

KTIF Final Report Template

1. PROJECT TITLE/APPLICANT

1.1 Project Title

Using DLT/Blockchain to developing a reliable assurance system for Gluten Free Oats

1.2 Overview of Project Participants

Scotland's Rural College (SRUC)

SRUC is a knowledge-based organisation, supporting the development of the land-based industries and rural communities through research, consulting and education. SRUC is unique in Scotland and is one of the largest organisations of its kind in Europe with aims to lead the way in innovation and sustainable development in the agriculture and rural sectors at local, national and international levels. SRUC is committed to excellence in the advancement, communication and translation of knowledge throughout the rural sector.

Through SAC Consulting, its consultancy arm, it has strong active links with farmers, food processors and the rural community which provides advice, consultancy, knowledge transfer and the translation of innovation and research into the agri-food sector. SAC Consulting provided project management, support and liaison for the Project Group

Wallet.Services

Wallet.Services' is an Edinburgh based digital technology business that provided and adapted its own SICCAR Distributed Ledger software for use in this project. SICCAR is an easy to use software platform that securely stores data allowed the farms to authenticate provenance, traceability and assurance of their gluten free oat crop.

Farms

A group of 6 arable farms located near Ellon in NE Scotland originally initiated this project using Rural Innovation Support Service (RISS) funding to help research their wish to develop an innovative solution to provide provenance, assurance and traceability for the gluten free oats that they grow to meet a growing demand from supply chain customers and consumers for these features.

The participating farms were:

Dams of Craigie Farm, Whitecairns

G Booth and Son, Newburgh

Esslemont Farms, Ellon

J&S Duthie, Newburgh

Chapelhall Farm, Ellon

Stephen Mackie, Balquhindachy Farms

2. EXECUTIVE SUMMARY

2.1 Overview

This project originated from an enquiry to SRUC from a group of NE farms seeking a reliable method of providing, traceability, provenance and assurance for the gluten free oat crop that they grow. Although oats are naturally gluten free some manufacturers require assurance that they are not contaminated with other grains that may contain gluten. Although there is no official gluten free Assurance Scheme the farms have developed their own protocol to ensure no contamination takes place on the farms and wanted a method to provide details and proof of this to the rest of the supply chain.

Initially funding was a small grant from the Rural Innovation Support Service (RISS), used to investigate possible solutions, the results of which suggested that Distributed Ledger Technology (DLT), often known as Blockchain, could provide the answer. SRUC approached Wallet.Services, an Edinburgh based technology business and a project team was created. DLT/Blockchain is a relatively new technology to the agri-food sector and although a few of the global food manufacturers have investigated its use there have been few projects testing its utility on farms. This project set out to explore the feasibility of using DLT/Blockchain as a means of providing these farms with a tool to provide proof of traceability, provenance and assurance.

After carefully mapping the gluten free oat crop cycle from field preparation to post harvest storage, Wallet.Services designed and constructed the DLT ledger. Existing data and documentation (e.g. field records, crop storage documentation and images) was then manually inputted to populate the ledger, the ledger tested and the results analysed.

Results were positive indicating that this technology is an ideal tool for providing traceability, provenance and assurance to stakeholders within agri-food supply chains, from farm to consumer. More work is required to refine the operation of the ledger, including automating data input, along with collaboration with other supply chain partners in order to develop a full chain model, but this project has shown that the technology has the potential to provide greater transparency, collaboration and trust within supply chains and positively change the nature of the relationships current seen within many chains.

3. PROJECT DESCRIPTION

This project originally emerged from an enquiry by the farms to SRUC about ways in which they could provide potential customers with traceability and assurance for the gluten-free oat crops that they grow. Funding from a small grant from the Rural Innovation Support Service (RISS) was used to investigate the practicality of using DLT and to apply for KTIF funding to investigate possible solutions. Research suggested that Distributed Ledger Technology (DLT), often known as Blockchain, could provide a solution and SRUC liaised with Wallet Services, an Edinburgh based technology business to create a project team.

