Deliverable N.: D 1.3

___**Title**: Quality Control Group Reports___

Funding scheme: Coordination and support action

Project Acronym: MEDSPRING

Project Coordinator: CIHEAM-IAMB, Claudio Bogliotti

Grant Agreement n°: 311780

Author: CIHEAM-IAMB

Dissemination level: PU (Public)

Coding: MEDSPRING/WP1/D1.3/V1/ Quality Control Group Reports

Official delivery date: M24

INDEX

1 Introduction on quality control in Med-Spring Project

The aim of the Quality Control is to ensure that the Deliverables produced within Med-Spring project comply with the specific requirements of the *Quality Control Plan - M1.2 (QCP),* assessing the formal process of deliverable preparation, which all partners have to follow.

This activity is performed by the *Quality Control Group* (QCG) composed by **three independent experts** identified by the Coordinator (see the names of the external experts in the *Quality Control Plan - M1.2*) and approved by the European Commission, that will be responsible for:

- Controlling the timely and good quality execution of the work.
- Assuring the conformity of all deliverables, with the QC guidelines defined and agreed with project Consortium and in accordance with the specifications of the project Description of Work (DoW).

In particular, the QCG assesses the overall quality, particularly evaluating whether the deliverable is consistent, well structured, understandable by a third party, if the methodology is clear and if it meets the delivery procedures set by the QCP.

The detailed Terms of Reference have been prepared by the coordinator and provided to all partner in the second month. Terms of reference do not only include instructions on deliverable preparation but also list of project deliverables selected for assessment and names of evaluators (*see "Outcomes of the QCG activity for the period February 2014 / February 2015"*).

2 Scope of the QCG report for the 2nd year

The Quality Control Group report intends to provide the **outcomes** of the QCG assessment activity related to **the second year** of the Med-Spring project.

According to the QCP, this report is prepared by the coordinator every year, summarizing progress and status of Quality Control activity for the period.

A list of all the Deliverables that have to be assessed by the QCG is reported in the *Quality Control Plan* (*M1.2*)

Internal strategic reports / concept notes, not formally included in the list of deliverables by the DoW, have also been given to the QCG for evaluation. The latters were identified and selected with the agreement of the European Commission.

3 Outcomes of the QCG activity for the period February 2014 / February 2015:

As from the table below, within the second year of the Med-Spring project (**February 2014 / February 2015**), a total of **8 deliverables** and **1 internal report** were prepared and submitted to the Quality Control Experts.

In particular:

- **2** drafts were **accepted**;
- **1** drafts was **rejected** (but accepted after being modified by the author);
- **3** drafts were **accepted with reservation**.
- **2** drafts are still under evaluation

DELIVERABLE	Responsible of the Deliverable	Quality Control Expert	Results
D. 4.2 On line promotional material version 1	S-COM	Stella Alexopoulou	ACCEPTED with reservation
D. 5.4 Reports on Brokerage Venturing for Innovation	CIHEAM-IAMB	Leila Mandi	ACCEPTED
IR4 Concept note for mobility	CNR	Carlo Polidori	REJECTED
D. 2.2 Stocktaking of Policy Dialogue	CIHEAM-IAMB	Stella Alexopoulou	ACCEPTED with reservation
D. 4.3 Online promotional material Version 2	S-COM	Leila Mandi	ACCEPTED
D. 4.5 Reports of suggested actions and recommendations for STI policies	S-COM	Carlo Polidori	ACCEPTED with reservation
D 6.1 Programme level cooperation (PJC) analysis and evaluation report	DLR	Stella Alexopoulou	Under evaluation by the QUALITY CONTROL
D 6.2 Analysis report on JPI relevant fora and impact to MPC	CNR	Leila Mandi	Under evaluation by the QUALITY CONTROL

Fig. 1 - deliverables and internal reports evaluation outcomes

All deliverables, including the ones not meant to go under the QCG evaluation, are available on the project website http://www.medspring.eu/deliverables and an ad-hoc drop-box open to all partners, the EC Scientific Officer and the members of the

External Advisory Board.

Deliverables or internal reports (under heading "IR") are available on the drop box
https://www.dropbox.com/sh/051iwsrbw8w3ycr/AACIwOrQRGfDnYYxz3w-StgNa?dl=0.
Draft deliverables, not yet assessed by the Quality Control Group, are also available
in the dropbox under heading "draft deliverables".

