

Part B Section 3 – Implementation Turning plans into action

Proposal template Part B: technical description

1. Excellence

1.1 Objectives and ambition *[e.g. 4 pages]*

1.2 Methodology *[e.g. 15 pages]*

2. Impact

2.1 Project's pathways towards impact *[e.g. 4 pages]*

2.2 Measures to maximise impact - Dissemination, exploitation and communication *[e.g. 5 pages]*

2.3 Summary (Canvas table)

3. Quality and efficiency of the implementation

3.1 Work plan and resources *[e.g. 14 pages – including tables]*

3.2 Capacity of participants and consortium as a whole *[e.g. 3 pages]*

Part B – Section 3

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3.1 Work plan and resources *[e.g. 14 pages – including tables]*

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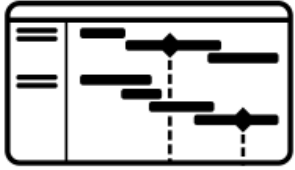
 Please provide the following:

- brief presentation of the overall structure of the work plan;
- timing of the different work packages and their components (Gantt chart or similar);
- graphical presentation of the components showing how they inter-relate (Pert chart or similar).



Work Breakdown Structure (WBS)

- 7 A deliverable-oriented breakdown of a project into smaller components
- 7 WBS is a hierarchical and incremental decomposition of the project into phases, deliverables, and work packages
- 7 It is a tree structure, which shows a subdivision of effort required to achieve an objective



Gantt and Pert Charts

- ❏ A **Gantt** chart is a type of bar chart that illustrates a project schedule. This chart lists the tasks to be performed on the vertical axis, and time intervals on the horizontal axis. The width of the horizontal bars in the graph shows the duration of each activity.
- ❏ A **Pert** chart works by visually representing a project's tasks and the dependencies connected to each one.

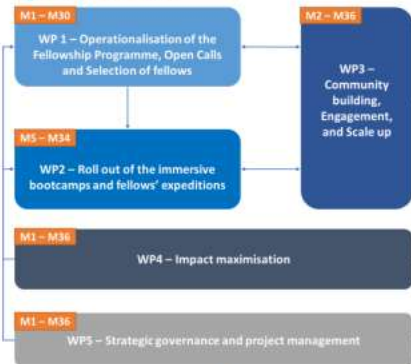
Overall structure of the work plan

3 Implementation

3.1 Work Plan and resources

3.1.1 Overall work plan structure

Figure 3: Pert chart



WP1 is about ensuring that modalities of the Fellowship programme are in place to be able to kick start the open calls for fellows' applications and select the fellows that will go on expeditions to the U.S. and Canada. **WP1** will also be about setting up the support services that will be provided to the fellows during their expeditions in order to boost their collaboration with host organisations. **WP2** includes pre-departure training and preparation for fellows, the actual rollout of fellows' expeditions to the U.S. and Canada, the follow up of fellows' and hosts collaboration during expeditions, the provisions of on-demand support services to boost their collaborative projects and the organisation of competitions and award ceremonies. **WP3** consists in expanding the network of host organisations, reinforcing partnerships with former hosts organisations in the U.S. and Canada, and establishing additional partnerships with new host organisations both in the US and CA through the outreach campaign in both countries. In addition, NGI Enrichers aims to ensure that a high number of applications are received through the open calls and the highest number of fellows are funded by the outreach campaign among the EU. **WP4** consists of all outreach, dissemination, communication activities promoting the project and building its visibility among the project relevant project stakeholders. Promotion opportunities to the EU, US and CA will be undertaken in this WP, public events and other activities enhance the community. An initial Exploitation and Sustainability Plan will be created at an early project stage, implemented, and updated enduring the course of the project, in line with the strategy and governance. **WP5** defines the structure, architecture of the NGI Enrichers' entity and defines its strategy, ensuring its sustainability over time. By creating the optimal strategic environment and its governing structure, setting up an Advisory Board, enabling a sound collaboration with stakeholders from all regions as well as relevant structures during the project. Project management activities will ensure the efficient implementation of the support activities and outcomes as well as synergy across the consortium and expert groups and with the US and Canada associated with this call. Project management will include managing smooth information and communication, ongoing coordination and quality management, and preparing the project management reports, cost state reviews, including internal reporting. The following Gantt chart presents the planned timeline for all WP.

