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101060634

Project acronym:
PURPEST

Project full title:
**Plant pest prevention through technology-guided
monitoring and site-specific control**

Collaborative Project (RIA Research and Innovation action)

HORIZON EUROPE CALL – HORIZON-CL6-2021-FARM2FORK-01

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NIBIO

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Dissemination Level		
PU	Public, fully open, e.g. web	
CO	Confidential, restricted under conditions set out in Model Grant Agreement	X
CI	Classified, information as referred to in Commission Decision 2001/844/EC.	

Deliverable number:	D 7.1
Deliverable name:	Report on the main activities during the Kick-off meeting
Work package:	Project Management (WP7)
Lead beneficiary:	NIBIO

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Abstract/ Public introduction¹

The PurPest Kick-off meeting took place from the 12th of January at 9:00 to 13th of January, 2023 at 15:45 at Kringler Gård at Maura in Norway. Each partner in the project was represented, except for CNP, who participated digitally during the General Assembly meeting on the 13th of January. The meeting consisted of four parts. The first part was the introduction of each partner and the presentation of administrative issues and ethical considerations in the project followed by a more applied part with a field trip to a plant importing and distribution company (www.blomsterringen.no/) and intense work package discussions during day one. The third part was the meeting of the General Assembly on the 13th on the following day in the morning. The final part consisted of each work package leader summarizing their discussions from the previous day, which were finished by the presentation of work package 7 (management) and the dates and places for the following project meetings.

¹ According to Deliverables list in Annex I, all restricted (RE) deliverables will contain an introduction that will be made public through the project WEBSITE



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1 PURPEST KICK-OFF MEETING

The PurPest Kick off meeting took place at Kringler Gård, a Norwegian guesthouse, about 10 km northwest of Oslo Airport, Gardermoen from the 12th of January to the 13th of January, 2023. Most participants arrived in the afternoon of the 11.01.23 for a shared dinner and some social activities to ease discussions the following days. The meeting finished at about 15:45 of the 13th of January 2023, when most participants departed. The agenda and the signed list of all participants for both days can be found under section **2. ATTACHMENTS**. All partners, except CNP were represented during the two days of the meeting. **Figure 1.1** shows all participants that were physically present during the meeting. EU project officer, Antonio Perez- Rendon, and Senior Controller at SINTEF, Jens Fredrik Andersen, attended the first part of the meeting via the Zoom communication platform, while Susana Caneiro represented CNP at the General Assembly meeting via the same platform on day 2.

1.1 Main activities Day 1 (12.01.23)

During the first day, the meeting focused on administrative issues important for the smooth implementation of the project activities, introduction of each partner in the project and work package discussions. All participants visited a plant import and distribution center to experience firsthand how plant material is entering Norway. The name of the actual presentations are given below and saved at the internal PurPest communication platform Sharepont. These are accessible to all partners during the project period and can be made available upon request to the EU project officer and project reviewers.

1.1.1 Administrative issues:

01_2023-01-12 PurPest Welcome:

Welcome by Andrea Ficke (PurPest coordinator, NIBIO):

- Practical information.
- Presentation of meeting agenda
- Lighting of the PurPest candle to officially start the meeting.

2023-01-12_PurPest 101060634 EU project officer Antonio:

Antonio Perez-Rendon (PurPest Project officer, REA) addressed the participants and informed them about Horizon Europe, the EU research & innovation program and how communication between the project and the EU project officer can be most effective.

2023-01-12 PurPest KoM Financials

Jens Fredrik Andersen (Senior Controller, SINTEF) presented financial issues relevant to the project. An overview of the financials aspects that need to be considered during the project was discussed. The presentation focused on how to document hours and other costs.

Each Partner in the PurPest project introduced themselves in 3-5 minutes

The institute/company/university and the main researchers involved in PurPest were presented, relevant work packages, tasks and deliverables were listed.

02_2023-01-12 PurPest Admin-information flow:

Andrea Ficke (PurPest coordinator, NIBIO) introduced the participants to the information flow envisaged for PurPest.

- Information flow between project partners was discussed, all emails regarding this project will start with header "PurPest..."
- SharePoint will be used for information exchange.
- All templates for deliverables will be available on SharePoint.
- All partners have signed the Consortium Agreement.



- The project coordinator is responsible for uploading the reports from the partners to the ECAS portal.