In simple terms DLT/Blockchain is a digital ledger that has its information distributed throughout the network instead of being centralised in data centres. When data is added to the ledger it is automatically distributed to all the participants in the network but access controls can be established so that different parties can only see information that is necessary or relevant to them. Key to what makes DLT/Blockchain exciting is the way that the data is stored: batches of data (blocks) are cryptographically encrypted (through a “hash” function) and linked to the previously created block (hence creating a chain of blocks). This iterative process ensures the integrity of all previous blocks; ensures that the data is immutable and cryptographically secure; time stamps the data so that it cannot be retroactively altered.

This makes it ideal for sharing information across a supply chain but although it has been used in some manufacturing sectors its use in the agri-food sector is currently minimal and has mainly been undertaken by the larger food manufacturers. This project was designed to investigate whether it could be used on farms to provide a solution to providing irrefutable assurance and traceability.

4. FINANCE

4.1 Sum awarded:

The project was awarded £97,466.00

4.2 Detail of spend:

See accompanying spreadsheet

4.3 Noting any underspend and explain why:

N/A

5. PROJECT AIMS/OBJECTIVES

5.1 Project Aims

The aims of the project were:

- 1 The creation of a digital-twin of the gluten free oats production chain on the farms, recorded to a distributed ledger which is query-able, trackable, traceable, tamper-proof and cryptographically secure.
- 2 Workflows publication as a schema to the consortium's distributed ledger to tie down the specifications of a good set of guidelines.
- 3 Ensure each party delivers data to prove traceability and meet quality assurance standards.
- 4 Provide an immutable audit trail of specified goods' movements, increasing food safety throughout the value chain, and beyond to consumers.
- 5 Selective viewing of information on a "need to know" basis with data access permissions set by the consortium to protect data confidentiality for individual parties within the value chain

5.2 Objective

This was a pilot project to prove the value of DLT/Blockchain technology for farmers and other parties in the supply chain.

The objectives include:

- Easier, better and more secure exchange of validated information.
- Developing trust between supply chain partners.
- Reducing risk factors to consumers e.g. reduction of inadvertently consuming food products deleterious to health.
- Deduction of costs through greater efficiency throughout the supply chain.

6. PROJECT OUTCOMES

6.1 How aims/objectives were achieved

The aim of the project was to produce an easy to interrogate, searchable, verifiable data record accessible through cryptographically secure permissions granted to pre-approved stakeholders, across the full oats crop lifecycle. This data record provides a clear and transparent view of operations that happened pre-seeding, planting, growing, harvesting and storing.

The first stage was to fully understand all the processes and operations involved in growing, harvesting and storing the gluten free oat crop on the farms. Most of this information is recorded and stored on the farms digital field management system, along with some paper based activity records. Images are also used as evidence for certain critical operations, such as machinery, haulage and storage clean-down to avoid cross contamination with other cereal crops.

Once these operations and data storage types were understood a Process Diagram was produced to provide a visual representation of the operational flow and options for the crop on-farm (see Annexe). The various sub-processes involved in each of these processes

were then identified and Wallet.Services worked with SRUC and the farms to design a bespoke digital model using their SICCAR software.

Once the model was developed existing data from the farms' records was uploaded manually onto the ledger. This included field operation and husbandry records, Scottish Quality Crops (SQC) certification records, images, harvest dates and crop storage records. The project team worked and workshopped in onsite and video conference meetings and jointly developed the SICCAR software. Throughout the entire project the group regularly discussed user needs and requirements and this has shaped the project throughout.

A complete crop cycle of records was uploaded and the model was tested and analysed to assess whether it fulfilled the initial objectives. This included providing privileged access to a 'dummy' external stakeholder in order to test this functionality. A member of the team was allocated this role with a view that it could be an Assurance auditor or customer to remotely see and verify information for assurance and traceability of the product, without being able to access other sensitive or unnecessary information.

Further testing is required using larger quantities of information, as well automating data inputting but this project has successfully demonstrated that distributed ledger technology can successfully and beneficially be used by farmers and supply chains to demonstrate and verify provenance and traceability. In comparison to conventional methods, such as paper, email, and SQL databases, it can while also offering significant benefits in speeding up the administration of information flow between supply chain partners while still providing privately permissioned access to those parties.

5.2 Milestones

The original project milestones were:

- Setup - completed by 19th June 2019
- Data collection - completed by 25th July 2019
- Management Reporting / Dashboard - completed by 7th August 2019
- Deployment / Rollout - completed by 19 July 2019 (new data continues to be added to the system after this date)
- Project report / Final meeting - by 30th November 2019
- Showcasing - ongoing after project completion

The go-ahead for the project was later than initially planned resulting in the timelines being squeezed and this, combined with poor weather at harvest time, meant that the farm based project milestones were achieved slightly later than the planned dates. However, all the development and testing milestones were achieved although some compromises were necessary (i.e. historic field data, rather than live field data was used) but this did not affect the substance or outcome of the project.

7. LESSONS LEARNED

7.1 Issues/Challenges

The main issue was fitting the project around the farming workloads. Due to the delay in starting the project the data gathering and upload part of the project coincided with harvest

on the farms, presenting a challenge of fitting certain project operations and milestones into the farms' workload.

Actual data upload also highlighted operations and information that had not been considered during the process workflow design, meaning that no provision had been for these when designing the ledger. This required some work in redesigning/ altering the ledger but this is something that was anticipated in this type of pilot project.

7.2 Impacts

Results from the project indicate that although DLT/Blockchain potentially has considerable value for food and drink supply chain businesses, including farmers, seeking a way to provide irrefutable traceability, provenance and assurance. Not only does the technology provide a time-stamped and immutable record of the product journey through the supply chain but it also offers permissioned access, meaning that important and sensitive information is not shared with other parties within the network (i.e. supply chain), each only have access to data that is relevant to them.

Additionally, the exercise conducted during project testing 'dummy' stakeholder access offers the prospect of assurance audits etc. to be conducted online via remote access. This has the potential to save much time, cost and management and Lloyd's Register and Scottish Quality Crops have both shown great interest in the project outcomes.

DLT/Blockchain also offers the potential to provide consumers with information about the provenance, journey and story behind the food that they buy. The team are currently developing a webpage on the SRUC website to demonstrate this using the results from this project.

8. COMMUNICATION & ENGAGEMENT

The project received significant publicity when it was first announced, including articles in national newspapers and publications (see copies in Annex)

The project was presented to and discussed with Lloyd's Register and Scottish Quality Crops and they are interested in possibly participating in the next phase.

Wallet.Services' blog <https://www.wallet.services/blog/2019/9/16/farmers-use-dlt-to-assure-customers-oats-are-gluten-free> was picked up by the Department for International Trade, and the project has been asked to present at the Gamechanging Conference event in Whitehall in 2020.

SRUC highlighted the project in a number of their publications and online media as well as presenting the project overview at internal seminars and in workshops at the University of Strathclyde and a conference at the University of Lincoln. It was also discussed with delegates at a number of events including those organised by Innovate UK and KTN.

The Global Livestock Senior Underwriter at international insurance company Market requested more information about the project in January 2020.

The project results are now being finalised and press releases will be prepared and circulated by all the group members. It will also be publicised through SRUC and Wallet.Services publications and online channels, as well as FAS and SRUC newsletters.

The project was demonstrated at the Opportunity North East (ONE) Agri-Tech Conference on 19th February 2020. A case study and further publicity is currently being prepared.

The farms are hoping to open their own dedicated gluten free oat processing facility in the spring of this year with a planned launch event that will also be used to highlight the work and results from the project.

It is hoped that the publicity generated by the project will also provide opportunities to discuss and present it at future conferences and events.

9. KEY FINDINGS & RECOMMENDATIONS

9.1 Key Findings

The whole group must work together in carefully mapping the project workflow in order to create the correct ledger design. Face-to-face meetings with subsequent feedback sessions involving all the project partners were essential in enabling Wallet.Services to benefit from a clear understanding of user processes, data gathering and requirements.

The manual upload of digital data is a repetitive and boring task for a human and has the potential of inadvertently incorrect data entry. The next stage of the project will seek to automate and integrate digital tools – such as Apps, IoT sensors, and APIs.

With all project partners having busy diaries finding mutual dates for meetings, data entry input etc. was difficult at times. The busy harvest period also fell in the middle of the project. To help with similar future projects it would be advisable to try and organise the technical work to be conducted during less busy periods, which will vary depending upon the crop / product.