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Example

Overall structure of the work plan

Based on the overall approach and research strategy formulated in section 1.3.2 the CSA is structured into six work packages (Figure 3):

WP 1 –Methodology and mapping: The methodological tools and approaches will be designed in order to carry out a comprehensive mapping of initiatives, structures, instruments and key gaps for and across the relevant sectors and macro-regions, covering geographical levels from regions to EU. Methods and mapping will be fine-tuned according to stakeholders' information needs.

WP 2 - Analysis: The information base elaborated in WP1 will be analysed in order to identify key starting points and best-practices how to improve the functioning of the innovation-ecosystems. In a co-creation process with multi-stakeholder groups these analytic results will be transformed into practical, implementation-oriented guidelines.

WP 3 –Implementation: Good practices and guidelines resulting from WP 2 will be implemented, tested and validated in practice. This includes various networking and matchmaking events in order to promote the dialogue and collaboration among different stakeholders and across the different sectors of the bioeconomy and food-systems and validation the findings from good practices.

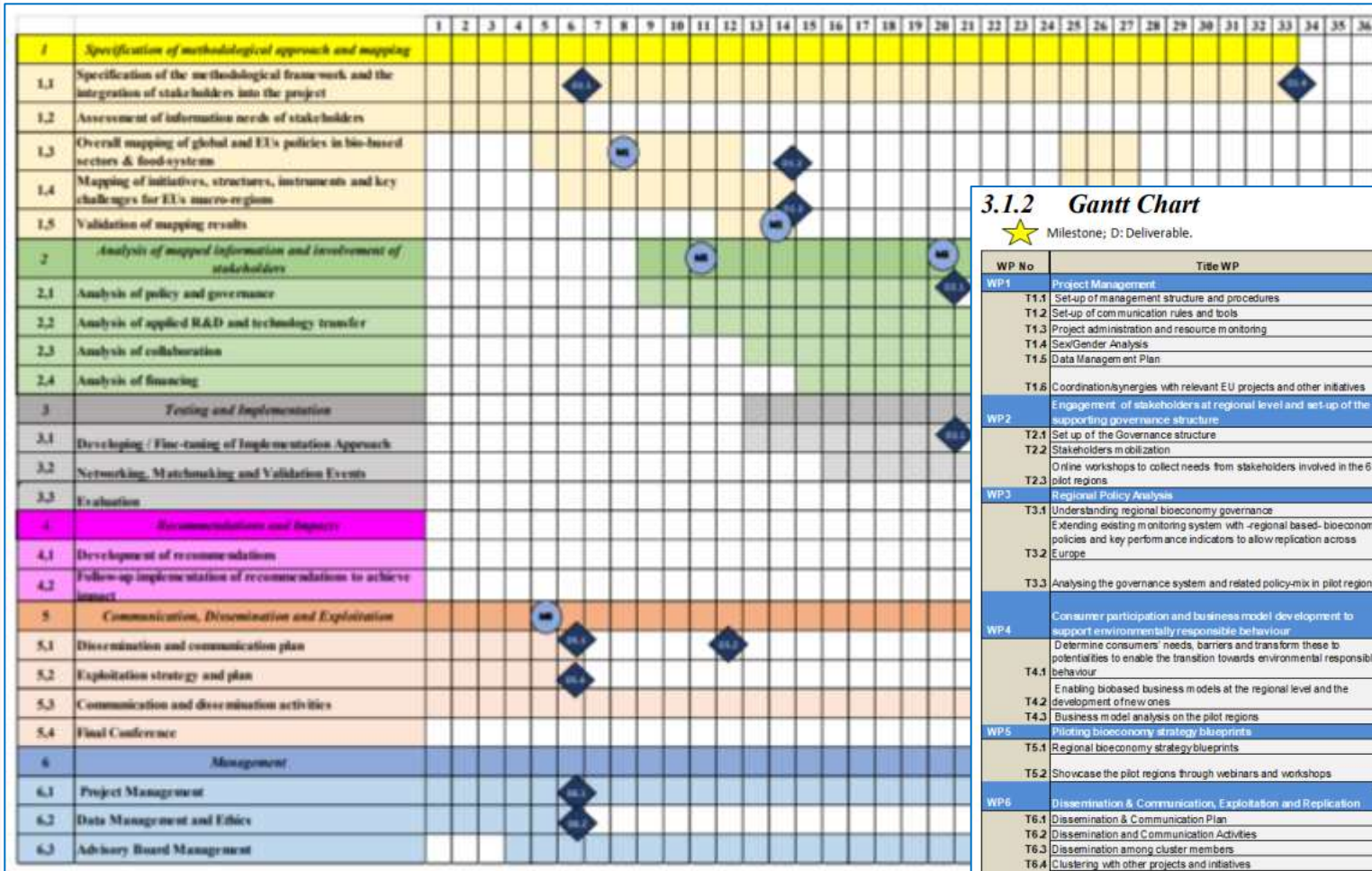
WP 4 – Recommendations: The consortium will deduce recommendations for policy actions, guidelines good-practices for financing, collaboration, technology transfer and other issues concerning the deployment of innovations in the bioeconomy, and co-creatively refine them with all relevant stakeholder groups. Follow-up events will be conducted, to ensure that the recommendations are understood, actively reflected and implemented into stakeholders' activities and action plans.

