

## QUALITY MANUAL

### 1. BACKGROUND

#### 1.1. Presentation of the Foundation

Agropolis Fondation is a foundation for scientific cooperation that was created in February 2007. Its endowment of €20.5 million has been provided by the State and its four founders:

- the Centre for International Cooperation in Agricultural Research for Development (CIRAD);
- the French National Institute for Agricultural Research (INRA);
- the French Research Institute for Development (IRD);
- the International Centre for Advanced Studies in Agriculture Sciences (Montpellier SupAgro).

The scientific network supported by the foundation includes about 1 200 scientists; it focuses on Plants in the broad sense of the term (plant, from its genes to its environments to its final uses for food and non-food uses). This network brings together teams specialising in biological, engineering and social sciences, working on a wide range of temperate, Mediterranean and tropical species.

The Foundation's role is to support a development-oriented multidisciplinary research relating to major issues in the North, South and the Mediterranean. This includes funding of Fellowships for international scientists and funding for scientific projects.

#### 1.2. Scope

The quality process covers all of the Foundation's activities. Its goal is to meet the requirements of ISO 9001-V2008. After analysis and consideration of the services and activities carried out within the Foundation, the following requirements are not applicable:

- 7.3 - Design and development: this requirement of the standard does not apply because Agropolis Fondation does not develop any product.
- 7.6 - Management of surveillance and measurement equipment: this requirement does not apply because Agropolis Fondation does not use measuring equipment to ensure that products comply with specified requirements.

#### 1.3. Outsourced processes

- a) *Accounting*: assigned to an accounting firm, any accounting documents that are generated are checked by the secretary general before being sent to the auditor for approval.
- b) *Preparation of employee payslips, tax and social security declarations*: assigned to the same accounting firm, checked by the assistant and secretary general, these items come within the scope of audit procedures carried out by the auditor.
- c) *IT management*: this management is included in the services provided by Agropolis International, two computer specialists are responsible for this task in liaison with the secretary general.

#### 1.4. The Management's Commitment

*To achieve a high degree of professionalism, the Foundation has set up a quality management system covering all of its activities and which focuses on:*

1. *Guaranteeing the transparency, reliability, efficiency, effectiveness and responsiveness of its grant-making procedures and of the follow-up of funded projects.*
2. *Meeting the requirements and expectations of its stakeholders and clients: Ministry of Higher Education and Research, charter members, partner organisations, and research units of its scientific network.*

*To achieve that goal, the Management undertakes to:*

1. *Set up an organisation suited for its ambitions.*
2. *Train and empower the staff of the Foundation's operational team.*
3. *Set up continuous improvement of the management system.*

*Anne-Lucie Wack  
Director of Agropolis Fondation*

## 2. ORGANISATION

### 2.1. Stakeholders

The Foundation is composed of the following:

- a Governing Board, which is the foundation's decision-making body;
- the Board's permanent *Bureau* which deals with current affairs of the Foundation;
- a Science Council, which is in charge of evaluating support actions, is consulted on the general scientific policy and the network's action programme, and gives its recommendations on proposals to be funded;
- a Group of Research Unit Leaders, whose role is to promote cooperation between units with a view to generating collaborative projects and proposals.

Under the authority of the Director of the Foundation, the operational team has the following main roles: financial and administrative management, supporting the work carried out by the Foundation's bodies, managing calls for proposals and running the network.

To determine their requirements and assess their satisfaction, client feedback is generated throughout:

- meetings of the various bodies making up the Foundation, particularly the Group of Research Unit Leaders, whose members represent the scientists in the network's units that benefit from the Foundation's actions;
- satisfaction surveys regularly sent to members of the Science Council, to scientists who have submitted proposals during Calls for Proposals, to scientists whose proposals have been funded and to international scientists supported by the Foundation and who are hosted in its scientific network;
- within the Governing Board in accordance with the Foundation's statutes, through the minutes of the meetings and analysis of voting.

