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Organisation of meetings

Authors: Vera SILVA

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Project coordinator	Wageningen University
Overall Project coordinator	Prof. Dr. V. Geissen +31 317 485144 (Violette.Geissen@wur.nl)
Scientific Project manager	V. Felix da Graca Silva, MSc (Vera.FelixdaGracaSilva@wur.nl)
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Principle author e-mail	vera.felixdagracasiva@wur.nl
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1. Introduction

Deliverable coverage

The description of this deliverable relates with internal project meetings. For dissemination oriented meetings see WP8 deliverables, e.g., D8.5 on the proceedings of the 25th June 2025 – final SPRINT conference in Brussels. D9.4 was planned as a compilation of plenary meetings minutes. This given the critical aim and relevance of such meetings: update the consortium on the progress of project activities, to outline work plans, to have scientific discussions, targeted training sessions for project partners, and to receive updates regarding the financial and IP status and interactions with the European Commission. Nevertheless, considering the complexity of the project, and to better reflect its management, we extended the deliverable coverage to other key meetings, and included a brief overview of other, more targeted meetings organized or facilitated by the coordination.

Most of the meetings related to task 9.1 - activity management, which covers i) maintenance of the project work plan and monitoring of its implementation, ii) identification of required corrective actions and contingency plans and iii) implementation of decisions of the project managerial bodies. Remaining meetings were related with other WP9 tasks, namely financial and legal management, and Gender balance and gender integration. This to secure regular communication with and across beneficiaries and management units such as Ethics/ Gender/Dissemination, Exploitation and Impact Committee, Project Advisory Board members, and EC project officer.

SPRINT management structure

Regular communication, which follows the SPRINT management structure (**Figure 1**, updated recently due to change of some WP leaders, and deputy coordinator) and secured by meetings and other communication channels, was tested and found much necessary from early stages of the project, since the project field campaign, a foundation of all WPs of the project was prepared and conducted during COVID pandemic. The project management comprises different management entities, their roles and responsibilities as described in the Description Of Action (DoA):

The *Project Management Board (PMB)* is the central management entity of the SPRINT initiative. The PMB is chaired by the Overall Project Coordinator Prof. dr. Geissen, and during her absence, by the Deputy Project Coordinator dr. Silva. They are supported by an WU administrative, financial and legal Project Management Team. The PMB has the following authorities:

i. deciding upon proposals made by the absence of agreement, returning budget proposals to the GA for reconsideration
ii. deciding upon proposals made by the GA for decisions to serve notice on a defaulting partner, and to assign the defaulting partners tasks and budgets to other partners
iii. deciding upon proposals made by the GA for changes to technical specifications in Annex 1 of the Grant Agreement
iv. oversight of the project progress and ensuring all legal, contractual, ethical, financial and administrative management requirements are met
v. scheduling project plenary meetings and Work Package Leader meetings, including administration and preparation of minutes and follow-up of its decisions
vi. preparing, updating and managing the consortium agreement between the partners
vii. communication with EU Commission project and financial officers, including reporting

viii. maintaining close contacts with the General Assembly (GA), the Project Advisory Board (PAB), and the Project Scientific Board (PSB).

The *General Assembly (GA)* consists of all projects partners within SPRINT, and is a forum to exchange views between partners, and propose changes to project execution, management or administration, if felt needed. The GA will disseminate information to all partners and stakeholders and provide a method for consulting with partners and obtaining opinions through voting on the following topics: accession and termination of beneficiaries, project termination, change of coordinator, long-term project strategy and direction.

The *Project Scientific Board (PSB)* consist of the Scientific Project Coordinator (Prof. Scheepers - SRU), the Scientific Project Manager (dr. Silva - WU), and Work Package Leaders or Co-Leaders. PSB role:

i. secure optimal scientific integration of the work,
ii. decide upon the scientific roadmaps of the project,
iii. monitor scientific progress against objectives, milestones and deliverables, and coordinate scientific activities to ensure timely deliverance of project output,
iv. ethics application to ensure no work is undertaken without the appropriate approvals,
v. streamline dissemination, exploitation, innovation management and communication activities,
vi. make proposals to the PMB for decisions on, or proposals to partners, and to serve notice on a defaulting partner and reassign tasks to other partners,
vii. decide upon the nomination and period of office of co-opted PSB members
viii. handle conflict resolution within the project which could not be handled at a lower level.

The *Project Advisory Board (PAB)* consists of 5 members external to the consortium with relevant specialist Expertise. The PAB members:

i. provide solicited and unsolicited advice on the quality and relevance of the activities and results of SPRINT
ii. assist to disseminate the results generated by the research effort and increase interest in and awareness of the research within the scientific, policy, and non-academic communities
iii. facilitate access to additional relevant organizations and stakeholders

The *Dissemination, Exploitation and Impact Committee (DEIC)*, chaired by WP8 leader Dr. Mills (CCRI), comprise the Scientific Project Coordinator (Prof. Scheepers - SRU), the Scientific Project Manager (dr. Silva - WU), and a few more SPRINT colllegues with relevant project function and expertise. They will hold necessary expertise in international policy and regulatory perspectives and knowledge utilisation, ensuring that the advances developed by SPRINT are fully and effectively disseminated and exploited for maximum impact. DEIC remit cover :

i. monitoring and updating the D&E plan
ii. ensuring that international decision makers, experts' and practitioners' views and needs are included and taken into account throughout the duration of the project, thereby promoting implementation of results and optimal impact
iii. evaluating draft publications, abstracts and presentations for proprietary knowledge
iv. innovation management

v. facilitating communication with key stakeholders and target audiences to generate a dialogue about the foreseen benefits from the implementation of the results.

The *Ethics Committee (EthC)*, consisting of WP2 co-leader Prof. dr. Schlünssen (AU), WP3 leader Assoc. Prof.dr. Scheepers (SRU), and WP4 leader Dr. Mandrioli (RAM), is responsible for monitoring and advising/discussing on all ethical issues related to the animal and human studies, personal data protection and involvement of third countries. The Ethics Committee ensure that all work performed as part of the project respects fundamental ethical principles and the requirements stipulated in the Horizon2020 guide for proposals, including national legislation, relevant EU legislation, international conventions and declarations, the opinion of the European Group on Ethics and Protection of Animals.

The *Gender Committee (GC)*, chaired by Dr. van der Burg (WU), is responsible for addressing gender+ related issues within the context of the SPRINT initiative. Besides regular gender reporting, specific attention is devoted to ensure participation of women in research and to the gender dimension of SPRINTs research. The latter implies that gender is considered as a key analytical and explanatory variable in research.