WP 5 – Communication and dissemination: The consortium will provide stakeholders at European, macro-regional, national and regional level, with the information about the ShapingBio project's activities, events, achievements and recommendations. It will also collaborate with other projects. ShapingBio will also define a strategy on how the project results can be exploited by stakeholders in the medium to long term.

WP 6 – Project management: WP 6 will coordinate, support and facilitate the consortium interactions for the smooth implementation of the project activities including liaison with the Commission and stakeholder advisory group.

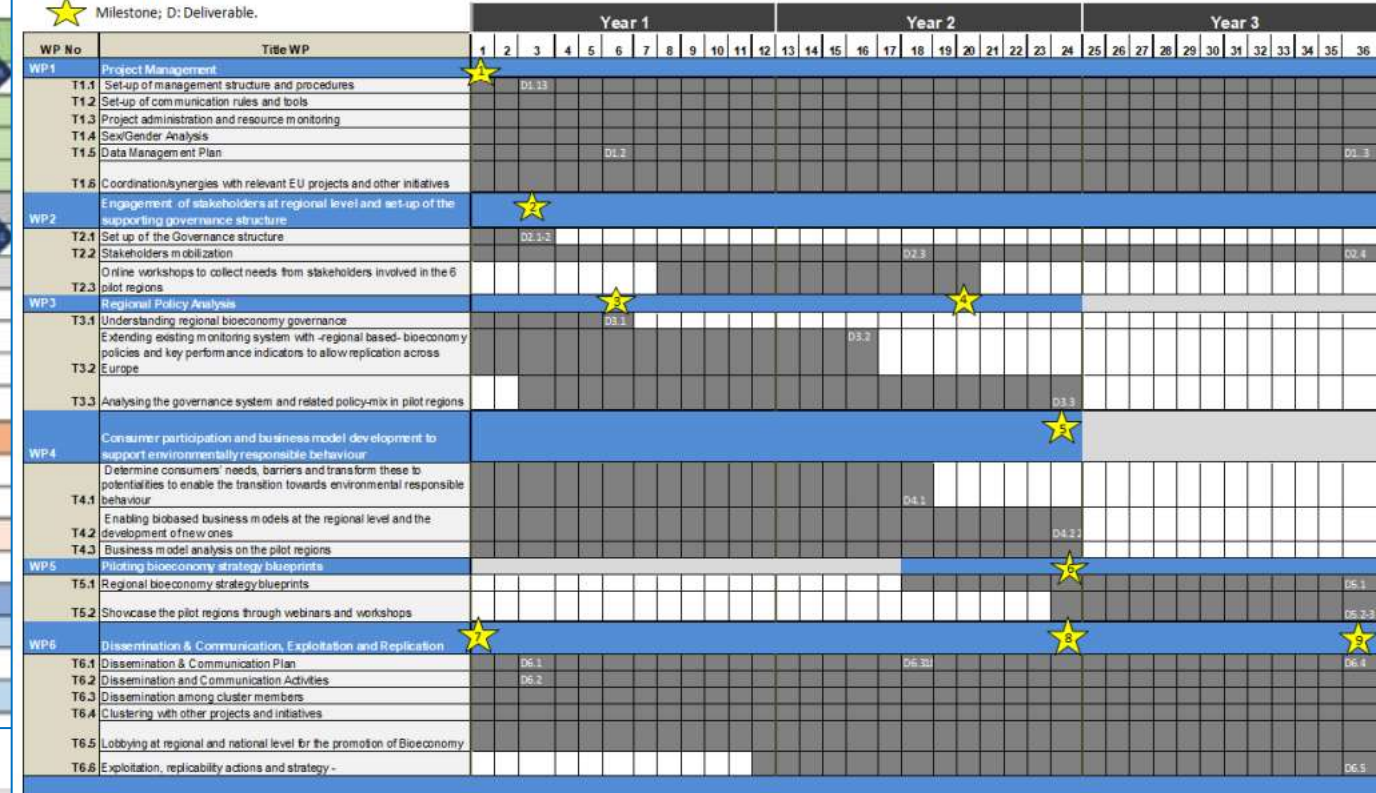
Gantt chart

Example



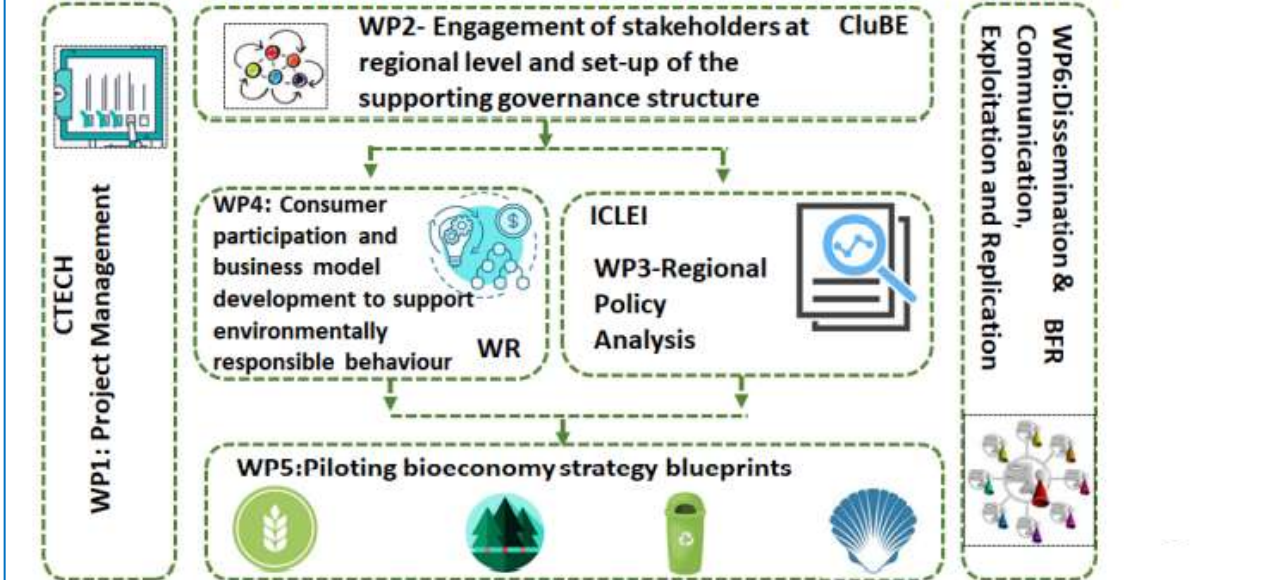
3.1.2 Gantt Chart

★ Milestone; D: Deliverable.



