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MAINSTREAM BIO

MAINSTREAMING SMALL-SCALE BIO-BASED SOLUTIONS ACROSS RURAL EUROPE

D6.1

Management and Quality Plan

Q-PLAN International

25/11/2022

Funded by the European Union

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PU	Public, fully open	x
SEN	Sensitive, limited under the conditions of the Grant Agreement	
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DOCUMENT HISTORY

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0.4	19/10/2022	1st draft version distributed by Q-PLAN for feedback amongst all project partners	Q-PLAN
0.5	14/11/2022	Deliverable sent for quality review	Q-PLAN
0.6	21/11/2022	Quality Reviewers added comments and suggestions	IUNG, AUP
1.0	25/11/2022	Final version of the deliverable and submission to the EC	Q-PLAN

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ABBREVIATIONS

AB	Advisory Board
CA	Consortium Agreement
EC or Commission	European Commission
DM	Dissemination Manager
DoA	Description of the Action
EU	European Union
EM	Exploitation Manager
GA	Grant Agreement
MQP	Management and Quality Plan

PC	Project Coordinator
PO	Project Officer
QM	Quality Manager
SC	Steering Committee
TL	Task Leader
ToR	Terms of Reference
WP	Work Package
WPL	Work Package Leader

Executive Summary

The present document constitutes the **Management and Quality Plan (MQP)** of the MainstreamBIO project, funded by the European Union's Horizon Europe Research and Innovation programme for Research and Innovation 2021-2027 under Grant Agreement No 101059420. MainstreamBIO's main objective is to get small-scale bio-based solutions into mainstream practice across rural Europe, providing a broader range of rural actors with the opportunity to engage in and speed up the development of the bioeconomy by establishing regional Multi-actor Innovation Platforms (MIP's) in 7 EU countries.

In this context, the Management and Quality Plan defines the overall project management principles and procedures applied in MainstreamBIO, as well as the quality assurance provisions for safeguarding high quality project outcomes. It describes the roles and responsibilities for each project participant, with emphasis on the work breakdown and management, progress reporting, financial monitoring, and payment processes, as well as risks identification and change management.

Proper quality assurance and risk mitigation measures are put in place for MainstreamBIO, with a view to ensuring project outcomes, namely deliverable reports, methodologies, etc., are of high quality and offer value to the project stakeholders. The underlying management and quality assurance mechanisms, as described in this document, are obligatory for all MainstreamBIO partners, while they aim at complementing (and not replacing) the provisions of the Grant Agreement and the Consortium Agreement of the project.

1. General provisions

1.1 Objectives

The current document, titled Management and Quality Plan (MQP) has been elaborated within the framework of the **MainstreamBIO** project which is funded by the European Union's Horizon Europe Framework Programme for Research and Innovation 2021-2027 under Grant Agreement No. 101059420.

MainstreamBIO aims to contribute towards bringing small-scale bio-based solutions into the mainstream across rural Europe via the establishment of 7 regional Multi-actor Innovation Platforms (MIPs) that bring together key regional stakeholders and knowledge holders from the quadruple helix (farmers, experts, technology providers, advisors, policy makers, representatives of civil society, etc.) across 7 countries (Netherlands, Poland, Denmark, Sweden, Bulgaria, Spain, Ireland). The operational model of the MIPs will leverage knowledge and experiences from successful Bioeconomy Hubs run by consortium partners under the framework of key EU-funded projects. The results of the project will deliver and share policy recommendations to inform the design of measures for bringing the implementation of small-scale bio-based solutions into the mainstream across rural areas.

The **consortium** of MainstreamBIO consists of **10 partners across 9 different European countries**, as presented in the table which follows.

Table 1: MainstreamBIO partners

Partner Role*	Partner No	Partner Name	Partner Short name	Country
COO	1	Q-PLAN INTERNATIONAL ADVISORS PC	Q-PLAN	Greece
BEN	2	MUNSTER TECHNOLOGICAL UNIVERSITY	MTU	Ireland
BEN	3	STICHTING WAGENINGEN RESEARCH	WR	Netherlands
BEN	4	INSTYTUT UPRAWY NAWOZENIA I GLEBOZNAWSTWA, PANSTWOWY INSTYTUT BADAWCZY	IUNG	Poland
BEN	5	RISE PROCESSUM AB	PROC	Sweden
BEN	6	AGRAREN UNIVERSITET - PLOVDIV	AUP	Bulgaria
BEN	7	FBCD AS	FBCD	Denmark
BEN	8	EURIZON SL	INNV	Spain
BEN	9	DRAXIS ENVIRONMENTAL SA	DRAXIS	Greece
BEN	10	WHITE RESEARCH SRL	WHITE	Belgium

* COO = Coordinator, BEN = Beneficiary

In this context, the **main objectives** of the MQP are to:

- Ensure the smooth implementation and on time completion of the diverse activities foreseen in the framework of the MainstreamBIO project.
- Safeguard the quality of the activities and deliverables of the project, in line with the contractual obligations that the consortium has undertaken against the European Commission (Commission).

The MQP provides an overview of the management structure as well as the roles and responsibilities of the partners and defines the procedures for progress monitoring, quality assurance and project management.

Important remarks

i) Compliance with the MQP is **obligatory** for all partners of the MainstreamBIO project.

ii) The MQP **complements and does not replace** the Grant Agreement (GA) signed with the Commission, including its Annexes as well as the Consortium Agreement (CA) of the project.

