



**TOOLS
4CAP**

ETHICAL AND GENDER MAINSTREAMING GUIDELINES

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ETHICAL AND GENDER MAINSTREAMING GUIDELINES

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Acronyms

CAP	Common Agricultural Policy
CODE	Communication, Outreach, Dissemination and Exploitation
CSA	Coordination and Support Action
EC	European Commission
EGC	Ethics and Gender Committee
EU	European Union
GDPR	General Data Protection Regulation
GEP	Gender Equality Plan
NSI	National Statistics Institute
REC	Research Ethics Committee
SP	Strategic Plan
Tools4CAP	Innovative Toolbox empowering effective CAP governance towards EU ambitions
WP	Work Package

1. Executive summary

This document presents the ethical and gender guidelines that Tools4CAP partners need to follow in the implementation of the project's activities. It provides the regulations related to the collection, use and processing of data, gender mainstreaming principles to be followed, as well as all relevant EU requirements and best practices for procedures and activities of a Coordination and Support Action project.

Representatives of each partner organisation are responsible for ensuring that the project's work follows best practices, including ethics regulations and gender mainstreaming principles. An Ethics and Gender Committee (EGC) will be set up at the level of the project to ensure that all consortium partners are familiar with ethical and gender guidelines and any legal requirements specific to the country where their activity will be conducted. The EGC will oversee all ethics and gender-related aspects of activities conducted in the context of Tools4CAP.

Partners who have a Research Ethics Committee or equivalent institutional arrangement, as well as a Gender Equality Plan or equivalent, will follow their respective processes. In this case, must provide evidence of approval for individual activities to the project coordinator (Ecorys) to be kept on file.

If partners do not have a Research Ethics Committee or a Gender Equality Plan, or equivalents will fill in and send the Ethics and Gender assessment questionnaires for review by the Ethical and Gender Committee (Annexes 1 and 2). If ethical or gender issues arise, they must comply with the process at the level of the Task or Work Package Leader level in which the activity takes place.

Before collecting any data, participants will be informed about the collection, processing, and use of the data provided. Relevant contacts in the Consortium (e.g., project teams conducting interviews, focus groups, etc.) will ensure that the required consent is provided.

Research ethics and gender mainstreaming will form a standing item at the annual Assembly. Throughout the duration of the project, any new requirements or best practices published in research ethics and gender will be monitored and implemented as appropriate.

2. Introduction

This document introduces the background for adhering to ethics and gender mainstreaming throughout the project cycle and provides specific guidelines to manage ethical and gender issues in the activities involving human participants the project foresaw. Its preparation precedes any involvement of participants external to the consortium, summarising the guidance on how the project and its partners will comply with the requirements of ethics and gender mainstreaming in an EU Horizon Europe project.

It summarises:

- the requirements for tasks involving human participants;
- the ethics and gender requirements of the work in Tools4CAP;
- the activities to be carried out in each Work Package and the associated procedures and documents needed to satisfy the ethics and gender requirements in accordance with EC procedures or those of the relevant countries and organisations.

The procedures followed by Tools4CAP will ensure that ethical and gender mainstreaming processes in activities involving human participants will be observed and that all such activities foreseen will be approved before it starts (i.e., before the recruitment process, not just the collection of data).

2.1. Ethical and gender guidelines and relevant legislation

Compliance with ethics and gender aspects is an integral part of activities in Tools4CAP. Partners are bound by the requirements to adhere to best practices regarding ethical standards and contemporary processes as they may evolve throughout the project (c. 2023 to 2026)¹. Tools4CAP will comply with procedures and approach to ethical clearance set out in Regulation (EU) 2021/695, establishing the Horizon Europe, Framework Programme for Research and Innovation (2021-2027) as documented in the Official Journal of the European Union, Articles 18a and 19 on ethical principles and ethics. Moreover, Tools4CAP follows the principles of proportionality, the right to privacy, the right to personal data protection, and the right to non-discrimination.

Tools4CAP activities will meet the following:

- Project activities will be planned, designed, reviewed, and undertaken to ensure the research process's integrity, quality and transparency.
- Participants and staff will be informed fully about the activity's purpose, methods and intended possible uses, what their participation entails and what risks, if any, are involved.
- Participants should participate voluntarily, free of any coercion.
- The confidentiality of the information supplied by participants in project activities (e.g., stakeholder engagement) and the anonymity of respondents will be respected.
- The independence of the project activities will be made clear, and any conflicts of interest or partiality will be explicitly mentioned.
- Efforts will be invested to prevent our methodological approaches (either quantitative, qualitative or hybrid) from bringing negative impacts to specific social groups or territories.

Tools4CAP will comply with the principles of the programme, ensuring "*effective promotion of equal opportunities for all and the implementation of gender mainstreaming, including the integration of the gender dimension in R&I content*" as set out in Article 7(6) in Regulation (EU) 2021/695, establishing the Horizon Europe, Framework Programme for Research and Innovation (2021-2027).

Furthermore, the Gender Equality Plan eligibility criterion was introduced in the legal basis for Horizon Europe, establishing gender equality as a cross-cutting priority. The approach is linked to the European Commission's European Strategy for Gender Equality 2020-2025 setting GEP requirement for participating organisations. The

¹ See section 4.2 of the Tools4CAP Grant Agreement.

eligibility criterion is mandatory for all public bodies, higher education institutions and research organisations from EU Member States and associated countries.

2.2. Ethics and gender in data management

The management of ethics in any project involving human participants is clearly framed by the European Charter of Fundamental Rights (European Union, 2010). Articles 3, 7, 8 and 13 refer respectively to: (i) the right to the integrity of the person; (ii) the Respect of Private and Family Life; (iii) the Protection of Personal Data; and (iv) the Freedom of the Arts and Sciences. These form the Tools4CAP basis of ethics guidelines and support the appropriate conduct of project activities.

The Tools4CAP project will involve human participants by collecting data through focus groups, interviews, etc. It is expected that some personal data will be gathered during consultation activities, restricted to demographic information (e.g., age ranges, sex/gender), and employment or activities (e.g. type or place of employment; position/function).

No personal data will be sought on health, ethnicity, genetic or biometrics, sexual orientation, or religious or philosophical beliefs. Data will be collected without any intrusive methods from stakeholders but through focus groups, interviews, and participation in workshops/training.

Within the project, engagement (with participants but also with external audiences) will entail setting up a common and central database, which will contain minimal personal information, restricted to names, titles, organisation, gender, contact details, and field of expertise, in compliance with the EU General Data Protection Guidelines (GDPR). This will include:

- Free movement of personal data – protection of the movement of personal data to preserve the rights and freedoms of natural persons.
- Lawfulness, fairness, and transparency - data collection is lawful based on the free and informed consent (lawfulness, fairness) of the data subject; the information provided to data subjects should be transparent and easy to understand (transparency).
- Purpose limitation – the data collected and subject to the consent of the participants should be treated based on specific, explicit, and legitimate purposes.
- Data minimisation – the data collected must be adequate, relevant, and limited to what is required.
- Storage limitation - the data retention period must be kept to a minimum, except for data processed for archiving, scientific, statistical, and historical research purposes, which can be held longer, subject to safeguards.
- Integrity and confidentiality – the data must be treated by those responsible for the treatment to ensure its safety.
- Accountability – the data controller's² responsibility is to ensure activities comply with the GDPR.

The Open-science and Data Management Plan (Deliverable 7.3) and the Communication, Outreach, Dissemination and Exploitation (CODE) strategy (Deliverable 6.1) will include detailed guidelines to ensure that all partnership activities, and particularly stakeholder engagement, dissemination, and communication activities, are conducted in accordance with EU GDPR.

2.3. National specificities

The Ethical and gender mainstreaming guidelines provide requirements with which Tools4CAP activities must comply. However, each partner is responsible for identifying any additional national legislation that may apply in their country and ensuring compliance with these laws in addition to the EU GDPR. Partners should also consider the specificities and conditions of their national context when defining procedures and research routines. The legal and practical consequences of non-compliance with EU and national laws and regulations will be determined nationally.

² ECORYS is the data controller within the Tools4CAP project.

3. Ethics principles

The Tools4CAP project adopts an approach of co-construction by considering the points of view of multiple actors through a consultative process. The consortium recognises the need to ensure that data and knowledge generated through the project should cause no harm. For example, findings may bring attention to previously unacknowledged problems within a community which could lead to negative consequences for its members. Or data could create potential exploitation of communities (e.g. where the community is used as a source of data without receiving any benefit from the process). The ethical processes of Tools4CAP are designed to avoid or minimise such risks, as detailed in this deliverable.

In Tools4CAP, researchers conducting participatory research action will prioritise building trust and collaborative relationships with the participants. This was considered when writing the project proposal and clearly stated that all actors playing a role in the CAP design and implementation process are placed at the centre of our Coordination and Support Action (CSA). Tools4CAP will provide training and support to actors to enable their active participation and ensure that findings are shared and presented so that members of the public/people outside of their field can understand with minimal room for misinterpretation and used to address their needs and concerns.

