collaboration with and remuneration of 2 external experts (specialist and / or facilitator) from the list defined in MT 6.1;
- Identification of speakers, moderators and rapporteurs;
- Planning and organisation of the presentations;
- Conceptual work on social programme, networking dinner;
- Preparing brokerage activity linked to the event OR Organising field trips linked to the topic of the event including the organisational costs and cost of transport of the field trip;
- Drafting and provision of background documents; including the agenda of the event;
- Drafting of minutes/documentation/proceedings and/or thematic dossiers emerging from the event;
- On-the-spot support to assist with communications-related tasks and ensure swift liaison with DG AGRI (or appointed entity in charge of overall CAP Network communication aspects);
- Preparing the content of dissemination material (reports, articles, videos, brochures etc.);
- Participation in and support for animation of the event.

Any additional workshop or seminar may be activated under AT 4, AT 5.
Any additional Field trip may be activated under AT 10-12.

MT 5: Analytical work

The EIP-AGRI SF carries out analytical work contributing to the implementation of AWP on a regular basis. This work focuses on the one hand, on the analysis of ongoing and completed Operational Group and other research and innovation projects. On the other hand, it aims at collecting and analysing research needs stemming from networking activities such as Focus Groups, workshops, seminars and identified by Operational Group projects. The outcomes of such analysis will feed networking activities and information actions as appropriate. The dates for delivery of the deliverables will be indicated in the Annual Work Programme.

MT 5.1: Project portfolio analysis

The EIP-AGRI SF regularly collects, analyses and summarises information on OGs available in existing EU and/or national databases, relevant EU research and innovation projects and other kind of innovative projects that are relevant for the scope of EIP-AGRI SF activities, which are supported under other policy areas and programmes (e.g. LIFE, Interreg etc.).

The EIP-AGRI SF analyses and summarises the project information with the view to, at least: identify possible synergies and complementarities; identify areas for collaboration opportunities between projects; inform about networking and brokerage activities among relevant projects; produce content for further communication and dissemination. Furthermore, the EIP-AGRI SF provides at least quarterly updates on projects including statistics, graphs, slides for presentations etc.

MT 5.2: Research needs from practice

The EIP-AGRI SF collects and analyses needs from practice for further research. These will contribute to inform the research agenda at EU and national level, closing the gap between research and on-the-ground practice. Such research needs may emanate from networking activities (typically Focus Groups, workshops, seminars and conferences), from OGs, expert group works etc. The EIP-AGRI SF should validate the collected information by cross-checking different sources.

The outcome of such activity is presented in a structured way. The EIP-AGRI SF produces at least one analytical report per contractual year. On quarterly basis, a short summary/update report is provided to the Commission. The dates for delivery of the reports are fixed in the Annual Work Programme.

MT 6: Cooperation with external experts

MT 6.1: Experts list in support to AWP activities

Involving specialised external expertise with excellent knowledge on specific topics of Innovation and Knowledge Exchange activities and/or in event facilitation are key for the successful execution of the tasks. In order to cover these specific needs stemming from the Annual Work Programme activities, the EIP-AGRI SF establishes and maintains a list of external experts (specialists and/or experienced facilitators). These experts have excellent knowledge in specific fields and need to be fluent in English. They are remunerated by the EIP-AGRI SF when involved in networking activities.

The content of the list is subject to change upon approval of proposed expert CVs by the Commission. In order to feature on this list, the experts' level of experience should match that of category I and category II experts with a clear predominance of category I experts.

The EIP-AGRI SF ensures as much as possible a balanced composition of the expert list in terms of geographical coverage (EU Member States) and gender, while ensuring the required level and area of expertise.

MT 6.2: National thematic experts' list and network

The EIP-AGRI SF identifies thematic experts related to the scope of Innovation and Knowledge Exchange in all EU Member States, sets up and keeps an up-to-date list of those thematic experts. The purpose of this task is to generate a pool of experts with wide geographical coverage and in key thematic areas in order to cover the specificities and needs for networking activities from all EU Member States. Based on this list, different thematic expert networks across Member States will be established. There is no foresee remuneration of national thematic experts foreseen for their involvement.

