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RESEARCH EXECUTIVE AGENCY

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Support for training and career development of researchers (Marie Curie)
Industry-Academia Partnerships and Pathways (IAPP)

Grant Agreement No. 612326
FP7-PEOPLE-2013-IAPP

VEGGIEAT

To critically evaluate vegetable acceptability through individual and environmental characteristics across the lifespan in institutional food service

PIAP-GA-2013-612326
Deliverable 1.1
Minutes from the Kick off meeting held in Copenhagen, Aalborg University

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VEGGIEAT – PROJECT ABSTRACT

KEYWORDS
Vegetables, nutrition, intake, age groups, choice architecture, sensory, institutional, consumer, recipes, conceptual model, translational research, industry, policy

ABSTRACT
Adequate vegetable consumption is fundamental to a healthy balanced diet, however, EU compliance with dietary guidelines is poor and further research is required to overcome consumption barriers. The aim of VeggiEAT is to develop an EU platform for predictive modelling of processed vegetable intake that takes into account individual characteristics (acceptability, intake level, age groups) as well as environmental cues (choice architecture and institutional setting). This aim will be achieved through the development of consumer-oriented products (sensory analysis); the development of recipes for use by food providers (restaurants, canteens, etc.); and the benchmarking of choice architecture facilitating the consumption of vegetables. Results will be gathered and modelled to provide strategic intelligence for decision-making (by Industry) and for policy purposes (by the EU); further, this translational research will be disseminated both at scientific and consumer levels. The application of these results will contribute to operational benefits for European vegetable manufacturers (growers, processors, retailers etc), while adding to the body of knowledge regarding consumer behaviour and preferences towards vegetables. The conceptual model will translate the latest academic research results into a greater understanding of factors determining vegetable consumption while informing a commercially viable vegetable product and therefore strengthen European competitiveness. This Industry-Academia-SME collaboration will invigorate the vegetable sector in Europe while addressing in a constructive way the EU objectives of healthier eating at population level.
VEGGIEAT PROJECT TEAM
# VEGGIEAT PROJECT TEAM

<table>
<thead>
<tr>
<th>STEERING COMMITTEE MEMBERS</th>
<th>TITLE</th>
<th>INSTITUTION</th>
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PRESS RELEASES
October 28 2013 - Press Release

New pan European project was kicked off at Aalborg University, Copenhagen

Aalborg University Copenhagen hosted the kickoff meeting of the Marie Curie funded project: VeggiEAT. The project will run from October 2013 to October 2017.

We are delighted to announce the start of the new pan European project that aims to promote vegetable consumption among adolescence and elderly in Denmark, France, Italy and the UK. Adequate intake is fundamental to a healthy balanced diet, however, EU compliance with vegetable dietary guidelines is poor and further research is required to overcome consumption barriers. VeggiEAT is an industry-academia partnership led by Bournemouth University, UK with academic partners Aalborg University and the University of Florence and industrial/SME partners Bonduelle and the Institut Paul Bocuse Research Centre. The aim of VeggiEAT is to develop an EU platform for predictive modelling of processed vegetable intake in an out of home context through the establishment of consumer-oriented products (sensory analysis); the development of recipes for use by food providers (canteens); and the benchmarking of choice architecture in senior schools and care homes.

The application of these results will contribute to operational benefits for European vegetable manufacturers (growers, processors, retailers etc), while adding to the body of knowledge regarding consumer behaviour and preferences towards vegetables. This Industry-Academia-SME collaboration will invigorate the vegetable sector in Europe while addressing in a constructive way the EU objectives of healthier eating at population level.
A CAMPAIGN aimed at improving Europe’s health has been launched by Bournemouth University this month. VeggieEAT aims to promote vegetable consumption among young and old alike using sensory preferences and attitudes toward vegetable intake to show the ease of consuming a highly nutritious diet. The campaign argues that the compliance of the EU with dietary guidelines is poor and under-researched. It is hoped that the study will benefit European veggie-lovers by adding to the body of knowledge regarding consumer behaviour and preferences towards vegetables.

The project has launched in England Denmark, France, and Italy and runs until October, 2017.
SUMMARY OF VEGGIEAT DELIVERABLES AND OUTPUTS
Summary VeggiEAT Deliverables and outputs

The aim of VeggiEAT is to develop an EU platform for predictive modelling of processed vegetable intake that takes into account individual characteristics (acceptability, intake level, age groups) as well as environmental cues (choice architecture and institutional setting).

- Settings – schools and eldercare
- Sensory characteristics – frozen and canned – age, gender and nationality
- Preferred recipes incorporating vegetables
- Choice architecture in settings – compare and contrast
- Model development

To NOTE:

- Meet x2 per year
- Project film on YouTube – HH to speak to BU media school – student project
- Conferences to attend and publication promises have been appended

Outputs

Workpackage 1 – BU

- Minutes from the kick off meeting (D1.1)
- Annual project report (D1.2)
- Launch of project website (D1.3)

Workpackage 2 – Bonduelle

- Identification of the most appropriate methodology for sensory analysis
- Identification of specific product characteristics favoured by consumers
- Contribution to the state of the art regarding vegetable sensory characteristic perception in EU citizens (D2.1)
- Publication in high quality journals and presentation at international conferences and additional dissemination through workshops. Paper submitted to peer-reviewed journal comparing sensory characteristics by age groups (pre and post-test exposure)

Workpackage 3 – IPB

- A list of recipes that can be implemented within public sector foodservice incorporating processed vegetables (a mixture of vegetables will be used here)
- Design of methodological tools for assessing acceptability and perception in a living laboratory setting
- Identify specific menu items to be used in achieving WP4
- Pilot tested recipes (D3.1)

