

# WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place. Please create additional work plan tables if further space is needed.

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

Activity carried out in the Programme Country: **x** (E.g. activity in France for two weeks in the first month of the project 2x under M1)

Activity carried out in the Partner Country (ies): **X**(E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

## WORKPLAN for project year 1

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
<b>1</b>	<b>Development of training materials</b>	<b>0</b>												
1.1	Detailed definition and validation of the contents and structure of the book in e-form.	12	4x	4x	4x									
1.2	Detailed definition and validation of the contents and structure of the videos.	12	4x	4x	4x									
1.3	Definition and validation of the sand content of the posters.	12	4x	4x	4x									
1.4	Development and production of the book in the e-form	42				4x	4x	4x	4x	4x	4x	4x	4x,2=	4x,4=
1.5	Development and production of the videos	24				4x	4x	4x	4x	4x	4x			
1.6	Development and production of the posters	24				4x	4x	4x	4x	4x	4x			
1.7	Validation of the training materials developed	4										4x		
<b>2</b>	<b>Development of training courses</b>								<b>0</b>					
2.1	Detailed definition of the educational dossiers and contents for the 8 training courses.	12								4x	4x	4x		
2.2	Development of the educational dossiers and contents for the 8 training courses	12										4x	4x	4x
<b>3</b>	<b>Training of academia and industry</b>					<b>0</b>								
3.1	Preparation and organisation of the seminars	24				4x	4x,4=					4x	4x,4=	
3.2	Realisation of the seminars	2						1x						1x
3.3	Preparation and organisation of the training courses	16				4x	4x					4x	4	

3.4	Realisation of the training courses	4						2x						2x
4	<b>Pilot of implementation of food safety and quality management systems</b>						O							
4.1	Preparation of the implementation of food safety and quality management systems	20					4	4	4				4	4
4.2	Implementation of food safety and quality management systems.								4x	4x	4x	4x	4x	4x
5	<b>Dissemination</b>		O											
5.1	Detailed definition of the structure of contents and requirements of the web-portal	12	4x	4x	4x									
5.2	Development and validation of the architecture of the web-portal	12				4x	4x	2=,2x						
5.3	Development and validation of the of the web-portal	12							4x	4x	2=,2x			
5.4	Gathering information to be included in the web-portal	36				2x,4=	2x,4=	2x,4=	2x,4=	2x,4=	2x,4=			
5.5	Development of project news letter	2					1x							1x
5.6	Detailed definition of the academia-industry council	24	4x,4=	4x,4=	4x,4=									
5.7	Invitations to representatives for the academia-industry council	8				4x	4x							
5.8	Academia-industry council meeting	1						1x						
5.9	Definition of the model of associated of FoodQA centres	16											4x,4=	4x,4=
6	<b>Quality control and Monitoring</b>													
6.1	Establish the Quality committee	1						1x						
6.2	Develop a monitoring, evaluation, and quality plan	1								1x				
6.3	Write progress reports that elaborate the progress of the project and address it to the project coordinator	1												1x
6.4	Hire External Monitor	1											1x	
7	<b>Project management</b>		O											
7.1	Kick-off meetings and Establishment of management and operational structures	1	1x											
7.2	Establishment of Technical Committee (TC)	1			1x									
7.3	Establishment of Training and Technical Group (TTG)													

