

## **EIP-AGRI ARABLE CROPS OPERATIONAL GROUP**

of the Farmer-Scientist Network, is based at the home of The Yorkshire Agricultural Society, Regional Agricultural Centre, Great Yorkshire Showground, Harrogate, HG2 8NZ

### **Terms of Reference**

#### **1. Project Aim**

The aim of the project is to develop and demonstrate management practices for biopesticides for UK arable farmers so they can implement Integrated Pest Management (IPM) as described in the Sustainable Use Directive (128/2009/EC) and in the UK National Action Plan using alternative crop protection measures.

Many alternative biopesticides are used in the horticultural industry but these have not been adopted for use within arable crops. This project aims to identify gaps in knowledge that might be causing biopesticides to be used sub-optimally in arable crops and demonstrate how biopesticide technology can be transferred from horticulture to arable crops.

The project will:

- Encourage new thinking on using biopesticides in integrated pest and disease management systems and to gain empirical evidence from field trials and monitoring to help farmers meet current legislation restrictions. Data from laboratory studies will be used to support field data.
- Exchange knowledge with, and provide training and education for farmers.
- Be driven by the practical needs of the farmers in response to pressures on removal from the market of current conventional pesticide disease control agents and that are having an impact on arable crops.

#### **2. Purpose**

The purpose of the Operational Group is:

- To manage in consultation with the project consortium to provide technical know-how and advice on choice and implementation of the new technologies.
- To evaluate the effectiveness of selected biopesticides for control of fungal pathogens on UK grown winter wheat. This will be done by comparing a 'best practice' conventional pesticide plant protection programme with a biopesticide only programme and a biopesticide dependent IPM programme. The project will.
- To disseminate the findings from the project across the industry.

#### **3. Roles**

##### **3.1 Management Board**

A Management Board will be established to manage and review findings from the field trails. The Management Board will be made up of 10 participants from the

original Operational Group that includes; successful arable farmers, research specialists and policy experts. The Management Board will include knowledge and expertise from the following:

1. Prof Rob Edwards, Chair of the Farmer-Scientist Network and Head of School for Food, Farming and Rural Affairs, University of Newcastle. Within this project, Rob will be acting as the Lead/Scientific Coordinator of the project.
2. Dr Roma Gwynn, Biopesticides Strategist, Biorationale. Within this project, Roma will offer specialist advice in regards to the use of the biopesticides in the field trials and will be a Monitoring Officer for the project.
3. Richard Bramley, Yorkshire Arable Farmer. Within this project, Richard will be an independent observer and advise on developments within the field trials.
4. Charles Mills, Yorkshire Arable Farmer and Honorary Show Director, Great Yorkshire Show as part of the Yorkshire Agricultural Society. Within this project, Charles will be an independent observer and advise on developments within the field trials.
5. Tom King, Field Technical Manager, Eurofins. Within this project, Tom will manage and deliver administering trial requirements at the Newcastle Cockle Park site and will be acting as an advisor on their findings during the trials.
6. James Standen, Farm Director, Newcastle University Farms. Within this project, James will be acting as an advisor as part of the Management Board and a Test Site Lead for all sites at Newcastle, as part of the Core Operational Group.
7. Holly Jones, Secretariat to the Farmer-Scientist Network based at the Yorkshire Agricultural Society. Within this project, Holly will be acting as the Project Coordinator.
8. Dr Dave George, Specialist in Precision Agronomy, Newcastle University. Within this project, Dave will be a Technical Specialist as part of the Management Board part of the Core Operational Group
9. Stephanie Sunley, Assistant Project Manager, Stockbridge Technology Centre. Within this project, Stephanie will be acting as an advisor as part of the Management Board and a Test Site Lead as part of the Core Operational Group.

The Management Board will be responsible for ensuring the smooth running of the project.

The Lead Scientific Coordinator, Prof Rob Edwards, will act as the Chairperson for the Operational Group.

The Management Board will hold regular quarterly meetings either in person or over the telephone where appropriate and will receive regular project updates.

Trial data received that requires further discussion will be addressed when necessary. The Management Board will identify and advise the Monitoring Officers and Core Operational Group if any alterations to the project are required.

The Management Board will be responsible for ensuring the project adheres to the project milestones. Milestones will be managed within a project timeline which will be shared between the Management Board, Monitoring Officers and Core Operational Group. This will be discussed at each quarterly meeting to ensure the project is

keeping to time and raised as and when a project risk or issue is identified that could impact on the project.

### **3.2 Monitoring Officers**

The Monitoring Officers will include; Roma Gwynn (Research Specialist), Prof Rob Edwards (Scientific Coordinator) and Holly Jones (Project Coordinator).

The Monitoring Officers will be responsible for the smooth running of the day-to-day project translating any interesting or unusual data from the Core Operational Group to the Management Board.

The Project Coordinator will work with both the Monitoring Officers and the Core Operational Group to share information, act as the secretariat for the Management Board, act as the main point of contact for the project, arrange quarterly meetings, take minutes, organise events, promote and publish final findings and other outreach activity.

### **3.3 Core Operational Group**

The Core Operational Group will include; farm managers or contractors who have been employed to administer the field trials and undertake basic strategic analysis to include; James Standen, (Advisor and test site lead, Newcastle University Farms) and Dr Dave George (Technical Specialist, Newcastle University), Stephanie Sunley, (Advisor and test site lead, Stockbridge Technology Centre), and Tom King (Trial Manager, Newcastle Sites, Eurofins).