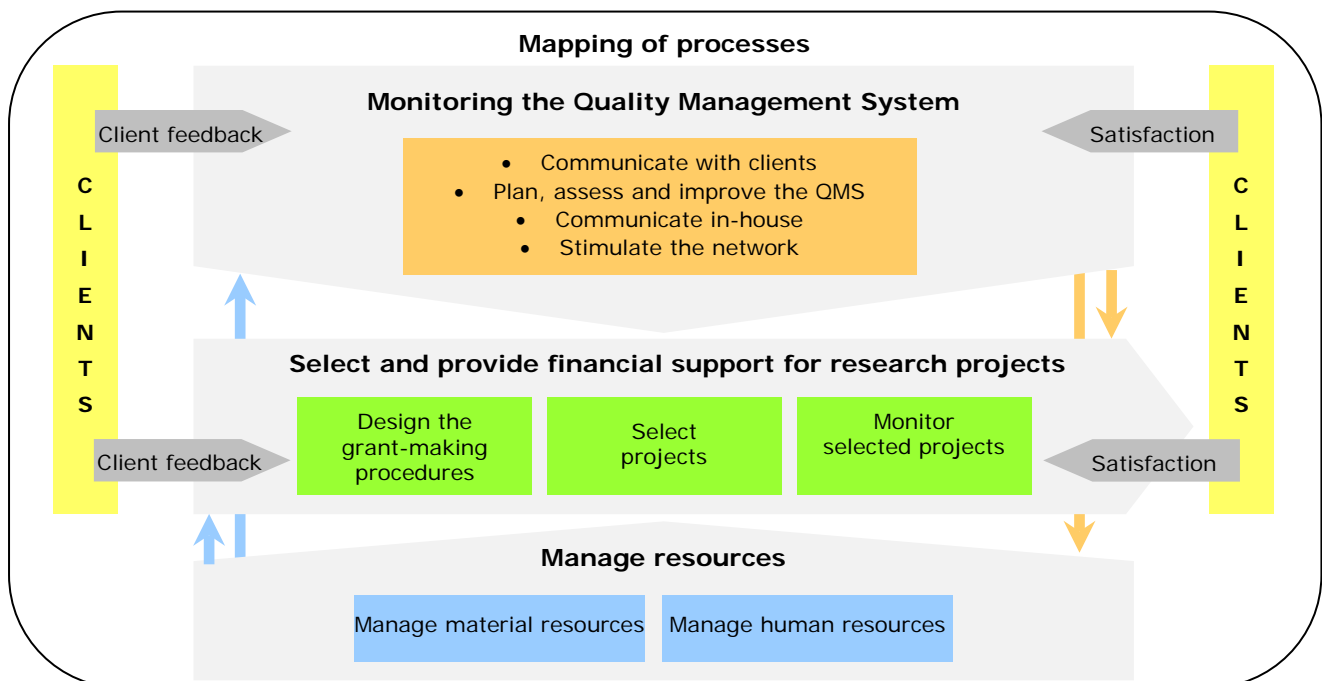
### 2.2. Quality Management System

The documentation system consists of the quality policy which states the strategic objectives, the quality manual which sets out the organisation and procedures that define the principles for controlling the processes.

The process manager is responsible for ensuring the control and effectiveness of the process, initiating improvement actions and monitoring their effectiveness in achieving the objectives that were set and ensuring the continuous improvement of the process.

<i>Process</i>	<i>Manager</i>
Manage the Quality Management System	Director of the Foundation
Select and provide financial support for research projects	Programme Officer
Manage resources	Secretary General

The diagram below identifies the main processes and their interaction:



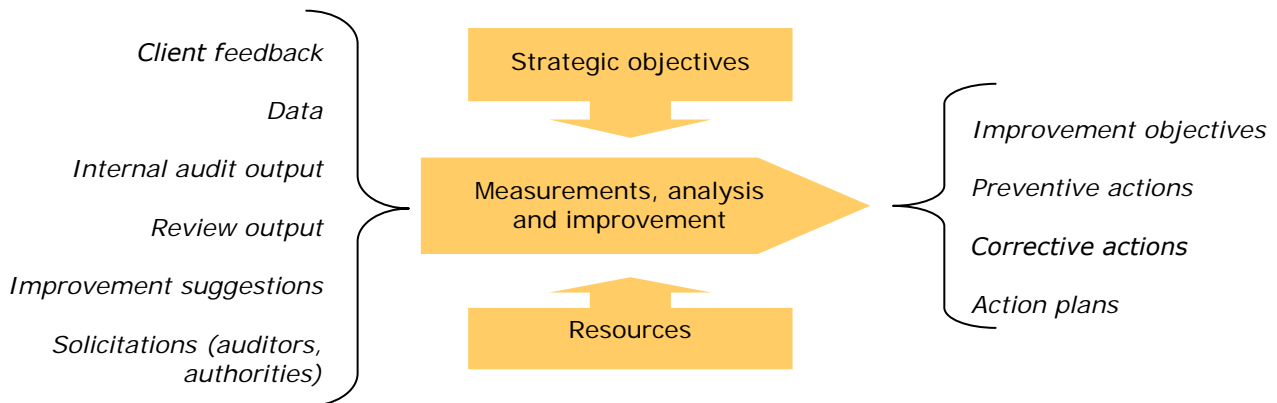
### 3. "MONITORING THE QUALITY MANAGEMENT SYSTEM" PROCESS

The purpose of the process is to plan, assess and improve the quality management system with a view to achieving the set objectives. The various roles and responsibilities are determined by Management and published on the Agropolis Foundation's website. The management assigns personnel the means and resources needed to achieve the objectives.