On request of the Commission, ad-hoc face-to-face meetings / webinars with the national thematic experts are organised. For these ad-hoc expert meetings Additional Task 15-16 are activated. The above expert lists must be established in accordance with EU data protection rules.

MT 7: Networking with stakeholder groups - Information exchange activities

The EIP-AGRI SF interacts and proactively seeks contacts with groups and actors that carry out work relevant to the scope of Innovation and Knowledge Exchange activities. The EIP-AGRI SF entertains close contacts with these stakeholders in order to identify their networking needs in terms of both topics and activities, including by way of surveys. The EIP-AGRI SF facilitates regular exchanges with relevant groups and actors and facilitate the exchange of information at the EU level, including the proactive dissemination of work resulting from EIP-AGRI SF activities and the wider EU CAP Network as appropriate.

MT 7.1 Stakeholder mapping and contact list

The EIP-AGRI SF identifies the relevant stakeholders through a mapping exercise and develop a solid knowledge base about them. It compiles and permanently updates an electronic list of contacts. The list contains all information necessary for correspondence and allows for filtering according to target a specific range of actors, to different work themes or areas of interest.

In addition to facilitating networking contacts, the list is also used to send out the electronic newsletter, event invitations, reports, publications etc. For this purpose, the EIP-AGRI SF provides the compiled contact list to DG AGRI. The collection, processing (including transfer) and management of such contact list is performed in compliance with EU rules on personal data protection.

MT 7.2 Replies to questions, information exchange

The EIP-AGRI SF team members are available for liaising with the stakeholders and ensure that the team can be easily contacted by electronic means, by phone and meet visitors in the EIP-AGRI SF premises. The EIP-AGRI SF deals with requests for information during the Commission's working hours. Replies should be provided in writing (e-mail), or where appropriate on the phone.

The EIP-AGRI SF replies in English and in the language of the question to requests in the shortest deadlines and in any case within 15 working days. For complex questions for which it might take longer to answer, the EIP-AGRI SF sends an acknowledgement of receipt. Where necessary the EIP-AGRI SF seeks the Commission's approval or advice on a draft answer. However, the expertise available within the team usually allows limiting the number of such consultations.

The EIP-AGRI SF has established means for documentation of contacts and content of queries and answers. This information is logged and made available to DG AGRI. A brief analysis on the queries is provided in every quarterly report.

MT 7.3 Participation in events

The EIP-AGRI SF proactively identifies upcoming relevant events organised by third parties relevant to the scope of Innovation and Knowledge Exchange activities with a clear European dimension.

The EIP-AGRI SF proposes on a regular basis to the Commission a selection of events in which its team members are suggested to participate. This selection also includes events where the participation of the EIP-AGRI SF is requested by the Commission. The list of events for participation needs to be approved by the Commission. The EIP-AGRI SF reports regularly on the attended events / performed missions.

MT 8: Communication and online networking tools

Communication is a pillar of networking activities. Not an end in itself, it is a key tool to raise awareness and foster engagement. Therefore, communication activities need to be carried out in close synergies with other networking tasks.

While the formal aspects of communication for the whole EU CAP Network (overall communication strategy, online presence, content editing, lay-out and translation, etc.) are taken care by DG AGRI or a third entity appointed for this purpose, the EIP-AGRI SF is responsible for the content part of communications within the scope of Innovation and Knowledge Exchange. The EIP-AGRI SF also actively contributes to establish and further develop the visibility and outreach of the EU CAP Network with specific focus on Innovation and Knowledge Exchange activities.

In this respect, the EIP-AGRI SF caters for a 'content coordination' function within Innovation and Knowledge Exchange. This allows on the one hand, coordinating the production of relevant communication content for Innovation and Knowledge Exchange. On the other hand, it allows providing such content to DG AGRI (or other appointed entity) in a timely fashion to feed the relevant communication activities of the EU CAP Network.

Complementary, the EIP-AGRI SF sees to it that on-the-spot support is provided during networking events (e.g. seminars, workshops etc.) to assist with specific communications-related aspects and coordinate with DG AGRI (or appointed third entity) as appropriate.

MT 8.1: Providing content for communication products

The EIP-AGRI SF provides content for documents and other communication material destined to online or printed publication. The content should be inspiring and the target groups of such documents may range from specialists to the wider public, according to the purpose of the work carried out and the specific communication needs. All content will be validated by DG AGRI.