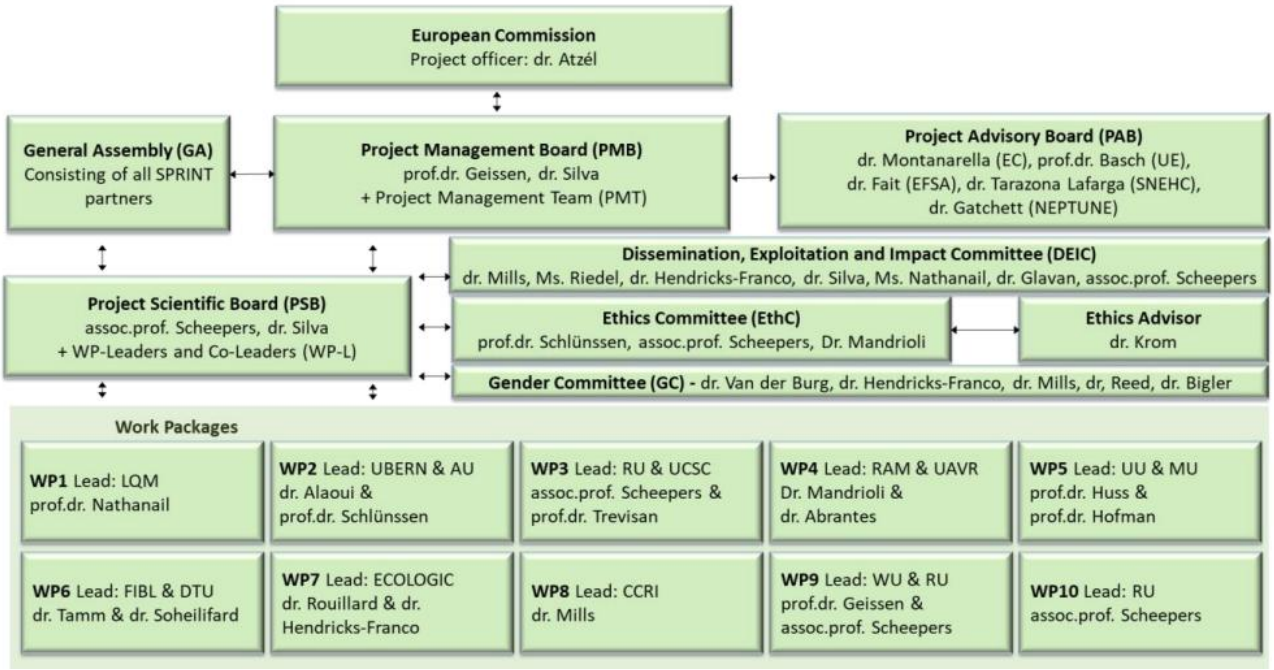


Figure 1 – A recent updated flow scheme demonstrating the overall management structure in SPRINT.

2. Overview of main meetings

The management units/Committees presented above met on regular basis, see below on the targeted frequency (as presented in the DoA), rationale and highlights of these meetings . See **Table 1 and Annex 1** on meetings implementation, agenda and agreements. A few additional meetings, often bilateral discussions among key experts, or between coordination team and beneficiaries, were listed in **Table 2**. A small photo gallery is also provided under this section to highlight the diversity of meetings held during the course of the project.

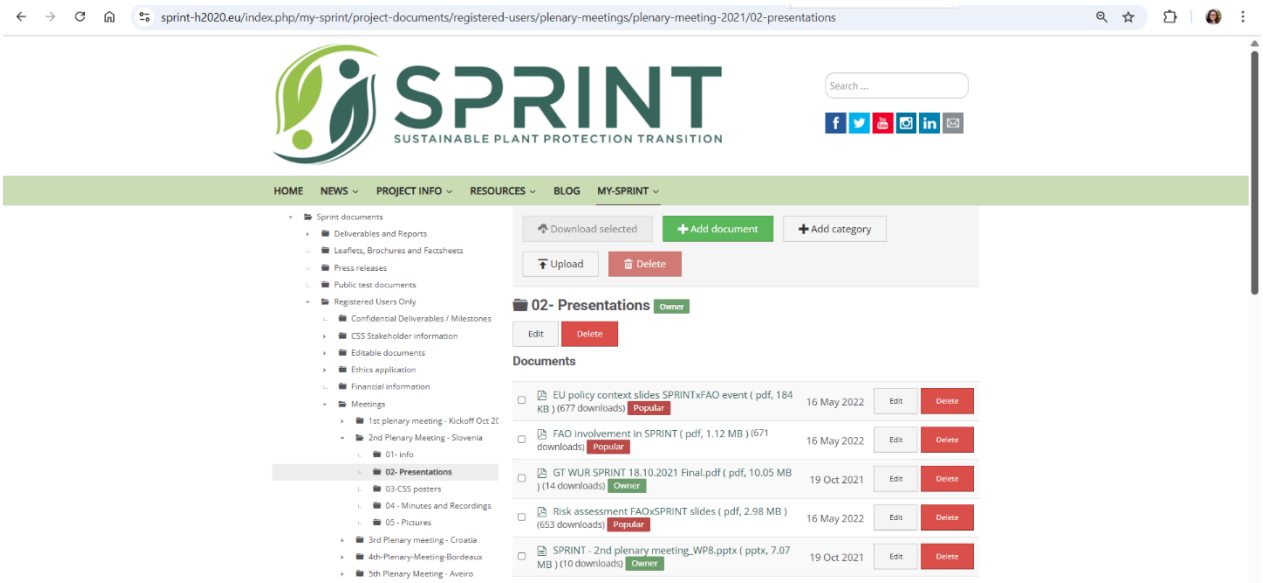
The planned frequency of the main meetings

Type	Frequency	Format
Plenary meetings	Annual	in person/hybrid
WP leaders meetings	Bi-annual	in person/hybrid
Open hours: Coordination - WP leaders - CSS leaders meetings	Monthly	online
Coordination meetings (WU & SRU)	Weekly	online
Others: expert meetings (balloons): PPP labs meetings, Microbiome, deliverables, topic-related, etc	When needed	online

The rationale behind the main meetings, and some highlights

Plenary meetings

SPRINT have five plenary meetings, with same overall objective: evaluate project progress, to outline work plans, to have scientific discussions, targeted training sessions for project partners, to receive feedback from PAB, and updates regarding interactions with the EC. Expect for first one, all meetings were hybrid. Hybrid meetings were supported by a local host, a partner with a Case Study Site (CSS). A local events company was involved for organising and invoicing purposes (local hosts were not yet assigned at the time of the grant agreement preparation, so no additional budget was attributed to local organiser partners). The Program of these meetings was similar, started with a WP leaders meeting, included a 1-day field trip to CSS for those joining in person, and plenary, target and parallel sessions (with different audiences), and ending with a wrap-up an d points of action list. All partners were represented in the plenary sessions, and although open to everyone, only key experts/beneficiaries were requested at the target and parallel sessions. Besides SPRINT beneficiaries, also SPRINT Project Advisory Board members, and the Project Officer joined were present in these meetings. Representatives of related projects joined parts of the meetings. Despite the similar structure, the detailed agenda varied among years based on project timeline and priorities. Agenda was prepared with WP leaders and SPRINT committees. All plenary meetings were recorded with no objections from participants. Given the existence of these records, the minutes of the meetings focus on the key points discussed and on the follow-up activities agreed upon during the meeting. The minutes of the meetings were prepared by WU and shared with the consortium for a last check and approval. The minutes of the kick-off meeting were uploaded as D9.3 due (submission date 30 November 2020). The minutes of other plenary meetings are compiled here in Annex 1. All plenary meeting related materials (including WP presentations, CSS posters, recordings, etc) are available for the SPRINT consortium via the project website: https://sprinth2020.eu/index.php/project-documents/registered-users/plenary-meetings.



