

PRINCIPLE

In order to maximise the impact of the funded research, a Follow-up Committee should be set up for projects of the R&D type.

This Follow-up Committee is designed to serve as a forum for the exchange of scientific expertise and knowledge, helping to consolidate the work of the research team(s).

The research team(s) should also consider the Follow-up Committee's opinion, insofar as this is possible given the constraints imposed by the contract.

COMPOSITION

The essential driving force behind the Follow-up Committee is to bring together the most appropriate external expertise, the most pertinent actors within the project's research field(s). It consists of the scientific team(s) of the project, Belgian and/or foreign researchers, experts from federal and/or from non-federal administrations/institutions, representatives of civil society (non-governmental organisations, various associations, etc.). The Project Coordinator contacts and invites potential members to the Follow-up Committee. Any modification to the composition or modus operandi must be reported to BELSPO.

The Follow-up Committee members agree to participate on a voluntary basis to the meetings, and to devote the necessary time to read the documents provided by the research team(s). The list of Follow-up Committee members is published in the final report, with the explicit agreement of the members, compliant with the relevant laws and regulations.

FUNCTIONING

The Project Coordinator organises the committee meetings (date, invitations, preparatory documents, PowerPoint presentations, ...) in accordance with the specifications of the Annex I and drafts the minutes. The Follow-up Committee **meets at least once a year**, including a project kick-off meeting and a closing meeting intended to discuss the final report and expected outcome (outreach and valorisation).

The research team(s) together with the members of the Follow-up Committee commonly set the rules for their operation (use of languages, internal communication, confidentiality, frequency of meetings, etc.).

If physical presence is not possible, video conferencing platforms may be used to involve some or all the members in discussions on the progress of the project.

Meeting and working documents, PowerPoint presentations, etc. produced by the research team(s) should be written in clear and concise language, considering the diversity in roles & profiles within

the committee. They will be circulated within 10 working days prior to the meeting.

The Follow-up Committee can be actively mobilized by the project team(s). It is advisable to consult the Committee on the final report, as well as on the valorisation actions and *outputs* of the project.

The members of the Follow-up Committee are required to respect the confidentiality of the information received, of the discussions during the meetings, and not to disclose it without the prior consent of the Project Coordinator (with consultation of BELSPO). Likewise, the confidentiality of any sensitive information from committee members must be respected by the research team(s).