Strengthening cross-regional DIH collaboration in aquaculture innovation support services (AquaHubs)

D3. Programme of cross border knowledge exchange and IE capacity building

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1. Executive Summary

The aim of this Deliverable is to present the methodology that has been developed for the purposes of organization and implementation of knowledge sharing events, as well as activities that aim at empowering the aquaculture community within the context of AquaHubs project. Towards this end, under Work Package 2 of the project, a series of online workshops – 3 in total – will be organized and implemented by the partners of our consortium by M07 of the project, as well as, a series of innovation demonstration to end-users events – 3 in total – of IEs supported. The methodology that has been developed and is presented in this document aims at serving as a "how-to" tool for the partners that are involved in the implementation of above

mentioned events and activities by providing the necessary guidance and assistance in regards to the overall approach of this endeavor, the objectives, expected outcomes and planning and scheduling of the respective events themselves.

2. Introduction

This document constitutes the outcome of the task T1.3 "Programme of knowledge exchange and capacity building", which is part of WP1 "Development of common DIH services and capacities" of the AquaHubs project. The aim of this document is to present the methodology that has been developed to meet the needs and requirements of the organization and implementation of the knowledge sharing events and activities that have been planned during the implementation of the project.

The general aim of WP1 is to develop and prepare the capacities, capabilities and resources of cooperating AquaHubs partners to provide services to supported IEs and other relevant stakeholders working in the aquaculture tech innovation support domain. Towards this end, a series of online workshops (3 in total), as well as a series of innovation demonstration events (3 in total), will be held. More specifically, 3 online workshops will be organized and implemented by each partner of the project's consortium and 3 physical – should the public health situation will allow it – demonstration events to end-users and interested stakeholders.

To ensure uniformity and consistency amongst all of the above-mentioned events, we developed the presented methodology as a tool of guidance to all the involved consortium partners. The methodology is presented and elaborated within this document under the following scheme:

- **Approach and action plan** – An overall description of the approach where the strategy that will be followed, the objectives and the outcomes of the events, the targeted participant groups, and the overall planning and scheduling of the events are thoroughly described;

- **Online Workshops / Demonstration Events** – Two different sections, where details on each form of event are provided (preparation steps, technical setup,

detailed description of the phases and agendas that events are proposed to follow);

· **Ethics and compliance** – Relation of the activities described in D3 with ethical and data protection procedures and requirements set out in the project;

· **Conclusions** – Overview and key conclusions of the document;

· **Annexes** – A set of additional documents and templates relevant for the organization of events (forms for participant consent, code of conduct, registration, and event outcome reporting).

3. Approach and action plan

3.1 Overall Approach

The outcome of this deliverable – the methodology of knowledge exchange and IE capacity building events – is part of the general goal of WP1, which is the empowerment of the European aquaculture community. In turn, this goal is constituent to the overall objective of AquaHubs, which is to strengthen the collaboration between Digital Innovation Hubs that are engaged in supporting aquaculture and fishery-focused digital innovation development, demonstration and implementation.

To achieve an effective and productive process of knowledge sharing and capacity building, and to increase the potential impact of AquaHubs, we have developed a series of different kinds of events to be held within the duration of the project. In more detail, there will be 3 online workshops and 3 physical – preferably – innovation demonstration events to end-users and relevant stakeholders. Thus, a total of 6 events will be organized and held within the duration of the project. These events will support the debate around cutting-edge issues, ideas for practical solutions, and establishment of networks that will promote and enable the deployment of innovative digital solutions in the aquaculture industry.

The currently presented methodology will serve as a guideline to all involved consortium partners, so we can ensure uniformity and consistency during the organization and implementation of the above-mentioned events and, therefore, a high-level quality of results. The proposed joint approach will increase the impact of AquaHubs mainly amongst the stakeholders involved in events or directly affected by our project. Towards this end, our methodology revolves around two key principles that, we believe, can deliver the desirable results - *Collaboration* and *Interactivity*.