The SPRINT Kick-off meeting (KOM) was organised from the 12 – 15 of October 2020. Due to the COVID-19 pandemic, this KOM was a virtual meeting. 97, 69 and 61 participants attended the KOM on Tuesday, Wednesday and Thursday, respectively. 60% of participants attended the three days of the meeting, 12% two days and 28% only one day. Overall list of participants is presented in the minutes. A supplementary Padlet platform was used to promote discussion. Logistics were supported by WP1 and WP8. Along with beneficiaries, the SPRINT EC Project Officer at the time, DG AGRI, DG SANTE, and DG ENV representatives, and most of the SPRINT Project Advisory Board members, were present in the meeting. The full list of participants can be found in the minutes of the meeting.

The second plenary meeting occurred between the 18 - 20 of October 2021. This was a hybrid meeting - a safe setup was prepared in Ljubljana - Slovenia to meet physically, and the people who could not join physically due to the COVID-19 pandemic joined online, in ZOOM. Logistics were coordinated by WU and the local hosts (Matjaž Glavan and Vesna Zupanc, UL). The meeting included a 1-day field trip to the Slovenian CSS. Overall 87 participants joined the plenary meeting - 31 in Slovenia, 56 online. The list of participants joining in person can be found in the minutes of the meeting. Each WP prepared a 20-25 minutes presentation focused on the progress done last year and workplan for year 2. Each CSS leader prepared a poster on field work update. Gender issues gained particular relevance in this 2nd plenary meeting, with a gender training, SPRINT's gender survey and gender integration across WPs.

The third plenary meeting was conducted between 4 - 9 of September 2022 as a hybrid meeting in Opatja, Croatia. All partners were represented in the plenary meeting – 48 participants in Croatia, 26 online. In the minutes the information on daily attendance for participants in Croatia. This information is not available for participants joining online as no ZOOM pre-registration was performed, nevertheless, the names of the people in the discussions were added to the minutes and provide some insight in this regard. Meeting again was coordinated by WU and logistics were supported by the local hosts Marija Polić Pasković and Igor Pasković from INSTITUT ZA POLJOPRIVREDU I TURIZAM USTANOVA (IPTPO). The meeting included a 1-day field trip for those in Croatia. The visit included a visit to an ecologic olive farmer and a visit to the IPTPO facilities.

The fourth plenary meeting was conducted between 4 – 8 of September 2023. Most people met in Bordeaux, France, and a ZOOM platform was available for the people that could not join physically. All partners were represented in the plenary meeting – 47 participants in Bordeaux, and around 20 online. In the respective meeting minutes we have the information on daily attendance for participants in Bordeaux. Logistics were supported by the local hosts Isabelle Baldi, Mathilde Bureau, Maylis Leblanc and Halima Abdessadok from the UNIVERSITY OF BORDEAUX (beneficiary 24). The meeting included a 1-day field trip for those in Bordeaux to Saint Emillion. The field trip included a visit to the Wine house of Saint Emillion ("Maison des Vins of St Emillion"), a discussion with the director of the Wine house of Saint Emillion on the transition and environmental commitment of wine from Saint Emillion brand, a visit to the organic vineyard Château Coutet, who is part of the CSS of France, including tasting and lunch, and a city tour in Saint Emillion.

The fifth plenary meeting took place between 9 - 13 of September 2024 in Aveiro, Portugal. All partners were represented in the plenary meeting – 49 participants in Aveiro, and around 12 online (ZOOM). This meeting utilized a single-track format, with no parallel sessions, allowing all participants to engage collectively in updates, work plans, and discussions on challenges and opportunities for each work package. Plenary sessions addressed overall project progress, with input from the Project Advisory Board, and included discussions on publications, data management, and relational database updates. PhD/MSc candidates presented research pitches, followed by poster discussions that promoted scientific exchange. Last plenary meeting was more focused towards the development of key messages and research and policy.

WP leaders meetings

WP leaders (& co-leaders) met 11 times during the course of the project. They met twice a year – one time during plenary meeting, the other around 6 months after that, in usually in March. Main goal of these meetings was to update on WP progress and challenges, align flow of activities and data among WPs, and discussion on feedback from different committees, and overall approaches and messages. Coordination had sometimes key questions for discussion, related with feedback from EC and Committee. Half of the meetings were held in the plenary meeting week, always as the first point in their program (this way ideas and questions were fully aligned for the plenary meeting itself, and other non-WP leaders colleagues could join later, making it more efficient to everyone). The other half of the meetings was held online, around March. WP leaders meetings were rather intense, in the sense of having a lot of information covered in a morning/afternoon, and to avoid overlooking of topics due to possible fatigue of colleagues they were often followed up by targeted/bilateral meetings to secure details.

OPEN HOURS coordination-WP leaders- CSS leaders

Considering the atypical context at the beginning of the project (COVID pandemic), it was needed to secure a slot for regular and quick exchange from/to the coordination team/key actors. So coordination, WP leaders and CSS leaders were invited to meet 1st Tuesday of each month, 1 hour, lunch time. Occasionally the open hour was open to the all consortium for update and information on overarching issues. The agenda of these meetings was open/variable, prepared at group level, just prior every meeting, but often included a round of news and reminders, round the table requests, and often 5 to 30 minutes presentations from key experts, on exchange of experiences in CSS activities, on deliverables, on across WP activities, etc. Attendance to these meetings was not monitored but was always very high. In total we had 41 open hours. All these were recorded (Recordings, and slides presented are available to the SPRINT consortium here: https://onedrive.live.com/?redeem=aHR0cHM6Ly8xZHJ2Lm1zL3UvcyFBcGd5MG1wVmpxdlpnaVFXWkRWZkJRS0UyeG1wP2U9MjR5eWxQ&id=D9AB8E556AD23298%21292&cid=D9AB8E556AD23298

There were no minutes per se but the agreements done in the open hours were shared via email after the meetings mostly to inform the WP and CSS leaders not in the meeting.

Coordination meetings

Every Monday coordination meeting met for 1 hour, online, to share some announcements on the project, and discuss the best course of action around open tasks and risks. The agenda was prepared by Dr. Silva the project manager, and shared with coordination for possible additions. Occasionally a key experts was invited to join such meeting to better contextualise the challenge, or to help coordination decide on the plan to take. Dr. Silva shared her screen during the meeting sharing in real time the notes and decisions being taken. Minutes were still shared after the meeting to secure there was no misunderstanding or unintentional omission in the file. All these meetings were recorded, and kept at WU drive. Coordination met 186 times during the course of the project.