**WORKPLAN for project year 2**

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
<b>1</b>	<b>Development of training materials</b>					<b>O</b>								
1.4	Development and production of the book in the e-form	<b>12</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>									
1.7	Validation of the training materials developed	<b>4</b>				<b>4x</b>								
<b>2</b>	<b>Development of training courses</b>													
2.2	Development of the educational dossiers and contents for the 8 training courses	<b>12</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>									
2.3	Validation of the educational dossiers and contents for the 8 training courses-pilot training courses.	<b>9</b>				<b>1x</b>	<b>1x</b>	<b>1x</b>	<b>1x</b>	<b>1x</b>	<b>1x</b>	<b>1x</b>	<b>1x</b>	<b>1x</b>
2.4	Detailed definition of the model of e-learning courses to be developed	<b>16</b>	<b>4x,4=</b>	<b>4x,4=</b>										
2.5	Detailed definition and validation of the contents of the 2 e-learning courses	<b>16</b>			<b>4x,4=</b>	<b>4x,4=</b>								
2.6	Development of the 2 e-learning training courses	<b>32</b>					<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>
2.8	Installation of the e-library and e-learning facilities within partners entities.	<b>24</b>							<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>
<b>3</b>	<b>Training of academia and industry</b>													
3.1	Preparation and organisation of the seminars	<b>24</b>					<b>4x</b>	<b>4x,4=</b>					<b>4x</b>	<b>4x,4=</b>
3.2	Realisation of the seminars	<b>2</b>	<b>1x</b>					<b>1x</b>						
3.3	Preparation and organisation of the training courses	<b>24</b>					<b>4x</b>	<b>4x,4=</b>					<b>4x</b>	<b>4x,4=</b>
3.4	Realisation of the training courses	<b>1</b>							<b>1x</b>					
<b>4</b>	<b>Pilot of implementation of food safety and quality management systems</b>													
4.1	Preparation of the implementation of food safety and quality management systems	<b>5</b>	<b>4x,1</b>											
4.2	Implementation of food safety and quality management systems.	<b>48</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>	<b>4x</b>
4.3	Conduction of independent audits to verify the conformity of the system implemented	<b>1</b>							<b>1x</b>					
4.4	Establishment of possible corrective actions resulting from the verification audit	<b>5</b>							<b>4x,1=</b>					
<b>5</b>	<b>Dissemination</b>													

5.5	Development of project news letter	2						1x							1x
8.3	Academia-industry council meeting	2	1x						1x						
<b>6</b>	<b>Quality control and Monitoring</b>														
6.3	Write progress reports that elaborate the progress of the project and address it to the project coordinator	1													1x
6.4	Hire External Monitor	1											1x		
<b>7</b>	<b>Project management</b>														
7.4	Hiring External Auditors	1									1=				
7.5.	Financial Management	2								1x	1x				
7.6	Reports	1													1x

### WORKPLAN for project year 3

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
<b>2</b>	<b>Development of training courses</b>										O			
2.7	Validation of the 2 e-learning courses-pilot training courses	12	4x				4x				4x			
<b>3</b>	<b>Training of academia and industry</b>										O			
3.1	Preparation and organisation of the seminars	10							4x	4x,2=				
3.2	Realisation of the seminars	1									1x			
3.3	Preparation and organisation of the training courses	10								4x	4x,2=			
3.4	Realisation of the training courses	2	1x								1x			
<b>4</b>	<b>Pilot of implementation of food safety and quality management systems</b>								O					
4.2	Implementation of food safety and quality management systems.	24	4x	4x	4x	4x	4x	4x						
4.3	Conduction of independent audits to verify the conformity of the system implemented	2	1x					1						
4.4	Establishment of possible corrective actions resulting from the verification audit	10	4x,1=							4x,1=				

<b>5</b>	<b>Dissemination</b>												<b>O</b>
5.5	Development of project news letter	<b>2</b>						<b>1x</b>					<b>1x</b>
5.8	Academia-industry council meeting	<b>3</b>	<b>1x</b>					<b>1x</b>					<b>1x</b>
<b>6</b>	<b>Quality control and Monitoring</b>												<b>O</b>
6.3	Write progress reports that elaborate the progress of the project and address it to the project coordinator	<b>4</b>											<b>2x,2=</b>
<b>7</b>	<b>Project management</b>												<b>O</b>
7.5.	Hiring External Auditors	<b>1</b>					<b>1=</b>						
7.6	Financial Management Reports	<b>4</b>								<b>4x</b>			
7.7	Consortium Meetings	<b>1</b>											<b>1=</b>

Start and end date of the outcomes: **O**  
Activity carried out in Jordan: **x**  
Activity carried out outside Jordan: **x**