03_2023-01-12 PurPest Communication and reporting

Christian Simon (Research manager, SINTEF) suggested how to communicate and report during the project period:

- A plan for Project meetings, General assembly and Executive board meetings has to be set from the start. WP leaders should have a short summary report of all meetings held. These will then be included in the activity/technical reports. These technical reports will facilitate to assemble the periodic reports requested by the EU after month 18, 36 and 48.
- Dissemination and exploitation; Maria Inácio (INIAV) needs to be informed about all activities relevant to the project.

04_2023-01-12 Use and structure of Sharepoint in PurPest DNW:

Presented by Daniel Nilsen Wright, (Senior Researcher, SINTEF)

An overview of where and how we save and share documents and information related to the project on Sharepoint. A work package timeline has been established to follow the deadline of deliverables and milestones. It is important to

- Use SharePoint as much as possible. Do not send versions by emails
- Save documents under the correct WP.
- Naming of the documents (start the name with the date, extended ISO format² (YYYY-MM-DD))
- Use the deliverable list in the separate library to upload relevant documents related to the deliverables

05_2023-01-12 PurPest Admin-Ethics

Andrea Ficke (PurPest coordinator, NIBIO) presented ethics guidelines and values:

Human dignity – freedom – democracy - equality – honesty – fairness – respect of law and human rights constitute the foundation of the ethical principles, PurPest will adhere to. The main topics of the Ethics review were briefly discussed.

- In WP5, we will conduct stakeholder surveys: this needs to be approved by national authorities (depending on EU / Non-EU rules and regulations)
- Import and export of materials between EU and non-EU countries raises ethical concerns
- Work with quarantine pests can increase the risk of accidental release, this needs to be addressed in the working procedures and reflected in the national guidelines for good experimental practices.

Feedback from EU commission:

- PurPest does not raise any serious ethical concerns, but an independent Ethics Advisor was recommended to report on our working procedures to address ethical concerns. This ethical advisor needs to be appointed by Month 6.

² <https://www.techtarget.com/whatis/definition/ISO-date-format>



Figure 1.1: All participants of the PurPest Kick-off meeting, taken on January 13th, 2023 outside of Kringler Gård Guesthouse, Maura, Norway. Photographer: Silje Kvist Simonsen.

1.1.2 Visit to plant import and distribution center:

All participants were taken by bus from Kringler Gård guesthouse to the import and distribution center Blomsterringen (www.blomsterringen.no) in Skjetten at the start of the afternoon to get hands-on insights into how plant material is imported to Norway and which regulations and guidelines are relevant from a plant health perspective.

Introduction to the work flow and control of plants arriving from abroad.

- Custom clearance
- Plant certificates
- Plant testing based on the documents received
- The assessment by the plant inspectors determines whether a shipment can proceed to distribution or not.
- 85% of the flowers on the Norwegian market goes through Blomsterringen:

1.1.3 Work package discussions:

The meeting participants were divided into 4 groups depending on their related tasks and activities, and discussed technical and scientific issues in the different work packages for 2 to 3 hours. Work package (WP) 1 (Defining VOC signatures of target pests) and WP4 (Tests and demonstrations in relevant environments) discussed together, while WP2 (Sensor development and optimization) and WP3 (Sensor integration and testing) met in another meeting room for discussions. WP6 (Dissemination, Communication and Exploitation) and WP7 (Project management) were meeting together, while participants of WP5 met separately.



1.2 Main activities Day 2 (13.01.23)

The second day started with the General Assembly meeting involving representatives of all project partners and was followed by the summary of work package discussions held the previous day in the afternoon.

1.2.1 General Assembly meeting:

Chairman Per Stålnacke (Research director, NIBIO) opened the General Assembly.

- Please see the agenda for the General assembly and the minutes for the meeting attached (2.2).

1.2.2 Summary of work package discussions:

Each work package leader presented a summary of the work package discussions from the previous day, deliverables, milestones and work tasks, and pointed out information gaps and type of information needed from other work packages. Each work package leader was asked to provide a plan for the coming work package meeting over the next 6 months.

2022-01-03 PurPest – WP1- Draft

Luca Cappellin (Associated professor, UNPD), work package 1 leader summarized the work package discussion for WP1

- WP1- WP2 interaction: WP1 will make a preliminary list of VOCs from attacked plants and pests by no later than month 24, prior to D1.4. A list of VOCs from the literature review will be established for each pest and shared with WP2 within month 6.
- A VOC database will be established and updated throughout the project, but most of the work will be done in the first 2 years (M24). This database will need to be open access after the FAIR principle
- 2 PM for UWAR will be moved to WP2 within 2 weeks as their activity is more suited and needed in WP2 (Sensor development and optimization) than in WP1 (Defining VOC signatures of target pests)
- WP1 and WP2 need to have continuous communication.
- WP1 will have to start the list of VOCs published in the literature as soon as possible, so WP2 can start their work (M2).