Workpackage 4 – AAU

- Enhanced strategies through CA to improve vegetable consumption across the lifespan (D4.1)
- Development of targeted marketing to enhance business profitability and increase customer base
- Significant contribution to the systematic intelligence gathering of initiatives leading to healthy sustainable eating habits which will link into the emerging European evidence base and policy framework for Public Health

**Workpackage 5 – AAU**

- Production of a model mapping the determinants of vegetable acceptability through sensory characteristics across age groups and institutional settings (D5.1)
- A new conceptual model of the determinants of “the vegetable” consumption in children and the elderly
- A comparative analysis of the acceptability of canned vs frozen vegetables after exposure in a controlled trial

**Workpackage 6 – BU**

- Final report (D6.1)
- Conference at the Royal Society for Public Health (London) (D6.2)
- Special issue of Perspectives in Public Health (D6.3)

Paper 6.1: The design of the study and VeggiEAT presentation
Paper 6.2: The baseline per age group and setting
Paper 6.3: The intervention study results (the main paper): Comparison of the acceptability of canned vs frozen vegetables after exposure in a controlled trial
Paper 6.4: Preferred Sensory characteristics of the vegetable (canned vs frozen)
Paper 6.5: Path model of the determinants of “the vegetable” consumption in school children and the older person.

**Dissemination**

For the EU and international audience, public health conference papers will be submitted to for example
the 21st International Congress of Nutrition, 2017, the 11th European Nutrition Conference (FENS) in 2015 and the 22nd International Union for Health Promotion and Education (IUHPE) <http://www.iuhpe.org/>. In addition, within the EU a paper will be submitted to the European Public Health Conference.
Foodservice papers would be presented at EuroCHRIE, 2016 and the International Conference of Culinary Arts and Science (ICCAS) 2015 in the USA and 2017 in Denmark.

Public health will be targeted through Public Health Nutrition, European Journal of Clinical Nutrition, Annals of Nutrition and Metabolism, the European Journal of Food Science and Nutrition and the Scandinavian Journal of Nutrition. Results from the consumer research will be submitted to the Journal of Consumer Research and Food Quality and Preference while foodservice papers will be targeted through for example the International Journal of Hospitality Management and the International Journal of Contemporary Hospitality Management. A special issue of Perspectives in Public Health will be dedicated to the work of the project.
<table>
<thead>
<tr>
<th>Del no.</th>
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<td>Annual project progress report</td>
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<td>Evaluation of sensory characteristics of processed vegetables across age groups and countries</td>
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<td>O</td>
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<td>14</td>
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<td>15</td>
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<td>O</td>
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<td>D6.3</td>
<td>Organisation of special issue of Perspectives in Public Health</td>
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<td>1</td>
<td>Evaluation of vegetable sensory characteristics</td>
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<td>Recipe and dish development</td>
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<td>Model peer reviewed and demonstrates contribution to knowledge and practice</td>
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<td>Workshops and conferences planned/completed</td>
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NOTES OF THE FIRST MEETING
OF THE VEGGIEAT PROJECT

Work Package 1
Deliverable D1.1
VEGGIEAT NOTES 21-22 OCTOBER 2013

1.0  IN ATTENDANCE

<table>
<thead>
<tr>
<th>Steering Committee Members in Attendance</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Dr Heather Hartwell</td>
<td>Associate Professor, Bournemouth University, UK</td>
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<tr>
<td>Professor F. J. Armando Perez-Cueto</td>
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<tr>
<td>Professor Erminio Monteleone</td>
<td>Sensory Food Science Professor and Head of the Sensory Unit at GESAAF, University of Firenze, Italy</td>
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<tr>
<td>Dr Agnes Giboreau</td>
<td>Research Director, Centre De Recherche, Institute Paul Bocuse, France</td>
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<th>Advisory Committee Members in Attendance</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Professor John S. A. Edwards</td>
<td>Professor of Foodservice, Bournemouth University, UK</td>
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<td>Professor Bent E Mikklesen</td>
<td>Head of the voluntary EU School Fruit Scheme, Aalborg University, Denmark</td>
</tr>
<tr>
<td>Dr Gitte Laub Hansen</td>
<td>Project Manager, Prevention and Documentation, Danish Cancer Society, Denmark</td>
</tr>
<tr>
<td>Dr Lucas P. J. J. Noldus</td>
<td>Managing Director, Noldus Information Technology BV, The Netherlands</td>
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<tr>
<th>Other Participants in Attendance</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Dr David Morizet</td>
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<td>Ms Louise Houlby</td>
<td>MSc Student, Aalborg University, Denmark</td>
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<tr>
<td>Ms Trine Nørnberg</td>
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</tr>
<tr>
<td>Mrs Karen Ward</td>
<td>Project Administrator, Bournemouth University, UK</td>
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2.0  APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Laurence Depezay from Bonduelle, who is a member of the Steering Committee.
3.0 WELCOME AND INTRODUCTION

Dr Heather Hartwell (HH) from Bournemouth University (BU) and Professor F. J. Armando Perez-Cueto (AP-C) from Aalborg University (AAU) welcomed everyone to Copenhagen and said that they were both very pleased to have been given the unique opportunity to collaborate on this exciting new project and they looked forward to working with everyone over the next four years.

4.0 FORMAT FOR THE MEETING

HH referred partners to the summary of VeggiEAT deliverables and outputs that had been circulated prior to the meeting and advised that this would form the basis for discussion over the next two days. It was important for partners to be aware of what was required for each work package (WP) and also when it should be achieved, particularly in terms of the secondments. It was therefore agreed that a full discussion regarding the secondments would take place on day two of the meeting.

HH then explained the aim of the VeggiEAT project, which is to develop a European Union (EU) platform for predictive modelling of processed vegetable intake that takes into account individual characteristics as well as environmental cues, as follows:

- Settings: schools and eldercare
- Sensory characteristics: frozen and canned vegetables – age, gender and nationality
- Preferred recipes incorporating vegetables
- Choice architecture in settings: compare and contrast
- Model development

The participants were then asked to introduce themselves and to give a brief background about their expertise and areas of interest in the project.