During the creation of the platform and via demonstrations of its use, additional benefits were identified to the adoption of DLT/Blockchain within agricultural businesses, beyond the initial security and traceability benefits. Through application of this new technology, it was quickly recognised that the metadata generated by transactions would enable users to not only identify the status of an asset within the chain of custody, but also begin to undertake proactive risk mitigation. This is achieved through insight provided with respect to recorded status updates and comparing these to historic data and so enables a manager to assess where to focus resource and quality management through the lifecycle of their assets.

9.2 Recommendations

There are a number of further developments required to improve the operation and utility of the ledger for the different stakeholders. These include:

- Automation of data and information input to the ledger. This would include sensors, Apps for data entry via mobile phones and other hand held devices and API's

(Application Programming Interface) to automatically download relevant data from existing software applications used by the stakeholders.

- Extending the range to the ledger to the other parties and operations in the supply chain including processors, manufacturers and retailers.
- Include environmental information as part of the data set gathered. Environmental sustainability, especially carbon reduction and sustainability are becoming increasingly important business considerations so adding this data to the ledger will enable all the supply chain partners to better control and manage these factors.
- The use of DLT/Blockchain has the potential to make businesses and supply chains more collaborative and efficient but this requires the development of trust and new ways of working. At the early adoption phase of the technology it is important to get full buy-in from the partners involved in order to create meaningful case studies that will encourage others to get involved with the technology.

10. CONCLUSION

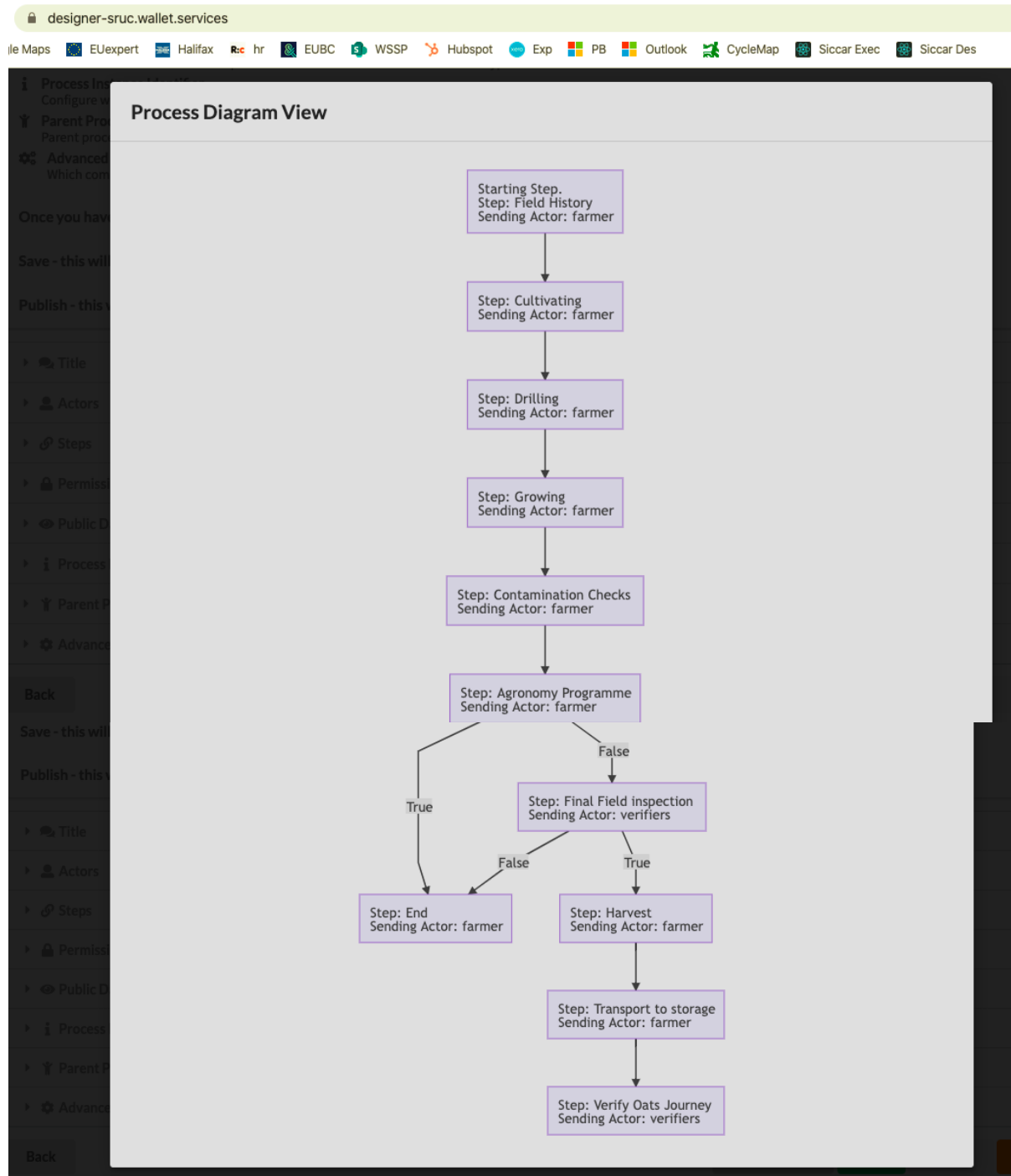
This project was a pilot to test the feasibility of using DLT/Blockchain to meet the original requirements of the farms to provide a reliable and robust means of demonstrating traceability, provenance and assurance for their gluten free oats. Results show that this technology achieves those aims and has the potential to add value to the farm operation and the supply chain. Indications are that the ledger also has wider capability by gathering and storing environmental and other data and offers advantages over existing systems in providing real-time updates to all parties in the network, time-stamping the data and creating an immutable record, offering both reassurance and trust.