4 The review reports

For the review reports by the QC experts refer to the ANNEX 2 (page 7).

The quality review activity performed by the Quality Expert(s) produces a **REVIEW
REPORT** which states:

- **The overall review result**

(Fully accepted, Accepted with reservation, Rejected, unless modified as requested);

- **Suggested actions**

(changes to be implemented, missing parts, required improvements etc.);

- **Comments of the Quality Expert and eventually the response of the author**

(regarding the layout, spelling and format - Structure and comprehensibility –
Relevance);

5 Procedure and Guidelines

For the flow chart of the QC process refer to the ANNEX 1 (page 6).

As from the Quality Control Plan, the **QC process** has been summarized as follows:

1. Author sends the **draft** of the Deliverable to the Coordinator (3 weeks before
   official delivery date);
2. The Coordinator forwards the draft of the Deliverable to the Quality Control
   Expert;
3. The Quality Control Expert reviews the deliverable comparing it with the
   requirements stated in the QCP and prepares the **REVIEW REPORT** - within
   10 days;
4. The REVIEW REPORT is collected by the Coordinator and sent to the Author
   of the deliverable.
5. The review report is also forwarded to the corresponding Work Package
   Leader for information.

IF APPROVED:
- no need for modifications, the review process is complete.

IF APPROVED WITH RESERVATIONS:
- the Author should modify the document as requested;
- the Author sends the reviewed deliverable to the Coordinator for a further
  revision (within 10 days);

- the Coordinator sends the reviewed deliverable again to the Quality Control Expert for approval;
- If the deliverable is approved the review process is complete.

<u>IF REJECTED</u>:
- the Author should provide comments or explanation;
- the Author should modify the document as requested;
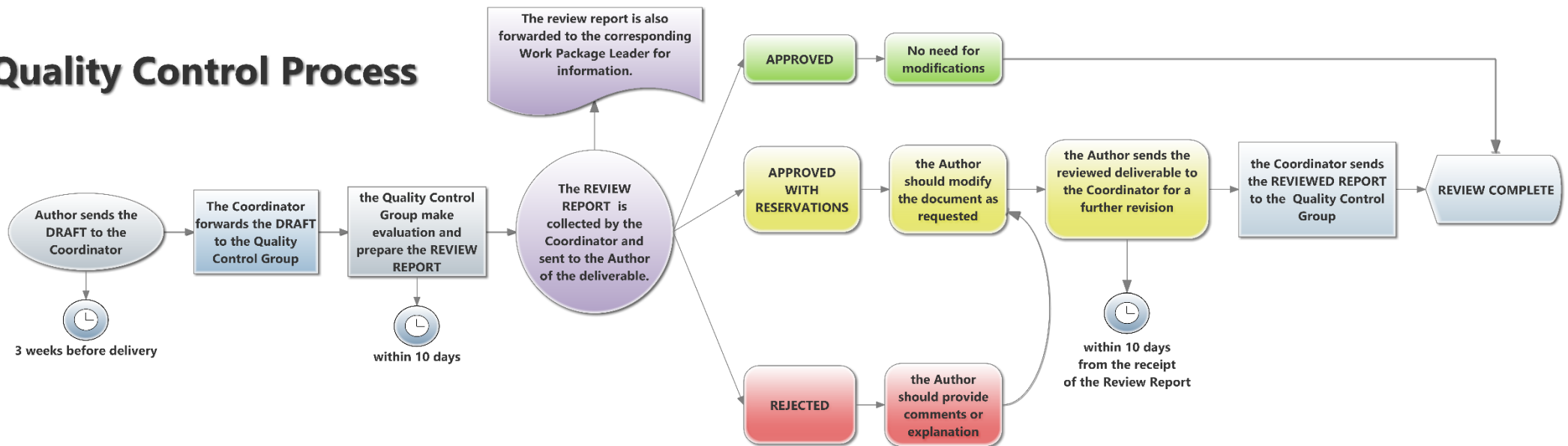- the Author sends the reviewed deliverable to the Coordinator for a further revision (within 10 days);
- the Coordinator sends the reviewed deliverable again to the Quality Control Expert for approval;
- If the deliverable is approved the review process is complete.