HH then gave an outline of how the project came into existence by explaining that it reflected a key EU policy objective, which was to look at the societal challenges that are affecting public health, e.g. obesity, diabetes, etc., and their association with food consumption. By focussing on the vegetable intake of school children and the elderly, the project would seek to identify how it may be possible to make a difference to public health, not just from a theoretical point of view, but also through the implementation of policies, food development and education. By encouraging the food industry and academia to work together it is also hoped that SMEs within the EU will become more competitive. The VeggiEAT project will therefore address the scientific challenge in respect of three key themes: project sensory analysis and consumer perception; recipe development; and consumer behaviour.

5.0 MANAGEMENT OF THE PROJECT

5.1 Project Documentation

Copies of the project documentation had been circulated to the partners, who were asked to familiarise themselves with the content. HH explained that there is a template for managing the project that all partners must adhere to; however, individual partners will be asked to provide input at various different stages of the project, depending on the progress with each WP.
5.2 Project Administration

The partners were advised that Paul Lynch (PL), Senior Research and Knowledge Exchange Officer, is the main point of contact with regard to matters specifically relating to the contract. Karen Ward (KW) is the Project Administrator, and she has been assigned to work one day a week on the project, normally on a Friday; however, partners were assured that she would still be available to answer any urgent queries as and when required.

5.3 Committees

5.3.1 Steering Committee

It was explained that the Steering Committee will ensure that the activities performed within the VeggiEAT project are in line with the original plans and requirements, and that the results are in accordance with the strategic long-term expectations of the industry-academia partnership.

5.3.2 Advisory Committee

The Advisory Committee will play a key role in the dissemination of information and will ensure that the findings are published widely in academic journals and presented at the appropriate scientific meetings.

5.4 Project Meetings

From a management perspective with regard to the deliverables, there would be two project meetings organised per year. The first would involve both the Advisory and the Steering Committees and the second just the Steering Committee. It was agreed that the next meeting of the Steering Committee would take place at Bournemouth University from 9-10 June 2014, during a Festival of Learning that is being held at that time. HH said that the Advisory Board is welcome to attend the event, but it would not be possible for the project to fund their travel etc. The full meeting of both Committees would then take place at the University of Firenze from 16-17 October 2014.

ACTION: All partners to note the dates and venues for the 2014 Steering and Advisory Board Committees.

5.5 Dissemination

It was explained that the overarching philosophy of the Marie Curie funding stream is for the dissemination of information, particularly to school children/students who are encouraged not only to understand the aims and objectives of Marie Curie, but also to become its ambassadors.

5.5.1 VeggiEAT Website

In terms of the project, there is a requirement to launch a bespoke VeggiEAT website. BU will host the website, but it will have links to each of the respective partners’ websites in order to demonstrate their active involvement in the project. Each partner will therefore be required to provide information for the website as and when required. The website will have four layers to it, i.e. general public, students/scholars, the research community and policy makers. It is hoped that the website will be up and running by the Spring of 2014.
5.5.2 VeggiEAT Logo

It was noted that a project logo would be developed and that the Research Executive Agency (REA) would be consulted with regard to the use of logos in project materials, particularly the EU logo.

5.5.3 Social Media

The project will also seek to explore the use of social media for dissemination purposes, e.g. through the use of LinkedIn and YouTube. It was noted that as both BU and AAU have media departments, they might be able to assist in this respect.

5.5.4 Cloud Server

HH agreed to explore whether it would be possible to access the BU share-point site for partner use.

5.5.5 Outreach Events

HH advised that in order to start the dissemination process, BU will be hosting a school outreach event as part of its Festival of Learning on 9 June 2014. The event and activities will be aimed at school children in the local area who are between the ages of 13-18 and will provide an opportunity for them to see the work that is being undertaken on the project and how the research will be applied. It will also provide an opportunity to disseminate the research outputs to school foodservice operators and school managers. Partners are encouraged to participate in the event, not only to see what BU is doing, but also to help with the data collection and to consider how it might be replicated in their own countries further along in the project.

5.5.6 Submission of Papers to Journals and Conferences

In addition to the EU and international conferences and/or journals that have already been identified, partners were asked to provide KW with a list of any other information they come across that might be of interest or relevance for dissemination purposes. A summary sheet, listing all the relevant information regarding conferences/journals etc., would then be produced to enable partners to plan secondments to coincide with the events, thus facilitating attendance.

In this respect it was noted that a special issue of a practice-based journal *Perspectives in Public Health* will be dedicated to the work of the project. It was further noted that the 6th European Conference on Sensory and Consumer Research (EuroSense 2014) will be held from 7-10 September 2014 in Copenhagen and that the International Conference of Culinary Arts and Sciences (ICCAS) would be held at Montclair State University in the USA in 2015 and also in Denmark in 2017. It was agreed that participation in this event in 2017 would provide a good opportunity not just for dissemination purposes but also for partners to be able to get together to celebrate the project’s achievements in its final year. A conference would also be run at the Royal Society for Public Health in London as part of a deliverable in respect of WP6.

A discussion then took place on who was responsible for writing papers and when they should be written. It was explained that partners would come together to write papers as part of the secondments and the process would be led by the WP leaders. However, the Steering Committee must have sight of and input into all papers that are published, even if it is just proofreading, therefore their names should appear on them. If other people outside of the Steering Committee also contribute, then their names can appear as well. The Advisory Committee’s input would be to act as peer reviewers, as its members are experts in the field with respect to advice and experience.
Issues concerning intellectual property rights (IPR) were also discussed. It was explained that BU was in the process of producing Consortium Agreements, which covered IPR, and these would be sent out to the partners for consideration and they would be open to negotiation. It was noted that the Consortium Agreement would have to be signed by the legal signatories who signed the original contract paperwork.