2022-01-03 PurPest – WP2 – Draft

Daniel Nilsen Wright (Senior Researcher, SINTEF) work package 2 leader summarized the work package discussion for WP2

- Activities in WP2 will focus on developing sensory components, optimizing pre-concentrators, and developing VOCs specific coatings
- All deliverables due within M12.
- Strong and frequent interactions with WP1 and WP 3 (next meeting within 3 weeks)
- UWAR has supplied detectors to SINTEF to address tasks 2.3 "Coating development" and 2.4 "Sensor development and optimization".
- WP 2 needs the list of VOCs based on literature as soon as possible (M2)
- Then the list of VOC patterns of target pests in pure culture for detecting the pest on its own (M24). And the list of VOCs from oviposition deterrent before M24.

Damien Bazin (Department manager, AIRMO/Chromatotec) summarized the objectives, tasks and deliverables of WP3.

- This work package starts M6
- Task 3.1 (Sensor system integration) highly involved with WP2.



- Task 3.3 (System functionality testing and benchmarking): Focus on improving existing technology.

Questions for WP1:

- When do we have the first indications of VOCs we want to target?
- What is the structure of the data from WP1?
- What preconcentration technology do you use?

Questions for WP4:

- Size and weight restrictions of the sensor prototype platform (SPP)?
- Transport requirements?
- Outside or inside measurements?
- Weather conditions
- Need of functionality while moving in the field?
- Make a wish list over what is wanted and then the possibilities will be evaluated

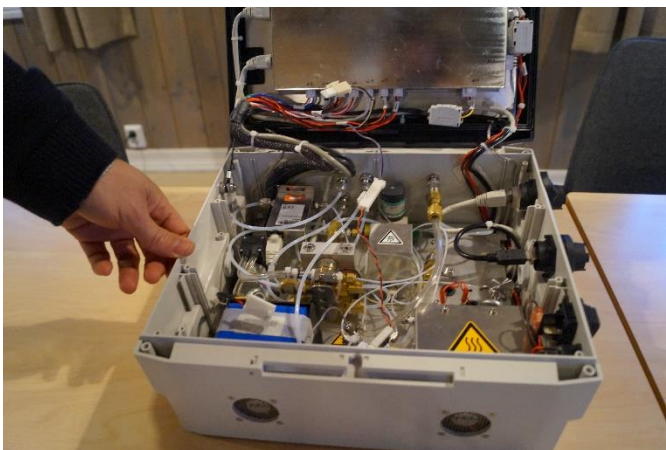


Figure 1.2: Portable GC instrument from AIRMO

Damien Bazin presented the portable GC instrument that he brought from AIRMO, France during coffee break and there was lively discussion about the possibilities and limitations of this instrument (**Figure 1.2** and **Figure 1.3**)



Figure 1.3: Damien Bazin (AIRMO) demonstrates the portable GC unit to Luca Cappellin (UNPD)

As WP4 does not start before M36, there was no summary of their planned activities in the next 6 months presented.

2023-01-13 PurPest-WP5-WU

Summary of WP5 discussions by Justus Wesseler (Department Chair, WU)

- Main objective is to assess potential ecological and economic impact of the project.
- Identification of end users is very important.,
- Task 5.1 Literature review on impacts (WBF).
- Task 5.2 Assessment of damage costs. Pests need to be selected based on their damage potential (M6) (WU).
- Task 5.3: Stakeholder survey (WU).
- Task 5.4: Cost benefit analysis of management strategies (WU).



- Tasks 5.5 Management recommendations (WU).