As a minimum, each contractual year, the EIP-AGRI SF produces the content for:

- 1 flagship publication ('magazine', up to 24 pages)
- 6 fact sheets (2 pages)
- 2 brochures (up to 8 pages)
- 12 short press articles for publication on media outlets (one page, 1 per month, on average)
- 12 newsletters (see also under MT 8.2)
- 6 short/teaser videos (see also under MT 8.3)

The EIP-AGRI SF also contributes to part of the EU CAP Network magazine (1 per year). This task is limited to the provision of content and does not include lay-outing, proofreading, online publication, printing (where appropriate) and distribution.

The scope of such products will be discussed and validated by DG AGRI. As part of the AWP, the EIP-AGRI SF proposes a list of possible topics to be covered by type of product. This 'rolling plan' will also include an indicative timing per quarter for delivery and will be kept updated along the contractual year as appropriate. The proposed content should reflect the AWP priorities and take into consideration the objectives set by the EU CAP Network communication strategy.

In order to cater for a certain flexibility - e.g. in consideration of the evolving policy framework and/or and communication priorities - the content of the rolling plan will be subject to regular review and adapted as needed after the formal approval of DG AGRI.

The content of the above-mentioned communication products will preferentially draw upon the work and the results of the EIP-AGRI SF activities, and might include (non-exhaustive list):

- Guidance on knowledge exchange and innovation activities for specific stakeholders
- Key outcomes, summaries and interesting examples from ongoing work
- Information on relevant studies, reports and other data from across Europe
- Results and lessons learnt from European research and innovation project's
- Innovative practices in the agriculture and forestry sectors

The EIP-AGRI SF also documents the work and findings of focus groups, workshops, seminars and other networking activities.

Once the content of the publication(s) finalised, this will be transferred to DG AGRI and/or to a third entity indicated by DG AGRI that will take care of the formal aspects of communication and dissemination including e.g. final editing, lay outing, proofreading and publication. In this process, the EIP-AGRI SF fully cooperates with the entity indicated by DG AGRI in order that the final product meets minimum quality standards and is delivered within the agreed timeline.

In synergy with MT7, it is expected that the EIP-AGRI SF proactively participates in the dissemination of work results and the above-mentioned products. This also includes establishing direct contact with specific target groups (such as programming authorities, researchers and other stakeholders), actively participating and/or providing presentations in expert workshops, seminars and other types of events organised by third parties, as well as organising and running ad-hoc webinars. Dissemination activities will be carried out within the wider framework of EU CAP Network communications and in close coordination with DG AGRI or any third entity appointed by the latter.

MT 8.2: Content production of a monthly newsletter

The EIP-AGRI SF produces a monthly summary of relevant news related to the scope of Innovation and Knowledge Exchange. The content should provide quick information on e.g. inspiring projects, key outcomes of ongoing work and proceedings of events, announcement of future events, funding opportunities, etc. These news should give an attractive introduction to the subjects and link – where appropriate - to further information available online (EU CAP Network website or other media).

The content of each newsletter shall be approved by DG AGRI, ideally in the course of the month preceding that of publication. The approved articles shall then be provided to DG AGRI or a third entity nominated by the Commission who will take care of the online publication and distribution via the appropriate contact list(s) (established under MT 7.1).

The EIP-AGRI SF may also be required to contribute to the content of the general monthly newsletter of the EU European CAP Network.

MT 8.3: Media related work including audio-visual and social media

In close collaboration with DG AGRI or any third entity appointed by the latter, the EIP-AGRI SF contributes to establish and further develop the presence of the CAP Network on most relevant media - including on social media - with particular reference to the activities falling under the scope of Innovation and Knowledge Exchange. In particular, the EIP-AGRI SF helps building partnerships and collaboration with primary agricultural media outlets in the EU Member State in view of regularly publishing press articles (see under MT 8.1) on agricultural innovation and its on-going work. To this end, DG AGRI may help to establish the initial contact and develop further collaboration as appropriate.

The EIP-AGRI SF actively posts on the social media established for the EU CAP Network and Innovation and Knowledge Exchange activities in particular.