ACTION: All partners to identify relevant conferences/events/journals for dissemination purposes and send the list to KW who will then circulate the information more widely. This action will be on-going for the life of the project.

ACTION: It was agreed that BU/AAU/LN would further explore a) the use of BU’s share-point site for Cloud access, b) registration of the website domain and construction of the site, c) development of social media for the project, d) design and approval of a project logo.

6.0 ETHICAL ISSUES

It was emphasised that consideration needs to be given as to whether there may be any ethical issues that should be addressed, particularly as the sample would involve school children aged between 12-18 and also elderly people living in care homes. It was noted that ethical approval may be different in each of the four countries involved in the project, as well as foodservice across cultures; therefore these are things that need to be taken into consideration. From BU’s perspective, staff within the School of Tourism and the School of Health and Social Care have already worked on projects concerning both groups and therefore the necessary ethical processes are already in place.

ACTION: All partners to identify whether there are any ethical issues that need to be considered from their own country’s perspective. Partners are also asked to advise what procedures are currently in place at their own institution for ethical approval of research.

7.0 PRESENTATIONS

Each WP leader then gave a presentation, firstly introducing their institution and then giving an outline of how they would achieve the deliverables of the project. This was followed by a question and answer session. Copies of the PowerPoint presentations are attached to these minutes for information.

8.0 BUDGET

The budget spreadsheet that had been previously circulated was explained and discussed and the following points were noted:

- Mobility and salary costs follow the researcher. Monies have to include any allowances that are included in the home country, i.e. pensions, NI etc., i.e. the total gross costs to the employer.

- As the costs are calculated per person month, a researcher can go on secondment for two or three weeks in a particular month, but they would not receive the full month’s money.
Management costs are a real cost category, therefore full records of expenditure must be retained and provided to the REA upon request. For any salary costs charged to this category, e.g. to cover administrative, legal or financial management of the project, timesheets must be completed and retained. Therefore for audit purposes any non-scientific management costs can be charged against this budget.

A contribution of 1,800 EUR per researcher-month, managed by the hosting institution, is for research equipment/consumables and training allocation for each named researcher to participate in research training activities, meetings, courses, conference attendance etc., that is applicable to the project and which will also benefit the individual. As there is an audit trail for how the money is being spent, it will be important to keep timesheets and all receipts, flight tickets, etc., so we have a record of all expenditure. Partners were asked to be conscious that it is a fixed amount of money so if there is too much travel undertaken there won’t be much left for the purchase of other research related materials.

Overhead costs are connected with infrastructure, general operation of the organisation, office equipment, communications etc. There is not normally a need to justify costs under this heading, as they are charged at a flat rate.

In terms of the equipment fund specified for Bonduelle, if special software is being used it must be made available to the other partners too.

Where there are exchange rate differences, these will be adjusted to the official EU rate covering the period after the secondment has taken place.

9.0 SECONDMENTS

The second day of the meeting focussed on the secondments and the work package deliverables. HH asked all partners to reflect on what had been discussed the previous day and if there were any action points arising from the discussions, they would be circulated and would form the basis for the agenda for the next meeting.

HH then provided an explanation of the secondment process as per the Gantt chart and the following summary points were noted:

Secondment agreements are a three-way agreement between the host institution, the sending institution and the secondee.

There is a need to identify the skills of all the researchers who will be going on secondment, particularly French language skills.

Each secondment must have a new secondment agreement.

Individual contracts of employment will be co-ordinated by the host institution and the individual.

Partners were reminded that the EU works in person months.

Timesheets would need to be kept for all individuals who go on secondment.

Completed timesheets must be signed by the individual and their supervisor, both of whose names must be on the secondment agreement.
There is a certain amount of flexibility in that other researchers can be substituted for the named individuals who have already been identified, provided they have worked for the organisation at least a year before they start their secondment and they need to be at the same grade and level as the researcher they are replacing. The EU accepts that within a 4-year project there will be person movement.

Whilst individuals can decide when it is most convenient for them to go on secondment, within the requirements for each WP, the dates must be agreed with the host institution and wherever possible secondments should coincide with relevant conferences.

Secondments would be considered and planned one project year at a time.

Synchronising the secondments will help the discussions regarding how the WPs will take shape.

Each WP leader has the responsibility for co-ordinating each secondment and also managing the secondees to ensure that they are fully able to assist with the work that needs to be undertaken for each WP.

It was agreed that KW would produce a spreadsheet summarising the information contained in the Gantt chart on the secondments. It is hoped that this will assist the WP leaders in planning when the secondments will actually take place, based on the circumstances of the secondees in relation to their normal working duties throughout the year. KW would also provide information regarding the necessary forms that would need to be completed in respect of the project.

**ACTION:** KW to produce a spreadsheet summarising the information contained in the Gantt chart on the secondments and provide links to the necessary forms for completion.

10.0 LITERATURE REVIEWS

It was noted that part of a period of secondment should be used for partners to generate a literature review in respect of their particular WP, as any decision that is made about the research must be grounded in the literature. Each WP leader would be responsible for co-ordinating the literature review; however, it is everyone’s responsibility if they come across a paper that is useful for a particular WP, that they should send the information to the relevant WP leader.

**ACTION:** HH to provide partners with relevant literature that has already been identified and provide further leads for future searches. All partners to disseminate information they come across within the literature that is relevant to each of the WPs.