Pert chart

3.1.1 Brief presentation of the overall structure of the work plan (Pert Chart)



Example

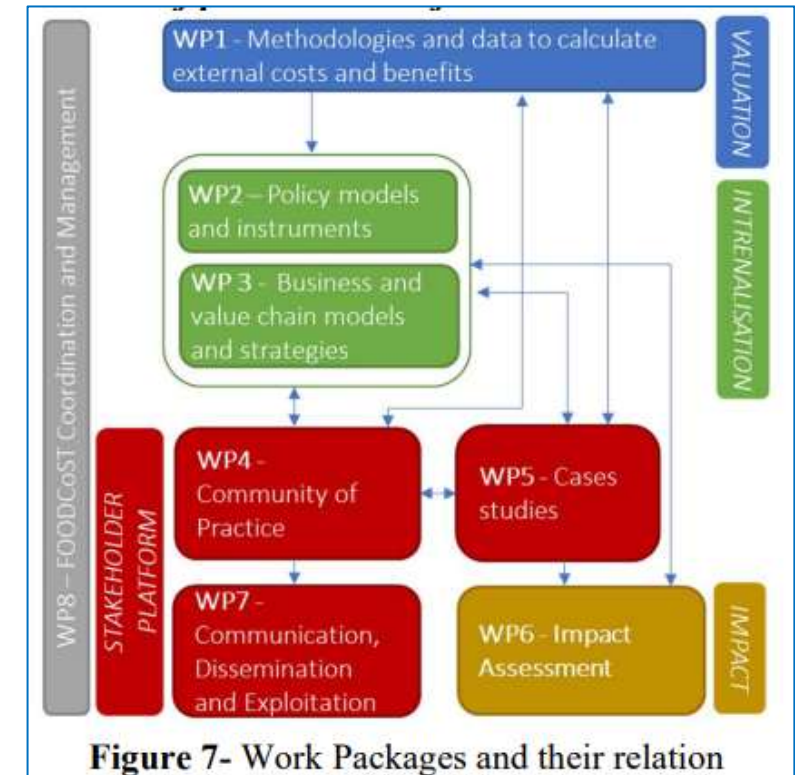


Figure 7- Work Packages and their relation

**Table 3.1b: Work package description**

For each work package:

Work package number	
Work package title	

⚠ Participants involved in each WP and their efforts are shown in table 3.1f. Lead participant and starting and end date of each WP are shown in table 3.1a.)

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants. For each task, quantify the amount of work. Provide enough detail to justify the resources requested and clarify why the work is needed and who will do it. Deliverables linked to each WP are listed in table 3.1c (no need to repeat the information here).

Example

Work package number	5
Work package title	Social acceptance, citizen engagement and sustainability assessment

Objectives

O5.1 To develop and implement the engagement strategy for industry, citizens and policy makers; **O5.2** To promote awareness on reliability of the technology as to enhance public acceptance and trust and increase the likelihood of its adoption; **O5.3** To perform a sustainability assessment in the light of DNSH principles; **O5.4** To inform policy makers and authorities towards the integration of geothermal H&C in the industry sector

Task 5.1 Engaging with civil society and policy makers (M10-M36) Leader: - **Participants:**

A. The Engagement Strategy (D5.1) prepared by APRE will consider findings from other projects addressing social acceptance (e.g. GEOENVI), the literature review and approach on societal engagement implemented by the Horizon Europe COMPASS, ALFA and MARINEWIND and H2020 W4RES, and the first findings coming from T1.2 and T1.3 to improve awareness on the socio-economic and environmental impacts of geothermal energy. The strategy defines which actions to undertake and which methodologies to apply to move from one level to a higher level of acceptability and trust. The planned activities, include: i) at least 2 awareness campaigns based on the findings of Task 1.3, focused on specific themes (1 targeting citizens and 1 targeting industries) ii) at least 2 mobilisation and mutual learning workshops involving local communities and local authorities both in Italy (onsite) and Ukraine (if possible onsite) to be held by M26 and coordinated by . iii) Survey with questionnaires at M32 to assess the new level of

Project Management Work package

▣ Possible tasks:

- Project governance, coordination and strategic decision making
- Legal, scientific, administrative and financial Management and Reporting
- Data management
- Ethical issues
- Advisory Board Management (optional)

▣ Possible deliverables:

- Data Management Plan (M6)
- Project Management Plan (M4)
- Ethical requirements (M4)

▣ *Don't add as deliverable: technical and financial reports*

Dissemination, Communication and Exploitation Work package

Possible tasks:

- Dissemination and communication plan (or strategy) and materials
- Dissemination and communication activities
- Exploitation of the project results (Replicability, Sustainability: optional)
- Ecosystem building: clustering with other projects and initiatives (optional)

Possible deliverables:

- Dissemination & Communication Plan (M6)
- Interim Dissemination & Communication activities Report (M18, M36)
- Exploitation Plan (M6, M36)



What is the difference?