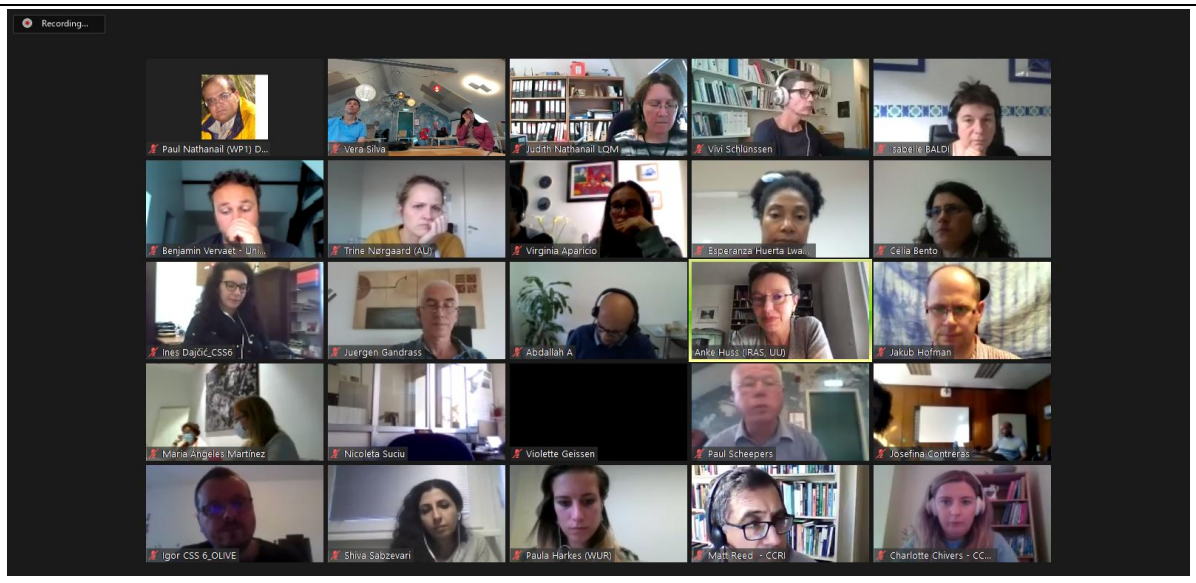
Other meetings

Some bilateral meetings, rather specific on scope or audience were set by coordination (remember also active role of WU and SRU in content related tasks), when felt needed. Sometimes these were set upon request of the beneficiaries or Committees. Coordination were involved in all Committees meetings securing complete overview, direct line of communication among management units, and more efficient discussions. The Chairs of the different

Committees were the ones responsible for the agenda and minutes of these. Some of these other meetings were targeted around external collaborations, and planning of SPRINT (co-lead) events.

Gender training during 2nd plenary meeting, SL (end 2021)

Field visit during 2nd plenary meeting, SL (end 2021)

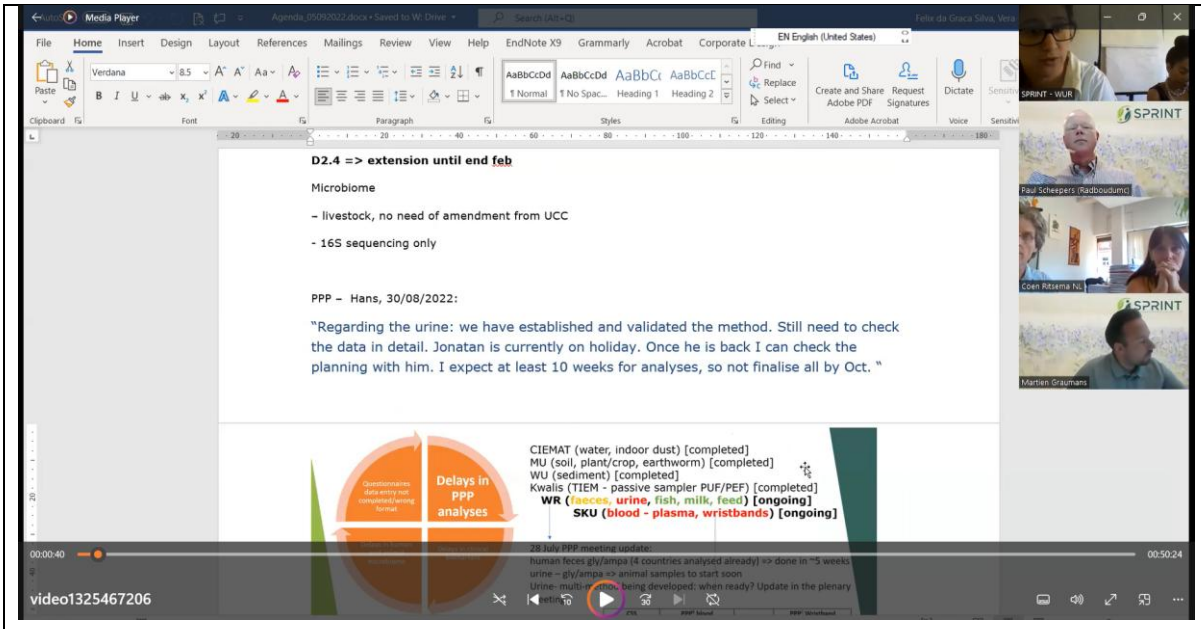


Printscreen over one of first WP-CSS leader open hour, early 2021 on field campaign work

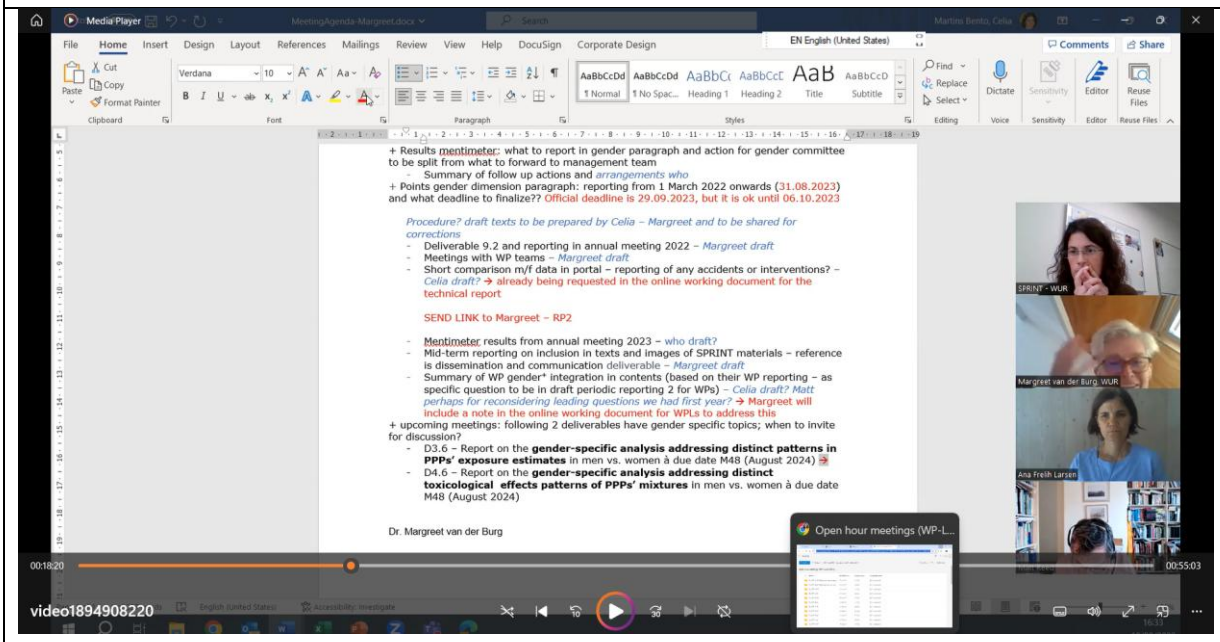
Printscreen on 30-04-2024 WP leader meeting