11.0 METHODOLOGY

Discussion then took place on the methodological approaches to be taken. It was agreed that once it has been established how much information each partner’s ethical boards require, it will then be the responsibility of each WP leader to develop a more detailed protocol in terms of the methodology to be used. However, it was noted that there was still a need to work as a team to agree on methodologies,
particularly for WP4, in order to harmonise which data is going to be collected, although it is still important that partners follow what has been written in the bid. It was emphasized that there was a need to keep in mind that we will be making a recommendation for operators of the type of food they can provide in a public foodservice setting that will encourage the consumption of vegetables. In this respect the following points were noted:

- There is a need to agree on the content of the pilot questionnaire in order to do baseline data collection.
- In addition, focus groups may be used, however pre-and post-test questionnaires are essential.
- The sample will consist of adolescents aged from 12-18 and elderly people.
- The model will be for public sector foodservice only.
- Discussion would need to take place on which theories should be used to inform the research.
- There is a need to find intervention sites in each country to see if they are comparable and to identify individual characteristics that are environmentally similar, e.g. self-service, pre-paid, etc.
- WP leaders to discuss and agree what the key determinants are of what should be tested.

Consideration would also need to be given to the following:

- Some children do not eat vegetables and this needs to be explored early on.
- The believed predictors of vegetable consumption.
- The use and acceptability of nudges.
- Neophobia (the fear of new things or experiences).
- Obesophobia (the fear of becoming overweight).
- Peer group influences.
- Willingness to pay, if applicable.
- Portion size.
- Sitting to eat together.
- On-line questionnaires.
- Limitations of choice in what is consumed in elderly care homes.

12.0 TOUR OF THE FOODSCAPE LABORATORY

As part of the meeting the partners were given the opportunity of viewing AAU’s Foodscape Laboratory and to meet with staff who worked there.

13.0 CONCLUSION

HH thanked all the partners for their contribution to the two days and for their participation in the project and wished everyone a safe journey home.
PHOTOGRAPHS OF THE FIRST MEETING OF THE PROJECT
CONFERENCES
VEGGIEAT – CONFERENCES

Sixth European Conference on Sensory and Consumer Research (EuroSense) 2014
Bella Center, Copenhagen, Denmark, 7-10 September 2014
Abstracts to be submitted by 4 April 2014
http://www.eurosense.elsevier.com/

III World Congress of Public Health Nutrition 2014
Las Palmas de Gran Canaria, Spain, 7-12 November 2014
Abstracts to be submitted by 30 April 2014
http://www.nutrition2014.org/

International Conference of Culinary Arts and Sciences (ICCAS) 2015
Conference to be held at Montclair State University (conference details to follow)
http://www.montclair.edu/

International Conference of Culinary Arts and Sciences (ICCAS) 2017
Conference to be held at Aalborg University, Copenhagen, Denmark (conference details to follow)
http://www.en.aau.dk/

Royal Society for Public Health, London, UK
http://www.rsph.org.uk/
SUPPLEMENTARY NOTES
Dear Colleagues

Having reviewed the contract documentation, I’ve detailed below some points that will need consideration as we go forward with the project. For further information regarding how the project should be managed, please see the following link: http://ec.europa.eu/research/mariecurieactions/funded-projects/how-to-manage/itn/index_en.htm

THE FOLLOWING INFORMATION HAS BEEN TAKEN FROM ANNEX I – PART A:

Secondments

In total 122 person months broken down as follows – hosted by:

- BU 20
- AAU 17
- FI 17
- Bonduelle 26
- IPB 42

The basic foundation of the training will be the **Personal Career Development Plan** of each trainee that will be established by the researcher together with the personal supervisor at the host organisation.

**Key Activities (pages 12-13) for VERs and ERs**

All participants must adhere to general principles relating to safety, gender equality and IPR. Management structures, responsibilities and decision-making processes will be described by a **Consortium Agreement** relating solely to the VeggiEAT project, which will be developed and approved by all partners before the outset of the research. Paul Lynch will be in touch with you soon regarding these agreements.

**Steering Committee will comprise:**

- Dr Heather Hartwell (BU)
- Prof Federico Perez-Cueto (AAU)
- Prof Erminio Monteleone (FI)
- Mrs Laurence Depezay (Bonduelle)
- Dr Agnes Giboreau (IPB)

**Advisory Committee will comprise:**

- Dr GeitteLaub Hansen (Danish Cancer Society)
- Prof Dr Bent E Mikklesen (Head of the Voluntary EU School Fruit Scheme)
- Prof John S A Edwards (BU)
- Dr Lucas Noldus (MD Noldus Information Technology BV)

**The Reporting Process**

The reporting process will be organised as follows:

- Quarterly review sessions of all research team members.
• Quarterly evaluation reports of the Research Team Leaders submitted to the Steering Committee (page 24).
• A mid-term review meeting, preferably in month 20-22 of the project.

Please note the following information:

Financial management: page 25, B.4.4.2
Recruitment strategy: page 25, B.4.4.3
Gender aspects: B.4.4.4
IPR: B.4.4.5
Ethics: page 29

Allowances

For the salary payments there are set rates for people of different levels of experience and family status depending on which country they are going to (see below). There is the salary component and the mobility component. The salary may either be more than or less than the salary the person already receives. If it is less than, then they may continue to receive their normal salary; if it is more than, then they should receive the additional amount.

As an example, an ESR seconded from Bonduelle to BU would be entitled to €51,072 per annum (D5 on the budget spreadsheet). This is the total amount available for the ESR (including any additional costs).

As a further example, in the UK we would do:

€51,072 LESS the Employers’ national insurance contribution and pension contribution (28%) so €51,072/1.28 = €39,900.

The researcher’s salary would therefore be €39,900 (this is what we might call the advertised salary) with the rest used to cover the additional employers’ costs. You would need to take account of whatever the equivalent additional costs are in your own country.

Then it is the €39,900 that you are comparing to the researcher’s normal salary. If their normal salary is €35,000 you must make up the difference so they get paid the full EC-supported amount during the period of the secondment. If the researcher’s normal salary is €42,000, then they will not receive anything additional in terms of salary but would still receive the mobility amount. How the salary and mobility payments are treated may vary according to tax rules etc. within a given country.