In consultation with DG AGRI, the EIP-AGRI SF also investigates options for and subsequently implement the use of new and media tools for further information dissemination and exchange. When other technologies/media become available and popular, the EIP-AGRI SF proposes to the Commission in the AWP, the inclusion or potential exclusion of social media channels. The EIP-AGRI SF produces short (max 3) and engaging video material (typically animated infographics) suitable to be disseminated online via the EU CAP Network website and the appropriate social media channels. The videos typically cover topics of interest to the network's stakeholders or conveying messages recorded at networking events. The videos aim to complement and work in synergy with the other communication products.

The EIP-AGRI SF produces material for a minimum of 6 short videos per contractual year. It makes a proposal to the Commission about their content and timing in the rolling plan described under MT 8.1.

The EIP-AGRI SF is responsible for developing the concept/script, recording and editing the video material. DG AGRI or any third entity appointed by the latter provides guidance and assistance to produce effective videos based on low-budget technologies (e.g. via smart- phone), and are responsible for the final quality check and publication following the same workflow established for publications (see under MT 8.1)

MT 8.4: Providing content and animation for the CAP Network website

The EU CAP Network website is the main networking tool of the EU CAP Network. DG AGRI holds the responsibility for its strategic and technical development, the latter jointly with a third entity.

The EIP-AGRI SF feeds as appropriate the overall EU CAP Network website. Within the scope of Innovation and Knowledge Exchange activities, the EIP-AGRI SF is required to contribute through:

- provision of content;
- content update of databases;
- and animation of online communities. For this purpose, the EIP-AGRI SF uses a website content management system. The EIP-AGRI SF also supports DG AGRI in the website's needs assessment - from the user perspective - to inform and plan further website developments.

Provision of content

The EIP-AGRI SF is required to create and update content for the EU CAP Network website. The content is moderated and reviewed by DG AGRI or any entity appointed by the latter. This ensures overall consistency and coherence across the whole website. For this task, the EIP-AGRI SF closely collaborates with a third entity appointed by DG AGRI and a workflow is agreed to ensure timely and effective publication of content.

All content be drafted in a way that allows for search engine optimisation (SEO) and as advised by DG AGRI or appointed third entity.

Indicatively, the website content that the EIP-AGRI SF provides includes (non- exhaustive list):

- Web articles describing the work and activities related to Innovation and Knowledge Exchange.
- Summaries and abstracts of studies, research outcomes and other data on agriculture and forestry innovation across Europe with appropriate reference to the original source/author.
- Description of research and innovation projects and good practices to feed the online databases.
- Announcements of upcoming events in the EU related to the work/themes of the EIP-AGRI SF.
- Summary of key outcomes and documentation related to ongoing EIP-AGRI SF work, networking activities and events such as focus groups, workshops and seminars.
- Information about research and innovation opportunities and funding available at European level.
- Information on the launching of relevant consultations/surveys being conducted either at national and European level.

Website's content and databases

When required by DG AGRI, the EIP-AGRI SF contributes to the conception and update of the EU CAP Network website and databases, with particular reference to those falling under the scope of Innovation and Knowledge Exchange. Indicatively, they contain information on (non-exhaustive list):

- EIP-AGRI projects, namely projects undertaken by Horizon 2020 / Horizon Europe consortia (so called multi-actor projects) and Operational Groups.
- Research needs (see MT 5.2) and project ideas for co-operation from stakeholders.
- Other interesting research & innovation projects and initiatives established under EU, national or other source of funding and relevant to the themes of Innovation and Knowledge Exchange.
- Experts on specific themes relevant to the EIP-AGRI SF work (see MT 6.1)

MT 9: Filing and record keeping

The EIP-AGRI SF indexes and registers all documents and information in its possession on SharePoint, in an appropriate format. A clear and appropriate filing structure is developed and used for this purpose.

ADDITIONAL TASKS

In addition to the "Main Tasks", the EIP-AGRI SF is usually required to execute a number of Additional Tasks. The details on Additional Tasks are then specified in the Annual Work Programme. It is possible to activate the same Additional Task several times.

Any revision of the Annual Work Programme implies that Additional Tasks may be added or dropped. The EIP-AGRI SF may refuse to drop an Additional Task after its start date.