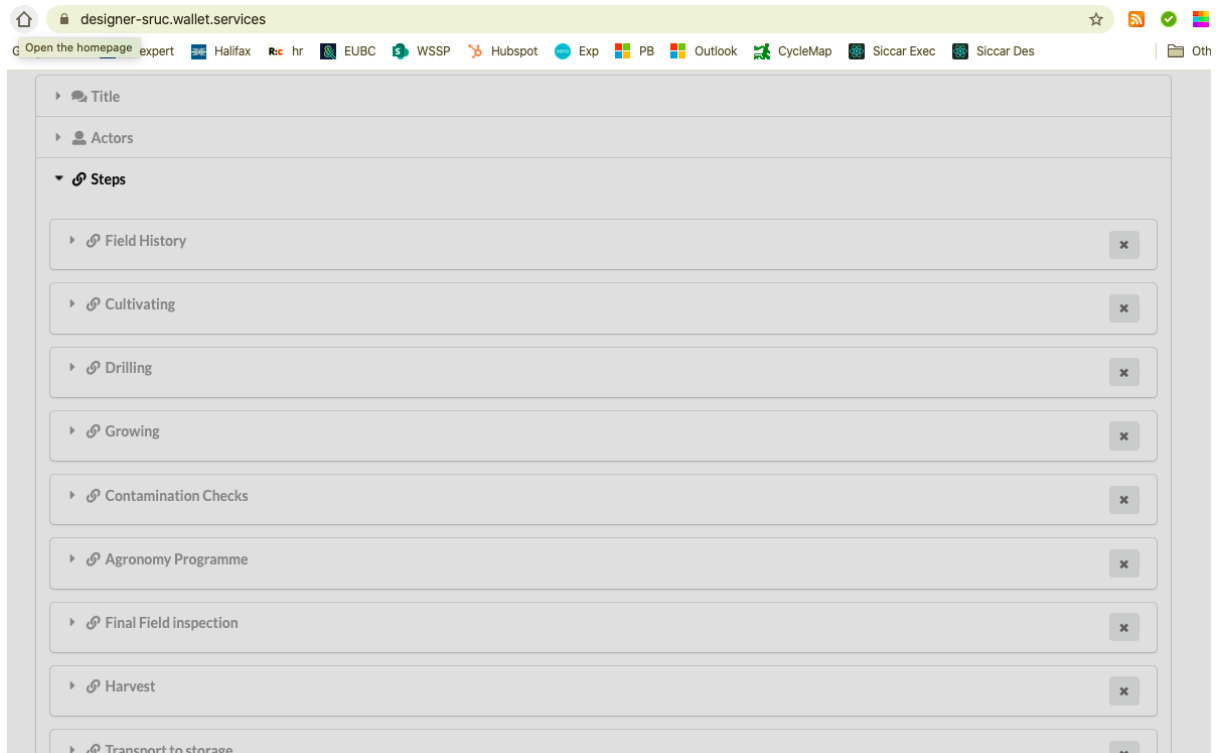
The system will run in parallel with existing business software, extracting the data and information required to provide the necessary evidence. In this project data entry was achieved manually but to facilitate ease of use and help encourage wider uptake, this needs to be accomplished automatically. In order to achieve these aims, the group are seeking funding for a project to further develop and improve the system including;