Effectively you are only paying your people, who you already pay. There will be a Secondment Agreement between the sending institution, the institution the secondee is going to, and the secondee themselves. This Secondment Agreement is primarily for the EC’s benefit and is not an employment contract; it is just to record/prove/demonstrate the activity – we will provide a standard agreement to all partners for this to ensure consistency. As there is always an additional payment of some sort (even, if only the mobility amount) then your Human Resources Department should always, in addition to the Secondment Agreement, issue an employment contract making clear this temporary arrangement (basically, your contract remains unchanged but during this period you will receive pay and mobility of “X”). There is a requirement that this activity is done on an employment contract and so it is important to involve your HR Department and make sure the matter is registered in some way (such as the revised employment letter mentioned earlier or whatever is appropriate in your institution/country).
The rates that are applicable for each secondee have been calculated as per the budget spreadsheet that was distributed at the meeting.

*Rate for individual countries is obtained by applying the correction coefficients listed in Table 3.2 of the WP.*

**Dates**

The length of secondments for reporting purposes are calculated by calendar month. So the 14\textsuperscript{th} of one month to the 13\textsuperscript{th} of the next will count as one month regardless of the length of the months concerned. No account needs to be taken of one-off public holidays or occasional days off during the secondment period. Periods where substantial disruption may occur (for example Christmas or Easter), or the taking of longer periods of personal holiday allowance need to be taken into account. Most months in your workplace would involve 20 to 23 workdays and, as timesheets need to be kept detailing daily hours on the project during the secondment, this should reflect a similar level of commitment in terms of days worked.

**Monthly living allowance - flat rate of:**

- 38,000 EUR/year for ESRs
- 58,500 EUR/year for ERs
- 87,500 EUR/year for VERs

*Rate for individual countries is obtained by applying the correction coefficients listed in Table 3.2 of the WP, i.e.*

- BU \textsuperscript{1.344}
- AAU \textsuperscript{1.341}
- FI \textsuperscript{1.066}
- BON \textsuperscript{1.161}
- IPB \textsuperscript{1.161}

**Monthly mobility allowance – flat rate of:**

- 700 EUR For researchers without a family
- 1,000 EUR For researchers with a family *

* In this context, family is defined as persons linked to the researcher by:
  - Marriage.
  - A relationship with equivalent status to a marriage recognised by the national legislation of the country of the host organisation, or of the nationality of the researcher.
  - Dependent children being maintained by the researcher.

*Rate for individual countries is obtained by applying the correction coefficients listed above.*

The mobility allowance will take into account the family situation of the researcher at the time of recruitment or at the start of the secondment period.

This covers expenses linked to the personal household, relocation and travel expenses of the researcher and her/his family in the host country.
Contribution to training expenses of eligible researchers and research/transfer of knowledge programme expenses

A flat rate of 1,800 EUR per researcher-month managed by the host organisations to contribute for expenses related to the participation of researchers to training activities; expenses related to research costs; execution of the training/partnership project and contribution to the expenses related to the co-ordination between participants.

Management Activities (including audit certification if applicable)

Maximum of 10% of the total EU contribution.

Contribution to Overheads

10% of direct costs, except for subcontractors and the costs of the resources made available by third parties which are not used in the premises of the beneficiary.

As long as we fulfil the contract in terms of doing the project, number of months of secondments etc., then the money in your overheads’ budget will come to you. The 10% is set by the EC and is not subject to audit in terms of how it is spent. How this is handled within your organisation is a matter for you to decide. If the budget is available to you for use then it would seem perfectly reasonable to use it in this way. At BU we have an overhead system that charges the whole 10% in each period and credits the money to the School running the project who have to meet the costs of running it (office space, lighting etc.). Other partners charge parts of these ‘overhead’ costs to the project directly, it is therefore really dependent on your local situation.

Applicable for participating SMEs only

Small equipment expenses up to a maximum of 10% of the total contribution to the SME participant, if: duly justified for the project, on the basis of real costs and after prior agreement by the REA.

Transfers of budget from the monthly living and mobility allowances to the budgets for training expenses and management activities is NOT allowed.

ANNEX II

As required by Annex II of the Grant Agreement, the Co-ordinator will ensure that all publications and presentations by members of the project consortium – including all funded fellows – acknowledge the EU financial support received. This acknowledgement will specifically refer to the Marie Curie Industry-Academia Pathways and Partnerships (IAPP) action, as well as the project number and acronym.

Costs –pages 17-28

Costs must be reported in Euros. Beneficiaries with accounts in currencies other than the Euro must report costs by using, either the conversion rate published by the European Central Bank that would have applied on the date that the actual costs were incurred, or its rate applicable on the first day of the month following the end of the reporting period. Beneficiaries with accounts in Euro should convert costs incurred in other currencies according to their usual accounting practice.

Please note the costs that are considered in-eligible and may NOT be charged to the project (page 18, no. 4), particularly Value Added Tax (VAT).
Audit

The REA or the Commission may, at any time during the implementation of the project and up to five years after the end of the project, arrange for financial audits to be carried out by external auditors. All partners must keep the originals or, in exceptional cases, duly authenticated copies, including electronic copies, of all documents relating to the grant agreement for up to five years from the end of the project.

Any payment may be subject to an audit or review and may be adjusted or recovered based on the results of such audit or review.

ANNEX III – please read for definitions of researchers etc.

**Early Stage Researcher (ESR):** means a researcher who, at the start of secondment at the receiving organisation has not yet been awarded the doctorate degree and is in the first 4 years (full-time equivalent) of his/her research career.