Collaboration represents a two-way approach that we have established regarding the engagement between AquaHubs (its consortium, its content, its activities, etc.) and all the prospective interested parties (developers, researchers, implementers, end users, policy makers, etc.). Our strategy is focused - on one hand - on raising awareness, sharing good practices, transferring knowledge, capacity and community building through consultation, etc., but - on the other hand - the identification of the most demanding challenges of the aquaculture domain.

Interactivity represents our approach to communicating our messages to the potential interested parties. We want to ensure that we can hold events that can exceed the unidirectional engagement model of "teacher and student", but that could on the contrary actively engage the event participants in co-creation sessions and multilateral knowledge sharing. For that reason, we have incorporated into the methodology a hybrid event model that balances "educational" activities (such as real time demonstrations of good practices from operational environments), while participants will be actively engaged in shaping the contents of the workshops through brainwriting sessions (see section 4.2).

Collaboration and community building

Interactivity

- Raising awareness about the need of collaboration amongst the involved stakeholders of the aquaculture industry
- Collaborative issue identification and validation
- Knowleadge and good practice sharing
- Stakeholder capacity development

- Engagement between domain experts, stakeholders and AquaHubs partners
- Interactive sessions (brainwriting sessions, participant presentations)
- Impact assessment, feedback and input gathering

Figure 1 – Approach to capacity building and knowledge exchange events

3.2 Objectives and outcomes

The table below (Table 1) presents the objectives of the planned events and justifies the development of the methodology presented within this deliverable.

Objective	Description
To enable knowledge transfer and good practice sharing	The purpose of workshops is to elevate the knowledge of participants through the interaction with experts in the particular domains, as well as amongst each other. The exchange of good practices amongst participants is to be supported through brainwriting sessions, followed up and built upon with knowledge provided by participating experts.

To establish ecosystems that will support wider development of the aquaculture industry	Besides knowledge sharing, the events will be a motive for the participants to engage with colleagues and stakeholders from different sectors and areas of expertise, to build the necessary collaborative ecosystems that could promote and enable the development of the aquaculture industry through the use of innovative digital solutions.
To validate and collect stakeholder feedback on current issues that prevent the industry's development	The events are also meant to serve as a practical and instrumental part in the overall AquaHubs project, by enabling validation and feedback gathering from aquaculture stakeholders on the current hurdles of the industry and potential solutions.

Table 1 – Objectives of knowledge exchange and capacity building events

During the capacity building and knowledge exchange events, the following activities (Table 2) will be performed as integral parts of each workshop.

Activity	Description
Identification and validation of cutting edge issues	Through the brainwriting session all participants will be involved in the process of proposing and identifying the most important issues and challenges related to the topic of the workshop. The validation and possible expansion of these issues will follow through the experts' presentations and discussions.
Good practice sharing	Through the participation of domain's experts in the workshops and the demonstration events, the participants will have the chance to familiarize themselves with currently available practices and solutions that could promote their own businesses' development.
Capacity Building	During the workshop the participants will be guided by the experts on how they can identify the appropriate solutions for their challenges and incorporate them to their own businesses.

Table 2 – Activities during capacity building and knowledge exchange events

The table below (Table 3) presents the relevant AquaHubs KPIs in regards to the targeted number of events and number of participants partaking in them.

Type of event	KPIs
Online Workshops	● 3 online workshops organized per partner ● At least 30 participants in each online workshop - at least 90 participants in total
Demonstration events	● 3 physical innovation demonstration events organized per partner ● At least 20 participants in each physical demonstration event - at least 60 participants in total

TOTAL	● 6 capacity building and knowledge exchange events organized in total ● At least 150 total participants in the events

Table 3 – Key Performance Indicators (KPIs) relevant to the activity

3.3 Event planning and scheduling

The planned events are scheduled to be implemented between M07 and M09 of the project. The events are foreseen to be organized and held in 2 main stages:

⋅ Stage 1 – Holding the 3 online workshops within M07 of the project. ⋅ Stage 2 – Holding the 3 demonstration events within M09 of the project (the aim is to hold these events physically, if only the Covid-19 conditions will allow it).

The table below (Table 4) presents an overview of the foreseen event schedule per priority area.