	→ Dissemination	→ Communication (Outreach)
Type of information shared:	Connected to the results	Connected to the results and the project
Type of Audience:	Audience that can use the results	Multiple audience
Literacy of the Audience:	Target with a high level of scientific literacy	Target with different knowledge
Aim of the sharing:	Facilitate the exploitation of results	Increase the visibility of the project and its results
Time of sharing:	It starts with the prouduction of the first results	It starts right away

*Scientific publications
Policy brief/roadmap
Training/demonstration
Sharing results on online repository
(research data, software, reports)*

*Newsletter Press release
Project factsheet, brochure
Social media (blogs, Twitter,
Facebook, LinkedIn)*

Project website, videos, interview, articles in magazines, exhibitions/ open days, guided visits, conference, presentation and workshops.



COMMUNICATION, DISSEMINATION AND EXPLOITATION IN RESEARCH

WHAT IS THE DIFFERENCE?

Communication: Promote your action and result




Inform, promote and communicate your activities and results

 Reaching multiple audiences

 **When?**
From the start until the end

 **Why?**
Legal obligation of your Grant Agreement

 **How?**

- well-designed strategy
- clear messages
- media channels


Dissemination: Make your results public

Open Science: knowledge and results (free of charge) for others to use



 **When?**
At any time, and as soon as the action has results

 Not only to scientists

 **How?**
Publishing your results


 **Why?**
Legal obligation of your Grant Agreement

Exploitation: Make concrete use of results




Commercial, Societal, Political Purposes

 Not only by researchers

 **How?**

- Creating roadmaps, prototypes, software
- Sharing knowledge, skills, data

 **When?**
Towards the end of the project and beyond

 **Why?**
Legal obligation of your Grant Agreement



Milestones

- ❏ **Control points** in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin
- ❏ They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken
- ❏ A milestone may be a **critical decision point** in the project where, for example, the consortium must decide which of several technologies to adopt for further development
- ❏ The achievement of a milestone should be verifiable



Deliverables

- ▮ A report that is sent to the Commission or Agency providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements)
- ▮ A deliverable is an element of output within the scope of a project. It is the result of objective-focused work completed within the project process



3.1.4 List of deliverables (table 3.1c);

Del.	Deliverable name	WP N°	Lead part.	Type	Diss. level	Date
D1.1	Harmonised methodology for the calculation of the externalities	WP1		R	SEN	M40
D1.2	Overview and documentation of relevant data for the calculation of the externalities of food	WP1		R	SEN	M40
D1.3	EU-global database on externality costs including an open-source dataset of national external cost values	WP1		DATA	PU	M36
D1.4	EXTERNALISATION VALUATION Guide	WP1		R	PU	M40
D1.5	Measuring degrees of internalisation of externalities	WP1		R	SEN	M42
D2.1	Report on policies with internalised externalities at the EU, national and regional levels	WP2		R	SEN	M18
D2.2	EXTERNALISATION Policy modelling framework for internalisation	WP2		OTHER	PU	M30
D2.3	Report on policy recommendations	WP2		R	PU	M48
D3.1	Overview of innovative value chain and business models and strategies to internalise externalities	WP3		R	SEN	M12
D3.2	Mapping of the barriers	WP3		R	SEN	M12
D3.3	EXTERNALISATION Business and Value chain INTERNALISATION tools	WP3		OTHER	PU	M30
D3.4	Report on recommendations for primary producers and businesses in the food sector	WP3		R	PU	M48
D4.1	Map of stakeholders	WP4		R	SEN	M10
D4.2	CoP Engagement Strategy	WP4		R	SEN	M10
D4.3	Lessons learnt, recommendations and action points	WP4		R	SEN	M24, M48

Example



Table 3.1e: Critical risks for implementation

Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

Definition critical risk: A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

Level of likelihood to occur: Low/medium/high

The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

Level of severity: Low/medium/high

The relative seriousness of the risk and the significance of its effect

Ref.	Risk	Likelihood	Severity	Contingency action	Responsibility
HCPV Cell, WP1, WP5	The final cell efficiency being much lower than 45%	low	medium	Stress the efficiency of the optical part to recover the cell's performance loss respect to the target	Bloomfield
Optics design, WP1	The optical system doesn't meet the angular performance requirements	low	low	Work harder on the pilot module's assembly line to guarantee a higher precision in the optics and receivers assembly process. Stress the tracker's accuracy	Bloomfield
Primary optical element, WP4	The plastic injected reflector does not meet the shape	low	high	Try different materials and injecting machines. Make a second mould with pre-distorted shape to	Bloomfield

#	Description of risk (likelihood/impact on project)	Related WPs	Proposed mitigation measures
1	Difficulty in accessing EU-wide data on health literacy and the related landscape. (low/middle)	WP1 WP5	Efforts will be deployed to gather data on all relevant aspects of the health literacy and landscape on different levels. The consortium will involve its direct networks and other initiatives to gather data from different sources.
2	Failure to mobilize and include a broad range of stakeholders in the co-creation processes. (low/high)	WP2 WP3 WP4	WISE-UP consortium has made sure during the development of this proposal that relevant initiatives are addressed by taking on available outputs and integrating trusted communities. The consortium will leverage on the partners' networks and on the Advisory Board contacts.
3	Delay due to ethical approval, low response rate to recruitment for co-design (low/medium)	WP4	WISE-UP will establish early cooperation with partners and networks to identify requirements and timeline for ethical approval in the respective countries to spark interest and secure the timely delivery of the results.
4	Public awareness about the WISE-UP action and results remains low, the sustainability of the outcomes is not granted. (low/high)	WP6	By M5, WISE-UP will draft and deliver the initial Impact Master plan covering strategies for stakeholder engagement, communication & dissemination, as well as sustainability of the project. These strategies will be implemented, fine-tuned and monitored throughout the project, with evidence in 4 related interim / final action reports.
5	Volume of work needed beyond the budget and additional work not planned, performed "on demand" (medium/medium)	All	Consortium has a good capacity to plan and monitor project activities and introduce mitigation measures. The monitoring framework will be introduced early to spot the mismatch in the work plan and delivery. The Advisory Board will monitor the quality of the results.

Table 3e - Critical risks for implementation





Risks Management

- ⌘ A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives
- ⌘ Level of likelihood to occur (Low/medium/high): The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place
- ⌘ Level of severity (Low/medium/high): The relative seriousness of the risk and the significance of its effect



Table 3.1f: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	WPn	WPn+1	WPn+2	Total Person-Months per Participant
Participant Number/Short Name				
Participant Number/Short Name				
Participant Number/Short Name				
Total Person Months				

Example

Partic. No - Short Name	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	WP11	Total P/M
n1 -	0	0	59.5	0	0	0	5	5	7	9	48	133.5
n2 -	2	0	15	0	2	22	37	4	10	1	11	104
n3 -	31	12	8	36	34.3	0	2	1	3	1	2	130.3
n4 -	0	15	15	28.5	6	6	0.5	3	5	5	1	85
n5 -	0	0	14	0	0	0	8	1	6	1	1	31
n6 -	0	5	18.5	2	0	0	1	1	2	1	1.5	32
n7 -	1	12	6.5	1	6.5	6	0.5	1	4	1	0.5	40
n8 -	2	0	0	12	31	0	2	2	2	2	4	57

Table 3.1g: 'Subcontracting costs' items

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

Participant Number/Short Name		
	Cost (€)	Description of tasks and justification
Subcontracting		

Example

Participant	Cost (€)	Description of tasks and justification
#2 / GAC	15000€	Subcontracting part of the technical development of the health literacy landscape visualisation tool in line with the rule of best service for value.