AT 1: Setting up the team and the premises

AT 2-4: Additional networking activities

- AT 2: 1 additional Focus Group
- AT 3: 1 additional Workshop (80-100 participants)
- AT 4: 1 additional Seminar (150-200 participants)

AT 5-7: Conferences

As it is the case of other events such as Focus Groups, workshops and seminars, it is important to note that the logistics of the conference is not arranged by the EIP-AGRI SF.

The event can take place in any EU Member State. The work related to Conferences includes as appropriate:

- Identification of needs for Conferences (liaison with relevant stakeholders);
- Liaison with hosting Member State / Region etc.

- Initial concept and target groups, objectives of the event; drafting of the work plan (roadmap);
- Proposal for allocation of available seats between categories of participants;
- Drafting the save-the-date and the invitation message to the event;
- Collaboration with and remuneration of 2 external experts (specialist and / or facilitator) from the list defined in MT 6.1;
- Identification and remuneration of speakers, moderators and rapporteurs;
- Planning and organisation of the presentations;
- Conceptual work on social programme, networking dinner;
- Drafting and provision of background documents;
- Drafting the agenda of the event;
- Drafting of minutes/documentation/proceedings and/or thematic dossiers emerging from the event;
- On-the-spot support to assist with communications-related tasks and ensure swift liaison with DG AGRI (or appointed entity in charge of overall CAP Network communication aspects);
- Preparing the content of dissemination material (reports, articles, videos, brochures etc.);
- Participation in and support for animation of the event.

Three types of Conferences can be activated:

- AT 5 – 1 (1 day) Conference 250-300 participants
- AT 6 – 1 (2 days) Conference 250-300 participants
- AT 7 - 1 (2 days) Conference with up to 450 participants

AT 8-9: Organising cross-visits between projects

The purpose of this activity is to provide cross-border exchange possibility between Operational Groups, from minimum two different Member States. The main goal of such visit is to:

- enable peer-to-peer learning and exchange on the innovations that the involved projects address;
- discuss common challenges and potential solutions;
- exchange and further disseminate project findings across the EU;
- establish future collaborations and/or partnerships.

The participating projects should work on similar and/or complementary subjects in order to ensure the best synergies and capitalise on their experience through such direct exchange. The visit(s) should take place in the premises / geographical area of one of the participating projects.

The support provided by the EIP-AGRI SF for a cross-visit includes:

- Drafting a call for interest for participating projects;
- Selecting the participating projects based on criteria agreed by the Commission in terms of topics of the projects, their impact, geographical area etc. and proposing to the Commission for approval;
- Liaising with the projects and drafting the agenda of the visit;
- Organising and covering the costs of the travel and accommodation of the participants from Operational Groups;
- Draft a short report of the visit(s);
- Drafting the content of communication product based on the visit (short video, press article etc.), when foreseen;
- Participating in and support for the visit(s).

Two different types of cross visits can be organised:

- AT8: One-to-one cross visit between two Operational Group projects from two Member States
- AT9: Multiple cross-visits between more than two Operational Group projects from at least two Member States.

AT 10-12: Organisation of Field trips

The EIP-AGRI SF can be requested to organised field trips, notably visits to innovative projects and actors. Such activities take place in the context of Focus Group meetings, Workshops and Seminars. Field visits can also be activated to conferences and a need may also occur in its own right.

The EIP-AGRI SF must propose the Commission the places / projects to visit, liaise with the relevant actors (e.g. project coordinators, national networks etc.) organise the programme of the visits, and produce a short report and when foreseen, drafting the content for communication products linked to this activity (such as videos, project fiches, articles etc.).

When organising such activities, the EIP-AGRI SF to the maximum extent possible seeks support from and synergies with national administrations and networks, operational groups and other innovative projects, encouraging their input in the programming of the visits.

There are three types of field trips:

- AT 10: Organisation of field trip (around 25 people)
- AT 11: Organisation of field trips (min. 2 visits, 80-100 people)
- AT 12: Organisation of field trips (min. 4 visits, 150-200 people)

AT 13-14: Brokerage activities

Brokerage events provide an exchange forum for innovative projects and actors to meet each other, discuss potential project ideas or other forms of cooperation. Brokerage activities typically take place as integral part of events such as workshops, seminars and conferences; however, a need may also occur in its own right.

The work related to events will include as appropriate:

- Identify and liaise with potential projects (such as Operational Groups, research and other type of innovative projects) or people already participating to an event or involved in the subject of the event.
- Suggest a list of projects and participants;
- Develop the agenda of the brokering event including identification of speakers and other roles as necessary (e.g. moderators, rapporteurs);
- Provide a concept for the event including as appropriate an exhibition area for projects and partners, thematic discussion corners, etc. as well as animate such exchange activities.
- Prepare documents such as minutes/report/proceedings of the event and follow up of the event;
- Prepare the content for publications / communication products linked to the event, when foreseen;
- Liaise with hosting Member State / Region / Organisation etc.
- Participate in and support for the overall animation of the event including support linked to on-the-spot communication tasks.

When organising such activity, the EIP-AGRI SF seeks to achieve as much as possible synergies with the overall programme of the main event, which the brokering activity is part of. There are four types of brokerage activities:

- AT 13: Additional brokerage activity for 0.5 day linked to an event (workshop, seminar or conference)
 - AT 13.1: Linked to a workshop (80-100 participants)
 - AT 13.2: Linked to a seminar (150-200 participants)
 - AT 13.3: Linked to a conference (250-300 participants)

- AT 14: Stand-alone Brokerage activity for 1 day (around 100 participants)

AT 15-16: Ad-hoc expert meetings

The EIP-AGRI SF can be required to organise ad-hoc expert meetings to discuss and plan specific activities linked to the successful implementation of Annual Work Programme activities. Participants in these meetings are the EIP-AGRI SF team staff, Commission staff and the relevant experts from the list established under MT 6.2 thematic expert network. The participating experts are proposed by the EIP-AGRI SF and approved by the Commission.

The ad-hoc expert working group meetings normally take place in the premises of the EIP-AGRI SF but it can be also organised in any EU Member State.

The EIP-AGRI SF establishes the agenda for the meeting, ensures the facilitation and report on the outcomes. The report of the meeting summarises the work undertaken, highlighting the main results, key questions discussed and indicating the steps to take in further developing the ideas emerging from the work of the group, and how it could be used in future activities. The outcomes of the meeting shall be summarised in a clear structured way easy to use in the preparation for upcoming activities.

There are two types of ad-hoc expert working group meetings:

- AT 15: Ad-hoc expert group meeting up to 30 experts (1 day)
- AT 16: Ad-hoc expert group meeting up to 15 experts, excluding catering (1 day)

AT 17: Missions to Member States

The Commission can ask the EIP-AGRI SF to carry out missions to EU Member States as described under MT 7.3 in order to participate in events organised by third parties in different EU Member States (and exceptionally outside the EU).

AT 18: Experts work

The Commission may request the EIP-AGRI SF to carry out additional work on specific Innovation and Knowledge Exchange related topics. Four types of experts can be involved depending on the very specific nature of the work:

- AT 18.1: 1 day of Category I expert's work (minimum 15 years of work experience)
- AT 18.2: 1 day of Category II expert's work (minimum 10 years of work experience)
- AT 18.3: 1 day of Category III expert's work (minimum 5 years of work experience)
- AT 18.4: 1 day of Category IV expert's work (less than 5 years of work experience)

AT 19: Organising a competition and award ceremony for innovative projects

The Commission can request the EIP-AGRI SF to organise a competition with the aim of selecting and showcasing innovative practice(s), projects etc. The award ceremony may take place at networking events or conferences. The work consists of:

- organising the call for participation (across the EU) addressing projects in a given area,
- informing potential participants through adequate channels
- proposing minimum criteria for participants of the competition
- proposing transparent evaluation criteria
- reviewing and shortlisting the best practices, projects
- setting up a jury and/or setting up of adequate voting system
- selecting the winners through jury work or by organising a remote/online vote, based on those criteria
- liaising with the awarded projects

- organising the award ceremony (logistics excluded) for the participants at a venue / event to be decided by the Commission
- contribute to communicating about the selected and winning project(s) through the CAP Network.

AT 20: Providing content for publications

The Commission can request the EIP-AGRI SF to produce the content of one A4 page, which consists of data search, analysis, synthesis and compiling a clearly written and concise article on a specific topic.

AT 21: Winding up the Support Facility