Partner	Event type	Estimate event date

		M07	M08	M09
AFL	Workshop	X		
	Demonstration event			X
AFC	Workshop	X		
	Demonstration event			X
XAMK	Workshop	X		

	Demonstration event			X

Table 4 – Estimated schedule of workshops and demonstration events

To ensure a stable and effective workflow regarding the planning, organization and implementation of the events, an internal coordination work group, led by AFL, will be established with members from each involved partner that will be responsible for coordinating and leading the events, while maintaining open communication with the rest of the consortium.

The table below (Table 5) presents the responsibilities that each AquaHubs consortium partner has in regards to the organization, coordination and implementation of planned events.

Partner	Role and responsibilities

AFL	Leader of WP2, coordinator of capacity building and knowledge exchange events, and responsible for holding 1 online workshop and 1 demonstration event in Lithuania. Besides overall coordination of the joint efforts by project partners, AFL will also provide partners with technical assistance in online workshop setup and hosting.
AFC	AFC will organize and hold 1 online workshop and 1 demonstration event in Croatia, as well as contribute to the promotion of events held by the rest of the consortium.
XAMK	XAMK will organize and hold 1 online workshop and 1 demonstration event in Finland, as well as contribute to the promotion of events held by the rest of the consortium.

Table 5 – AquaHubs partner roles and responsibilities

3.4 Promotion and recruitment

To reach the objectives, increase the impact of planned activities, and to ensure that the events will attract as many prospective participants as possible, we have identified the following target groups. Stakeholders within these groups will be reached out through dissemination and communication actions. The following table (Table 6) outlines and describes the main relevant target audiences and approach for their involvement in the planned online and physical events.

Target Audience	Description	Involvement strategy

European aquaculture community stakeholders	Aquaculture solutions developers and providers	Direct contact through the mailing lists that the consortium partners have through their involvement in relevant projects and initiatives, as well as, in activities and tasks related to the AquaHubs context.
End-users, aquaculture farmers	Any possible customer that would be interested in the implementation of innovative digital solutions in their aquaculture businesses.	Multi-layered approach through the official communication channels of the project (website, social media accounts, etc.) and the respective ones of each partner individually, putting in use, thus, both the project's network and the ecosystems built individually by each of the partners.

Academia and R&D stakeholders	Undergraduate and postgraduate students, researchers and academic personnel	Targeted approach through our collaborations with the academia and R&D stakeholders. We will use our social network channels, publications of our current work and results of the project, targeted panel discussions, etc.

Table 6 – Target audiences of capacity building and knowledge exchange events

To successfully promote the foreseen events among targeted stakeholders, multiple communication channels and means will be used. It is important to increase the visibility both within the national contexts of respective AquaHubs partners, as well as at an international level. Towards this end, it is necessary for the consortium partners to promote the events amongst our existing networks, as well as to use our communication tools to reach potential participants that are not directly connected to AquaHubs.

On an internal level, the most efficient way to communicate our scheduled events with our current network is through emails. Each partner can use the mailing lists that we - as a consortium - have established and been using for a variety of different activities related to the project and approach the respective contacts with the aim of sharing with them all the necessary information of the events (the goals, the location   – in case of a physical event –, the date, the topic, the keynote speakers, etc.).

On an external level and for a broader reach to potential participants, both the partners of the consortium individually and the AquaHubs consortium as a whole, will use the existing communication tools and channels to promote the events.

The events' information will be posted and shared via the partners' social media channels (Facebook, Twitter, LinkedIn), building, thus, a community potentially interested in our events early enough.

4. Online Workshops

Half of the scheduled events – 3 out of the 6 in total – will be held in an online workshop format. During these workshops, challenges and issues regarding the aquaculture industry will be addressed in the 3 geographical areas that AquaHubs is active. More specifically, each partner – AFL, AFC and XAMK – will organize and implement 1 online workshop within M07 of the project (January 2022).

The workshops will be relevant to the needs, requirements and interests of the aquaculture industry and wider community. The events will also aim at utilizing a hybrid presentation model – combining an online event with streaming from an onsite location (virtual visits, meetings with experts, onsite participant involvement, etc.) –

and will include brainwriting sessions to ensure that the expected outcomes of the online workshop will be a result of an interactive and collaborative process.