ANNEX 1 – MED-SPRING QUALITY CONTROL PROCESS

Quality Control Process

The review report is also forwarded to the corresponding Work Package Leader for information.

Author sends the DRAFT to the Coordinator

3 weeks before delivery

The Coordinator forwards the DRAFT to the Quality Control Group

the Quality Control Group make evaluation and prepare the REVIEW REPORT

within 10 days

The REVIEW REPORT is collected by the Coordinator and sent to the Author of the deliverable.

APPROVED

No need for modifications

APPROVED WITH RESERVATIONS

the Author should modify the document as requested

the Author sends the reviewed deliverable to the Coordinator for a further revision

within 10 days from the receipt of the Review Report

the Coordinator sends the REVIEWED REPORT to the Quality Control Group

REVIEW COMPLETE

REJECTED

the Author should provide comments or explanation

ANNEX 2: Quality Control Group reports

D. 4.2 On line promotional material version 1

(Work Package 4 – Responsible of the deliverable: S-COM)

Evaluated by: Carlo Polidori

Review Report

Deliverable n°D4.2	On line promotional material – Version 1
Deliverable Author(s):	S-COM
Work Package n°4	Work Package Title: Open Dialogue on RI – The Euro – Mediterranean Agora, Task 4.2: Setting-up dialogue infrastructure
Date of Review Document: 11.03.14	File Name : Deliverable 4 2_WP4.docx

Experts:

Name of the Expert 1: Styliani Alexopoulou _____ e-mail: s.alexopoulou@gmail.com

Name of the Expert 2: _____ e-mail: _____

Overall Review Result:

Deliverable is:

☐ Fully accepted	☒ Accepted with reservation	☐ Rejected, unless modified as requested

Suggested actions:

1. The following changes should be implemented :

2. Specify missing chapters / subjects : The section Summary is missing in the beginning of the document. Since the Deliverable is very limited in content, the Summary section may not be used.

……………………………………………………………

3. Required changes on deliverable essence and contents:

4. Further relevant required improvements ………………………………………………………

 (please add the number of rows or pages you need for all your comments)

6   Annex 5: Comments of Expert(s) and Author(s) response

Comments by Styliani Alexopoulou
General comment • The work that has been done under Task 4.2 is satisfying. A significant number of banners and links for info-graphics and animated info-graphics are presented. • The date should not be written in the heading of the document. Instead, the name of the Deliverable should be used and the phrase: Grant Agreement n° 311780, according to the Quality Control Plan (in fonts: *Times New Roman, Italics 11pt*).

• It is not required to use again the Title of the Deliverable in the 2nd page of the Document.

Specific comments

Topic A: Layout / Spelling / Format

Reviewer comment

FRONT PAGE

- According to the Quality Control Plan in the front page:

  - the logo of the 7th Framework Programme should be placed at the top – center of the page

  - the Logo of the project should not be used

- Correct the coding of the Document (WP4/D4.2 instead of WP9/D9.5/V1/Assessment Frame)

TABLE OF CONTENTS

- The CONTENTS of the Report should be rewritten according to the Quality Control Plan, as following:

Table of Contents (Arial 11, Bold)

List of Figures (Arial 11, Regular)

Summary

Main text, **divided in chapter and sub-chapters**

Conclusions

References

SUMMARY – MAIN TEXT

- Since the document is very short the "Summary" section is not necessary.
- Pages numbering should be added as: *Page 3 of* (Arial 10, Italics), in the bottom center of all document pages. The same comment applies in the Front Page
- The proposed format for the Chapters numbering is not followed. If the Reporting Guidelines has to be followed, numbering of the Chapters should be used.
- Format of the text is not in accordance to the model of Annex 3 of the Quality Control Plan According to the model of Annex 3 of the Quality Control Plan the following paragraph format should be used in all documents (Deliverables and Internal Reports):
    Heading 1 for Chapters:
        Numbering : 1,2,3
        Fonts: Arial 14 Bold
        Paragraph:
- Justification : Left
- Indent: Left 0,63 cm
- *Paragraph* spacing:
- Before :12

Body Text:

Fonts: Arial 11

Paragraph:

- Justification : Full
- Indent: 0
- Paragraph spacing:
- Before :0
- After : 6
- Line spacing: Exactly 13 pt
- Line spacing between paragraphs is not required (if the paragraphs proposed format is used)
- The title of the Figures is placed above the Figure instead of its bottom. Use the name Figure in the titles of the presented selective banners (i.e *Figure 1 : Banner : A vertical storytelling: About the AgoramedSpring).* The titles of the Figures should be written in fonts: *Arial, 10 pt, Italics.*

Author response
- We   revised   the   editing   of   the   text   following   the   instruction
  _____
- _____

Topic B: Structure and comprehensibility

Reviewer comment
- Good structure and good level of comprehensibility.