Printscreen from project kick-off meeting, 13-10-2020

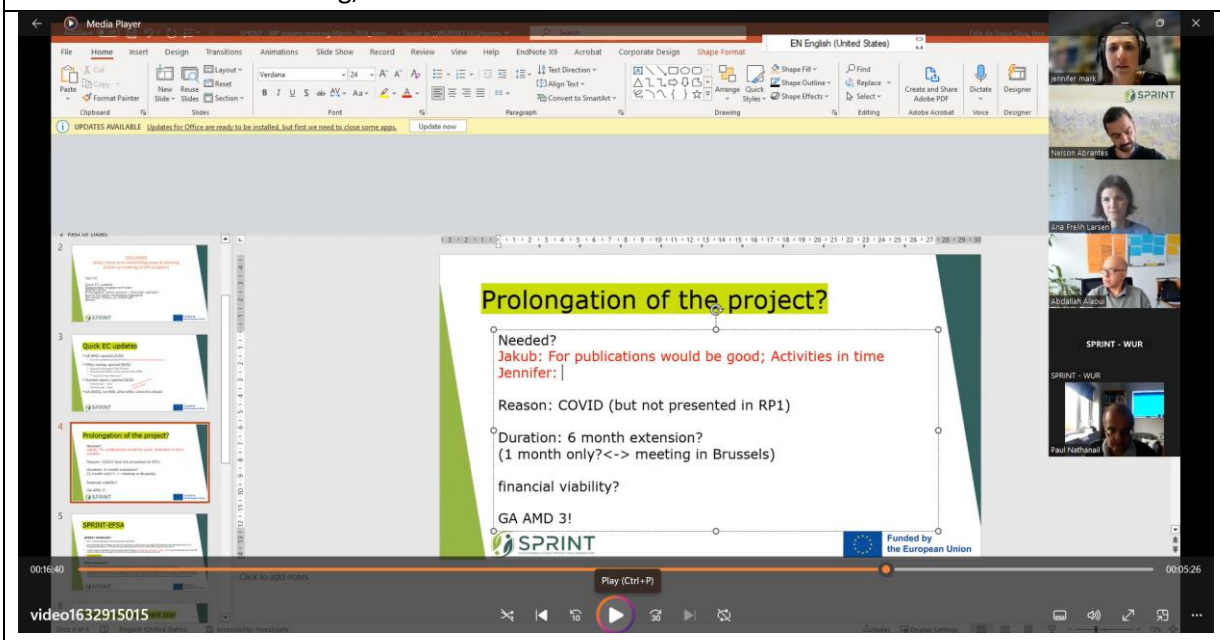
Field visit to Criatian CSS – 3rd plenary meeting



Printscreen of a coordination meeting, 05-09-2022



Printscreen of a GC meeting, 19-09-2023



Printscreen of WP leader meerting, 05-03-2024

Table 1 – overview of the main internal meetings in from SPRINT projects.					
TYPE		**DATE**	**LOCATION (WU)**	**OBJECTIVES/agenda**	**PARTICIPANTS**
Plenary meetings	Kick-off meeting	12th – 15th Oct 2020	Online (WU)	- Share project progress - share updates regarding the financial status and interactions with the EC - outline work plans - foster scientific discussions - host targeted training sessions for project partners (see annex - plenary meeting minutes for detailed programs)	- Coordination (WU, SKU) - All beneficiaries represented - Project officer - PAB - SPRINT Committees - (Other project coordinators)
	2nd Plennary meeting	18th - 20th Oct 2021	HYBRID Slovenia (UL/WU)		
	3rd Plennary meeting	4th - 9th Sep 2022	HYBRID Croatia (IPTPO/WU)		
	4th Plennary meeting	4th - 8 th Sep 2023	HYBRID Bordeaux (UBORD/WU)		
	5th Plennary meeting	9th – 13th Sep 2024	HYBRID Aveiro (UAVR/WU)		
WP leaders meeting	Year 1 – Meeting 1	12-10-2020	Online (WU)	Updates on progress - discuss overarching issues (around final project messaging for example) - align different WP efforts - SPRINT legacy Interactions, and data flows SPRINT "key messages", final event agenda, UN science summit program etc.	- Coordination (WU, SKU) - WP leaders
	Year 2 – Meeting 1	18-10-2021	HYBRID Slovenia (UL/WU)		
	Year 3 – Meeting 1	04-09-2022	HYBRID Croatia (IPTPO/WU)		
	Year 4 – Meeting 1	04-09-2023	HYBRID Bordeaux (UBORD/WU)		
	Year 5 – Meeting 1	9-09-2024	HYBRID Aveiro (UAVR/WU)		
	Year 1 – Meeting 2	13-04-2021	Online (WU)		
	Year 2 – Meeting 2	18-05-2022	Online (WU)		
	Year 3 – Meeting 2	24-03-2023	Online (WU)		
	Year 4 – Meeting 2	05-03-2024	Online (WU)		
	Year 4 – Meeting 3	30-04-2024	Online (WU)		
	Year 5 – Meeting 2	06-05-2025	Online (WU)		
Open hours	Jan 2021	05-01-2021	ONLINE (WU)	Round the table - pressing issues	- Coordination (WU, SKU) - WP leaders - CSS leaders - (key experts) - (all consortium)
	Feb 2021	02-02-2021	ONLINE (WU)	- Ethics application – WP10 - Stakeholders – WP1 - Monitoring plan – WP2 - Others – WP9	
	Mar 2021	02-03-2021	ONLINE (WU)	Project updates	

				• Data Management Plan (D8.2) • Monitoring Plan, MP (D2.1) Current project priorities • Ethics application (WP10) • CSS leaders Training (WP1, 2, 6, 7, 8, 10) • MP complement file on models (WP3) • Stakeholder inventory (CSS & EU level) • List of compounds (WP3) Upcoming deadlines	
	Apr 2021	06-04-2021	ONLINE (WU)	Overview of activities of last month • WP2 monitoring plan => CSS training • WP10 Ethics applications • WP3 monitoring plan => reference CSS Current/coming actions: • WP2 monitoring plan => recruitment, order consumables, pre-season interviews (data storage) • SPRINT SUD response • National and EU stakeholders event • upcoming milestones/deliverables Others?	
	May 2021	04-05-2021	ONLINE (WU)	News • Change of project officer • WP3 monitoring in NL and PT started • CSS specific website within the website of SPRINT? • Other? documents finished in April • SPRINT SUD response (WP7, 9) • Financial FAQ April (WP9) • Communication and Dissemination Guidance document (WP8) • Final Monitoring plan (30 April , WP2) • New SPRINT publications Main activities for May:	

				• Sampling time preparations: ➔ Material and associated Data Transfer Agreement (WP9) ➔ CSS update and questions: ethics, recruitment, WP6 pre-season interviews, list of consumables/budget;, experts, timeline, etc. • Declaration of interest (DOI; EC-FORMAT) • Form for Disclosure of Potential Conflicts of Interest for authorships (ICMJE FORMAT) (WP9) • Grant Agreement amendment (WP9) • EU stakeholder event preparation (June 22, WP1, 7, 8, 9) • Start inviting stakeholders (WP1) • List analytes & labs preparations (WP3) • 2 milestones (UBERN & ECOLOGIC)	
	Jun 2021	01-06-2021	ONLINE (WU)	- Overview of documents finished in May - Declaration of interest - SOP on duplicate portion analysis - June 22 EU stakeholder event preparation - D1.1 – Report on the composition of the stakeholder platforms at each CSS (LQM) - Study protocol publication - PPP component selection draft and labs preparations - WP leaders / CSS leaders - problems? News? - Other?	
	Jul 2021	06-07-2021	ONLINE (WU)	Overview of documents/activities in June • June 22 EU stakeholder event • D1.1 – Report on the composition of the stakeholder platforms at each CSS (LQM) • Study protocol publication • Final PPP list	

				• Declaration of interest • Plenary meeting save the date Updated SOP Blood collection + SOP Shipping Category B substances - Update from CSS leaders on field work - News/messages from WP leaders? - deadlines/Next meeting/Other?	
	Aug 2021	-	-	-	
	Sep 2021	07-09-2021	ONLINE (WU)	- Quick overview of July/August deliverables/milestones/activities/documents - Quick overview of activities September and upcoming months - news/ messages/ questions WP leaders? - news/ messages/ questions CSS leaders? - New meeting/deadlines/others?	
	Oct 2021	05-10-2021	ONLINE (WU)	- -Duplicate Portion Analysis – CSS TRAINING	
	Nov 2021	02-11-2021	ONLINE (WU)	- -2nd plenary meeting materials - -Field work update - -NATIONAL stakeholders - -WP leaders messages - Neptune GiSdT - Guided Interactive Statistical Decision Tools - -Priorities M12-18	
	Dec 2021	07-12-2021	ONLINE (WU)	- Project news, reminders/priorities - WP6, 1km data , consumers selection process, DPA, WP5 data needs - Other WP/CSS leaders' messages?	
	Jan 2022	11-01-2022	ONLINE (WU)	- Project news, reminders/priorities - WP5 data needs - Other WP/CSS leaders' messages	
	Feb 2022	01-02-2022	ONLINE (WU)	Project news • D2.2 on PPP distribution is out! • Milestone 6 achieved! • New “SPRINT” publication: Soil Protection Policies in the EU • Others?	

				Ongoing/priorities • 1st reporting period (technical & financial report)(M18) • D2.3 on PPP Inventory (M18) + late D3.1 (M12) • 2 Milestones (7 & 11; M18) • Support the end of CSS work (samples, data, DPA; budget) • SPRINT glossary • Task force 207=>20 compounds • Gender across WPs • 1km data – coordinates issue • stakeholders events & stakeholders engagement • ... Other WP/CSS leaders' messages	
	Mar 2022	01-03-2022	ONLINE (WU)	- project news - Ongoing/priorities - 1st reporting period - Presentation of D2.3 - WP3 activities -> CSS data for tasks 3.2, 3.3, 3.5 - Other WP/CSS leaders messages	
	April 2022	05-04-2022	ONLINE (WU)	Project news • No deliverables in the next 3 months • Only milestone in the next 3 months -> MS8, Relevant European data for upscaling collected and harmonized; MU • 3rd newsletter out => translations for CSS? • Others? Ongoing/priorities reporting period (M18) • Communication of results (<-> promises to participants) Clinical biomarkers presentation • Task force PPP test in WP4	

				• WP2: D2.4 – EPAH health Data in the SPRINT database! • Next plenary meeting – Opatija, • PhD students workshop • WP leaders meeting WP/CSS leaders messages	
	May 2022	03-05-2022	ONLINE (WU)	Project news • 1st reporting period (M18) • Next deliverable: Aug 2022 (D2.4 & D9.2) • Next milestone: 30 June 2022 (MS8) • 3rd plenary meeting – 12-16 Sep 2022 • SPRINT&FAO Global webinar, Wed. 11 May 2022, 13.00-14.30 CET • *Soft launch SPRINT SOLES (WP3)* • Other SPRINT activities • PhD "students" workshop • WP leaders meeting Ongoing/priorities/messages WP-CSS leaders WP1 – 2022 Stakeholder Meeting STATUS	
	Jun 2022	07-06-2022	ONLINE (WU)	- Project news - CSS results communication - SPRINT database	
	Jul 2022	05-07-2022	ONLINE (WU)	- Project news/overview - Communication of results to farmer participants the Dutch experience & communication package	
	Aug 2022	23-08-2022	ONLINE (WU)	- 3rd plenary meeting - 1st reporting period (M18) - Review meeting (coordinator + WP leaders) - Feedback on financial statements - Deliverables/Milestones - D2.4 - Aug 2022 => Feb 2023? - D9.2 - Aug 2022 – Input required on gender figures - UPDATE on coordination/CSS/WP priorities	

				- Stakeholder Meetings Year 3 – start planning	
	Sep 2022	-	-	-	
	Oct 2022	04-10-2022	ONLINE (WU)	-> 3rd plenary meeting ->PPP and microbiome analyses => D2.4 -> WP2/3: publications, deliverables, activities: sampling dates, and coordinates (MDTA) -> GA amendment -> communication of results to participants	
	Nov 2022	01-11-2022	ONLINE (WU)	-> 21/10/2022: EC review on RP1 -> AMENDMENT not yet submitted -> sharing exact coordinates -> updated MDTA -> EFSA workshop -> exchange with other projects: Prosoil, PESTIRISK (WP4- ecosystem/Toolbox) -> PAN EUROPE events – Slovenia & Croatia -> others?	
	Dec 2022	06-12-2022	ONLINE (WU)	DONE NEW publications: 3! 4th Newsletter, new blog: on Pesticides and Human Health that our colleague, Honor, has produced, new website entry on world soil day WP4 toxicity (in vitro) testing strategy - Meeting on 9th November=> 8 common + 3 organ specific Field work publications, email 2 Dec 2022 Analytical data => publication data ALMOST THERE GA amendment Communication of results – guidance document almost there 4rd plenary meeting, in Bordeaux Identification of solutions , email Nov 23 DELAYED EFSA/PARC Workshops Extension for D7.1 => Dec 2022-> Feb 2023	

				NEXT Upcoming deliverables & SPRINT-SUR regulation => EU communication ~8th February?	
	Jan 2023	10-01-2023	ONLINE (WU)	- News/priorities - CSS communication - Blood results	
	Feb 2023	07-02-2023	ONLINE (WU)	- Update on January priorities - DEIC meeting inputs? - News, reminders, requests	
	Mar 2023	07-03-2023	ONLINE (WU)	news/reminders CSS data: - overview of d2.4 - overview of human - closing CSS datasets CSS communication: - Guidance on wider communication of SPRINT WP2 monitoring results - update on the timeline	
	April 2023	04-04-2023	ONLINE (WU)	- news/reminders/requests - Communication of CSS results - Dutch Consumer Survey - Other?	
	May 2023	01-05-2023	ONLINE (WU)	- news/reminders/requests - Communication of CSS results - WP leaders-CSS leaders messages? - Other?	
	June 2023	06-06-2023	ONLINE (WU)	- news/reminders/requests - Publications / guidelines / special issue - Datasets/metadata – guideline - Communication of CSS results - Transition – SH workshops - Plenary meeting - agenda - WP leaders-CSS leaders messages? - Other?	
	July 2023	04-07-2023	ONLINE (WU)	- news/reminders/requests	

				- update on the progress done over the last few months - fieldwork-related data and publications - Transition – SH workshops - Plenary meeting – agenda, website and participation fees	
	Aug 2023	01-08-2023	ONLINE (WU)	- news/reminders/requests - Publications - CSS communication of results - Slovenia - Transition – CSS SH workshops, expert interviews (WP6 & WP7), questionnaires (WP2) - Plenary meeting	
	Sep 2023	-	-	-	
	Oct 2023	03-10-2023	ONLINE (WU)	- news/reminders/requests - Publications - Transition – CSS SH workshops, expert interviews (WP6 & WP7), questionnaires (WP2) - RP2 - Data users' guideline and DMP updates - CSS communication of results	
	Nov 2023	07-11-2023	ONLINE (WU)	- news/reminders/requests - Publications - Press-releases - RP2 - Relational Database – WP6 questionnaires data - Datasets	
	Dec 2023	05-12-2023	ONLINE (WU)	- news/reminders/requests - Publications - RP2 - Transition WS - Touching base on WP7 success story interviews - DPA results - OH January 2024	

	Jan 2024	-	-	-	
	Feb 2024	06-02-2024	ONLINE (WU)	- news - Quick questions round - data - Reminders round - transition workshops open discussion - Requests round - Next OH agenda	
	Mar 2024	02-04-2024	ONLINE (WU)	- news, updates, reminders - D6.3 - Next OH agenda date, audience, and agenda - Round the table	
	Apr 2024	-	-	-	
	May 2024	-	-	-	
	Jun 2024	04-06-2024	ONLINE (WU)	- News, Project updates - Presentation Paula - Presentation SOLES 2.0 - Next open hour? - others?	
	Jul 2024	-	-		
	Aug 2024	-	-		
	Sep 2024	-	-		
	Oct 2024	-	-		
	Nov 2024	05-11-2024	ONLINE (WU)	- Update, focus on EC interactions & RP3 review meeting - year 5 SH event - recent dissemination activities - informed consent by CSS leaders for collaboration with PARC on MCRA - to-do list/other	
	Dec 2024	-	-		
	Jan 2025	14-01-2025	ONLINE (WU)	- Update coordination team (EC, papers) - Key Messages - Year 5 SH event	

				- Round table other WP leaders update or any other questions	
	Feb 2025	-	-		
	Mar 2025	04-03-2025	ONLINE (WU)	- News, updates EC, reminders - Key messages - Y5 CSS workshops	
	April 2025	-	-		
	May 2025	06-05-2025	ONLINE (WU)	- news, update on project processes - Updates from WP1- CSS Y5 workshops - Updates from WP7 – key messages, research agenda, policy recommendations - Updates from WP8 – final event, etc. - Round the table, a.o.b.	
	Jun 2025	-	-		
	July 2025	01-07-2025	ONLINE (WU)	- news, update on project processes - Round the table, a.o.b.	
	Aug 2025	-	-		
Coordination MEETINGS	Weekly, n=186	07-09-2020->26-08-2025	ONLINE (WU)	- Activity management, risks, etc	Coordination (WU, SKU) Targeted experts
PAB		15-10-2020	ONLINE (WU)	- Overall Updates, clarifications, feedback, recommendations - PAB reflection - Plenary meeting	Vera & PAB
		20-10-2021	ONLINE (WU)		
		23-08-2022	ONLINE (WU)		
		26-05-2023	ONLINE (WU)		
		27/06/2024	ONLINE (WU)		
DEIC		07-09-2022	ONLINE (WU/CCRI)	- Mentimeter results and RP2 preparation	DEIC, targeted WP leaders/key experts
		14-11-2022		- A list of research projects that SPRINT is currently linking with. Would be good to discuss if there are research projects missing from this list and the nature of the current links. - Framework for Sprint Impact Plan and potential impact goals. - reviewers' comments in relation to the mixed messaging coming out of Sprint.	
		21-02-2023	ONLINE (WU/CCRI)	- Dissemination strategy for publicising results, including a press release	

			- Impact plan - Links with other research projects	
	04-04-2023	ONLINE (WU/CCRI)	- decide if the decision of stopping wider communication applies or not to all CSS, - decide if we postpone the press release.	
	16/05/2024	ONLINE (WU/CCRI)	- Reflection on recent dissemination activities – what is working well, what can be improved? - Dealing with media requests - Review of progress towards our impact goals - Ideas for final conference and other dissemination events	
	20-02-2025	ONLINE (WU/CCRI)	- messaging in the materials for the upcoming case study stakeholder workshops - final conference	
GC	20/01/2021	ONLINE (WU)	- The GC role, plans, opportunities	GC, targeted WP leaders/key experts
	14/07/2021	ONLINE (WU)	- GC into action	
	01/11/2021	ONLINE (WU)	- Gender Survey Brief	
	29/11/2021	ONLINE (WU)	- How to finalize Gender Survey Brief - Planning of agenda for upcoming meetings next year	
	14/01/2022	ONLINE (WU)	- WPs gender+ plan	
	21/02/2022	ONLINE (WU)	- Gender Committee & WP6	
	08/04/2022	ONLINE (WU)	- SPRINT_Gender Committee & WP7	
	19/05/2022	ONLINE (WU)	- SPRINT_Gender Committee & WP4.2/4.3	
	08/07/2022	ONLINE (WU)	- Report about the evaluation meeting with the PO - What bottlenecks are there for getting all data as agreed, what happened – what do we have and how can we manage to have the deliverable in time anyway (how to move it) - Procedure for feed-back on deliverable - Preparations for Croatia Annual Meeting	

			- Subjects for next meetings	

	28/07/2022	ONLINE (WU)	- Info exchange and announcements, a.o.
			- Draft version D 9.2 (due End of August)
			- Annual meeting Croatia
			  o ? new gender questions for reporting, inquiry for gender training-support wishes
			  o ? sharing D 9.2 findings and recommendations
			- Programming next meetings (topics and WP gender meetings)
			- Anything else???	