- Extending the ledger to other upstream operations in the supply chain e.g. processing, manufacturing, retail and potentially consumers
- Automatic uploading of data from other software applications, sensors and mobile devices
- The addition of environmental data, especially carbon output, as a means of the chain and the individual businesses working towards net zero.
- Further developing the proof of assurance through providing remote access to Assurance businesses for certification and auditing purposes.

11. ANNEXES

Example of the DLT/Blockchain workflow diagram





The SICCAR executor enabled the different parties to upload digital data at <https://executor-sruc.wallet.services/>.



Client: The Soil Association Yellow News
Source: The Press and Journal (Inverness, Highlands & Islands)
Date: 04/09/2019

Keyword: The Soil Association
Page: 34
Reach: 7867
Size: 410
Value: 4001.60

Simple scan on way to ensure oat provenance

Traceability: Origin of food, including gluten-free, will be held on database

BY GEMMA MACKENZIE

Shoppers could soon be able to scan a QR code on a packet of oats to trace their origin and ensure they are gluten-free.

A project, overseen by the Soil Association Scotland-led Rural Innovation Support Service (Riss), is looking to develop distributed ledger, or blockchain, technology to allow oats to be traced back to their place of production.

The project, which involves six Aberdeenshire farmers, SAC Consulting and Edinburgh-based data company Wallet Services, was recently awarded £97,466 from the Scottish Government's Knowledge Transfer and Innovation Fund (KTIF).

The Booth family of Savock Farm, Newburgh, near Ellon, is involved in the project alongside the Russells of Dams of Craigie Farm, Whitecairns, Aberdeen.

As well as working together in the Riss group, the two families are building an oat-processing mill so they can further

guarantee a premium for their gluten-free oats. Although oats are naturally free of gluten, they are often processed in factories that may contain wheat or

barley.

"Our simple idea is that someone will be able to pick up a packet of oats in the supermarket, scan a QR code, and see a whole dashboard of information tracing the oats' journey from farm to shelf," said Andrew Booth.

"As farmers we want to produce something the customer wants. Food scares have focused people's minds, and consumers with coeliac disease have a limited selection, although the majority of people buying gluten-free are making a lifestyle choice. We want to be able to keep offering a premium for gluten-free oats in the supply chain."

He said the farmers involved in the project were already recording various processes and actions at field level from shed cleaning to crop spraying and harvesting, but often on paper.

The digital platform being developed by Wallet Services will enable them to digitise the data and make it available to anyone.

Explaining the technology, Wallet Services marketing manager Iona Murray said: "Distributed ledger means multiple

organisations can track and trace the exchange of data. It allows the data to exist outwith any one database, and be accessed by the people who need to see it. And the data is tamper-proof so we know it can be trusted."

RISS group facilitator Paul Mayfield, a food and drink consultant with SAC Consulting, said: "With this system we could offer consumers absolute assurance and maintain the premium for farmers."

"We are currently bringing in processors to complete the supply chain, which would then be transparent at the click of a button."

"If we can do it for oats we could ensure the same traceability for potatoes, or soft fruit, organic produce or anything we like. And it tilts some power in the supply chain back towards the producers."

"If we can do it for oats we could do it for anything we like"



UK Key Regionals

Yellow News...