Author response
- _____
- _____

Topic C: Relevance

Reviewer comment: Satisfying
- _____
- _____

Author response
- _____
- _____

Topic D: Other specific comments

Reviewer comment

Author response
- _____
- _____

D. 5.4 Reports on Brokerage Venturing for Innovation

(Work Package 5 – Responsible of the deliverable: CIHEAM-IAMB)

Evaluated by: Leila Mandi

Review Report

Deliverable n°: D5.4

Deliverable Title: Reports on Brokerage Venturing for Innovation

Deliverable Author(s): MHESR

Work Package n°: 5

Work Package Title: Brokerage for innovation and Research cooperation

Date of Review Document: 06/05/2014   File Name: D5.4-BrokerageReport_DRAFT_V1

Experts:

Name of the Expert 1: LAILA MANDI   e-mail:
mandi_laila@yahoo.fr/mandi@uca.ma

Name of the Expert 2: _____ e-mail: _____

Overall Review Result:

Deliverable is:

☒ Fully accepted	☐ Accepted with reservation	☐ Rejected, unless modified as requested

Suggested actions:

1. The following changes should be implemented

  - Table of contents should be revised according to Quality control guidelines

   (See comments on the text)

  - A list of figures and tables should be added

 - All the text should be written using Arial character

2. Specify missing chapters / subjects …………………………………………………………

  - A short summary of the deliverable should be added (no more than 10lines)

  - The evaluation form is missing (Annex4)

3. Required changes on deliverable essence and contents …………………………………..

4. Further relevant required improvements …………………………………………………………

7 Annex 5: Comments of Expert(s) and Author(s) response

Comments by Prof. Laila MANDI
General comment • Excellent work, relevant, well structured, comprehensible and the methodology followed is very clear.
Specific comments
Topic A: Layout / Spelling / Format *Reviewer comment* • Table of contents should be revised according to Quality control guidelines (See comments on the text) • A list of figures and tables should be added • All the text should be written using Arial character • Heading , fonts should be revised according to the remarks indicated in the text • All the text should be written using Arial character • Add a short summary of the deliverable (no more than 10lines) in one page *Author response* • _____ • _____
Topic B: Structure and comprehensibility *Reviewer comment* • Very well structured and very understandable, very good quality *Author response* • _____ • _____
Topic C: Relevance *Reviewer comment* • The content of D5.4 is very relevant and is really well prepared • *Author response* • _____ • _____
Topic D: Other specific comments *Reviewer comment* • _____ *Author response* • _____ • _____

IR4 Concept note for mobility

(Responsible of the IR4: CNR)

Evaluated by: Carlo Polidori

Review Report (1 of 2)

Deliverable n°: Internal Report IR4

Deliverable title: Concept note for the implementation of Mobility schemes in the Euro Mediterranean region

Deliverable Author(s): CNR – CSIC

Work Package n°:   WP5

Date of Review Document: Not reported

File Name: IR4 - Concept IR Mobility.doc

Experts:

Name of the Expert 1: Carlo Polidori   e-mail: c.polidori@libero.it

Overall Review Result:

Deliverable is:

☐ Fully accepted	☐ Accepted with reservation	X Rejected, unless modified as requested

Suggested actions:

1. The following changes should be implemented:

File name and document code should comply with the Quality Plan, Section 2.1

The document should have the date clearly indicated in the cover page

2. Specify missing chapters / subjects ***NONE***

3. Required changes on deliverable essence and contents:

Section III should provide a timeline of the described tasks

Section IV should quantify the expected results by using verifiable indicators)

4. Further relevant required improvements ***NONE***

Comments of Expert and Author(s) response

Comments by Carlo Polidori

General comment

Specific comments

Topic A: Layout / Spelling / Format

Reviewer comment
- In the cover page the date of the document is missing
- The name of the file doesn't respect the common codification, as for the Quality Plan
- Page headers (complying with the template) are incomplete (document code missing)

Author response

Topic B: Structure and comprehensibility

Reviewer comment

NONE

Author response
_____

Topic C: Relevance

Reviewer comments:
- Even if a concept note is a short document showing the overall approach of future actions, the identified tasks should have a timeline complying with the overall timeline of the project, in order to demonstrate their actual feasibility.