The next section presents the preparation process, the online tools that will be used and a detailed format of the online workshop.

4.1 Preparation and setup

To ensure a productive and effective event and to optimize its potential impact amongst the participants, an internal coordination work group will be established, led by AFL and consisting of members from every involved partner of the consortium. Amongst the responsibilities of this work group will be all the necessary preparatory actions before the actual implementation of the online workshops, in regards to their organization, content and technical setup.

Content-wise, partners leading the events in their particular domains will be responsible for finalizing each event's agenda and to proceed to its announcement. Towards this end, both the coordination work group and the entire consortium will utilize their current ecosystems to attract the necessary key-note speakers/experts to deliver the presentations involved in the agenda of the events, and moderators to

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interact with the participants on subjects relevant to the workshop's priority area and topic.

Part of the event's preparation is for the coordination work group to ensure that it will be able to provide the necessary number of moderators, depending on the foreseen number of participants. To achieve the above, the involved partners of the

consortium will establish a "moderator lending/swapping" scheme amongst themselves, by providing the needed number of moderators to partners that might not have the sufficient human resources to deliver the expected results, as long as the circumstances allow it - mainly regarding potential language barriers.

Regarding the technical setup of the online workshops, the online platform MeetButter (https://meetbutter.io/) has been identified as the most suitable toolset for the purpose and the aims of online workshops. The MeetButter platform meets the needs and requirements of the planned online events, since it provides features such as video calls, interactive survey tools, open-closed questions, online polls, whiteboards for brainwriting sessions, etc. - all integrated into a single online workshop environment with high convenience both for the hosts and participants alike. The functionalities of the platform have been tested and will be customized by AFL, in accordance to the planned activities and content of the events. In cases where an online workshop might be held as part of a bigger event with its own technical setup, the content of the online workshop will be customized to meet the capabilities of the used online event tools, but will be necessitated to keep a similar agenda and activity implementation approach. In case of any technical difficulties the online platform of Zoom will be deployed as a last-minute-solution.

Finally, an integral part of the preparation of the events is their promotion. Towards this end, all partners of the AquaHubs consortium will be involved in attracting participants amongst their current networks and beyond (see section 3.4.). For this reason, the partners are encouraged to connect their workshops with other relevant events (conferences, etc.) from similar projects and activities that might attract common target audiences.

4.2 Online workshop model agenda

The online workshop model agenda is a proposed joint event structure for all online workshops. The goal of setting up a joint model agenda is to ensure that all online

workshops will implement the same activities, reach compatible results and, collectively, will contribute to achieving the objectives of the capacity building and knowledge exchange events in a coordinated manner.

The proposed model agenda consists of an event (online workshop) held in two phases. Partners are encouraged to follow the model agenda as much as possible, but are also enabled to make changes to its agenda, activities and their duration in accordance to the context of a particular workshop, as long as the outcomes of the said workshop can be considered compatible with the overall approach implemented by other AquaHubs partners.

The following figure (Figure 2) presents an overview of the proposed online workshop model agenda, while each phase and its constituent activities are described in detail in the section below.
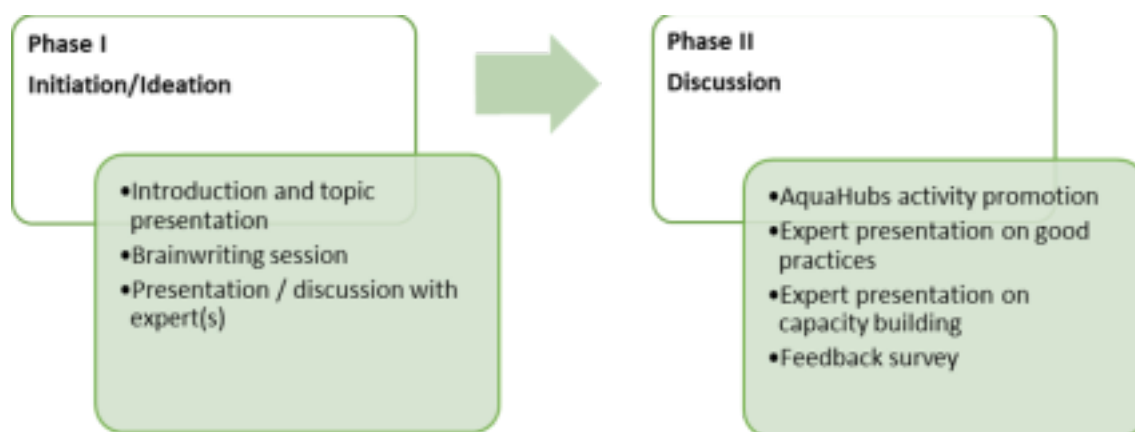