Client: The Soil Association Yellow News
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Date: 04/09/2019

Keyword: The Soil Association
Page: 34
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AMBITION: Andrew Booth of Savock Farm hopes shoppers can scan a code on products to see relevant details

KANTAR MEDIA

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Client: The Soil Association Yellow News
Source: The Courier (Main Edition)
Date: 04/09/2019

Keyword: The Soil Association
Page: 36
Reach: 10554
Size: 390
Value: 3525.60

Technology to trace oats' provenance a step closer

CROPS: Simple scan on packet would let shoppers know contents are gluten free

GEMMA MACKENZIE

Shoppers could soon be able to scan a QR code on a packet of oats to trace their origin and ensure they are gluten-free.

A project overseen by the Soil Association Scotland-led Rural Innovation Support Service (RISS) is looking to develop distributed ledger, or blockchain, technology to allow oats to be traced back to their place of production.

The project, which involves six Aberdeenshire farmers, SAC Consulting and Edinburgh-based data company Wallet Services, was recently awarded £97,466 from the Scottish Government's Knowledge Transfer and Innovation Fund.

The Booth family of Savock Farm, Newburgh, near Ellon, is involved in the project with the Russells of Dams of Craigie Farm, Whitecairns, Aberdeen.

As well as working together in

the RISS group, the two families are building an oat-processing mill so they can further guarantee a premium for their gluten-free oats. Although oats are naturally gluten free, they are often processed in factories that may contain wheat or barley.

"Our simple idea is that someone will be able to pick up a packet of oats in the supermarket, scan a QR code, and see a whole dashboard of information tracing the oats' journey from farm to shelf," said Andrew Booth.

"As farmers we want to produce something the customer wants. Food scares have focused people's minds, and consumers with coeliac disease have a limited selection, although the majority of people buying gluten-free are making a lifestyle choice. We want to be able to keep offering a premium for gluten-free oats in the supply chain."

He said the farmers involved in the project were already recording various



By Gordon Davidson

Farmers pioneer 'farm to shelf' digital assurance on gluten-free oats

A GROUP of six north east Scotland oat growers are working together on a new form of foodstuff assurance that could help protect quality premiums – and tip some power back towards primary producers.

The farmers are working with SAC Consulting and a data company to develop a distributed ledger or blockchain technology that will allow shoppers to trace their oats right back along every step and process in the supply chain, and be completely sure that what they are eating is gluten-free. The project, overseen by the Soil Association Scotland-led Rural Innovation Support Service, was awarded a £1,400 of the Scottish Government's Knowledge Transfer and Innovation Fund last week, and promises to provide a blueprint for how producers might accurately share the origin of other foods with consumers.

The Booth family of Saxeck Farms, Newburgh, produce 1500 tonnes of oats a year alongside fellow group member the Russells of Dams of Craige Farm, Whitecraig. As well as working together in the RISS group, the families are also building an oat processing mill, so they can further guarantee a premium for their gluten-free oats. Oats are naturally gluten free but are often processed in factories that may contain contaminants such as wheat or barley.

"Our simple idea is that someone will be able to pick up a packet of oats in the supermarket, scan a QR code, and see a whole dashboard of information tracing the oats' journey from farm to shelf," said Andrew Booth. "As farmers we want to produce something the customer wants. Food scares have focussed people's minds, and consumers with Coeliac have a limited selection, although the majority of people buying gluten-free are making a lifestyle choice. We want to be able to keep offering a



ANDREW BOOTH

premium for gluten-free oats in the supply chain."

Permitted gluten levels in the UK are 20 parts per million, but in the rest of the world it's limited to five or less – as such, the levels in oats coming out of mixed

grain facilities can trigger an auto-immune response in people with Coeliac disease or severe gluten allergies.

The RISS farmers are already recording various processes and actions at field level, from shed-cleaning to

crop-spraying and harvesting, but often on paper. The platform being developed by Edinburgh-based distributed ledger company Wallet Services will enable them to digitise that data and make it available for anyone who needs to see it. "It'll make recording simpler and in real time," said Mr Booth.

Iona Murray, marketing manager of Wallet Services, said: "We're pretty excited about this. We're interested in the agricultural sector, with the rise of food allergies, veganism and interest in food standards. Once we establish this proof of concept, it will offer opportunities to assure the quality of different end products."

She explained the concept of a digital 'blockchain': "Distributed ledger means multiple organisations can track and trace the exchange of data. It allows the data to exist outwith any one database, and be accessed by the people who need to see it. And the data is tamper-proof so we know it can be trusted."

SAC Consulting food and drink consultant Paul Mayfield acted as group facilitator, connecting the farmers with the tech company and helping them work together.

"For some things you need a team," added Mr Booth. "Paul organised conference calls with Hannah from Wallet Services that I took from the combine. The KTIF money now enables us to take the blockchain beyond our mill to the processor and eventually the supermarket."

"With this system we could offer consumers absolute assurance and maintain the premium for farmers," agreed Mr Mayfield. "We are currently bringing in processors to complete the supply chain, which would then be transparent at the click of a button. If we can do it for oats we could ensure the same traceability for potatoes, or soft fruit, organic produce or anything we like. And it tilts some power in the supply chain back towards the producers."

European Union remains the single biggest market for Scotch whisky exports

SCOTLAND'S overseas food and drink exports increased by £296 million – 11% – in the first half of 2019, to a record high of £3 billion.

The latest trade statistics from HMRC show that whisky exports were central to that growth, increasing to £2.2 billion – up 10.8% on the year.

However, the European Union remained the single biggest market for whisky, accounting for almost 30% of all exports, which increased by 6.1% (£36 million) compared to the first half of

2018.

In fact, the European Community bought £543 million of total Scottish food exports – almost two-thirds of the total value and an increase of £50 million relative to the same period in 2018.

Scottish rural economy secretary Fergus Ewing said: "Scotland's food and drink sector continues to go from strength to strength, thanks in part to a close working relationship between government and the industry in recent

years. It's now an integral part of our economy, worth £15 billion, and employs thousands across the country."

"These latest figures serve to remind us just how important our European neighbours are to that success though, and exactly how much we stand to lose by leaving the European Union – particularly in the event of a no-deal Brexit. This government will do everything we can to ensure that does not happen, and support our food and drink sector to continue to flourish."

Scotland's Rural Colleges commended by higher education watchdog

STUDENTS and staff at SRUC are well supported particularly with regard to mental health, reports the verdict of the Quality Assurance Agency for Higher Education, which sent five independent experts to review SRUC earlier this year and has now commended the college in four areas.

■ its effective mechanisms for identifying and supporting students' needs

■ its communication with members of staff

■ its approach to academic staff development

■ its development of a Health and Wellbeing Strategy

Students told QAA reviewers that they are well supported and that the help on offer, especially from academic staff, was delivered effectively.

The report did make a number of recommendations to SRUC, asking it to:

■ review the needs and experience of distance learning students;

■ enhance the ways in which data is used to support decisions around students' learning experiences;

■ review the balance of responsibilities and accountability between academic committees and operational structures;

■ conclude work aimed at ensuring greater consistency in the timeliness of assessment feedback provided to students.

Academic director James Newbold said: "We're immensely pleased to have been commended on our work to support students, particularly around mental health. It is a demonstration to the public of the relationships between our students, the SRUC Association, lecturers and our support teams."

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KTIF Final Report Guidance

Guidance:

- Introductory section explaining the basis for the project utilising rural development regulation you appropriate EU Grant Measure (ie. 16.1), making mention of the operational group (if appropriate), the roles and responsibilities of members and what the group set out to achieve;
- Report back on project aims and objectives and if they've been achieved – much of this can be pulled from the KTIF application;
- Detailed information on actual spend and how much was underspent (if any and a reason). How much funding was provided, from where (ie. 75% or 100% co-funded by SG/EU) and details of the project duration and milestones;
- Section on 'Lessons Learned'. Things which were highlighted as issues, resolved or to do better if done again. We understand some project won't work out as well as hope but be honest about this. By identifying limitations we can target the problem;
- Pull information in from the other reports your project has produced (ie. Progress Reports and Evaluation Reports) or as appropriate annex these;
- Remember your audience. Avoid too technical language and don't assume the reader has in-depth knowledge.
- A table detailing communications which have gone out (where, when and the size of the audience) and commentary would be beneficial;
- Detailed information on actual spend and how much was underspent (if any and a reason). How much funding was provided, from where (ie. 75% or 100% co-funded by SG/EU).