- Section IV should quantify the expected results by using verifiable indicators, in order to allow the MED-Spring Consortium to assess the actual achievement of the objectives. Being a concept note, such a quantification may indicate a range of values (e.g. *at least 10%* or *between x and y*) leaving to the next document the task of a detailed specification.

Author response
_____

Topic D: Other specific comments

Reviewer comment **NONE**

Author response
_____

Review Report (2 of 2)

Internal Report IR4 Deliverable title: <u>Concept note for the implementation of Mobility schemes in the Euro-Mediterranean region</u>

Deliverable Author(s): CNR – CSIC

Work Package n°:   WP5

Date of Review Document: M10 postponed

to M20 File Name: IR4 - Concept IR

Mobilityr ev.doc

Experts:

Name of the Expert 1: Carlo Polidori   e-mail: c.polidori@libero.it

Overall Review

Result:

Deliverable is:

X Fully accepted	☐ Accepted with reservation	☐Rejected, unless modified as requested

Suggested actions:

1. The following changes should be implemented: ***NONE***

2. Specify missing chapters / subjects ***NONE***

3. Required changes on deliverable essence and contents: ***NONE***

4. Further relevant required improvements ***NONE***

Comments of Expert and Author(s) response

Comments by Carlo Polidori

General comment *The second version includes the requested integrations and/or justifications*

Specific comments

Topic A: Layout / Spelling / **Format** *Reviewer comment* *Author respons*

Topic B: Structure and **comprehensibility** *Reviewer comment* *NONE* *Author response*

Topic C: Relevance *Reviewer comments:*   *Author response*

Topic D: Other specific **comments** *Reviewer comment* **NONE** *Author response*

D. 2.2 Stocktaking of Policy Dialogue

(Work Package 2 – Responsible of the deliverable: CIHEAM-IAMB)

Evaluated by: Stella Alexopoulou

Review Report

Deliverable n°D2.2

Deliverable Title: Stocktaking of Policy Dialogue

Concept note for the preparation of 3 policy documents

Deliverable Author(s):	FCT
Work Package n°2	Work Package Title: Societal challenges to reinforce the frame of cooperation Task: 2.2 Stocktaking of Policy Dialogue
Date of Review Document: 11.12.2014 (1st Review)	File Name: Deliverable D2 2 draft v1.docx

Experts:

Name of the Expert 1: Styliani Alexopoulou _____ e-mail: s.alexopoulou@gmail.com

Name of the Expert 2: _____ e-mail: _____

Overall Review Result:

Deliverable is:

☐ Fully accepted	☒ Accepted with reservation	☐ Rejected, unless modified as requested

Suggested actions:

1. The following changes should be implemented : In general, the Deliverable is very well structured

2. Specify missing chapters / subjects: No missing chapter
…………………………………………………………………

3. Required changes on deliverable essence and contents …………………………………….
………………………………………………………………………………………………………

4. Further relevant required improvements …………………………………………………………

 (please add the number of rows or pages you need for all your comments)

Comments by Styliani Alexopoulou

General comment
- The work that has been done under Task 2.2 is very satisfying. A conceptual model and paradigms for effective policy dialogues in research and cooperation are developed and presented very well
- In front page the THEME [INCO.2012-1.3] should be written in font Arial 12, instead of Arial 11
- It is not required to use again the Title of the Deliverable before the Summary
- In all the tables consider rewriting the various issues (answers, problems etc) using the same grammar type (for example, you use infinitive: *to develop*, or imperative: *develop* or gerund : *developing,* within the same cell / row/ table). For expression consistency reasons consider revise the contents of tables accordingly.
- Avoid using personal expressions, like : I think. (Last bullet of Table 1, or one bullet before the end in Table 2)
- According to the Quality Control Plan the contents of the Tables should be written in fonts Arial 10, instead of Calibri 9. However, since the tables are very extended, their appearance is more compact and attractive by using Calibri 9. Therefore the selected fonts can be used.

Specific comments

Topic A: Layout / Spelling / Format

Reviewer comment

FRONT PAGE

- The Title "THEME [INCO.2012-1.3] INCONET – Mediterranean Partner Countries" should be written in font Arial 12.

SUMMARY – MAIN TEXT

- The Title of Contents should be : Table of Contents, instead of Contents, placed in the centre and in fonts Arial 14 (instead of Arial 16)
- Paging should be written as : *Page # of # (italics, Arial 10)*, instead of simply the number of the page. The same comment applies in the Front Page.
- Format of the body text is not in accordance to the model of Annex 3 of the Quality Control Plan According to the model of Annex 3 of the Quality Control Plan the following paragraph format should be used in all documents (Deliverables and Internal Reports:
  Heading 1 for Chapters:
  Numbering : 1,2,3
  Fonts: Arial 14 Bold
  Paragraph:
  - Justification : Left
  - Indent: Left 0,63 cm
  - Paragraph spacing:
    - Before :12
    - After : 6
  - Line spacing: Single
  Body Text:
  Fonts: Arial 10
  Paragraph:
  - Justification : Full
  - Indent: 0
  - Paragraph spacing:

- Before :0
- After : 6
- Line spacing: Exactly 13 pt

Heading 2 for sub-chapters
Numbering : 1.1, 1.2,
Fonts: Arial 12 Bold
Paragraph:
- Justification : Left
- Indent: 0
- Paragraph spacing:
  - Before :0
  - After : 6
- Line spacing: Single

List of Bullets
Fonts: Arial 10
Paragraph:
- Justification : Full
- Indent: Left 0,63 cm
- Paragraph spacing:
  - Before :0
  - After : 2
- Line spacing: Single

- Line spacing between paragraphs is not required (if the paragraphs proposed format is used)
- The **title of the figure** should be placed under the figure (it applies in all figures). It should be written according to the following format:
  Title of Figure
  Fonts: Arial 10, italics
  Paragraph:
  - Justification : Centered
  - Paragraph spacing:
    - Before :12
    - After : 6
  - Line spacing: Single
- The **title of the table** should be written according to the following format (it applies in all figures):
  Title of Table
  Fonts: Arial 11, italics
  Paragraph:
  - Justification : Centered
  - Paragraph spacing:
    - Before :6
    - After : 9
  - Line spacing: Single
- The references should be written in Fonts Arial 10, instead of Calibri 9

Author response
- _____
- _____

Topic B: Structure and comprehensibility

Reviewer comment
- Very good structure and very good level of comprehensibility.

Author response

- _____
- _____

Topic C: Relevance

Reviewer comment: Satisfying
- The keynote speech is comprehensive and it approaches the subject from all tis views. It is very well developed.
- The questionnaires cover all the main topics.
- The analysis of the answered questionnaires is enough detailed.
- The Annexes give all the necessary information to the reader
- _____
- _____

Author response
- _____
- _____

Topic D: Other specific comments

Reviewer comment

Author response
- _____
- _____

<u>D. 4.3 Online promotional material Version 2</u>

(Work Package 4 – Responsible of the deliverable: S-COM)

Evaluated by: Leila Mandi

Review Report

Deliverable n°: D4.3

Deliverable Title: Training Programme

Deliverable Author(s): UNIMED

Work Package n°: 4

Work Package Title: On-line promotional Material Version 2

Date of Review Document: 13/01/2015   File Name: deliverable 4.3 S-COM corr

Experts:

Name of the Expert 1: LAILA MANDI   e-mail: mandi_laila@yahoo.fr/mandi@uca.ma

Name of the Expert 2: _____ e-mail: _____

Overall Review Result:

Deliverable is:

☒ Fully accepted	☐ Accepted with reservation	☐ Rejected, unless modified as requested

Suggested actions:

1. The following changes should be implemented

 -Revision of the table of contents following the QC guidelines

2. Specify missing chapters / subjects …………………….………………………………………

-A summary and conclusion should be added,

-A list of references to be added if any

3. Required changes on deliverable essence and contents …………………………………..

-No

4. Further relevant required improvements ……………………….…………………………………

-No

(please add the number of rows or pages you need for all your comments)