Figure 2 – Online workshop model agenda

Phase I – Initiation/Ideation

Phase I of the workshop includes an introductory section, the brainwriting session and a presentation/discussion with a keynote speaker/expert and it will last approx. 45 minutes.

The introductory section will include a brief presentation of the AquaHubs project, the workshop, the workshop's topic and its agenda to the participants. It will be conducted by one of the consortium partners and the topic presentation could be conducted by one of the AquaHubs community members, who specializes in the respective area that each workshop would focus on each time. The hybrid model presentation mentioned earlier could be used in this section if the circumstances allow it.

The brainwriting session is one of the key activities of the online workshop that aims at involving the participants in the development of the events' content as much as possible, to ensure that the content of the workshop responds to the needs and requirements of the participants, and to maintain their interest throughout the event. The content of the brainwriting session itself will include an interactive identification of the most problematic issue areas in the respective industry. This process will be supported throughout its implementation by the appointed moderators of the workshop.

The brainwriting session will be followed by a presentation and discussion of a keynote speaker/expert of the respective area and topic covered in the workshop. The purpose of this section is the validation of the identified issues by an expert in the particular area and the possibility of expansion on issues and challenges that potentially would not have been identified during the brainwriting session by the participants. In this section, as well, the hybrid presentation model could be deployed should the theme and the circumstances allow it.

The table below (Table 7) provides a descriptive presentation of the suggested timeframe and the agenda of Phase I of the online workshops.

Est. duration	Activity	Description

15 mins	Introduction and topic presentation	§ Introduction to the workshop, the AquaHubs project and the workshop's topic § Topic presentation could be conducted by one of the AquaHubs partners or their community (cross promotion) § Conducted (preferably) in a hybrid presentation model or (in other cases) as an ordinary online presentation
15 mins	Brainwriting session	§ Interactive identification issues that are related to the general topic of the workshop § Moderated reflections during and after the session
15 mins	Presentation /Di scussion with expert(s)	§ Validation of identified issues by expert(s) and/or § Expansion on relevant issues that were not identified during the brainwriting session
10 mins	Break	

Table 7 – Model agenda of online workshop phase I (initiation/Ideation)

Phase II – Discussion

Phase II of the online workshops includes a brief promotion of the AquaHubs activities, a presentation on good practices in the aquaculture industry by an expert, possibly followed by a Q&A session, a presentation by an expert on capacity building and, finally, a brief follow-up survey regarding the workshop's impact assessment. In total, phase II of the online workshops will last approximatively 50 minutes.

A short promotion session of the AquaHubs activities will initiate this phase. A brief introduction to WPs related to the respective topic of each workshop will be included, along with any other relevant project activities and events that will be presented to the participants by the AquaHubs consortium partners.

The first presentation of this phase of the online workshop will be conducted by an expert and it will be focused on good practices in aquaculture industry. The purpose of this presentation will be to validate the good practices and examples that will have been developed and shared by the participants' groups in earlier stages of the workshop and to expand potentially on cases that might have not been examined. This session will follow, preferably, the hybrid model presentation as well, perhaps streaming from an operational environment and it will be followed, ideally, by a Q&A session, so that the participants have the chance to delve into more details about potential future investments on digital innovation solutions.

The second presentation of this phase of the workshop will be also conducted by an expert and it will be focused on capacity building. The aim of this presentation will be to provide guidance to the participants regarding the most suitable and effective ways of adopting and deploying currently existing services, resources and digital tools with the goal of upgrading and expanding their own aquaculture businesses. This session will, also, be followed, preferably, by a Q&A session.

Finally, the online workshops will be concluded with a follow-up survey, regarding the workshop's impact assessment. In addition, this section will serve as an opportunity for the consortium of AquaHubs to gather feedback and contributions on the activities and the general direction of the project.

The table below (Table 8) provides a descriptive presentation of the suggested timeframe and the agenda of Phase II of the online workshops.

Est. duration	Activity	Description
5 mins	AquaHubs activity promotion	§ Brief introduction into AquaHubs WPs' activities related to the workshops' topic
20 mins	Expert presentation on good practices	§ Presentation on good practices in aquaculture industry § Done (preferably) in a hybrid model focusing on particular cases, or (in other cases) as an ordinarily online presentation § Can be followed up with a Q&A session and discussions
20 mins	Expert presentation on capacity building	§ Presentation on capacity building § Can be followed up with a Q&A session and discussions
5 mins	Follow-up survey	§ Brief impact assessment survey § Feedback and contributions to the project's activities in general

Table 8 – Model agenda of online workshop phase II (discussion)

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5. Demonstration events

The second form of events that will be held as part of the capacity building and knowledge exchange activities is the physical – preferably – innovation demonstration events. There will be 3 physical events in total, each one led by the respective appointed partner (AFL, AFC and XAMK). The physical events will be held within M09 of the project.

The purpose of these events is for the IEs, supported within AquaHubs, to be assisted in co-organizing test-before-invest type demonstration events, during which their novel solutions will be presented to prospective end-users and stakeholders in the national/regional innovation ecosystems. The idea is for the innovative digital solutions to be presented in an operating environment, promoting, thus, their utility and effectiveness to potential future customers.

The preparation and the setup process of the physical events will follow the same structure as the online ones. The main responsibility of the organization of each physical event will be placed upon the contextually leading partner with the assistance of the coordination work group. The same process will be followed in regards to the preparation of the content of the agenda, which will be open to alterations by the leading partners, while the finalized version of it will, as well, be announced at least a month prior the actual event. The leading partner will also be responsible for attracting the necessary experts, who can be traced amongst the broader network and ecosystem of the AquaHubs consortium (third-party stakeholders, non-associated external partners, etc.), in order to promote the collaboration amongst relevant but not directly interconnected projects and initiatives. Towards this end, the leading partners are highly encouraged to hold their physical events in combination with other relevant events that might attract similar interested target audiences.

Regarding the practical setup of the physical demonstrations, unconventional event

models are highly encouraged, i.e., hosting the event at an aquaculture farm site, in order to promote the interactivity between the participants and the actual aquaculture industry. The choice of the venues, the necessary equipment, the

necessary human resources and all the consumables needed for the physical events will be a responsibility of each leading partner individually.

6. Ethics and compliance

All events (online workshops and physical demonstrations) and activities implemented as part of WP2 "Supporting Innovation Experiments with DIH services" will be required to follow the ethics and data protection rules and procedures set out in the AquaHubs project, as well as in compliance with all other relevant and common practices regarding ethics and private data.

Participants that will partake in the workshops and the demonstration events will be required to consent (see Annex 8.1) to the rules and procedure regarding data management and privacy protection, as well as follow the rules set out in the Code of Conduct (see Annex 8.2). Also, all event participants will be required to register for participation in the events following a common registration form (see Annex 8.3).

All events (online workshops and physical demonstrations) and activities implemented as part of WP2 "Supporting Innovation Experiments with DIH services" has to be performed in compliance with SAHs Demonstration Activity Procedure (DAP).

7. Conclusions

The aim of this deliverable is to present a practical and efficient methodology regarding the capacity building and knowledge exchange events that have been

scheduled during M07 and M09 within the context of AquaHubs project. This document will serve as a guiding tool to all the involved partners in regard to the organization and implementation of the online workshops, as well as, of the innovation demonstration events. It provides the necessary tools that can be deployed by the consortium as a whole and the processes that need to be followed by the leading partners and the coordination work group in order to achieve consistency and uniformity amongst the format and the content of the scheduled events.