The monitoring of the Quality Management System is assigned by management to the quality manager under the authority of the secretary general.

The implementation of continuous improvement takes place in particular during management reviews, process reviews, audits and monthly quality meetings, as shown below:

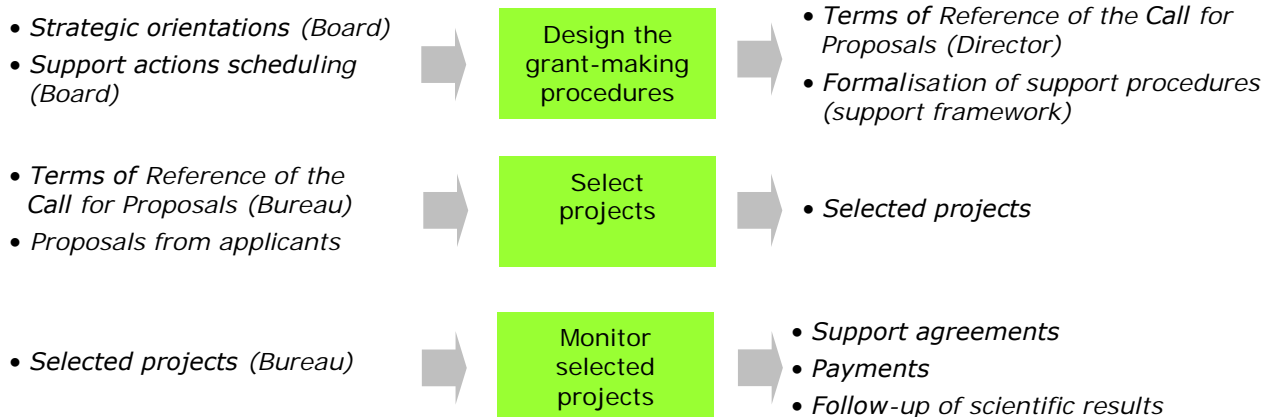


<i>List of procedures</i>	
PM01	Control over documents
PM02	Control over recordings
PM03	Internal audit
PM04	Control over anomalies
PM05	Control over corrective and/or preventive actions
PM06	Organisation of Board meetings
PM07	Organisation of Science Council meetings
PM08	Funding by the Foundation

#### 4. "SELECT AND PROVIDE FINANCIAL SUPPORT FOR RESEARCH PROJECTS" PROCESS

The input data are the legal requirements, the obligations stipulated in the agreement on objectives between the State and Agropolis Foundation, the policy and decisions of the various bodies making up Agropolis Foundation and the expectations and needs of scientists in the network and its partners.

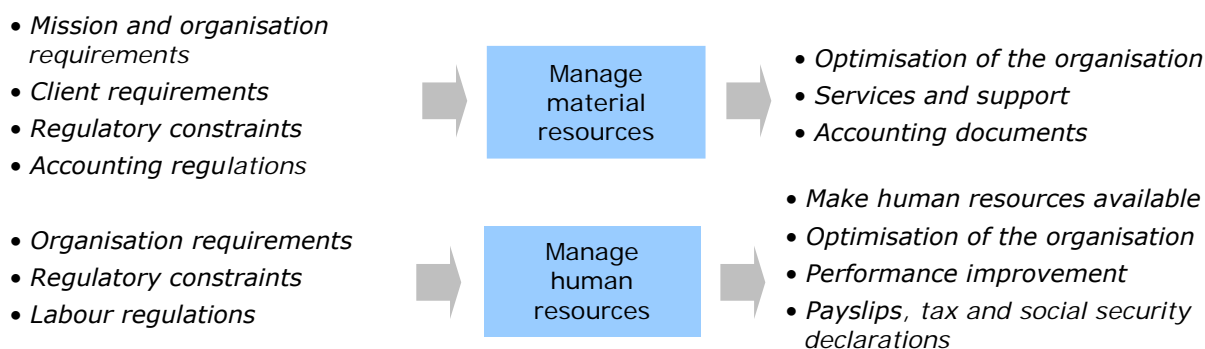
The output data are the acts of assigning funding and the decisions and notifications relating to projects that are not selected or not eligible.



List of procedures	
PR01	Design the support procedures
PR02	Launch a call for proposals (CFP)
PR03	Allocate "Urgent Funds"
PR04	Prepare and modify support agreements
PR05	Fund transfer
PR06	Monitor a selected project

#### 5. "MANAGE RESOURCES" PROCESS

The purpose of the process is to manage the allocation of financial support environment by providing human, material, financial and information resources and the common services needed to achieve objectives.



List of procedures	
PS01	Manage purchases
PS02	Reimburse expenses
PS03	Pay external expert-evaluators
PS04	Pay staff members
PS05	Pay members of the Science Council
PS06	Manage staff leave