



The activities

WP	Title	Description & Deliverables
WP 1 Project Management	Administrative & Financial arrangements	Set up administrative and financial procedures, systems and templates for all to adhere to, as well as Partnership Agreement. Contract external experts (public procurement if needed). 1 NSRP compliant project administrative system and procedures for regional partners and project management
	Set up & Kick off	Prepare the kick-off conference with all participants and present the teams and its 1st 6-month work plan. Produce reference book with who-is-who, description of tasks and provisional meeting schedules. Report / Strategy – 1 Kick off conference with agenda and annexes / 1 workplan / 1 reference book
	Progress reports	Produce intermediate and final contents and audit reports for AG and JS NSR per 6 months. 7 Intermediate and final yearly financial and progress reports / 7 Half yearly planning reports / 6 Work plans
	Project management and Advisory Group meetings	Prepare 2-day project management team meetings (at least every 6 months), in combination with 6-monthly meetings with AG to discuss and agree on reports, planning and strategic issues. PM-meetings and AG meetings circulating over the 5 regions, at least 6 for each
	Visits	6-monthly visits to regional pilot activities and meetings to see the pilots and regional progress in action. At least 6 pilots / demonstration visits
	After project continuation of REFRAME	Prepare and present REFRAME's plans for continuation after project finish second half 2019. 1 Report and agreements on the future of REFRAME, its partners and its pilots
WP 2 Communication	Communication & dissemination strategy	Produce REFRAME's comprehensive communication and dissemination plan incl. corporate identity, central message and claims, target groups of inner and outer circles and media channel mix (incl. social media). 6 Communication & dissemination plan, transnationally & tailored per region
	Mobilise and engage	Explain, motivate and stimulate stakeholders to participate and engage in each of the regional REFRAME pilots and actively participate in the regional roadmaps. It delivers support measures to be applied and further developed after project life time. Working practice change: Set of 50 support measures described for innovating regional food related supply & demand processes, displayed also in brochures, leaflets, web content, free publicity and social media activities
	Evaluation strategy	Dovetailing with WP 4, per step in the REFRAME roadmap set evaluation parameters for monitoring success. It enables partners to analyse their actions and the effect towards deliver the envisaged outcomes
	Conferences, workshops & meetings	Transnational circulating at partner locations as well as regional workshops with representatives of the target groups to achieve a common understanding of progresses and benefits at the partner regions and to share solutions.
	Project workshops	Cooperating with WP 1, schedule, prepare and host project meetings circulating at partner regions. Aimed to visit sites, check progresses, share results, solve bottlenecks if necessary, and plot activities for the forthcoming half year.
	Periodic Reports	Prepare, edit and produce 6 monthly reports to NSR, update website content, and produce REFRAME'S 3 monthly online newsletter.

WP 3 Living Labs	Mapping regional resources	<ul style="list-style-type: none"> • Mapping urban food demand (corporate/public) • Mapping regional supply, resources • Aggregate data (supply & demand) • Identify mismatches <p>NL, SE and BE will support DE and DK in the transnational team. 5 Interactive data-bases with data on urban food demand and regional supply mapping regional resources and potential for innovation</p>
	Smart Specialisation Strategies for SMEs	<ul style="list-style-type: none"> • Analyse Regional Food Map & develop and detail SSSs in workshops based on Food Map • Develop effective arrangements with & between SMEs • Prepare suppliers' proposition to urban consumers <p>BE will support NL/DE/SE /DK. Working practice change: At least 50 (10 per region) SMEs have developed SSSs and chain arrangements to meet urban food demand.</p>
	Urban Intention	<ul style="list-style-type: none"> • Regional suppliers present their case to urban consumers (corporate/public) • Urban consumers decide on food policy in favour of regional foods • And declare detailed urban market intentions. <p>Step 3 is new for all partners. Working practice change: Large scale urban consumers adopt food policy and declare intentions towards regional suppliers / At least 5 declarations per region.</p>
	Regional cooperation and market structure	<ul style="list-style-type: none"> • Forge common interest of both consumers and suppliers in a Regional Cooperative Arrangement • Sign the Regional Food Deal • Install a Regional Food Agency <p>Step 4 has to be developed from scratch. Policy Change: Regional Cooperation Arrangements (RCA), Regional Food Agencies (RFA) & Regional Food Daels (RFD) ready for practice / 5, RCAs, 5 RFAs, 5 RFDs</p>
	Try-out Regional Food Deal delivery	<ul style="list-style-type: none"> • Deliver the try-out contact • Observe and evaluate the operations to detect bugs and problems • Repair / improve the arrangements if needed <p>Working practice change: All partner regions deliver their try-out Regional Food Deal and demonstrate the innovation potential of RFF in regional contexts / 5 RFDs in practice</p>
WP 4: Learning Labs	Introduction programmes and updates on Regional Food Frames and their innovation potentials	<ul style="list-style-type: none"> • Prepare and deliver a general introduction course on RFF and regional innovation for all • Prepare and deliver annual updates • Collect all materials to be published in the REFRAME on-line reference centre <p>Working practice change: Introduction programme and annual updates / 1 intro's / 3 updates per region (= 5 / 15)</p>
	In-depth modules on 4 clusters of issues	<ul style="list-style-type: none"> • Prepare and deliver in-depth modules per step in the road map (see description in C.5 for items) • Coach and support trainees in workshops, provide remote support • Upload all material to REFRAME resource centre • Embed all in curricula <p>Working practice change: Improve the innovative skills of regional SMEs and urban organisations (public as well as corporate) and deliver support measure for practitioners / 13 - 15 modules</p>

<p>Facilities for trainings, workshops, seminars and conferences</p>	<p>All partners prepare their facilities to host training and support actions</p> <ul style="list-style-type: none"> • hosting REFRAME conferences, regional trainings/workshops • facilitate SME-business incubators • hosting expo events for target groups and wider public <p>Working practice change: Accommodation to demonstrate, learn, experience and share knowledge about RFF, to stimulate and support SME-incubators and to facilitate trainings, disseminations, conferences and meetings / 5 demo-centres to be used</p>
<p>REFRAME on-line reference centre</p>	<ul style="list-style-type: none"> • Design the REFRAME web based reference centre (open and restricted area's for partners) • Develop procedures and maintenance protocols • Promote actively blogs, video's, uploading materials <p>All in close cooperation with WP 2. Communication Initiative: 1 REFRAME on-line reference centre for participants, stakeholders and others interested in REFRAME and its results</p>