This methodology has been developed with the aim of serving the purposes of our project, while achieving the strongest possible impact amongst the European aquaculture community. Every feature of these events – content-wise and format wise – is aiming towards that direction and, therefore, the guidelines provided by this document are to be followed only when they are contributing to the abovementioned objective. Especially, since the circumstances that these events will take place within, are still quite unstable, our methodology will, possibly, need to be adapted to the needs and requirements of each specific event and the involved partners are highly encouraged to do so.

8. Annexes

8.1 Consent Form

Presented below is a template of the consent agreement that will be provided to the beneficiaries and participants of events organized as part of the project.

CONSENT FORM

I _____ participating in the project as an _____:

I undertake to preserve the reputation of the project and not take any deliberate action that could undermine the image of the project.

I am informed that photos, videos and other recordings taken during the project might be used for the dissemination or for further activities of the project without additional prior consent.

I understand that issues related to confidential information and commercial secrets are regulated by the regulations of _____ (insert the name of the country activity takes place).

The Data Protection Officer, ____ (insert the name of the institution), processes my personal data – name, surname, email address, phone number, LinkedIn contact data, for the purpose of administering the AquaHubs project contact database. Processed data will be saved and kept for up to 3 (three) years after the project ends and then deleted.

In order to reject, an e-mail must be sent to _____ (insert Data Protection Officer contact).

I understand that I have the right to reject and, in that case, I understand that I lose the opportunity to participate in the project, to receive information about the   project activities. I am informed that I can cancel my given agreement at any time. I am informed, that in accordance with the rights and in the manner prescribed by   Articles 15, 16, 17, 21 of the EU General Data Protection Regulation (GDPR), I have the right:

> ● To know (to be informed) about the processing of my personal data. ● To get acquainted with my personal data and receive a copy. ● To request to delete my personal data or to suspend my personal data
>> processing operations when the data is processed without complying with the provisions of the GDPR and other legal acts regulating the processing of personal data.
> ● To object with the processing of my personal data. I am informed that if I am unable to resolve the issue with the Data Protection Officer, I can contact the relevant supervisory institution.

Personal data is any information related to an identified or identifiable individual (data subject); a physical individual who can be identified, directly or indirectly, in   particular by reference to an identificatory data, e.g., given-name and last name,   the person's identification number, physical location, IP address or one or more   factors specific to his/her physical, physiological, mental, economic, cultural or social identity.

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┌─────────────────────────────────────────────────────────────────────┐
│  Name: _____                                                        │
│                                                                       │
│  Gender: _____                                                      │
│                                                                       │
│  Email: _____                                                       │
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│  Field of work: _____                                               │
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│  Signature: _____                                                   │
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│  Date: _____                                                        │
└─────────────────────────────────────────────────────────────────────┘
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8.2 Code of Conduct

Presented below is the Code of Conduct, which will be implemented during the community building and knowledge exchange events. All event participants will be required to comply and follow the Code of Conduct.

CODE OF CONDUCT
AquaHubs aims to offer an event where all attendees feel welcome, included, respected, and safe. All attendees, including participants, speakers, and organisers are, therefore, required to abide by the following code of conduct at all times.

Short Version

Be respectful. Our event is dedicated to providing a harassment-free space for everyone, regardless of gender, age, sexual orientation, ability, physical appearance, race, or religion. AquaHubs stands for inclusivity.

We do not tolerate harassment in any form. Sexual language and inappropriate imagery are not appropriate for submitted projects or at any time or place during the event, including talks, workshops, receptions, and online media. Attendees violating these rules may be expelled from the event at the discretion of the event organisers. Any occurrences that violate the AquaHubs Code of Conduct should be reported as specified in the procedures at the end of the document.

Full Version

Harassment includes, but is not limited to offensive verbal comments related to:

- Gender,
- Age,
- Sexual orientation,
- Ability,
- Physical appearance,
- Race,
- Religion,
- Sexual or graphic images in public spaces,
- Deliberate intimidation,
- Stalking, following, harassing,
- Photography or video recording someone without their consent, ● Sustained disruption of talks or other events,
- Inappropriate physical contact,
- Unwelcome sexual attention.