	19/09/2023	ONLINE (WU)	- Results mentimeter: what to report in gender paragraph and action for gender committee to be split from what to forward to management team - Points gender dimension paragraph: reporting from 1 March 2022 onwards (to?) and what deadline to finalize?? - Deliverable 9.2 and reporting in annual meeting 2022 – - Meetings with WP teams – - Short comparison m/f data in portal – reporting of any accidents or interventions? - Mentimeter results from annual meeting 2023 - Mid-term reporting on inclusion in texts and images of SPRINT materials – reference is dissemination and communication deliverable - Summary of WP gender^{+} integration in contents - upcoming meetings	
	15/05/2024	ONLINE (WU)	- follow up of Mentimeter exercise and new challenges to support SPRINT	

	25/06/2024	ONLINE (WU)	- Relevant news, e.g., evaluation PR2, presence Margreet in Porto, other?? - DRAFT Set-up for GC workshop annual meeting: explanation idea behind set-up, open discussion /suggestions, arrangements how to move forward - Set-up D 6.3 - Other items to be addressed? - Recapitulation of arrangements	
	16/12/2024	ONLINE (WU)	- Updates - Follow-up of Portugal workshop-meeting - Integration in recommendations WP 7 (Transition Pathways) and WP 5 (Global health risk assessment toolbox - Separate Gender Policy Brief? - Review / Support Deliverables - Repetition of gender survey and analysis teams F/M and scientific positions A-D! - Role in final events / writings - Arrangements / schedule for next year	
	27/02/2025	ONLINE (WU)	- D 4.6 – got it /read it or not: suggestions what to do - Checking our Aveiro lists of recommendations and what to address: o For WP 7 research o For WP 6 o For final policy materials – o In the end: check whether there is enough space to integrate and/or take two ways: both Integrate AND specific Gender policy recommendations brief/blog/poster – how to achieve? - Beside project contents, also the other gender dimension aspects:	

			○ survey ○ figures m/f per academic position (A-D) analysis – any change over the project (reckoning PhDs might be ready?) ○ assessment of working/functioning as gender committee – expectations- how effective we were- recommendations for new projects - assessment of materials - Preparation for poster on Brussels event - Progress and Reflection on 'underutilized' data	
	22/05/2025	ONLINE (WU)	- document with recommendations for future research to include gender / social dimension of differentiation - draft set-up for poster concerning gender aspects of the project - Specific gender policy brief - extra underutilized data analysis - final questionnaire – review of change in gender-sensitivity throughout project - headcount by position - preparing gender part in final report as before - who will be present in Brussels - timeline and arrangements how to finalize	
ETthicsC*	11-10-2024	ONLINE (SRU)	3rd ethics check	EthC
	20-08-2025	ONLINE (SRU)	FAIR access of SPRINT data (request from IPCHEM)	

*Refers only to RP4 -> organization of previous meetings were taken over by SRU

Table 2 – overview of other coordination facilitated meetings for which recordings and minutes are available.

Date	Topic					
2020/09/30	coordinators day	2022/03/10	D2.3 follow up	2024/02/01	sprint_wristbands data
2020/10/21	soil microbiome work	2022/03/17	WP4 planning	2024/03/06	D2.5 discussion
2020/10/23	WP2 plant sampling	2022/04/14	Selection of mixtures to test in wp4	2024/04/22	WP5-Coordination
2020/10/30	CSS leaflet for farmers	2022/07/07	Microbiome meetings	2024/02/19	SPRINT-EFSA, with Gabriella
2020/11/03	req. for air and exposure modelling	2022/10/05	PAN events in Croatia & Slovenia	2024/02/22	SPRINT_internal communication
2020/11/03	WP2-3-5 human health	2023/05/19	Wp4.2-4.3 EXPERIMENTS	2024/03/06	SPRINT_d2.5
2020/11/09	Ethics Data Management Plan	2023/06/27	CSS communication meeting examples	2024/03/20	producing summaries for the deliverables not yet publicly available
2020/11/27	CSS leaders stakeholder engagement plan	2023/07/26	Human and animal data issues	2024/03/21	WP4.1 Meeting - Update on progress
2020/12/10	Stool collection kit + biobank	2023/09/23	WP5 (PMs) needs	2024/05/29	Pesticide Reduction EVENT planning
2020/12/17	Ethics applications	2023/09/27	Wp6 database	2024/05/15	L. terrestris experiment single pesticides
2020/12/18	Presentation of task 2.2 – WP2	2023/10/06	WP7 call	2024/05/16	UANTW Kidney Analyses
2021/01/10	SPRINT LTO meeting	2023/10/11	SPRINT - partner 4 - AU/DK - WP4 activities	2024/0/05	SPRINT publication Wp3
2021/01/12	Active and passive sediment sampling	2023/10/20	Sprint Publications policy	2024/06/11	Norman/Sprint collaboration opportunities
2021/01/28	WP2-WP3 update	2023/10/20	WP5 PMs discussion and decisions	2024/06/21	Deliverable 5.1 issues and progress
2021/02/09	Active and passive sediment sampling	2023/11/08	Ramazzini - RP2 Financial Statement Clarifications	2024/07/02	SPRINT_EC review meeting #2
2021/02/17	Financial workshop	2023/11/08	Homologa and Sprint - internal meeting	2024/10/01	WP4 progress and implications
2021/02/23	CSS questions	2023/11/10	WP5 and WR	2024/10/16	DPA paper content and authors
2021/05/11	Discussing stakeholder meeting	2023/17/11	SPRINT-WP3 data ingestion (relational database)	2024/11/06	WP3 exposure assessment
2021/09/30	WP5 toolbox	2023/12/13	8th SPRINT WP3 Meeting	2024/11/08	Stakeholder planning Y5
2021/10/13	Reallocation of resources	2024/01/10	Sprint WP7 CSS work	2024/12/09	SOLm food system modelling wp6
2021/12/12	Human blood ethics implications	2024/01/22	SPRINT - UCC Financial Statement	2025/04/23	Prep SH WS Y5 – intro & human health

3. Wrap-up/conclusions?

The organization of meetings was structured to ensure efficiency, clarity, and inclusiveness. Agendas were prepared and shared in advance, with clear objectives and expected outcomes to guide discussions. Meetings were scheduled at appropriate intervals to balance progress tracking with workload demands. Roles and responsibilities were assigned to maintain focus and accountability. Action items and next steps were documented and communicated promptly, ensuring continuity and alignment across management units.

We added many details to the deliverable to highlight complexity and needs around the project management, but also to share experiences around practicalities of internal meetings. We considered and consortium survey corroborate that all different meetings types within the SPRINT project provided a fruitful collaboration between partners and that Each meeting had added value to specific WPs or involved partners.

4. Annex - plenary meeting minutes