The Core Operational Group will work closely with the MO's and farming representatives on the MB who will observe the field trials and data at regular intervals. The physical operation of the field trials will take place over 3 sites. Each site will be managed by a respective contractor.

The Project Coordinator will work with each contractor to confirm that the trials are progressing as planned, highlighting any unusual activity. The Project Coordinator will also be responsible for working with the Core Operational Group to ensure that farmers are invited to view the progress of the field trials.

### **3.4 Duties**

The duties of the Management Board shall be to:

- Attend regular Management Board meetings
- Ensure the project adheres to key milestones
- Discuss any unusual data if/ when it arises
- Ensure the smooth running of the overall project
- Champion the work of the project when necessary

The duties of the Monitoring Officers shall be to:

- Chair Management Board meetings (Rob Edwards, Scientific Coordinator)
- Advise and steer the project goals within the project proposal (Rob Edwards, Scientific Coordinator and Roma Gwynn, Specialist Advisor)
- Act as the spokesperson of the Operational Group when necessary
- Ensure the day-to-day running of the project – milestones, risks, issues

The duties of the Project Coordinator shall be to:

- Help deliver the aims of the Operational Group as agreed by the Management Board
- Support coordination and communication between the Management Board, Monitoring Officers and Core Operational Group
- Keep a contacts list
- Prepare in consultation with the Monitoring Officers the agenda for meetings of the board
- Take and keep minutes of all meetings
- Supervise the financial affairs of the project
- Keep proper accounts that show all monies received and paid out by the Group to adhere with the grant recommendations
- Act as initial point of contact for people interested in the work of the Operational Group

## **4. Activity**

### **4.1 Communication and Outreach**

- Promote good practice examples and learning constructively and disseminate information to the industry within the UK and Europe.
- Disseminate findings and report from the project through the EIP-Agri website, the Yorkshire Agricultural Society Network (10,000+ members), showcase results at a series of outreach events to include Cereals, Oxford Farming Conference, Annual NFU Conference, the Great Yorkshire Show, Farmer-Scientist Network Conference, PR, Social Media and Marketing channels.

### **4.2 Delivery of Project**

- Agree the final project design that will be delivered.
- Ensure that the project is delivered in line with project management and control systems in place
- Confirm that each member of the Operational Group works towards the responsibilities detailed in the terms of reference and project proposal.
- Ensure the project is monitored and evaluated effectively
- Deliver trial reports from the statistical data

### **4.3 Reporting Progress**

The Project Coordinator will be responsible for reporting progress to DEFRA. The Project Coordinator will also be responsible for submitting claims in a timely manner as agreed within the project milestones.

## **5. Transparency**

All project updates and meetings will be shared with the Operational Group members and provided to the grant provider, these will also be published on the project website and shared with EIP-Agri Community where appropriate.

## **6. Finance**

The project assets will be managed and held by Yorkshire Agricultural Society within a restricted fund. The restricted fund will be audited as part of the YAS Annual Accounts by an independent accountant. The Yorkshire Agriculture Society operates an 'open-book' policy.

## **7. Sharing of Information**

The Operational Group are responsible for achieving the outputs set out within the agreement. Results are public and will be shared through the outreach work stated in point 4.1. All results and outputs will be shared with non-group members.

## **8. Geographical Coverage**

The Operational Group will be based in Harrogate, North Yorkshire. The respective 3 sites will be based within Yorkshire and the North East. The report will be disseminated regionally, nationally and across Europe.

## **9. Meeting Arrangements**

### Operational Group Meetings

- Four meetings of the Operational Group to be held annually as needed.
- All notification of meeting and meeting papers will be circulated to members by email.

### Exceptional Meetings

A Meeting may be called by the Management Board to discuss an urgent matter. The Project Coordinator shall give all members seven days' notice of any Exceptional Meeting together with notice of the business to be discussed.

## **10. Resources**

The Yorkshire Agricultural Society will manage the EIP-Agri Grant of the Operational Group in support of the chosen programme of activity. The Yorkshire Agricultural Society will be responsible for the staff members directly employed on the project.

## **11. Review**

The Terms of Reference and procedures of the Operational Group will be reviewed annually. The annual review will consider any amendments and revisions needed to improve the:

- Terms of reference

- Purposes and roles of the Operational Group
- Membership and performance of the Operational Group
- Communication and engagement
- Activity programme
- Administration arrangements

In addition, the Operational Group may be reviewed as a result of guidance or requests received from the Rural Payments Agency (RPA).

## **12. Alterations to the Terms of Reference**

Any changes to this Terms of Reference must be agreed by at least two-thirds of those group present and voting at any of the regular meetings.

### **Conflict of Interest**

From the project start, the Operational Group members will be asked to declare any conflict of interest and will be required to sign the 'Conflict of Interest Declaration' held by the Yorkshire Agricultural Society. Declarations will need to be made in reference to payments for services, equity held, and intellectual property rights. Updates on any conflict of interest will be required at each meeting of the Operational Group. The Chairperson and Project Coordinator will agree as to how this will be managed by either instructing members; not take part in discussions of certain matters, not to take part in decisions in relation to certain matters where appropriate.

### **Dissolution**

The Operational Group may be wound up at any time if agreed by two-thirds of those members present and voting at any bi-annual meeting. In the event of winding up any assets remaining after all debts have been paid shall to the Grant issuer, the Rural Payments Agency (RPA).