**Experienced Researcher (ER):** means a researcher who, at the time of recruitment by the home organisation or at the start of secondment at the receiving organisation, is already in possession of a doctoral degree, independently of the time taken to acquire it, or having at least 4 years of full-time equivalent research experience.

**Very Experienced Researcher (VER)**

For the purposes of this project the point at which an individual should be assessed for experience is at the point the application was submitted rather than when the secondment begins. If a person is recruited or takes over from a previously envisaged secondee, then it is the point of joining the project that they should be assessed for experience.

**Performance Obligations**

- Take all necessary and reasonable measures to recruit at least 40% women researchers in the project.

- Decisions on any re-distribution of the indicative allocation of the researcher-months to be selected on the project can be taken, however the REA must be informed of these beforehand by submission of an updated table. The REA reserves the right not to accept the proposed re-distribution in cases where it is considered detrimental to the proper implementation of the project.

- Ensure that any newly recruited researchers are covered under a social security scheme providing protection at least equivalent to those of local researchers holding a similar position and also ensure that they enjoy the same standards of safety and occupational health.

- Completion of Evaluation Questionnaires.

- Have regard to the general principles of the Commission Recommendation of 11 March 2005 on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, in particular concerning the working conditions, transparency of recruitment processes, and career development of the researchers recruited for the project.
Reports and Deliverables

These reports and other deliverables should be sent electronically to the Co-ordinator at Bournemouth University (BU) for onward transmission to the REA.

The layout and content of the reports has to conform to the instructions and guidance notes established by the Commission.

- The consortium has to submit a periodic report to the EU’s Research Executive Agency (REA) for each reporting period within 60 days after the end of each respective period.

- The consortium also has to submit a final report covering results, conclusions and socio-economic impact of the project. The report also has to cover wider societal implications of the project.
LAUNCH OF VEGGIEAT WEBSITE

Work Package 1
Deliverable D1.3
Welcome to the project website of VeggiEAT

Here you can find all the relevant information and latest news from this 4 year EU-funded research partnership (running from October 2013 to September 2017)

Find out more

LATEST NEWS

New pan European project was kicked off at Aalborg University, Copenhagen

October 28, 2013
SECONDMENT AGREEMENT
TEMPLATE
**SECONDMENT AGREEMENT**

Please use the TAB key to move between the various fields

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| **SALARY (to include gross monthly base salary, including living allowance; monthly mobility allowance; and travel allowance)** | **GROSS SALARY FOR THE SECONDMENT PERIOD:** €
**MOBILITY ALLOWANCE:** €

**PLEASE NOTE THE FOLLOWING:**

The project, VeggieEAT, provides an annual amount of €…… for salary and an annual amount of €…… as a mobility allowance. This is the total annual allowance available to fund this secondment. The amount paid to the individual secondee will be LESS any employment costs incurred by the employer (such as insurance or pension costs) and will relate pro-rata to the annual amount according to the length of the secondment in question. Where the currency of payment is not EURO, the initial payments may be at a lesser rate than the current exchange rate in order to allow for currency fluctuations, but the secondee must be paid the full equivalent EURO amount, at latest, by the end of the project.

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This Secondment Agreement is subject to the Secondment terms and conditions attached hereto ("Terms and Conditions").

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SECONDMENT TERMS AND CONDITIONS

The following terms and conditions ("Terms and Conditions") apply to the secondment of the Researcher referred to in the attached Secondment Agreement. The Terms and Conditions and the Secondment Agreement together constitute this agreement. This agreement is made pursuant to the collaboration agreement to be agreed and signed between the Host and the Home Organisation (the “Collaboration Agreement”) and the Grant Agreement dated 23 August 2013 (a copy of which is annexed to this agreement) whereby the European Community represented by the Commission of the European Communities (“REA”) has agreed to provide funds to the Host and Home Organisation for a programme of work known as VeggiEAT (“the Project”).

Terms defined in these Terms and Conditions have the meaning given in the Secondment Agreement. The headings to the clauses are for convenience only and have no legal effect. Matters of interpretation will be resolved between the Home Organisation and the Host.

1.0 Purpose of Secondment

The Researcher shall undertake the Main Activities at the Location. In addition, during the secondment the Researcher will:

- Devote the whole of his/her time, attention and ability during normal working hours to the Main Activities, subject to duly justified personal or family reasons
- Faithfully and diligently perform those activities and appropriately exercise such powers consistent with them
- Obey all lawful and reasonable instructions of the Host
- Use best endeavours to promote the interests of the Host and the Project
- Adhere to all rules, regulations and policies of the Host
- Carry out such duties as the Host may from time to time direct

2.0 Duration of Secondment

The secondment shall take place during the Secondment Period(s) and automatically terminate at the end of the Secondment Period(s) or at any point within this period in accordance with clause 12 of these Terms and Conditions.

3.0 Financial Arrangements

The Home Organisation will pay the Researcher the Salary in accordance with the details provided in the Secondment Agreement.

The Researcher may not receive any additional income whether from the Host, the Home Organisation or any third party, for the carrying out of the Main Activities.

4.0 Hours of Work

The Researcher will perform the secondment for the Number of Hours Per Week. This may also include attending occasional functions and events outside the “normal” working day (09:00 – 17:00) which are considered essential for the successful operation of the role. The Researcher and the Host will agree the working patterns to deliver these hours.

5.0 Operational Base
The Researcher’s permanent base will be the Location during the secondment. The Researcher may work from other locations as agreed between the Host and the Researcher.

### 6.0 Terms and Conditions

#### Employment Position

The Researcher will be seconded to the Host during the Secondment Period(s) but will remain an employee of the Home Organisation at all times. As such, all terms and conditions relating to his/her employment will relate to his/her contract of employment with the Home Organisation and any issues that may arise during the period of secondment that relate to the Researcher’s employment will remain the responsibility of the Home Organisation.