2023-01-13 Purpest-WP6 INIAV

Summary of WP6 discussions by Maria Inácio and Jorge Faria (Department head and Principal investigator, INIAV)

- It is everyone's role to communicate and disseminate PurPest.
- Effective communication, dissemination and exploitation (CDE) is only achieved by teamwork and continuous coordination.
- Present results from PurPest in an open and user friendly fashion to the public and to the EC. Alle WP's need to contribute to WP6.
- Task 6.1 Communication, Dissemination and Exploitation Plan (PERD) (INIAV).
- Task 6.2 International cooperation network (NIBIO).
- Task 6.3 Project webpage (INIAV), an example for a public website was shown and will be used as inspiration for the PurPest website (ready in M3). Domain name was discussed.
- Frequent and complete result communications from work package leaders to WP6 leader, so they can be linked to the project web page.
- Task 6.4 Dissemination and technology transfer (NIBIO)
 - Field days, awareness sessions, webinars, online training patent applications – will last longer than the project.
- Task 6.5 Socio-economic barriers and policy recommendations (WU).
- Stakeholder webinar at M42. We will create a project database of end users. This Milestones will be supported by all partners.
- Key words for the website need to be chosen, maybe different key words for different fields, INIAV will request feedback from the group regarding key words to facilitate internet searches (within 6 weeks)
- Request for ideas to make PurPest more visible, all ideas are welcome (M3).
- All work package and task leaders must interact with WP6 starting now. WP leaders must provide information to WP6 continuously. Pictures of members for each WP will be taken during the Kick-off to use for the webpage.
- When contacting each other via email use: Subject: PurPest WP6.
- Every time an article is ready for publishing, it needs to be sent to the project coordinator, who has to send it to the advisory board for approval.
- Decided that one person uploads publications to Zenodo (<https://zenodo.org/>), task added to WP6 leaders' tasks.
- Link PurPest to other Horizon projects and other important organizations for dissemination.
- It's important to get stakeholders engagement.
- European Union wants a good end result and will facilitate our efforts by having a person to contact when considering project exploitation.
- Suggestion from Per Stålnacke to also use the partner institutes web pages, also publish articles on your own home page, for example on NIBIO.NO



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Urgent tasks:

- Information, pictures, abstracts from all WP leaders, must be sent to WP6 leader/INIAV within 2 weeks to be added to the Project webpage that should go public within 3 months.
- A new logo will be made, and it will be sent out to be voted via email for all to decide within 1 month.
- WP6 will provide a new Project logo and update templates with new logos (M3).



Project participants from VOL, JKI and NTNU in discussion.

2023-01-13 KoM_WP7

Summary of WP7 discussion was presented by Andrea Ficke (project coordinator, NIBIO)

- Day-to-day coordination (NIBIO).
- An intermediate financial report will be requested around M10 and sent to NIBIO, Susanna Pedersen.
- Data management plan (NIBIO, INIAV) will need to be updated by M6.
- Task 7.5 Interaction with relevant Horizon 2021/EUROPE project consortiums (NIBIO), but all are responsible for this!
- D7.3 activity/technical reports elaborated and delivered (M6, M12, M24, M30, M42).
- D7.4 The activity/technical reports will be worked into the periodic reports and delivered to the EU commission (M20, M38, M50).

We are trying not to over-report, but we need to make sure the project is running forward according to plan.

Discussion about the frequency of meeting. ,

- Bimonthly WP leader meetings. Next WP leader meeting/Executive board meeting on 15th of March, at 10 o'clock, otherwise depending on need. WP leaders make a plan as to when they schedule their meetings within their group.

It is important that the dates are communicated as early as possible to make sure that everybody can attend.

Time plan for project meetings via TEAMS or physical meetings and suggested countries/partners to host them:

- 6M TEAMS: 22.-23.05.23
- 12M: Italy/UNIPD 06.-07.12.23
- 18M: Czech Republic/MENDELU 02.-03.06.24 – 1. Periodic Report
- 24M: TEAMS: 03-04.12.2024
- 30M: Portugal/INIAV 29-30.05.2025 – 2. Periodic report
- 36M: TEAMS 27-28.11.2025
- 42M: Germany/JKI 28-29.05.2026
- Final Meeting: France/AIRMO 01-02.12.2026 – 3. Periodic report

The project coordinator closed the meeting by blowing out the candle.