8 Annex 5: Comments of Expert(s) and Author(s) response

Comments by Prof. Laila MANDI

General comment
- Globally, the deliverable D4.3 is structured, understandable and the methodology followed is clear. However, some parts are missing (Summary, conclusion, list of references)

Specific comments

Topic A: Layout / Spelling / Format

Reviewer comment
- the coding : MEDSPRING/WP4/D4.2/V1/On-line_promotional_material_v2 : many words instead of 2 words indicated in the QCP, to be shortened
- The table of contents didn't respect the QC guidelines, a revision is needed according to the remarks indicated in the draft
- No summary is provided
- No conclusion is provided

Author response
- _____
- _____

Topic B: Structure and comprehensibility

Reviewer comment
- D4.3 is well structured, understandable
- Legend of figure 1 should be completed to make it more clear by defining step 1 to 3

Author response
- _____
- _____

Topic C: Relevance

Reviewer comment
- D4.3 is relevant and shows the excellent work did by the S-COM regarding promotional materials of the project

Author response
- _____
- _____

Topic D: Other specific comments

Reviewer comment
- _____
- _____

Author response
- _____
- _____

D. 4.5 Reports of suggested actions and recommendations for STI policies

(Work Package 4 – Responsible of the deliverable: S-COM)

Evaluated by: Carlo Polidori

Review Report

Deliverable n°: D4.5

Deliverable title:Report on suggested actions, practices and recommendations for STI policies (1st phase)

Deliverable Author(s): S-COM

Work Package n°:   WP5

Date of Review Document: December 2014

File Name: MEDSPRING/WP4/D4.2/V1/Report_on_suggested_action_1

Experts:

Name of the Expert 1: Carlo Polidori   e-mail: c.polidori@libero.it

Overall Review Result:

Deliverable is:

☐ Fully accepted	X Accepted with reservation	☐ Rejected, unless modified as requested

Suggested actions:

1. The following changes should be implemented

Since this report is related to a first phase, some details should be given about the second one and how the two reports together fully comply with the DoW.

More references should be given about the preliminary review for the identification of audiences and communities mentioned in section 2: is there any available data? If not, when ? What about the detailed review: date, reference to further deliverables, etc.

More in general, the deliverable should link the recommendations to the project timeline, specifying the actions to be implemented within MED Springs and those foreseen in a follow up, if any. It is important to understand if such recommendations , even, preliminary, are an output of the project or guidelines for further action swithin the project itself.

2. Specify missing chapters / subjects *NONE*

3. Required changes on deliverable essence and contents *NONE*

4. Further relevant required improvements *NONE*

Comments of Expert and Author(s) response

Comments by Carlo Polidori

General comment
- *A clear link between the recommendations and the project activities would be beneficial for the deliverable understanding*

Specific comments

Topic A: Layout / Spelling / Format

Reviewer comment
NONE

Author response

Topic B: Structure and comprehensibility

Reviewer comment

Since this report is related to a first phase, some details should be given about the second one and how the two reports together fully comply with the DoW.

More references should be given about the preliminary review for the identification of audiences and communities mentioned in section 2: is there any available data? If not, when ? What about the detailed review: date, reference to further deliverables, etc.

More in general, the deliverable should link the recommendations to the project timeline, specifying the actions to be implemented within MED Springs and those foreseen in a follow up, if any. It is important to understand if such recommendations , even, preliminary, are an output of the project or guidelines for further action swithin the project itself.

Author response

Generally speaking, the participatory and civil society-focused approach of WP4 adds a novel perspective to the project. Therefore, the recommendations here outlined are an output of the project but they also serve as guidelines to improve the overall communication strategy of the project (I highlighted this point in the conclusion to the report).

I added references in the report that link the recommendations to the project timeline and activities for the third and fourth years of the project. Overall, the final version of this deliverable (month: 45) should draw recommendations based on the 4 years of project's activities.

With reference to the preliminary review, I added the method guiding us in the identification and selection of a first cluster of contacts (see section 2). But since the mapping was conducted in a dynamic way (i.e., adding them directly to social media channels as contacts) we did not produce a list of web communities or networks.

Topic C: Relevance

Reviewer comment

NONE

Author response

Topic D: Other specific comments

Reviewer comment NONE

Author response