Table 3g - subcontracting justification

3.1.8 Subcontracting costs (table 3.1g)

2/AKI		
Subcontracting	€40,500	AKI will subcontract to the Hungarian Soybean Producers the following activities: 1) In situ collection of soybean samples (600-800 in total) and of production and technical data, conduction of NIR measurements: € 31,500; 2) Professional assistance in developing and validating a pricing model for locally grown non-GM soybeans: € 6000; 3) Professional assistance in developing a certification scheme and IP label proposal: € 3000.
7/ECO		
Subcontracting	€30,000	ECO will subcontract 30k€ to Tollwood (Germany), 10k€ to GutEssen (Austria): the subcontracts will analyse the national diet recommendations, make proposals for alternative diets, choose participating local canteens, support local canteens in providing information on value chains (purchase analysis) and in executing surveys (canteen responsible as well as consumers). In addition, Tollwood adapts its menu manager to the local requirements in the



Table 3.1h: 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

Please complete the table below for each participant if the purchase costs (i.e. the sum of the costs for 'travel and subsistence', 'equipment', and 'other goods, works and services') exceeds 15% of the personnel costs for that participant (according to the budget table in proposal part A). The record must list cost items in order of costs and starting with the largest cost item, up to the level that the remaining costs are below 15% of personnel costs.

Participant Number/Short Name		
	Cost (€)	Justification
Travel and subsistence		
Equipment		
Other goods, works and services		
Remaining purchase costs (<15% of pers. Costs)		
Total		

← New

Example

Total	76,000	
9/PX	Cost (€)	Justification
Travel	12,000	Travel to regular project meetings, workshops and trade fairs.
Oth good ser	20,000	Consumables and spare parts for pilot scale processing setup.
Total	32,000	
Subcon/cting	1,000	Microbial analysis of live and processed insects (at external lab)
11/IO	Cost (€)	Justification
Travel	12,400	Travels to project meetings, visits to other partners and 4 congresses presences.
Other goods and services	40,600	Insect production boxes and pallets, consumables (juvenile insect feed and other products, publishing in open access, workshops organization in Santarem
Total	53,000	
12/TALOS	Cost (€)	Justification
Travel		
Oth good ser		
Total		
13/APRE		
Travel		
Other goods and services		
Total		

11. FG (including the third party)	Cost (€)	Justification
Travel	10400	Travel of 1 person to 5 project meetings (T8.2), travel of 1 person to 4 workshops (T2.2), travel of 1 person to workshops/events (T2.3), travel of 1 person to awareness raising events (T5.2)
Equipment	0	
Other goods and services	38200	Organization of 1 workshop and travel reimbursement for 15 stakeholders (T1.2), reimbursement for 2 stakeholders (T2.2), logistics of 2 visits (T2.3), organization of 2 workshops and travel reimbursement for 20 stakeholders (T5.1), logistic of 1 workshop (T5.3)
Total	48600	

12. LUKE	Cost (€)	Justification
Travel	10400	Travel of 1 person to 5 project meetings (T8.2), travel of 1 person to 4 workshops (T2.2), travel of 1 person to workshops/events (T2.3), travel of 1 person to awareness raising events (T5.2)
Equipment	0	
Other goods and services	90800	Organization of 1 workshop and travel reimbursement for 15 stakeholders (T1.3), reimbursement for 4 stakeholders (T2.2), logistics of 2 visits (T2.3), implementation of actions at Piloting Site (T4.5), logistic of 1 workshop (T5.3)
Total	101200	

3.2 Capacity of participants and consortium as a whole [e.g. 3 pages]

Note: The individual members of the consortium are described in a separate section under Part A. There is no need to repeat that information here.

- Describe the consortium. How does it match the project's objectives, and bring together the necessary **disciplinary and inter-disciplinary knowledge**. Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate.
- Show how the partners will have access to critical **infrastructure** needed to carry out the project activities.
- Describe how the members **complement** one another (and cover the value chain, where appropriate)
- In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.
- If applicable, describe the **industrial/commercial** involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.2).
- Other countries and international organisations: If one or more of the participants **requesting EU funding** is based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in the Work Programme General Annexes B are automatically eligible for EU funding), explain why the participation of the entity in question is essential to successfully carry out the project.



APRE

Agenzia per la Promozione
della Ricerca Europea

Thank you for your attention!