



Deliverable No.3.2

Mobility monitoring toolkit



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Author(s)	Michael Mrisa
Contact e-mail(s)	michael.mrissa@upr.si
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Executive Summary

This deliverable relates to WP3 (Talent Mobility for Capacity Building), and specifically to Task 3.2: Mobility implementation, monitoring and reporting, which relies on the documents developed in D3.1 to monitor and support all mobilities.

According to the mobility plan developed in D3.1, here we make sure that each Talent: 1) follows a training plan (Talents are asked to specify if the training is from LETSGROW to identify and capture other potential recurrent trainings that could be integrated in the LETSGROW training opportunities), 2) before the mobility, fills the PCDP before departure with the respective mentors, 3) is provided the MSP from their host institution to facilitate technicalities, and 4) fills in the RP before return, to be implemented and reflected on.

1. Mobility monitoring

Each document from D3.1 has been made available to all partners through the shared LETSGROW repository and is also being distributed by email upon request so that the talents are monitored. Thanks to the established mobility calendar, each Talent is monitored through their personal PCDP and RP, each mentor on both host and sending institutions have been identified and are collaborating to define the research or training work to be realized during the mobility. The delivery of complete PCDP and RP will be monitored by UP as WP3 leader and implementation also monitored by the Coordinator.

The Consortium will maintain an updated registry of all mobilities and respective projects, the Talents' PCDP and the RP, and the training undertaken. These records are stored in a secure digital format and only accessible to the WP3 leader and Coordinator, and can only be used for monitoring and statistical purposes. Moreover, a questionnaire will be sent to the Talents two to three months after the end of the return phase to assess changes to the Talent employment and career conditions. This process will ensure continuous monitoring of progress, monitoring at mid-point at the point of return to the sending institution, and monitoring of the impact of the mobilities.

As required or requested, non-disclosure agreements are signed between sending and hosting institutions to ensure adequate working conditions and intellectual property rights of all partners are respected. A template has been developed to support this aspect.

Each Talent is required to provide a report on the activities undertaken, detailing the outcomes for the Talent, the training attended, skills gained and the project results.

In addition, as the needs and requirements of the academic and industry sectors are different, the templates of the PCDP and RP have been adapted by LETSGROW's team of psychologists for greater flexibility as well and adjustment to different profiles, and to ensure the highest standards of guidance and support to the Talents. These will be revised at project mid-term.

2. Mobility adjustment

Due to the nature of academic life, changes have and will be occurring all along the project implementation. To address this situation, we are enabling, after agreement between all parties, modifications to the mobility program, as long as they respect the following constraints:

- The modifications are acceptable to both the host and sending organizations.
- The modifications do not impact negatively the research performed or the publication objectives.
- The modifications must remain within the allocated budget or must be financed from external sources under the responsibility of the requester of the modification.
- The modification requests are duly reported and justified to the WP3 leader and Coordinator.

Conclusion

This deliverable relies on the tools developed in D3.1 and describes how the procedures are implemented through the implementation of LETSGROW. This work is being realized in collaboration with the international offices of the partners so that the good practices developed from LETSGROW are integrated into the internal processes of the partner institutions, leaving a long-lasting impact on the quality of mobility support that those offices provide.