2 ATTACHMENTS

2.1 Meeting agenda for the Kick-off meeting:

PurPest

Kick-off meeting, 11-13. January, 2023

AGENDA

Day 0, January 11 th			
When	What	Responsible	Where
Afternoon/ evening	Arrival		
19:00- 21:00	Dinner		restaurant TBD
21:00 -	Social		
Day 1, January 12 th			
09:00	Start the project/ executive meeting -Welcome, short overview and purpose of PurPest	Andrea F.	
	Address of REA's PurPest Project officer to the participants	Antonio Perez-Rendon	
	Short introduction of all partners (3-5 min each)	all	
	Financials: How do we get our money, how to make sure we do the right thing at the right time	Jens Fredrik (Online), Susana Pedersen	
10:30	Tea/Coffee break		
10:45	Administrative business (Sharepoint, Participant portal) (Bring your PC for testing purposes)	Andrea F./ Christian S./ Daniel W	
	Reporting: Making sure we have the reports ready in good time.		
	Ethics: We will have an ethics advisor on the project to guide us, but here are the general rules.	Andrea	
11:30	Lunch		
12:30	Visit the plant import/control station at Blomsterringen	Martin Uthus	Sanitetsveien 15, 2013 Skjetten
15:30	Afternoon tea		
16:00	Back to business: Group work for the different work packages. How are we going to do what to meet our deadlines for deliverables in the next 12-18 months? Tea/coffee and snacks available throughout this part		



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	WP1 and WP4	Luca and Thomas	
	WP2 and WP3	Daniel and Damien	
	WP5	Justus	
18:30	Surprise :-)	All	
20:00	Dinner	All	
2200	Social	All	
Day 2, January 13th			
On the second day, we sum up our discussions from day 1, make a time and action plan and integrate the work packages.			
09:00	General Assembly meeting - see agenda below	Andrea	
09:45	Summary and discussion of what WP1 is planning:	Luca	
10:15	Summary of what WP2 is planning and what they need from WP1	Daniel	
10:45	Summary of what WP3 is planning and what they need from WP1 and 2	Damien	
11:15	Tea/coffee break		
11:30	Summary of what WP4 is planning and what they will need from WP3:	Thomas	
12:00	Summary of what WP5 is planning and what input they need from all participants:	Justus	
12:30	Lunch		
13:30	WP6: Time to communicate, updating our distribution, communication plan WP6	(INIAV: Maria and Jorge)	
14:30	Tea/Coffee break		
14:45	WP7: How to follow up on all activities in a timely manner, how to make sure we have a common, easily accessible, searchable data/information platform available, data sharing for real. Networking with other projects (WP7).	Andrea, Daniel	
15:45	Closing of the project/executive meeting		
16:00	Transport to airport		

2.2 Agenda and Minutes of the General Assembly meeting

Minutes of the PurPest General Assembly meeting

Date: January 13th 2023 09:00 - 10:00

Location: Kringler Gjestegård, Åsveien 775, Maura, Norway

Present: At Kringler Gjestegård: For GA-members see list below. Non-members present: Susanna Pedersen (writing the minutes) and Birgitte Henriksen (both NIBIO), Christian Simon, SINTEF.

Attending the meeting via Zoom: Susana Carneiro

List of GA members:



Partner Nr	Partner acronym	Representative	Proxy (if relevant)	Present at GA meeting
1	NIBIO	Per Stålnacke		X
2	SINTEF	Mats Carlin	Daniel Nilsen Wright	X
3	NTNU	Jens Rohloff	Bente Berg	X
4	JKI	Jurgen Gross		X
5	SAFTRA	Stanislav Roučka		X
6	PLI	Martin Uthus		X
7	UNIPD	Luca Cappellin		X
8	INIAV	Maria De Lurdes Inácio		X
9	MENDELU	Thomas Jung		X
10	VOL	Adomas Malaiska		X
11	AIRMO	Damien Bazin		X
12	WU	Justus Wessler	Kutay Cingiz	X
13	DGAV	Maria Clara Serra		X
14	CNP	Susana Carneiro		-
15	UNIEV	Dora Teixeira		X
16	UNINE	Ted Turlings	Carla Marques	X
17	WBF/Agroscope	Ronny Moreno	Joerg Romeis	X
18	UWAR	Marina Cole		X
Secretary	NIBIO	Andrea Ficke		X

Agenda for General Assembly meeting #1

1. Introduction of Partners
2. Formalities (approval of the Notice of Meeting and Agenda, identification of the representatives in the GA that have voting power)
3. The PurPest Governance Structure and the role of the General Assembly
4. The role and obligations of the Work Package Leaders
5. Formal appointment of the Project Manager, and Work Package Leaders
6. Appointment of the members of the Advisory Board
7. The PurPest budget and advance payment scheme
8. The Grant Agreement and Consortium Agreement
9. Other issues sent in advance

Presentation: [07 2023-01-13 PurPest GA meeting](#)

1. Introduction of Partners

Introduction of partners was done during the first day (2023-01-12) of the Kick-Off Meeting.

