

Dear BIBAFOODS Participants,

This is the first **BIBAFOODS Newsletter** which we plan to circulate among project participants about every 3rd month. The purpose of the newsletter is to keep you updated on scientific progress, management issues and other things relevant to the project. In case you would like to have something posted in the newsletter, please send the text in an e-mail to Henriette Hansen (henha@food.ku.dk), and please remember to add links etc. The next letter will be published **8 September 2014**.

Recruitment

The first Early Stage Researchers (ESRs), or PhD students, as you may prefer to call them, have already signed contracts with BIBAFOODS partners. University of Lorraine has hired **Ileana Alexandra Pavel** (ESR1) and **Fernanda Haffner** (ESR 2). Ileana will start 1 September 2014, and Fernanda Haffner started 1 July 2014, and we welcome both to the project. University of Copenhagen has selected two ESR students who are presently in the process of signing their contracts.

When you have employed a researcher....

Please make sure that you submit a **Declaration on the Conformity in the Participant Portal** as soon as possible after you have signed a contract. The declaration must be submitted in the portal **no later than 20 days after the employment has started**, and you can submit as soon as the contract is finalized. Once in the portal in the "My area, My project(s)" sheet, please do as follows:

- Click the pink RD (Reporting Deliverables) button in the BIBAFOODS project line
- Click "Documents" in the left-hand menu
- Select document type: "Declaration on the Conformity" and click "Create new document"
- Fill out the form, please select "Employment Contract" in the relevant field
- Submit the declaration
- E-mail the employment contract to Henriette Hansen (henha@food.ku.dk)
- Send an e-mail to inform Henriette Hansen (henha@food.ku.dk) and Line Rose Lenskjold (line.lenskjold@adm.ku.dk) about your submission. During 5 - 27 July you should contact Katrine Vendelboe (katrine.vendelboe@adm.ku.dk)

If you need help to access the Participant Portal, please contact Line, Katrine or Henriette.

Update from the first Supervisory Board Meeting

No comments were received for the minutes. A pdf-file with the minutes will be circulated to all partners.

Website

The project website is available at <http://bibafoods.ku.dk/>. Please let us know if you have suggestions for the website - we are still working to create a closed forum on the website, but it may take some months before it is possible to access this.

Best regards,

Jens Risbo, Marité Cárdenas, Line Lenskjold and Henriette Hansen