All attendees, including participants, speakers, judges, the general public, and organisers are required to abide by the following code of conduct at all times. Attendees exhibiting any of these harmful behaviours will be asked to stop immediately, and at the discretion of event organisers, any action deemed appropriate may be taken, including warning the perpetrator or expelling them from the event without the right to demo.

Photography is encouraged, but attendees must be given a reasonable chance to opt out from being photographed. If they object to being photographed, please comply with their request. It is inappropriate to take photographs in contexts where people have a reasonable expectation of privacy, for example, in bathrooms or when attendees are sleeping.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please follow the reporting procedures at the bottom of this document and report the incident immediately. Equity officers will be clearly identified and reachable at all times via the phone numbers below.

Workshops'/demonstration's staff will be happy to help attendees contact venue   security or local law enforcement, or otherwise assist those experiencing harassment to feel safe for the duration of the event.

Reporting Procedures

If you feel uncomfortable or think there may be a potential violation of the code of conduct, please report it by emailing us at: info@agrifood.lt

All reporters have the right to remain anonymous. AquaHubs reserves the right to modify this code of conduct at any time.

8.3 Registration Form

Presented below is the registration form that will be used during the recruitment of the participants of the capacity building and knowledge exchange events. All interested parties will be required to fill out this form in order for them to be able to participate in the events.

REGISTRATION FORM
AquaHubs Online Workshop
The **AquaHubs** project aims at strengthening collaboration and joint activities of AgriFood Lithuania DIH (AFL), the South-Eastern Finland University of Applied Sciences (XAMK) and AgriFood Croatia (AFC) in respect to innovation support services for the aquaculture and fishery sub-sectors of agrifood. Specifically, the   project revolves around supporting digital technology-based innovation projects   for aquaculture and inland fisheries, organized into 3 Innovation Experiments (IEs). To this end, we are organizing an online workshop gathering as many points of view as possible: developers, manufacturers, researchers, policy makers, etc. The workshop will address the following issues: *(Presentation of the issues and challenges addressed per workshop based on their respective theme)* **Date** **Time** **Contact us at** info@agrifood.lt. * Required

First Name*: _____

Last Name*: _____

Email*: _____

Country*: _____

Organization*: _____

Field of work*: _____

Please let us know what you expect about this event (interests/motivations): _____

Your contribution to the session will be used for research purposes only. It will not be used in a manner that would allow the identification of your individual responses. All the data will be used in compliance with General Data Protection Regulation (GDPR). *

□ I agree to participate in this event under the conditions set above.

8.4 Event outcome reporting

All events that will be held as part of WP2 (online workshops, innovation demonstration events) will be required to follow a similar outcome reporting process. This is due to the need of achieving outcomes that could be adequately compared with results from the other workshops and events, and thus contribute to the overall activities of the AquaHubs project.

AquaHubs partners leading organization of the workshops or the events will be required to provide descriptions of the outcomes of each event on the following aspects:

EVENT OUTCOME REPORTING
General information about the event: · Event type;

· Priority area related to the event;

· Event topic;
· Organizing partner;
· Other associated parties;
· Date of the event;
· Location of the event;
· Number of participants;
· Description of participant profiles (with numbers by target group); · Event abstract (up to 100 words).

Key event outcomes and reusable results:

· Event agenda;
· Event recording (of full event or of separate event sessions, especially presentations by experts);
· Content presented and used in the event;
· Impact assessment outcomes (consolidated participant inputs); · Brainwriting session outcomes (identified issues, consolidated participant inputs);
· Feedback and suggestions (consolidated participant inputs); · Other outcomes directly related to the particular event.

For related deliverables overviewing all events:

· Overview of the event planning (organization, technical, theme and content) process and event implementation schedule;
· Presentation and overview of the key topics of each event;
· Qualitative and quantitative analysis of event participant profiles and their relation to stakeholder groups;
· Analysis and overview of the main outcomes of events in the particular priority area (including impact assessment, issue identification, good practice sharing, collected feedback and suggestions);
· Description of key insights per event and lessons learnt when implementing the chosen event format;
· Description of other event outcomes, community building and reusability of event outcomes;
· Description of compliance with AquaHubs ethics and data privacy policies.