2. Formalities (approval of the Notice of Meeting and Agenda, identification of the representatives in the GA that have voting power)



Identification of the representatives in the GA that have voting power. Any cases where this is unclear will be checked, and information of the representative and proxy names will be sent to the coordinator.

Notice of meeting was approved.

Vote by the GA: Agenda was adopted unanimously.

3. The PurPest Governance Structure and the role of the General Assembly:

Andrea Ficke presented information.

The General Assembly (GA) is defined as the decision-making board. GA meetings will take place at least once a year. The GA consists of one representative of each partner.

Notice of a GA meeting: At least 15 days in advance.

Input to the agenda (including “other issues”) from the GA members: at least 14 days in advance. The GA may also vote on adding an additional point at the start of a GA meeting)

Voting rights (GA): Two-thirds (2/3) of the members must be present to be able to make a decision.

In case the GA representative is unable to attend the GA meeting, a proxy can be sent.

Proxies should be appointed by written notice only.

Each GA member needs to be duly authorized to deliberate and negotiate GA mandates – decisions, content, finances and intellectual property rights.

The Executive board (EB) is defined as the workpackage supervising board. The first EB meeting will take place March 15th. The meeting frequency will be at least quarterly.

Notice of EB meetings must be sent at least 7 days in advance.

Decisions of the GA: Information considered.

4. The Role and obligations of the Work Package Leaders

The role and responsibilities of the work package leaders:

The communication channel between the project partners and the EU always goes through the Project Coordinator (NIBIO).

Executive board:

Shall consist of the Project Coordinator and all WP-leaders

Minutes of executive board meetings are to be sent to the GA members.

Decisions of the GA: Information considered.

5. Formal appointment of the Project Manager, and Work Package Leaders

Approval of project coordinator:

- Andrea Ficke – NIBIO

Approval of WP leaders/

Approval of executive board:

- Management Support Team: Daniel Nilsen Wright (Technical Manager) and Andrea Ficke (Coordinator)
- WP1 – Luca Cappellin, UNIPD
- WP2 – Daniel Nilsen Wright, SINTEF
- WP3 – Damien Bazin, AIRMO
- WP4 – Thomas Jung, MENDELU
- WP5 – Justus Wessler, WUR
- WP6 – Maria Inácio, INIAV
- WP7 – Andrea Ficke, NIBIO



Votes of the GA: Adopted unanimously

6. Appointment of the members of the Advisory Board

The stakeholder advisory board is appointed by the GA by unanimous decision. A tentative list of members presented. Further discussion on this part is needed. The Czech partners will be contacted by Mendel university (Czech speaking) for simplicity. We need more stakeholders in the advisory board, preferably from each partner country involved in WP1 and WP4.

Advisory board members that are also partners in the project, such as CNB, SAFTRA, DGAV, PI need to represent the stakeholders interest, not just their company interest.

- The question of the added value of having Plant Import and SAFTRA as a member of the stakeholder advisory board as well as a project partner was raised by SINTEF.

Decisions of the GA: Information considered.

7. The PurPest budget and advance payment scheme

The PurPest budget and prepayment scheme, - all in order and payment should go out on Tuesday next week.

Decisions of the GA: Information considered.

8. The Grant Agreement and Consortium Agreement.

The GA was informed about the legal structure in EC projects, the Grant agreement, the obligations between EC and consortium, EC financial contribution and reporting periods. Consortium agreement

- [Version date 2022-10-25](#)
- [Grant agreement no 10106034](#)

Decisions of the GA: Information considered.

9. Other issues sent in advance

The use of a Material transfer agreement (MTA) was considered to be used for PurPest only. A common understanding of how to use the materials exchanged between the partners is essential.

Do we need an amendment, an annex to the CA for this?

We can send a form as an example via email for an agreement between the partners.

A standard permit letter / letter of authorizations needs to be added, if not already available through the National Plant Protection Organization.

A protocol on the transfer of genetic material, the laws and regulations of the different countries might be needed.

This will be taken up for further discussion.

Decisions of the GA: Information considered.



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Closing of the GA.

Overview of decisions taken in the General Assembly

Date	Decision taken on	Vote	Decision
13.01.2023	Notice of meeting and agenda	unanimously	yes
13.01.2023	Appointment of Project manager	unanimously	yes
13.01.2023	Appointment of Work Package leaders	unanimously	yes
13.01.2023	Appointment of Executive board	unanimously	yes

2.3 Signed list of participants for the project meeting 12th and 13th of January and General Assembly meeting: