

Towards an EU Sustainable Food System

Project Plan and Schedule

13 March 2019

Background

The European Group of Chief Scientific Advisors (GCSA) intends to produce a Scientific Opinion on *Sustainable Food Systems in Europe*. To inform their opinion, they have asked the SAPEA Consortium to produce an Evidence Review Report (ERR). The attached Specification of Work describes what SAPEA is expected to complete (with some input from the SAM Unit members), with the attached draft Scoping Paper describing the background of what the Group of Chief Scientific Advisors intends to address in their Scientific Opinion. It is expected that the scoping paper will be well received in particular by Commissioner Vytenis Andriukaitis (Health and Food Safety) and Commissioner Phil Hogan (Agriculture and Rural Development), but also by Commissioner Karmenu Vella (Environment, Maritime Affairs and Fisheries) and Vice-Presidents Frans Timmermans and Jyrki Katainen. The topic is foreseen to be formally taken up by the GCSA at latest on 22 March 2019, at the next GCSA meeting.

This paper presents a project plan for SAPEA to undertake the ERR on the social/policy sciences aspects of a transition towards a Sustainable Food Systems in the EU.

Project governance structure

ALLEA will act as Lead Network for this topic and is mainly responsible for executing the topic-driven activity and for achieving the agreed objectives on time and to the specified cost and quality. The Lead Network will mainly liaise with the partners within the SAM with respect to that activity.

Based on the specification of work by the GCSA, significant support from other SAPEA Networks will be welcome and needed in order to deliver a report of high quality within an appropriate timeframe.

Academia Europaea (AE, through its linked third party Cardiff University - CU) will be the Collaborating Network on the topic, particularly coordinating the structured literature review, analysis and synthesis, which is a sizeable part of the project.

Based on the usual collaboration structure between SAPEA, the SAM Unit and the GCSA, the governance structure for the project is the following:

- **The SAM Coordination Group**

Formally, for legal reasons, the Coordination Group can only consist of a configuration of the Group of Chief Scientific Advisors, in this case: Carina Keskitalo, Rolf Heuer and Janusz Bujnicki.

For reasons of need for greater coordination between GCSA, SAPEA and the SAM Unit as described below, it is intended that the Coordination Group consisting of the Group of Chief Scientific Advisors involved in the project will coordinate very closely with an operational **steering group** consisting of:

- GCSA member leading on topic, Carina Keskitalo
- SAPEA Board member from Lead Network, Antonio Loprieno
- Representative of collaborating network, Ole Petersen
- WG Chair(s), tbd
- Supporting staff for SAM Coordination Group by SAPEA staff members and SAM Unit staff members involved in topic, as appropriate (see below)

- **The SAPEA staff member team:**

Based on experiences in previous projects it is anticipated that up to three members of staff will be necessary to support the production of the ERR, at least at project peak times¹. It is proposed that SAPEA Scientific Policy Officers (SPOs) and supporting staff provide support with separate workloads and responsibilities that should be agreed collectively. This includes:

- SPO of Lead Network, Céline Tschirhart
- SPOs of Collaborating Network, Louise Edwards, Esther Dorado-Ladera, Cardiff University Library and SURE (Specialist Unit for Review of Evidence)
- SPOs of other Networks, and especially: FEAM, Euro-CASE, SAPEA Project Assistant Hannah Whittle, potentially others

- **Subcontractors:**

- Scientific Writer(s)
- Potentially: systematic review professionals for defined areas of work

- **The SAM Unit team:**

- Staff project lead, Gerjon Ikink
- Other staff members involved in project, Stuart Kirk (until mid-March), Ingrid Zegers, Jasmin Pockrandt and possibly others

¹ Peak times in the project may be: April/May 2019 (run-up to the first WG meeting), August/September 2019 (production of a first draft), November 2019 (run-up to the expert workshop), February/March 2020 (production of the final ERR). Please note that these are rough estimates.

Assignment of responsibilities

SAPEA Working Group

It is proposed that there be one Working Group, subdivided into three subgroups, each corresponding to a different level of analysis (and section in the report):

- i. EU and Global (intended to be treated mainly through a structured literature study of established literature, including an analysis and synthesis of the findings)
- ii. Member state level, and
- iii. Communities/Businesses/Regions/Cities and Rural Areas (the latter two might benefit in particular from analysis of factors for success derived from case studies of existing successful schemes).

For more detailed information, please refer to the attached draft Specification of Work. The draft Scoping Paper with the request to the GCSA, primarily aimed at policy-makers, is also attached for background information. Kindly note that the College of Commissioners have not yet formally approved the Scoping Paper, so please treat it confidentially and do not circulate it in public domain. Both documents have been approved by the Group of Chief Scientific Advisors.

The work in this project will differ somewhat from work previously undertaken in collaboration within SAM between SAPEA and the GCSA, in that it builds on a GCSA initiative for which the GCSA and the SAM Unit have already undertaken substantial preparatory work. The scoping paper was defined in discussion with several administrations over long term, but also with existing initiatives such as Food2030, and through undertaking a literature survey of major scientific reports summarised in a separate document² and constituting the basis for the focus of work. Moreover, the GCSA and the SAM Unit have developed a Specification of Work document, which has previously not existed for any topics within SAM and with SAPEA's work already substantially defined. Therefore, the GCSA, the SAM Unit and SAPEA will benefit from working in close collaboration. As usual, the SAPEA task is thereby to summarise the best scientific and expert knowledge within an Evidence Review Report, that will then inform the GCSA Scientific Opinion.