Subject always to the terms and conditions of the Researcher’s contract of employment with the Home Organisation, the Home Organisation will endeavour to keep such terms and conditions in place for a minimum period of 12 months from the end of the Secondment Period(s).

Subject always to the terms and conditions of the Researcher’s contract of employment with the Home Organisation, the Researcher intends to continue his/her employment with the Home Organisation for a minimum period of 12 months from the end of the Secondment Period(s).

#### Annual Leave

The Home Organisation and the Host will agree at the beginning of this agreement the annual leave arrangements appropriate to the Researcher’s employment contract. If annual leave remains to be organised at the beginning of the Secondment Period(s), the Researcher will obtain prior approval from the Supervisor before taking such leave.

#### Sickness Reporting

As well as following the Home Organisation’s sickness reporting policy, the Researcher will notify the Supervisor at the Host when reporting sickness.

#### Disciplinary/Grievance

The Host will notify the Home Organisation should a disciplinary or grievance issue arise. The Home Organisation will investigate the matter in accordance with its disciplinary and grievance policies and invite the Host to present evidence where appropriate.

#### Line Management

The Supervisor will act as the line manager for the Researcher on behalf of the Host during the Secondment Period(s).

### 8.0 Social Security

[National coverage available, insurance].

### 9.0 Data Protection

The Researcher consents to the Host processing data relating to him/her for legal, personnel, administrative and management purposes and in particular to the processing of any “sensitive data” as referred to in EC Data Protection Directive (95/46/EC).

### 10.0 Evaluation

The Researcher agrees to complete such follow-up questionnaires as required by REA and, until 30th June 2017, keep the Home Organisation informed of his/her contact details.
11.0 Intellectual Property

Ownership of all intellectual property rights in any material, data or other information created by the Researcher in any format whatsoever relating to or arising out of the secondment shall vest in the Home Organisation as his/her employer. All such intellectual property rights shall be dealt with in accordance with the Collaboration Agreement.

12.0 Termination

Either the Host or Home Organisation may terminate this agreement with immediate effect without notice:

- on the termination of the Researcher’s employment with the Home Organisation as a result of the Researcher’s gross misconduct, resignation or retirement; or
- if the other is guilty of any serious or (after warning) repeated breach of the terms of this agreement; or
- upon the termination of the Collaboration Agreement or the Grant Agreement or the Host or Home Organisation no longer being party to the Grant Agreement.

Any delay by the Host or Home Organisation in exercising such right to terminate shall not constitute a waiver of such rights.

13.0 Obligations following Termination

Upon the termination of this agreement howsoever arising the Researcher will:

- deliver to the Host all documents and all copies thereof, whether on paper, computer disc or otherwise made, compiled or acquired by him/her during the performance of his/her duties under this agreement and relating to the business or affairs of the Host and any other property of the Host which is in his/her possession, custody, care or control;
- irretrievably delete any information relating to the business of the Host stored on any magnetic or optical disc or memory and all matter derived from such sources which is in his/her possession, custody, care or control outside the premises of the Host; and
- confirm in writing and produce such evidence as is reasonable to prove compliance with his/her obligations under this clause 13.

14.0 Confidentiality

In consideration of the Host entering into this agreement, the Researcher shall not during the secondment or any time after its termination:

- disclose to any person or persons (except to those authorised by the Host to know);
- use for his/her own purposes or for any purposes other than those of the Host; or
- through any failure to exercise all due care and diligence cause any unauthorised disclosure of:

  any private, confidential or secret information of the Host obtained by virtue of this secondment, or in respect of which the Host is bound by an obligation of confidentiality to a third party. These restrictions shall cease to apply through information or knowledge which may (otherwise through the default of the Researcher) become available to the public generally.

All notes, memoranda, records in writing made by the Researcher relating to the business of the Host shall remain the property of the Host and shall be delivered to the Host forthwith upon request.

15.0 Liability

The Home Organisation shall indemnify the Host in full for and against all claims, costs, expenses or liabilities whatsoever and howsoever arising incurred or suffered by the Host including without limitation any redundancy costs, all legal expenses and other professional fees (together with any VAT thereon) in relation to:
• the termination by the Home Organisation of the employment of the Researcher;
• anything done or omitted to be done in respect of the Researcher which is deemed to have been done by the Host by virtue of the Acquired Rights Directive (Directive 77/187/EC, subsequently revised and consolidated in Directive 2001/23) or any national regulations made thereunder (the “Directive”); or
• any claim made at any time by the Researcher that he/she has become an employee of or has rights against the Host by virtue of the Directive,

except that this clause shall not apply to the Researcher should he/she at any time after the date of this agreement enter into a written contract of employment with the Host.

The parties agree that this agreement (including the termination hereof) shall not operate to transfer the employment of the Researcher from the Home Organisation to the Host, and that the Directive (as amended from time to time) shall not apply to this agreement. In the event that the Directive shall be found to apply to the implementation of this agreement, or to any variation, expiration or termination hereof, so as to transfer the employment of the Researcher to the Host, then:

• the Home Organisation shall forthwith, promptly after it becomes aware that such transfer has occurred or will occur, make an offer of employment to the Researcher to re-employ him/her on the same terms and conditions as such contract of employment;
• the Host may forthwith terminate the employment of the Researcher; and
• if the Researcher declines any such offer from the Home Organisation, the Home Organisation shall indemnify the Host on an on-going basis against all costs, claims, liabilities and losses incurred by the Host in connection with the transfer and employment and the termination (for whatever reason) of the employment of the Researcher by the Host.

16.0 Other Provisions

This agreement constitutes the entire agreement between the parties in relation to its subject matter and supersedes all prior agreements, understandings or discussions between the parties other than representations made fraudulently.

The agreement will be governed by and construed in accordance with English Law and the parties submit to the exclusive jurisdiction of the English courts.