3.1. Knowledge-to-practice cycle

In its data collection, Tools4CAP will adopt a knowledge-to-practice cycle framework (see D7.4 Open Science and Data Management Plan for more details), which will provide an overarching approach for considering ethical issues in the project.

Such issues are expected to include power dynamics and contextual factors in decision-making, consent in research, responsible use of resources, respect for humans, and the social responsibility of researchers and research.

It will be the responsibility of each task leader of the project to check that data are collected and managed ethically. At all stages, the task leader in Tools4CAP will follow good practices on how data is collected, stewarded, used, and shared:

- collecting (i.e., processes);
- stewarding data (e.g., maintenance);
- using data (e.g., products and services, analysis and insights, or stories and visualisations) or reusing data;
- sharing data (within the consortium, with external parties).

3.2. Primary data

The activities in Tools4CAP involve the collection and processing of personal data. The data will be protected in compliance with the EU Regulation No. 2016/679, which defines personal data as "*any information relating to an identified or identifiable person*" (for a full definition, see art. 4), and any other relevant national regulations. Within Tools4CAP, primary data will be collected (e.g., name, address, email, CV, phone number) through face-to-face interviews, phone calls, emails, workshops, focus groups, and other events. Appropriate processes will be implemented to ensure the protection of all participants' personal data. More details are provided about processing personal data within Tools4CAP in Deliverable 7.3 Open Science and Data Management Plan.

3.2.1. Data minimisation

The collection and handling of personal data will follow the principle of data minimisation, as outlined in Article 5(1)(c) of the GDPR and Article 4(1)(c) of Regulation (EU) 2018/1725. This means that the personal data collected will be "*adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.*"

For members of the focus groups, the data collected will be:

- Used to manage the group (e.g. consent forms, invitations, agendas, discussion, and position papers, feedback on documents, notification of changes in arrangements);

- Used to select actors for participation in discussions on certain topics;
- Limited to the purposes above, no extraneous information will be collected;
- Retained for the Tools4CAP project and its reporting duration, or longer if it is in the public domain through agreement to being named in project documentation, websites, or dissemination materials. Otherwise, it is foreseen that the data will be barred from use and deleted from storage platforms 5 years after the end of the project. In the case that this period changes, it will be detailed in an update of the Open Science and Data Management Plan (D7.3; M24).

For participants to Tools4CAP Academy, events, conferences, workshops, etc., the data collected will be used for the following purposes:

- Managing consent forms and providing feedback if agreed to;
- Used to select actors for participation in discussions on certain topics;
- Describing people giving feedback and the types of audiences reached;
- Limited to the purposes above, no extraneous information will be collected;
- Retained for the duration of the Tools4CAP project and its reporting, or longer if it is in the public domain through agreement to being named in project documentation, websites, or dissemination materials. Otherwise, it is foreseen that the data will be barred from use and deleted from storage platforms 5 years after the end of the project. In the case that this period changes, it will be detailed in an update of the Open Science and Data Management Plan (D7.3; M24).

3.2.2. Protection of privacy and confidentiality

Researchers in Tools4CAP will take steps to ensure the protection of the privacy and confidentiality of individuals:

- Data will be pseudonymised and/or anonymised before it is released to the researcher. This means that any personal information that could, potentially, identify an individual will be removed or obscured;
- Study subjects will be required to have given their consent for the use of their data. This will be achieved by using consent forms or other means of obtaining consent. It is the responsibility of each partner to check and file the consent forms they collected;
- The outcomes of any analysis should not allow for the re-identification of participants, and results should be aggregated either spatially or categorically when feasible. Researchers will take steps presented in this deliverable to protect the privacy and confidentiality of individuals;
- The use of the data should not result in any harm or distress to the study subjects. Researchers should take care to minimise any potential negative consequences of their work.

3.2.3. Safeguarding rights and freedoms of participants

All Tools4CAP activities will respect the rights and freedoms of participants and will take the following steps to protect these rights:

- Right to be informed: Tools4CAP will provide an information sheet to participants, explaining the project, the use of the information collected through focus groups, and their rights. This information is also provided at the first meeting of the focus group;
- Right of access: Participants can request information about the activities they contributed to (e.g. meeting documentation) and the information held about them (e.g. contact details);
- Right to rectification: Participants can request that inaccurate personal information be corrected;

- Right to erasure: Tools4CAP will erase personal data if the data is no longer necessary for the original purpose or if the participant withdraws their consent for the data to be held;
- Right to restrict processing: this may involve removing published data from the Tools4CAP website (e.g. as a member of a focus group, interviewed expert, or participant in a workshop/event);
- Right to data portability: this may involve data that has been revealed in an interview for dissemination purposes;
- Right to object: Tools4CAP will not use data for purposes that might be subject to a right to object (e.g. for direct marketing)
- Rights in relation to automated decision-making and profiling: Tools4CAP will not use data in any aspect of automated decision-making or profiling.

To safeguard these rights, participants can submit written requests to the Contact Point of the project (tools4cap@ecorys.com), who will act on the request within one calendar month and provide the relevant information to the project Coordinator (Ecorys) for records to be retrieved or updated accordingly.

3.3. Secondary data

Secondary data refers to information that has been collected previously for a different research project or purpose. Using such data enables researchers to maximise the value of investments in data collection, reduce the burden on respondents, and ensure the replicability and transparency of study findings. Secondary data can originate from a variety of sources including official statistics, data collected by commercial organisations, and data from previous research projects. These data can be quantitative or qualitative.

In Tools4CAP all ethical issues which may arise when using secondary data will be considered. The potential benefits and risks will be considered, particularly concerning the possibility of re-identifying individuals and disclosing sensitive information.

3.3.1. Data from data service organisations

Many public and non-profit organisations that produce large amounts of data, such as national statistical institutes and research-led data collection enterprises, have established systems and infrastructure to archive, manage, and release data for secondary analysis ethically. These organisations are aware of the importance of protecting the privacy and confidentiality of study subjects. They have put in place measures to ensure that data is anonymised and consent is obtained before it is released for secondary analysis. Examples of these organisations include Eurostat and all National Statistical Institutes (NSI).

Data archives and public statistical agencies have specific procedures to minimise the risk of re-identification and disclosure of sensitive information connected to using microdata files for scientific research. These may involve robust anonymisation techniques, such as re-coding, perturbation, and the production of synthetic data files, or using secure technological solutions that allow access to data in controlled environments. Most systems implement safe authentication through biometric identification, restrictions on downloading data, and checks on outputs before release. Access to data through these systems usually requires a detailed application process and signing contracts or terms of use that outline legal and ethical obligations. Consequently, processing such data will be considered "without ethical risk" within Tools4CAP.

3.3.2. Other data sources

Researchers should be particularly careful when using data that was collected outside of established frameworks, such as data that was not collected without ethical approval or data for which ethical approval did not include provisions for secondary analysis. It is recognised that there are risks of misinterpreting the data if it is not appropriately documented by the data collector. Such data may also carry a higher risk of re-identification and disclosure of sensitive information, mainly if they are collected at the micro level. Tools4CAP researchers will minimise the use of such data. In the unlikely case that it will be used, researchers will fill out an Ethics Assessment questionnaire (Annex 1) and submit it to the Ethical and Gender Committee to ensure that the use of the data is ethically responsible.

It is important to be aware that data from private-sector sources may raise intellectual property issues and potential conflicts of interest. When working with data that might raise intellectual property rights concerns,

Tools4CAP researchers will ensure that their use is subject to the licensing arrangements of the data, with consent sought by the participants as appropriate, the provenance of the data, risks of social profiling, and ensure that outcomes do not adversely impact a particular group or community. This will be mentioned in their Ethics Assessment to be submitted to the Ethics and Gender Committee.

4. Gender mainstreaming

Gender mainstreaming involves the integration of a gender perspective into the preparation, design, implementation, monitoring, and evaluation of policies, regulatory measures, and spending programmes, to promote equality between women and men and combat discrimination.³ Gender mainstreaming has been embraced as a strategy towards achieving gender equality.

The integration of the gender dimension addresses the incorporation of sex and/or gender analysis throughout the entire research cycle. This includes setting research priorities through defining concepts, formulating research questions, developing methodologies, gathering and analysing sex/gender-disaggregated data, evaluating and reporting results. The integration of the gender dimension is relevant in many fields. Looking at potential sex and/or gender differences and gender equality-related issues brings added value in research excellence, rigor, reproducibility, and creativity, in-depth understanding of all people's needs, behaviours, and attitudes, and enhances the societal relevance of the output of the project.

In Tools4CAP, the project team will pay attention to gender issues to support a balanced representation and participation across the project activities. When performing data collection activities (interviews, focus groups, workshops, etc.), the project team will ensure that gender equality principles are respected, and any discriminatory or unfair practices are avoided. In addition, the methodological tools for policy design and monitoring associated with the project will consider potential impacts on gender equality where relevant.

4.1. Gender-sensitive approach

Tools4CAP is taking a gender-sensitive approach to implementing and conducting project activities. It will specifically address gender aspects through:

- Data collection tools (such as questionnaires and interview checklists) will be gender-sensitive, and use gender-neutral language, making it possible to detect the different realities of men and women. This will help to avoid gender bias.
- Data analysis: In most research concerning human subjects, data are routinely disaggregated by sex, logically leading to analyses according to sex. This action will be implemented where relevant and possible. Involving a gender-balanced end-user group during the project activities will also have a high impact and provide insightful and valuable outcomes.

4.2. Gender-balanced representation and participation

Throughout the project cycle and particularly in the coordination and participatory activities of the project, the team will ensure a balanced representation of gender through:

- Project team: at coordination and task implementation levels, partners will consider gender-balanced participation to include both women and men researchers in the projects' activities, at the decision-making and management level.
- Recruitment of subjects for interviews: the team will consider that the number of interviews considers a balance between women and men experts. This will ensure a comprehensive gender perspective, avoiding any possible gender bias.
- Participation in focus groups: the gender dimension will be considered in both the recruitment stage of the focus groups and during the focus group activities, ensuring a good representation and participation of both women and men in the project's activities.⁴

³ As defined by the European Gender Equality Institute: <https://eige.europa.eu/gender-mainstreaming/what-is-gender-mainstreaming>

⁴ SmartAgriHubs project produced the following factsheet relevant for events and conferences: https://www.smartagrihubs.eu/gender-week/Gender-2021/factsheet_gendeneutral1-1.png

- Participation in events and workshops: equally as mentioned above, a gender-balanced perspective will guide the creation and development of the projects, ensuring a balanced gender representation among speakers or presenters to avoid gender bias.

Further guidelines and recommendations to ensure inclusive and balanced representation and participation in the focus groups will be provided in Milestones 6.2 and 6.3 through which protocols will be established for stakeholder engagement in the focus group rounds at national and EU levels.

Another source of inspiration outlining practical steps to ensure gender mainstreaming during events and meetings, including in communication and dissemination, was developed by the Horizon 2020 project, SmartAgriHubs, and can be accessed here: https://www.smartagrihubs.eu/gender-week/Gender-2021/factsheet_genderneutral1-1.png

4.3. Gender-neutral language

Gender-neutral language is a generic term covering the use of non-sexist language, inclusive language, or gender-fair language. The gender-neutral language aims to avoid word choices that might be interpreted as biased, discriminatory, or demeaning by implying that one sex or social gender is the norm. Using gender-fair and inclusive language also helps reduce gender stereotyping, promotes social change, and contributes to achieving gender equality.⁵

In Tools4CAP, communication and dissemination activities will consider and ensure the use of gender-neutral and gender-inclusive principles throughout the project. Publications, reports, and any means of communication and dissemination will integrate gender consideration, ensuring proper representation and participation in all communication products (including video and/or audio materials).

Specific dissemination actions (publications or events) for gender findings might be considered if found relevant.

Further guidelines can be found in the European Parliament's "Gender inclusivity dissemination guidelines" available here: https://www.europarl.europa.eu/cmsdata/151780/GNL_Guidelines_EN.pdf

⁵ As defined in the gender-neutral language guidelines published by the European Parliament's High-Level Group on Gender Equality and Diversity: https://www.europarl.europa.eu/cmsdata/151780/GNL_Guidelines_EN.pdf

5. Ethical and Gender clearance process

The responsibility for ensuring that activities meet the ethical and gender principles as defined earlier is subject to appropriate ethics gender mainstreaming review. Their approval lies with the relevant project partner, exercised through its Research Ethics Committee (REC) and Gender Equality Plan (GEP). Each Task Leader will identify if ethical clearance is likely required for the activities proposed by the Ethics and Gender Assessment (see Annex 8 for results of the rapid appraisal). These assessments will be reviewed as the project evolves and monitored by the Executive Board through the Work Package Leaders. Responsibility for the activities' conduct rests with the task leader and their host organisation.

The strategy of Tools4CAP is to support and promote the capacity of research partners to handle ethical and gender issues, in 3 steps:

1. Data, methods, and results analyses: to increase the capabilities of partners to identify ethical and gender issues and propose an answer suitable to the standards required in the EU, partner countries, and organisations;
2. Impacts: to identify positive and negative effects and to take actions needed to minimise negative effects;
3. Feedback, dissemination, transparency, and legitimacy: to inform and guide understanding of all partners of ethical and gender issues throughout the project, to set up rules for dissemination, and to ensure transparency in project processes to reinforce confidence in the project.

5.1. Ethics and gender committee

The Ethics and Gender Committee (EGC) will ensure that all consortium partners are familiar with ethical and gender guidelines and any legal requirements specific to the country where their activity will be conducted. It is appointed by the Executive Board, composed of an ethics and gender representative of each team leading a Task within the project. The Ethics and Gender Committee will oversee all ethics and gender-related aspects of activities conducted in the context of Tools4CAP. The Ethics and Gender Committee will convene virtually as often as necessary with a minimum of at least once a year throughout the project (four years). Meetings will be set and organised by the Project Coordinator.

The missions and responsibilities of the Ethics and Gender Committee are:

- To ensure that all activities in the project have been subject to ethical review and approval;
- For partners without a Research Ethics and Gender Committee: The Ethics and Gender Committee will evaluate the compliance of research activities with the ethics and gender guidelines laid out in this deliverable (i.e. review of the Ethical and Gender Assessments) and, when relevant, ask for modification in the activities to ensure compliance with relevant regulations and best practice;
- For partners with a Research Ethics and/or Gender Committee: The Ethics and Gender Committee will compile the forms and proofs of approvals;
- To assess potential ethical and gender issues transversal to activities throughout the project;

5.2. Obtaining ethical and gender clearance

Project activities will comply with ethical principles (including the highest standards of research integrity), and applicable international, EU, and national laws. In designing this process, the team reviewed the current status of national or regional guidelines for research involving human participants and the existence of in-house processes for obtaining ethical and gender clearance for project partners.

Table 1 below indicates which partners have a Research Ethics Committee in place and a Gender Equality Plan or equivalent. For most partners, there is no requirement for a Research Ethics Committee under relevant national laws or regulations. Similarly, a Gender Equality Plan is only mandatory for public bodies, higher education institutions and research organisations.

Table 1 Tools4CAP partners that have a Research Ethics Committee and/or a Gender Equality Plan

Partner	Research Ethics Committee	Gender Equality Plan
Wageningen Research	Yes	Yes
Institute for Rural Development Research (IfLS)	Yes	Yes
University of Ljubljana	Yes	Yes
ITACyL		Yes

Partners who have a Research Ethics Committee or equivalent institutional arrangement, as well as a Gender Equality Plan or equivalent, will follow their respective processes.

Partners who do not have a Research Ethics Committee or equivalent will send Ethics and Gender assessment questionnaires for review by the Ethical and Gender Committee (Annexes 1 and 2). If ethical or gender issues arise, they must comply with the process at the level of the Task or Work Package Leader level in which the activity takes place. Partners shall submit the questionnaires at least one month in advance of the start of the task. The Committee reply shall be given no later than two weeks after receipt of the ethics and gender assessment forms.

The Ethics and Gender Committee will assess the requests and make sure that the requesting partner has followed through with the required process and has provided evidence of having explored all possible actions to ensure compliance with the ethics and gender mainstreaming guidelines.

5.3. Recruitment of participants

Tools4CAP research activities will involve adult human beings participating voluntarily. The relevance of these participants will be due to their involvement in the CAP and a wide range of stakeholders and experts involved in designing and implementing the CAP. Gender balance will be ensured systematically through the project cycle, and the activities envisioned under each task.

Examples of the types of participants foreseen in the project are EU, national, and regional/local policy-makers; members of staff in governance bodies (management and/or paying agencies; monitoring authorities, etc.); researchers; agriculture and rural development networks, associations, NGOs or Civil Society organisations.

For each activity, criteria will inform the recruitment of participants. The specific criteria will be detailed in the ethical and gender clearance processes of the relevant Tasks, but examples of those criteria are:

- experience connected to CAP Strategic Plans, rural policy, and rural activities;
- relevance of expertise (e.g. geographic location);
- interest in Tools4CAP (e.g. voluntary engagement);
- gender considerations to ensure a balanced representation.

Tools4CAP will not involve vulnerable groups, persons unable to give consent, those under 18 years of age, patients, or any other sensitive group and will not involve any physical or psychological interventions on participants.

5.4. Obtaining informed consent

Before collecting any data, participants will be informed about the collection, processing, and use of the data provided. Relevant contacts in the Consortium (e.g., project teams conducting interviews, focus groups, etc.) will ensure that the required consent is provided.

An online consent form will be used in the project, based on the template provided in Annex 3. Further user identification information will be included, such as name, email address, organisation, position, etc. The consent form will follow the general principles of what informed consent involves and what information needs to be made available to participants in accordance with the "General Data Protection Regulation (GDPR) Guidance Note for the Research Sector: Appropriate use of different legal bases under the GDPR"⁶ (European Society for Opinion and Market Research – ESOMAR, 2017).

⁶ Available at: <https://esomar.org/uploads/attachments/ckv2fj3rh001jpw3vejug72q2-efamro-esomar-gdpr-guidance-note-legal-choice.pdf>

The form is provided in English, using the EU Survey platform, which gives the possibility to offer it translated into all EU languages. All completed entries of the consent forms will be kept in a database managed by the project coordinator and the relevant partners.

The informed consent form will be accompanied by an information sheet (Annex 5) which will describe the project background, and content of the project activity, and the rights of the participant to withdraw at any point during the activity (e.g., during an interview), and to have their data and their contact details removed from any documentation associated with the activity or project.

The information sheet (Annex 5) will be sent to prospective participants for the focus groups, interviews, etc., together with a letter inviting their participation (Annex 6).

6. Ethical and gender requirements

A preliminary review of the activities in each Work Package (see annex 8 for full results) has identified the nature of any issues arising or ethical clearance required in each case.

Table 2 Overview of the activities foreseen in each Work Package and Task throughout the project.

	Leader	Ethical consideration	Gender Consideration
WP1 State-of-the-art conceptualisation, inventory, and evaluation	Ecorys		
T1.1 Inventory of methods and tools	Ecorys	Yes	Yes
T1.2 Designing the Tools4CAP conceptual framework	Ecorys	No	No
T1.3 Benchmarking of methods and tools	Ecorys	Yes	Yes
WP2 Screening and development of innovative quantitative tools	WR		
T2.1 Assessment of needs and potential of existing and new models	WR	Yes	No
T2.2 Development of innovative quantitative tools	EuroCare	Yes	Yes
T2.3 Drafting and fine-tuning of methodological guidelines	WR	Yes	Yes
WP3 Co-designing participatory and multi-level governance decision tools	IFLS		
T3.1 Decision challenges in multilevel governance and policy	IFLS	Yes	Yes
T3.2 Co-design of improved or new methods and tools	IFLS	Yes	Yes
T3.3 Methodological guidelines and roadmap toward uptake	UL	Yes	Yes
WP4 Integration and interoperability of new data, technology, and digitalisation	NP		
T4.1 Data needs, sources, and farm-level monitoring technologies	ITACyL	Yes	
T4.2 Challenges and approaches for landscape monitoring	NP	Yes	
T4.3 Methodological guidelines and technical protocols	ABACO	Yes	
WP5 Replication lab: demonstration, support to adaptation and uptake of innovative tools	UL		
T5.1 Demonstration planning and set-up	Ecorys	Yes	Yes
T5.2 Implementing, reporting, and analysing case studies	UL	Yes	Yes
T5.3 Handbook of good practices	UL	No	Yes
WP6 Capacity building hub: Participation, Communication & Exploitation	AEIDL		
T6.1 Communication, dissemination, and exploitation strategy	AEIDL	Yes	Yes
T6.2 Stakeholder Engagement Platform	Ecorys	Yes	Yes
T6.3 Toolbox4CAP Academy	AEIDL	Yes	Yes
WP7 Coordination and project management	Ecorys		
T7.1 Project management, governance structure, and advisory board	Ecorys	Yes	Yes
T7.2 Open-science, Data, Ethics, and gender mainstreaming	Ecorys	Yes	Yes
T7.3 Coordination with Institutions and research projects	Ecorys	Yes	Yes

7. Conclusions

The Tools4CAP project has developed ethical guidelines to ensure compliance with the project's Description of Action and the Ethics Review of the project proposal. The project will follow all relevant EU requirements and best practices in research procedures. Each partner will follow their institutional guidelines, national requirements, and the approach laid out in this deliverable. Partners without a Research Ethics and Gender Committee will submit an Ethics and Gender Assessment form to the project's Ethics and Gender Committee, while Partners with in-house procedures for obtaining ethics approval will provide evidence of approval for individual activities to Ecorys to keep on file.

Primary data collection will follow the rules of user anonymity, and data minimisation and will ensure that the rights and freedoms of Participants are safeguarded. Recruitment processes will follow the guidelines on obtaining informed consent in compliance with GDPR. The use of secondary data in the project will be limited to aggregated data with no possible identification of Participants.

Research ethics and gender mainstreaming will form a standing item at the annual Assembly. Throughout the duration of the project, any new requirements or best practices published in research ethics and gender will be monitored and implemented as appropriate.

8. Annexes

8.1. Annex 1 – Questionnaire for the ethical assessment of individual tasks

Partners that do not have a Research Ethics Committee or equivalent arrangement will fulfil this questionnaire for ethical assessment and submit it to the Ethics and Gender Committee set up within the Tools4CAP project. The questionnaire shall be submitted to the Committee at least one month in advance of the start of the task. The Committee reply shall be given no later than two weeks after receipt of the ethics assessment form.

Sources

- Name/describe the key data sources, whether the data are being collected by the project partner or accessed via third parties.
- Are any personal data involved or data that is otherwise sensitive?

Limitations in data sources

- Are there limitations that could influence project outcomes?
- Issues considered are:
 - bias in data collection, inclusion/exclusion, analysis, and algorithms
 - gaps or omissions in data
 - provenance and data quality
 - other issues affecting decisions, such as team composition

Sharing data with others

- Will the data be shared with other organisations? If so, which ones?
- Is there an intention to publish any of the data?
- If yes, under what conditions?

Ethical and legislative context

- What existing ethical codes apply to the sector or activity? What legislation, policies, or other regulation shape how the data will be used?
- What requirements do they introduce?
- Issues to be considered are:
 - the rule of law;
 - human rights;
 - data protection;
 - Intellectual Property and database rights;
 - Anti-discrimination laws;
 - data sharing,
 - public policies,
 - regulation and ethics codes/frameworks specific to sectors (e.g. health, employment, taxation).

Rights around data sources

- From where did the data originate? Was it produced by an organisation or collected directly from individuals?
- Was the data collected for Tools4CAP or another purpose?
- Is there permission to use the data, or another basis on which its use is permitted?
- What ongoing rights will the data source have?

The reason for using the data

- What is the primary purpose for collecting and using data in Tools4CAP?
- What are the main use cases?

8.2. Annex 2 – Questionnaire for gender assessment for individual tasks

Partners that do not have a Gender Equality Plan or equivalent arrangement within their organisation will fulfil this questionnaire for gender assessment and submit it to the Ethics and Gender Committee set up within the Tools4CAP project. The questionnaire shall be submitted to the Committee at least one month in advance of the start of the task. The Committee reply shall be given no later than two weeks after receipt of the gender assessment form.

Equal opportunities for women and men in research

- Is there a gender balance in the team conducting the task, at all levels and in decision-making positions?
- Do working conditions allow all members of staff to combine work and family life in a satisfactory manner?
- Are there any measures/mechanisms in place to ensure equal treatment and gender balance participation in the activities of the task?

Gender mainstreaming in research content

- If the task involves humans, is gender balance considered in the participation or recruitment of participants?
- Does the methodology or approach used takes into account (possible) gender differences? If yes, briefly explain how.
- Are questionnaires, surveys, focus groups, etc. designed to take into account potentially relevant sex and/or gender differences in your data?
- Are the groups involved in the task (e.g., focus groups, experts interviewed) gender-balanced?
- Do analyses present statistics, tables, figures, and descriptions that focus on the relevant gender differences that came up during the task activities?
- Are the dissemination activities foreseen related to the task using gender-neutral language?
- Does your task foresee potential gender-related findings to be disseminated through a publication or event?

8.3. Annex 3 – Template for obtaining informed consent

Funded by the Horizon Europe programme, the Tools4CAP project - which stands for "Innovative Toolbox empowering effective CAP governance towards EU ambitions" - aims to support the design, monitoring and evaluation of the CAP Strategic Plans by stimulating Member States to adopt methods and tools tailored to their needs.

Led by Ecorys, Tools4CAP gathers 20 partners and affiliated entities (academic institutes, European organisations, NGOs, rural networks, and local authorities) and will use participatory methods for stakeholder engagement and bottom-up discussion to inform the project's findings on methods and tools for the CAP Strategic Plans. A wide range of activities will be carried out within the project, seeking an active involvement of actors, such as focus groups, info sessions, trainings, surveys, interviews, etc.

Please tick the boxes

I confirm that I have read, or had read to me, and understand the information sheet dated .../.../..... ⁷ for the Tools4CAP project. I have had the opportunity to ask questions, and these have been answered fully and explicitly.	
I understand that my participation is voluntary, and I am free to withdraw at any time without providing any reason and without my legal rights being affected.	
I understand that confidentiality will be maintained at all times, data will be pseudonymised at the earliest possible time and it will not be possible to identify me from any publications/outputs.	
I understand that this form relates to all the activities to which I am contributing within the Tools4CAP project.	
I agree to take part in Tools4CAP following project activities:	
<ul style="list-style-type: none"> ▪ Interviews 	
<ul style="list-style-type: none"> ▪ Focus groups 	
<ul style="list-style-type: none"> ▪ training 	
<ul style="list-style-type: none"> ▪ survey 	
<ul style="list-style-type: none"> ▪ Dissemination and communication activities such as newsletter, events, etc. 	
I agree to be contacted at a later date about the Tools4CAP project.	
I agree for the information I provide to be recorded (e.g., audio, flipchart notes), transcribed, and potentially translated.	
I acknowledge that I have read and understood the privacy notice (presented on page 2 as below).	
I confirm that I will keep participant confidentiality in the context of the project.	

Name of the participant

Signature

Date

Note: the above-mentioned template will be transposed into an online form to allow for a direct way to manage the consent forms on behalf of the project, while keeping an up-to-date record of the participation in the various activities foreseen.

⁷ Please insert the date of the information sheet.

8.4. Annex 4 – Privacy notice

The *Name of the organisation in charge of the collection of data* will use your personal data (name, age, gender, profession, employer, area of expertise, email) for the purposes of the research and activities undertaken in the Tools4CAP project.

Our legal basis for processing your data is that it is necessary for the performance of a task carried out in the public interest about research co-funded by the European Commission (grant number 101086311).

We are the Data Controller over your personal data. The level of access to the data is determined by a secured computer account linked to the project. No data is accessible without a computer account, except for anonymised public data. We will not share your personal data beyond the project consortium⁸, unless required by law and shall only retain it according to good scientific practice for as long as is necessary to fulfil the research undertaken on the project, to deliver project outcomes, and to fulfil the requirements of the funders. In particular, as a requirement of EU-funded project, data will be anonymised and made open access. You have rights in relation to your personal data as defined in *[relevant articles of your national data protection laws / regulations]*⁹. For further information, please contact *[add email address of person responsible for data protection]*.

Contact details:

[Insert Name of the Organisation]

[Address]

[Email address]

[Telephone]

⁸ List of the Consortium partners: Ecorys; University of Ljubljana; International Institute for Applied Systems Analytics (IIASA); Neupublic and affiliated entity, GAIA Epicheirein AE; Institute for Rural Development Research (IFLS); European Center for Agricultural, Regional and Environmental Policy Research (EuroCARE); Wageningen Research; Abaco; Oréade-Breche; European Rural Development Network (ERDN) and affiliated entities, LSMC, AKI, IAE-BG, UoL, IAE-RO, SUAN; European Association for Information on Local Development (AEIDL); Agriculture Technological Institute of Castilla and Leon (ITACyL); and TEAGASC.

⁹ To be completed by the organisation in charge of collecting data with the relevant articles of their national data protection laws / regulations. For a checklist on the GDPR on EU level, please see <https://gdpr.eu/checklist/>

8.5. Annex 5 – Template for information sheet

Innovative Toolbox empowering effective CAP governance towards EU ambitions

TOOLS4CAP is a Coordination and Support Action project (2023-2026) funded by Horizon Europe programme, designed to support the design and monitoring of the Common Agricultural Policy Strategic Plans. The project is coordinated by ECORYS and gathers 20 partners from 16 EU countries with outstanding expertise in agricultural and rural development contexts.

Background

The New Delivery Model entails significant changes to Common Agricultural Policy (CAP) governance with the introduction of Strategic Plans and new monitoring, review and evaluation requirements. The CAP is expected to contribute significantly to the Green Deal's ambitions, securing the achievement of sustainability and resilience goals for the EU's Agri-food systems. Innovative governance models are essential to enable result-based policymaking to deliver the best policy pathways to facilitate the green transition.

Objectives

Tools4CAP will (1) support the implementation of National Strategic Plans 2023-2027, and (2) lay the foundations for sound preparation of Post-2027 Strategic Plans. Accordingly, Tools4CAP will seek to promote learning, exchange processes, and adoption of innovative solutions and good practices for the design, monitoring and evaluation of CAP Strategic Plans.

Tools4CAP's methods and tools will cover three key areas:

1. quantitative modelling tools for ex-ante and ex-post evaluations,
2. participatory and multi-governance decision tools, and
3. novel data and monitoring solutions.

The project will deliver a comprehensive inventory of methods and tools used in the EU-27 Member States, methodological guidelines on innovative solutions and a handbook of good practices. Results will be integrated in a Capacity Building Toolkit, designed to enhance science-policy interfaces.

Activities

The project will set up a Capacity Building Hub to help end-users (ministries, management authorities, paying agencies, other stakeholders) reinforce their capacity to use innovative tools, including models used by the European Commission. The Hub includes two main components:

Stakeholder Engagement Platform	Tools4CAP Academy
National multi-stakeholder focus groups will be developed in two-rounds across 16 countries covered by the consortium, for a total of 32 focus groups, whereas an EU-level, two-round focus group will be held in Brussels to complement the national views with an EU perspective.	It will provide a framework for capacity building and peer-learning, to develop an attractive and tailored training programme composed of 10 modules to meet the end users' needs.

In addition, the project will create a Replication Lab to demonstrate the potential of use of different innovative solutions (methods and tools) which can accommodate a diversity of needs through 10 case studies.

What are you being asked to do?

We would like to ask you:

- ✓ to fill in and submit to us a consent form; and
- ✓ contribute to the activity for which you are signing up to, participating actively in the discussions and sessions organised.

How long will the activity last and where will it take place?

Specific details about activity schedule, focus and location would be provided by the activity leader at the time of invitation to take part in a meeting or a research activity.

How long the information will be used?

Information will be used for project purposes only. It will be analysed with other information collected through other activities from Tools4CAP project.

Project results will be published in the form of reports to the European Commission, on topics discussed, articles in scientific journals, papers and presentations at technical or scientific events, and to project partner teams participating in Tools4CAP.

Additionally, Tools4CAP will disseminate research results to other relevant actors across the EU-27 Member States.

Pseudonymity and confidentiality

We will ask for your personal information, which we will only use for our own project records, and so that we can contact you to share project outputs if you so wish. At any time, you have the right to ask for your personal details to be deleted from our records.

The information you give us will be treated as confidential and will be pseudonymised so that it cannot be linked to you personally. We will not disclose any details that could be used to identify you. If quotes are used in any output, these will be pseudonymised, unless else is agreed with the activity leader.

No obligation to take part

Taking part in this study is entirely voluntary and you can withdraw at any time. During any activity, you are free not to answer questions without any explanations. You will be asked to provide a consent prior to joining the activity to show that you understand your rights as a participant and that you are committed to take part in the activity proposed.

Reimbursement of eligible costs incurred

For some activities, eligible costs for travel and accommodation to participate in a meeting can be reimbursed. Further details will be provided by the activity leader.

For more information, please contact us at tools4cap@ecorys.com

8.6. Annex 6 – Letter of invitation to any activity within the project

Note: the following is a standard template for a letter of invitation (via email) to be used for any activity within the project. If considered relevant, please translate it into your own language. It will need to be tailored to the content and type of activity to which you are seeking participation. The Information Sheet should be attached to the email (see template in Annex 5).

Invitation to participate in Tools4CAP activity

Dear *ADD Title and Name*

The Tools4CAP project – “Innovative Toolbox empowering effective CAP governance towards EU ambitions” – invites you to take part in *INSERT Name of activity and location/country*. The project aims to support the implementation of the CAP Strategic Plans across the EU-27 Member States. For this purpose, the project seeks to engage relevant actors to boost learning, exchange processes, and adoption of innovative solutions and good practices for the design, monitoring and evaluation of CAP Strategic Plans.

Tools4CAP is a Coordination & Support Action project funded by the EU’s Horizon Europe programme. The project is carried out by a consortium of 20 partners coordinated by ECORYS Brussels.

Through this letter, we would like to invite you to take part in the *INSERT type of activity (focus group, interview, survey, workshop, etc.)* that will be carried out within the Tools4CAP project.

What is in it for you?

INSERT brief explanation of the activity and what it would entail for the person you are inviting to take part.

We would value your perspective and contribution as a participant to *INSERT type activity*. Please see the Information Sheet for more details.

Therefore, you are cordially invited (upon your acceptance of this invitation), to take part in *INSERT type activity and Name of the country (if appropriate)*. To confirm your willingness and availability to participate, please send me your answer by the end of *ADD date month and year*. To formalise your participation, I would like to kindly ask to fill in the Consent Form available *here [hyperlink to EU survey]*.

Please do not hesitate to get back to me for any questions. I look forward to hearing from you.

Yours sincerely,

Activity leader in *INSERT Name of the country*

ADD Title and Name, email address and phone number

8.7. Annex 8 – Results of the ethics and gender appraisal exercise

8.7.1. WP1. State-of-the-art conceptualisation, inventory, and evaluation

Task Name	T1.1 Inventory of methods and tools
Task leader	Ecorys
Provide a brief outline of the task to be carried out	The task aims to take stock of all methods and tools used by MS for the design and implementation of the CAP strategic plans, including the actors involved and methodological steps undertaken. The task will produce Deliverable 1.1 (report to be published) and M1.1 (online inventory on project website). The task will rely on desk research and semi-structured interviews with actors involved at different steps of the CAP process to take stock of the methods and tools, which will be carried out by the whole consortium.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	The information collected for the task will involve the whole consortium, with no gender-based distinction being made. The semi-structured interviews, however, will take gender considerations into account by supporting balanced representation and participation, as far as possible, to ensure gender equality is respected.
What type of data will be used for the task?	The main sources of data will be desk research of publicly available information as well as semi-structured interviews with actors involved at different steps of the CAP process. Additionally, consortium partners' expert knowledge will also be relied upon.
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	Participants will be identified and recruited based on consortium partners expert knowledge and understanding of those involved throughout different steps of the CAP process. Gender balanced participation will be encouraged by prioritising the identification of a diverse pool of potential interviewees from which to choose from, by the considered use of gender-inclusive language that is welcoming to all genders, and by explicitly stating the goal and importance of gender-balanced participation in the information sheet given to interviewees.
If working with secondary data¹⁰, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	The desk research will identify and analyse existing information and data from publicly available sources, such as scientific and grey literature, web sites, and other online sources, that are related to the tools and methods adopted by MSs for the design and implementation of their CAP strategic plans, with no gender-based distinctions being made. All information and data relied upon will be correctly referenced to avoid ethical issues.

¹⁰ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

Will sex/gender differentiated data be collected and analysed throughout the task?	No
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.	No
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	No

Task Name	T1.2 Designing the Tools4CAP conceptual framework
Task leader	Ecorys
Provide a brief outline of the task to be carried out	The task aims to design the conceptual framework of the project, which will ultimately result in Deliverable 1.2 (report to be published). The conceptual framework will be designed in multiple steps, involving WP leaders, the Expert Advisory Board and the whole consortium at different stages. Key steps of this process are: (i) preliminary kick-off meeting with WP leaders; (ii) consortium kick-off meeting; (iii) Advisory Board meeting; (iv) consortium feedback on the consolidated draft.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	The task involve the whole consortium and Advisory Board, with no gender-based distinction. The gender dimension is not relevant in the context of the conceptualization, as it focuses on tools and processes.
What type of data will be used for the task?	The main source of information will be the consortium partners and Advisory Board members' expert knowledge, but a review of key publicly available documents and scientific literature will be also considered.
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	No data will be collected for this task. The task may take advantage of the knowledge gathered through the interviews (see Task 1.1).

If working with secondary data¹¹, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	A literature review approach might be applied, whereby publicly available documents and papers will be identified and screened. Information may be extracted from these documents, and either processed or explicitly mentioned with reference.
Will sex/gender differentiated data be collected and analysed throughout the task?	No
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.	No
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	No

Task Name	
T1.3 Benchmarking of methods and tools	
Task leader	Ecorys
Provide a brief outline of the task to be carried out	The task aims at evaluating the potential and limitations of tools and methods adopted by MSs for the design of SP 2023-2027, including both the structuring of the intervention logic and strategy, and the design of indicators, targets and data captured to monitor the implementation.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	Gender considerations are taken into account for: <ul style="list-style-type: none"> - Team involvement: no gender-based distinction of the involved team members - Consultation activities (Online Surveys): please refer to T1.1.
What type of data will be used for the task?	Data used for this task are related to tools and methods adopted by MSs for the design of SP 2023-2027. The sources of information are: <ol style="list-style-type: none"> 1- Desk research (T1.1) 2- Focus groups (T6.2)

¹¹ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

	<p>3- Online Surveys (T1.3)</p> <p>4- Conceptual framework (T1.2)</p>
<p>If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).</p>	<p>Online Surveys: the consultation process performed under T1.3 consists of online surveys of end-users. The list of end-users will build on the one identified through T1.1, therefore for more information please refer to T1.1</p>
<p>If working with secondary data¹², please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?</p>	<p>No ethical risks or gender impacts can be identified at this stage. In case the need for secondary data will emerge this section of the rapid appraisal will be updated, and relevant people informed in due time.</p>
<p>Will sex/gender differentiated data be collected and analysed throughout the task?</p>	<p>No</p>
<p>Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?</p>	<p>No</p>
<p>Does your organisation have a Gender Equality Plan?</p> <p>If yes, please provide the link to the publicly available GEP.</p> <p>If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.</p>	<p>No</p>
<p>Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.</p>	<p>No</p>

¹² Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

8.7.2. WP2. Screening and development of innovative quantitative tools

Task Name		T2.1 Assessment of needs and potential of existing and new models	
Task leader		WUR	
Provide a brief outline of the task to be carried out		This task aims at assessing the potential of the selected quantitative tools against their actual application along the governance of the SP to identify operational needs at MS and EU level	
Will the task take gender considerations into account? Briefly explain how you will ensure that.		The task involves researchers from several organisations, with no gender-based distinction. The gender dimension is not relevant in the context of identifying needs and potential of modelling tools.	
What type of data will be used for the task?		The main source of information will be the consortium partners, a review of key publicly available policy documents, model manuals and scientific literature.	
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).		No data will be collected. The task will be carried out by reviewing existing documents (policy documents, model manuals, etc.)	
If working with secondary data¹³, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?		Documents publicly available will be used to execute this task. This task will be also benefit from the findings of WP1 (based on interviews, literature review, etc.)	
Will sex/gender differentiated data be collected and analysed throughout the task?		No	
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?		No	
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.		Yes. WUR staff can download the document from the WUR intranet but it is not publicly available. Nevertheless, it could be made available upon request from the funder of the project.	
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.		Yes. We have a WUR Research Ethics Committee. Contacts details are available upon request.	

¹³ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

Task Name		T2.2 Development of innovative quantitative tools	
Task leader		EuroCARE	
Provide a brief outline of the task to be carried out		The model adaptations and innovations will be suggested, aimed at improving the potential of existing tools to address sustainability needs. Suggestions for the combined use of modelling tools will also be provided. The task will highlight how this can help to account for policy interactions and strengthen cross-disciplinary approaches.	
Will the task take gender considerations into account? Briefly explain how you will ensure that.		The task will focus on modelling tools rather than on teams potentially or historically working on the tool. The improvement of the tools and suggestions will be addressed for teams with no-gender based distinction.	
What type of data will be used for the task?		The source of information will be the documentation of modelling tools, consortium partners (especially those developing and maintaining such tools), public policy documents and the output of WP1.	
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).		No data will be collected.	
If working with secondary data¹⁴, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?		The data used will be obtained from public policy documents, from model documentations and the output of WP1.	
Will sex/gender differentiated data be collected and analysed throughout the task?		No	
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?		No	
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here .		No	
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.		No	

¹⁴ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

Task Name	
T2.3 Drafting and fine tuning of methodological guidelines	
Task leader	WUR
Provide a brief outline of the task to be carried out	The aim of the task is to deliver the set of methodological guidelines that will be used in WP5 and WP6.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	The task involves researchers from several organisations, with no gender-based distinction. The gender dimension is not relevant in the context of reporting relevant findings and drafting the intended guidelines.
What type of data will be used for the task?	In the context of this task feedback on the methodological guidelines (i.e. qualitative data) will be collected from the relevant stakeholders of the project.
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	The relevant stakeholders will be identified in other tasks of the project (WP1). Thus, we refer to those specific tasks for further details on this issue
If working with secondary data¹⁵, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	The data used will in this task will be provided by Tasks 2.1 and 2.2. There are no ethical risks or gender impacts associated
Will sex/gender differentiated data be collected and analysed throughout the task?	No
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.	Yes. WUR staff can download the document from the WUR intranet but it is not publicly available. Nevertheless, it could be made available upon request from the funder of the project.
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	Yes. We have a WUR Research Ethics Committee. Contacts details are available upon request.

¹⁵ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

8.7.3. WP3 Co-designing participatory and multi-level governance decision tools

Task Name	
T3.1 Decision challenges in multilevel governance and policy	
Task leader	IFLS
Provide a brief outline of the task to be carried out	The task will identify challenges for the uptake of decision making-tools in the different phases of design and implementation through a literature review and an online-survey with actors in decision-making processes.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	The task involves researchers and experts from several organisations, with no gender-based distinction. Gendered barriers might play into decision challenges and hence will be investigated in
What type of data will be used for the task?	Data will be collected through an online survey
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	Participants for the online survey will be recruited through desk-research and will include different actors in decision-making processes. Participants will be addressed at organisation level and through their specific functions.
If working with secondary data¹⁶, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	
Will sex/gender differentiated data be collected and analysed throughout the task?	No
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.	Yes The document is available in the IfLS intranet but it is not publicly available. It is available upon request by the funder of the project.
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	Yes, contact: Carla Wember, wember@ifls.de

¹⁶ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

Task Name	T3.2 Co-design of improved or new methods and tools
Task leader	IFLS
Provide a brief outline of the task to be carried out	In this task working groups, consisting of researchers and experts, will co-design methods and tools that will overcome challenges identified in T3.1.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	If gendered barriers will be identified in T3.1., this will be addressed through methods and tools to overcome decision-making challenges. This will be ensured by including gender-expertise in the working group and by ensuring a gender-balanced composition of the working groups.
What type of data will be used for the task?	No data will be used.
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	
If working with secondary data¹⁷, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	
Will sex/gender differentiated data be collected and analysed throughout the task?	No
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.	Yes The document is available in the IfLS intranet but it is not publicly available. It is available upon request by the funder of the project.
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	Yes, contact: Carla Wember, wember@ifls.de

¹⁷ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

Task Name	T3.3 Methodological guidelines and roadmap toward uptake
Task leader	IFLS
Provide a brief outline of the task to be carried out	This task will provide guidelines for implementation that will be integrated into methodological guideline for participatory decision-making. Moreover, a roadmap for the uptake of methods and tools will be developed.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	If the developed methods and tools in T3.2. include strategies of overcoming gendered barriers in decision-making in design and implementation of the CAP, these will be included in the developed guidelines and the roadmap.
What type of data will be used for the task?	No data will be used. The task will be build on outcomes of T3.1. and T3.2.
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	
If working with secondary data¹⁸, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	
Will sex/gender differentiated data be collected and analysed throughout the task?	No
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.	Yes The document is available in the IfLS intranet but it is not publicly available. It is available upon request by the funder of the project.
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	Yes, contact: Carla Wember, wember@ifls.de

¹⁸ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

8.7.4. WP4 Integration and interoperability of new data, technology, and digitalisation

Task Name		T4.1 Data needs, sources and farm level monitoring technologies
Task leader	ITACYL	
Provide a brief outline of the task to be carried out	This task will identify the most prominent technologies/solutions and data collection methodologies that can contribute to more efficient and dynamic farm level monitoring. This identification will be based on the analysis of the data needs associated with the monitoring of the CAP Strategic Plans indicators. Some examples of these technologies are the following: a) satellite technologies and remote sensing; b) Farm Management Information Systems (including eInvoices) c) farm machinery (including robotics) d) geotagged photos from mobile devices, and e) livestock and pasture management.	
Will the task take gender considerations into account? Briefly explain how you will ensure that.	Since the task will identify and describe technologies and data sources, the gender dimension is not relevant in the context of this research.	
What type of data will be used for the task?	The task will identify and describe the technologies to collect data but it is not envisaged for the task to collect any data.	
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	No data will be collected	
If working with secondary data¹⁹, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	No secondary data will be collected	
Will sex/gender differentiated data be collected and analysed throughout the task?	No	
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No	
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan,	Yes, https://www.itacyl.es/documents/20143/331264/Resoluci3n+Igualdad+ITACYL.pdf	

¹⁹ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

please provide the link or upload the document here .	
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	

Task Name	
T4.2 Challenges and approaches for landscape monitoring	
Task leader	NP
Provide a brief outline of the task to be carried out	
Will the task take gender considerations into account? Briefly explain how you will ensure that.	This task will focus on methodologies for landscape monitoring, tailored to the needs of CAP SPs. The overall objective is to identify methods for the stepwise integration of data sources on a differentiated scale-dependent approach (at local, sub-regional and regional levels). The analysis will focus on the complementary use of local level data sources with data repositories reflecting regional parameters (e.g. FADN/FSDN, IACS, LPIS) and other data repositories with relevant environmental observation metrics. Finally, relevant innovative knowledge inference/forecasting methods will be evaluated supporting the collection of evidence on social aspects, even from non-agri actors.
What type of data will be used for the task?	The task will identify and describe the technologies to collect data but it is not envisaged for the task to collect any data. It will analyse scientific publications and technical reports that are not relevant with the gender dimension. The task may take advantage of the knowledge gathered through the interviews (see Task 1.1).
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	No data will be collected
If working with secondary data ²⁰ , please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	No data will be collected
Will sex/gender differentiated data be collected and analysed throughout the task?	

²⁰ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No data will be collected
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here .	No.
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	No

Task Name	T4.3 Methodological guidelines and technical protocols
Task leader	ABACO
Provide a brief outline of the task to be carried out	The task intends to define a set of best practices for the utilisation data sources and technologies identified in Task 4.1 and Task 4.2), in the context of CAP-SP monitoring
Will the task take gender considerations into account? Briefly explain how you will ensure that.	The task involves researchers with no gender-based distinction. The gender dimension is not relevant in the context of reporting relevant findings and drafting the intended guidelines
What type of data will be used for the task?	The guidelines will identify practices that will contribute to increased simplification, modernisation, cost-effectiveness and accountability, compliance with existing EC practices and tools
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	No data will be collected
If working with secondary data ²¹ , please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	No secondary data will be collected
Will sex/gender differentiated data be collected and analysed throughout the task?	No

²¹ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here .	No
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	No

8.7.5. WP5 Replication lab: demonstration, support to adaptation and uptake of innovative tools

Task Name	T5.1 Demonstration planning and set-up
Task leader	ECORYS
Provide a brief outline of the task to be carried out	Selection of tools for testing
Will the task take gender considerations into account? Briefly explain how you will ensure that.	Not relevant
What type of data will be used for the task?	Information gathered in previous work packages (T1.1., 2.2, 3.2, 4.2)
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	No data will be collected from participants. Selection of case studies relates to focus groups set up under WP6.
If working with secondary data ²² , please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	No risk of gender impact. No gathering of secondary data.
Will sex/gender differentiated data be collected and analysed throughout the task?	No
Are there any additional ethical and gender considerations of other	No

²² Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

information you feel may be relevant to the research?	
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here .	Yes https://kakovost.uni-lj.si/enakost-spolov
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	Yes Webpage kerl@uni-lj.si

Task Name	T5.2 Implementing, reporting, and analysing case studies
Task leader	UL
Provide a brief outline of the task to be carried out	Implementation of case studies selected under T5.1
Will the task take gender considerations into account? Briefly explain how you will ensure that.	Not relevant
What type of data will be used for the task?	Interview and workshop data and reports provided by CS partners
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	Recruitment will be based on engagement in the formulation of national strategic plans. Gender is not relevant.
If working with secondary data ²³ , please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	Most data will be primary (result of interviews and workshops) and will be anonymised. Participants will be presented with informed consent forms. No gender impact is foreseen.
Will sex/gender differentiated data be collected and analysed throughout the task?	No
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No

²³ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

<p>Does your organisation have a Gender Equality Plan?</p> <p>If yes, please provide the link to the publicly available GEP.</p> <p>If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.</p>	See T5.1
<p>Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.</p>	-//-

Task Name	T5.3 Handbook of good practices
Task leader	UL
Provide a brief outline of the task to be carried out	Compilation of Handbook of good practices
Will the task take gender considerations into account? Briefly explain how you will ensure that.	No
What type of data will be used for the task?	Information gathered from previous tasks, especially 5.2
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	-
If working with secondary data²⁴, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	-
Will sex/gender differentiated data be collected and analysed throughout the task?	no
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	no
<p>Does your organisation have a Gender Equality Plan?</p> <p>If yes, please provide the link to the publicly available GEP.</p>	See T5.1

²⁴ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

<p>If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.</p>	
<p>Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.</p>	<p>-/-</p>

8.7.6. WP6 Capacity building hub: Participation, Communication & Exploitation

Task Name	T6.1 Communication, dissemination, and exploitation strategy
<p>Task leader</p>	<p>AEIDL</p>
<p>Provide a brief outline of the task to be carried out</p>	<p>T6.1 will develop and implement a tailored Communication, Dissemination and Exploitation (CDE) Strategy. First version will be submitted in M4 and then updated in M18, M36 and M46, outlining the approach to disseminate and communicate the project's outcomes with made-to-measure activities to reach stakeholders and end users.</p> <p>This task also pursues manage the social media accounts; set up and updates the website; developed the visual identity and prepared different communication materials such as the newsletter.</p>
<p>Will the task take gender considerations into account? Briefly explain how you will ensure that.</p>	<p>Stakeholder mapping will consider any relevant actor linked to women in agriculture and rural areas. In addition, the participation of women in the events organised by WP6 will be monitored.</p> <p>The design of the agenda of WP6 events will consider a gender balance of speakers. To produce videos including interviews, as well as podcasts, an equal representation of men and women will also be considered.</p>
<p>What type of data will be used for the task?</p>	<p>Data:</p> <p>Content of the website</p> <p>Origin: own elaboration</p> <p>Dissemination level: public</p> <p>ALL deliverables and WPs working documents and reports</p> <p>Origin: own elaboration</p> <p>Dissemination level: public and sensitive</p> <p>ALL WPs - Presentations to meetings, workshops, conferences, leaflets, infographics, posters, newsletter</p>

	<p>Origin: own elaboration Dissemination level: public</p> <p>ALL WPs - Scientific articles Origin: own elaboration Dissemination level: public</p> <p>ALL WPs - Webinars recordings, videos, podcast, Origin: own elaboration Dissemination level: sensitive or public after anonymisation and informed written consents</p> <p>ALL WPs - Events registrations Dissemination level: sensitive/restricted</p> <p>WP6- Communication guidelines Origin: own elaboration Dissemination level: sensitive</p> <p>WP6 - CDE working group surveys and interviews Origin: own elaboration Dissemination level: Sensitive or public after anonymisation and informed written consents</p>
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	The registration form for events organised in WP6 will ask to indicate if the participant is a woman, a man or other. In case the participation is limited to a certain number of participants, participants will be admitted trying, among other geographical and actor typology balances, to have a gender balance.
If working with secondary data²⁵, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	No
Will sex/gender differentiated data be collected and analysed throughout the task?	The information that will come with gender information will be the registration of participants in the events.
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	Not in the case of this activity.

²⁵ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

<p>Does your organisation have a Gender Equality Plan?</p> <p>If yes, please provide the link to the publicly available GEP.</p> <p>If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.</p>	<p>Currently AEIDL does not yet have a plan but since the beginning of 2023 a Gender Equality working group has been set up with the aim of developing, among others, a preliminary plan.</p>
<p>Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.</p>	<p>AEIDL does not have as it is not a research centre.</p>

Task Name	
T6.2 Stakeholder Engagement Platform	
Task leader	Ecorys
Provide a brief outline of the task to be carried out	The task will provide a platform for stakeholder engagement and bottom-up discussion to inform the support action. Under this task, national multi-stakeholder groups will be developed in two rounds across 16 countries with a total of 32 focus groups. An EU-level two-round focus group will be held in Brussels.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	Yes, particularly in providing protocols for the engagement of stakeholders in the focus groups ensuring a gender balanced representation and complying with the ethical and gender guidelines provided by the project.
What type of data will be used for the task?	Primary data (linked to recruitment and participation of stakeholder in the focus groups)
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	Through the internal protocols delivered in M8, a standard approach and structured guidelines will be provided to partners for recruitment and engagement of stakeholders. These will take into consideration the gender mainstreaming dimension included in D7.2 Ethical and Gender guidelines. An updated protocol will be provided in M33 for the second round of the focus groups. An appraisal might be considered of how to address any (potential) arising gender impacts.
If working with secondary data²⁶, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	Not applicable
Will sex/gender differentiated data be collected and analysed throughout the task?	To ensure a gender balance in participation throughout the focus groups (at national and EU level), a monitoring activity will be put in place to further inform any action that might be needed.

²⁶ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	No
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here .	No
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	No

Task Name	
T 6.3 Toolbox4CAP Academy	
Task leader	AEIDL
Provide a brief outline of the task to be carried out	<p>The support action will rely on the Academy, based on a series of EU-level workshops, to disseminate, showcase, and train end users in how to best choose and operationalise innovative solutions and good practices. In that way, the Academy aims to disseminate and exploit the research results of the project with the end-users giving special emphasis to the inventory of tools and good practices (WP1); the identification of tools and methodological guidelines (WP2-WP4); and the lessons from the case studies (WP5).</p> <p>The activities proposed for the Academy are designed to provide a framework for capacity building and peer-learning, coordinated by AEIDL in close collaboration with other partners, to develop an attractive and tailored training programme composed of 10 modules to meet the end users' needs.</p>
Will the task take gender considerations into account? Briefly explain how you will ensure that.	<p>The Academy's work plan envisages a stakeholder mapping exercise to identify relevant actors such as:</p> <ul style="list-style-type: none"> ▪ European institutions (EC, EP, EESC, CoR, etc) ▪ End-users (ministries, management authorities, paying agencies, public authority/policy-maker at local, regional, national) ▪ Researcher ▪ Advisor ▪ Innovators and Developers ▪ Farmers and producers

	<ul style="list-style-type: none"> ▪ EU-funded projects (Horizon Europe, LIFE, Interreg, etc.) ▪ Civil Society Organisation (local, regional, national, european) ▪ NGO (local, regional, national, european) ▪ Other <p>The stakeholder mapping will be led by AEIDL and Ecorys making use of the WP7 Contact Point with the support of all project partners and CDE working group members. The mapping will be done taking into account a balance of actor typology and gender.</p>
What type of data will be used for the task?	<p>Data:</p> <p>WP6 - Tools4CAP Academy surveys</p> <p>Origin: own elaboration</p> <p>Dissemination level: sensitive or public after anonymisation and informed written consents</p> <p>WP6 - Tools4CAP Academy training material</p> <p>Origin: own elaboration</p> <p>Dissemination level: public</p> <p>WP6 - Events registrations</p> <p>Dissemination level: sensitive/restricted</p> <p>WP6 – Tools4CAP Academy stakeholder mapping</p> <p>Dissemination level: sensitive/restricted</p>
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	<p>The registration form for the webinar organised in the Tools4CAP Academy will ask to indicate if the participant is a woman, a man or other. In case the participation is limited to a certain number of participants, participants will be admitted trying, among other geographical and actor typology balances, to have a gender balance.</p> <p>Regarding stakeholder mapping, and possible stakeholder consultation via survey or targetted interviews, it will be considered that the stakeholder group reflects a gender balance.</p>
If working with secondary data²⁷, please outline what data you might be using, the methods for processing and what are the	<p>There are no plans to work with secondary data.</p>

²⁷ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public stastical database such as Eurostat, or data collected from other research projects and made public.

associated ethical risks or gender impacts?	
Will sex/gender differentiated data be collected and analysed throughout the task?	The information that will come with gender information will be the registration of participants in the events as well as the contacts and actors identified from the stakeholder mapping exercise.
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	Not in the case of this activity.
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here .	Currently AEIDL does not yet have a plan but since the beginning of 2023 a Gender Equality working group has been set up with the aim of developing, among others, a preliminary plan.
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	AEIDL does not have as it is not a research centre.

8.7.7. WP7 Coordination and project management

Task Name	T7.1 Project management, governance structure and advisory board
Task leader	Ecorys
Provide a brief outline of the task to be carried out	This task covers the management and planning activities of the project, including the drafting of project planning and quality assessment guidelines, the set-up of the Expert Advisory Board, and the kick-off meeting.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	Yes, to the extent that it was feasible, the set-up of the Expert Advisory Board tried to ensure gender balance in its members.
What type of data will be used for the task?	Not relevant
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	Not relevant
If working with secondary data²⁸, please outline what data you might be using, the methods for processing and what are the	Not relevant

²⁸ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

associated ethical risks or gender impacts?	
Will sex/gender differentiated data be collected and analysed throughout the task?	Not relevant
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	Not relevant
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here .	No
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	No

Task Name	T7.2 Open-science, Data, Ethics and gender mainstreaming
Task leader	Ecorys
Provide a brief outline of the task to be carried out	Under this task the project's ethical guidelines and the Open science and Data Management Plan will be prepared.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	The guidelines consider a gender equality perspective with the aim of taking into account gender related differences when designing the different project activities to avoid an increase of inequality and enhance gender equality. All experts involved in the project are informed, trained and supported to apply the guidelines.
What type of data will be used for the task?	Not relevant
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	Not relevant

If working with secondary data²⁹, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?	Not relevant
Will sex/gender differentiated data be collected and analysed throughout the task?	Not relevant
Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?	Not relevant
Does your organisation have a Gender Equality Plan? If yes, please provide the link to the publicly available GEP. If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here .	No
Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.	No

Task Name	T7.3 Coordination with Institutions and research projects
Task leader	Ecorys
Provide a brief outline of the task to be carried out	This task ensures strong coordination with European and Member States' Institutions, including end users, and with recent and ongoing research projects.
Will the task take gender considerations into account? Briefly explain how you will ensure that.	Yes, for any cooperation communication or dissemination activities with other project and institutions we will ensure that the TOOLCAP Gender and ethical guidelines is respected.
What type of data will be used for the task?	Not relevant
If data will be collected, briefly explain the recruitment process of participants (identification, how they will be approached, how gender balanced participation will be ensured).	Not relevant

²⁹ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.

<p>If working with secondary data³⁰, please outline what data you might be using, the methods for processing and what are the associated ethical risks or gender impacts?</p>	<p>Not relevant</p>
<p>Will sex/gender differentiated data be collected and analysed throughout the task?</p>	<p>Not relevant</p>
<p>Are there any additional ethical and gender considerations of other information you feel may be relevant to the research?</p>	<p>Not relevant</p>
<p>Does your organisation have a Gender Equality Plan?</p> <p>If yes, please provide the link to the publicly available GEP.</p> <p>If you do not have a GEP but you have a Gender Equality Strategy or Action Plan, please provide the link or upload the document here.</p>	<p>No</p>
<p>Does your organisation have a Research Ethics Committee or equivalent? If yes, please provide the main contact.</p>	<p>No</p>

³⁰ Secondary data refers to information that has been collected previously for a different research project or purpose. This may include data from public statistical database such as Eurostat, or data collected from other research projects and made public.