In this, the aim is not to develop a design for a sustainable food system, rather to develop the evidence review report based on literature and available examples on **how to achieve uptake, replication, implementation and impact of the recommended actions, previously identified in SAM's scoping review, to support the development of a sustainable food system in the EU.** Indeed, as stated in the existing Opinion of the European Economic and Social Committee, Dec 2017, 'The policy challenge is how to engender the necessary change'. Hence, the SAM aims to address the apparent deficit of input from the Social Sciences and Humanities to this topic, with a particular focus on 'organisational strategies and capabilities' - ranging from EU policies to social enterprises. The ERR will constitute the basis for the scientific advice by the Group of Chief Scientific Advisors for policy makers. It therefore follows that the Working Group should be comprised of appropriate members of the Social Sciences and Humanities community who are familiar with the field of public policy, sustainability transitions and the opportunities and challenges associated with the implied organisational and behavioural changes.

² See attached content-final draft: „A scoping review of major works relevant to scientific advice towards an EU sustainable food system”

The Working Group will have one Chair, mainly in charge of overseeing the work and integrating the three levels of analysis. The subgroups, each corresponding to a level of analysis, will be assigned to an expert leading on the respective work.

As described in the specification of work document, the analysis at EU and Global levels will significantly rely on a structured evidence review, including an analysis and synthesis of the findings, coordinated by AE/CU. CU is currently preparing a literature study draft protocol and work plan. The structured literature report will be assessed by the Working Group and will be incorporated in some form (the exact format to be decided) in the final report. It is proposed that work at the other two levels will involve SAPEA providing a structured literature search as was done in previous projects, with the Working Group thereafter carrying out the analysis and synthesis of finding. This will also be coordinated by AE/CU.

Initial working definitions of sustainability and 'a sustainable food system' will also be developed by the SAM Unit, in consultation with ALLEA and the GCSA, as described in the specification of work. These are intended as a starting point for the Working Group, which may wish to develop these further.

For all of the above, some useful references and contacts have already been identified by the SAM Unit that can be provided to the Working Group.

It is envisaged that the output of work on these three levels (i.e. level i-iii) will subsequently be synthesised and integrated by the Working Group into a single ERR, but should retain the full range of findings and depth of detail. The single ERR would likely benefit from additional expert elicitation (e.g. via an expert workshop).

SAM Steering Group members

The Steering Group members will:

- keep informed and maintain an overview of the project in relation to the plan;
- reflect on the content developed by the WGs and provide feedback/guidance where appropriate;
- provide feedback on workshop concepts planned for the topic;
- advise the staff member teams, where needed, including on division of tasks;
- stay involved in key phases of the report production and dissemination, in general.

Possible distribution of responsibilities at staff level:

The Lead Network SPO is responsible for overseeing the whole project, with support of at least two other SAPEA staff members.

Academia Europaea's Cardiff Hub will coordinate all tasks relevant to the structured literature reviews, analyses and synthesis required for the project, possibly with Cardiff University Library Service/SURE conducting the review, and possibly with subcontractors for defined areas of work. AE will develop an advisory group composed of the WG Chair, GCSA member Carina Keskitalo, SAM Unit

staff members, SAPEA AE/CU representatives and subject advisors, that would report into the WG's work.

Other SAPEA SPOs will provide support to the lead SPO for the management of the project and carrying out of tasks, especially:

- SAPEA Project Assistant Hannah Whittle, who will provide support in the literature referencing and the organisation of WG meetings;
- The future FEAM SPO, who will provide support in the organisation of the Expert Workshop to be held in November 2019;
- The Euro-CASE SPO Antoine Blonce, who will oversee and support the implementation of the Quality Assurance Procedures.

Other responsibilities can be further discussed and defined collectively based on capacities, willingness and expertise in the coming weeks.

Tentative timeline outline (2019 and 2020)

2019	Task	Who
<i>February</i>	Search of WG Chair	SAPEA (ongoing)
	Project plan approval by SAPEA Board	
	Initial coordination meeting with SAM Unit	SAPEA/SAM Unit/GCSA (done)
	Final summary report of quick scoping review	SAM Unit (draft shared)
	Approval of WG Chair	SAPEA
<i>March</i>	Call for nominations	SAPEA
	Working definition of an EU Sust. Food System	SAM Unit
	Systematic literature review protocol developed in consultation with the Literature Review advisory group	SAPEA/SAM Unit
<i>April</i>	Selection of WG members and formation of WG	SAPEA
	Final formation of WG	SAPEA
	Preparatory TelCo with WG	SAPEA
<i>May</i>	WG meeting 1	SAPEA
<i>June</i>	<i>Drafting phase</i>	SAPEA

<i>July (beginning)</i>	WG meeting 2	SAPEA
<i>August (end)</i>	<i>Production of first ERR draft</i>	SAPEA
<i>September</i>	WG meeting 3	SAPEA
<i>October</i>	<i>Production of second ERR draft</i>	SAPEA
<i>November</i>	Expert workshop	SAPEA
<i>December</i>	<i>Production of final ERR draft</i>	SAPEA
	ERR sent to peer-review	SAPEA
2020		
<i>January</i>	Peer-review comments addressed by WG	SAPEA
	Compilation of final ERR	SAPEA
<i>February</i>	ERR endorsement	SAPEA
	Final designed ERR	SAPEA
<i>March</i>	Scientific Opinion and ERR published	SAPEA/SAM Unit/GCSA