1.2 Structure

The MQP is divided into **6 main chapters**:

- **Chapter 1** includes the objectives of the MQP, a short description of its structure, as well as issues concerning its control (preparation, approval, amendments, distribution, etc.).
- **Chapter 2** presents the management structure of the project as well as describes the roles and responsibilities of the partners in this respect.
- **Chapter 3** analyses the control (quality control, monitoring of changes, management of records/files, etc.) of the documents of the project (deliverables reports, etc.).
- **Chapter 4** addresses project communication issues, both “internal” (between project partners) and “external” (formal communication with the Commission, communication with coordinators/contractors of other relevant projects or initiatives, etc.).
- **Chapter 5** outlines the procedures for distributing the payments made by the EC to the partners.
- **Chapter 6** describes the way in which the project planning and monitoring is performed (work packages, tasks, checks, etc.).

Finally, the **Annexes** of the MQP include (i) a list of files that are directly related with the MQP (administrative, financial management documents and instructions, templates, etc.); (ii) the terms of reference for the Advisory Board (AB) of the project; (iii) a Gantt Chart with the work schedule showing the timing of the project’s deliverables and milestones; (iv) the Work Breakdown Structure of the project including its Work Packages (WPs) and Tasks, list of deliverables, list of milestones, and the interdependencies of the Work Plan components; and (v) a table with the project partners assigned to review the quality of each deliverable foreseen in the context of the MainstreamBIO project.

1.3 Control

The MQP was produced by the **Quality Manager** (QM), Leonidas Parodos from Q-PLAN and approved by the **Project Coordinator** (PC), Evangelia Tsagaraki from Q-PLAN. The PC and the QM are responsible for updating or changing the MQP, when necessary. The PC is also responsible for periodically reviewing the MQP and recommending relevant changes. In case of ambiguities or disagreements regarding the content of the MQP, the Steering Committee (SC) of MainstreamBIO is responsible for taking the final decision. Changes may concern any section of the MQP. In any case, changes are marked appropriately (briefly in the cover page of the MQP, new or modified text highlighted accordingly, etc.). After each change, a new version of the MQP will be published and distributed.

Before the new version is put into force, it will be first sent (by the QM) to the PC and the SC for comments. The QM will consider the comments of the SC and the PC and will finalise the new version of the MQP and upload it to the project repository.

2. Organisational issues

2.1 Management structure

The **management structure of MainstreamBIO** is depicted in the following figure.

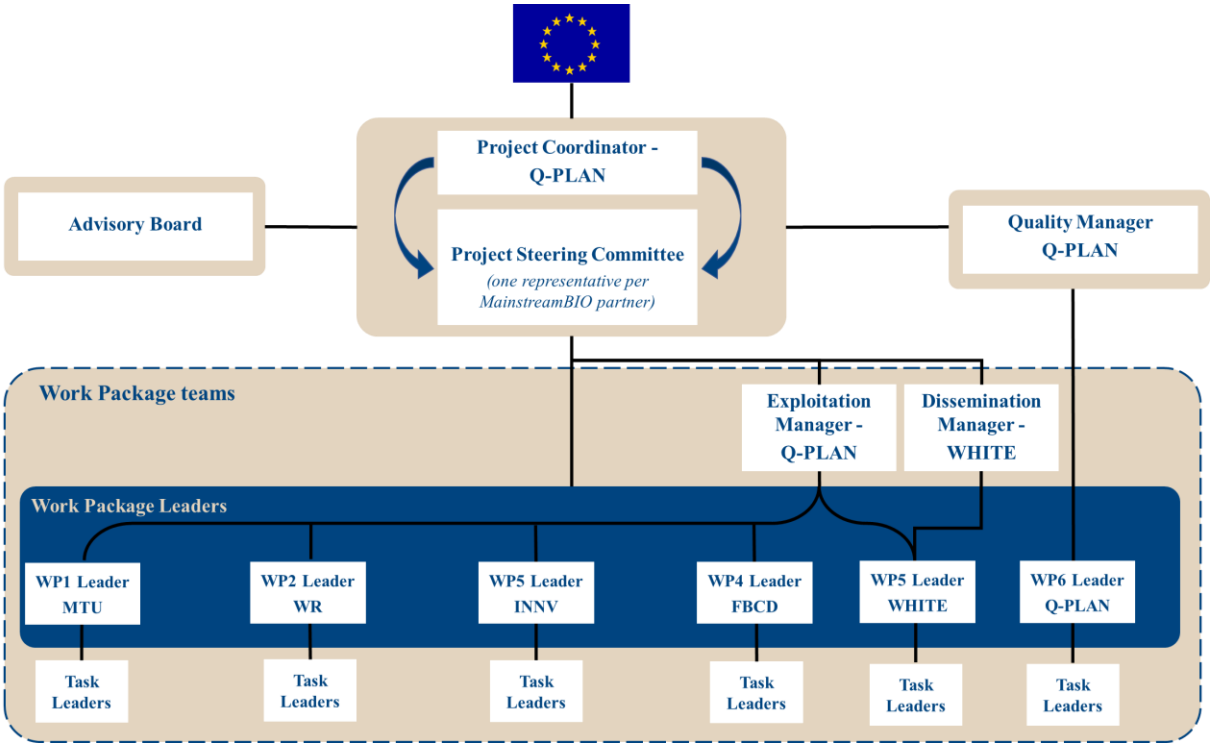

Figure 1: MainstreamBIO management structure

The various management levels, roles and responsibilities are explained below:

The Project **Steering Committee (SC)** consists of one representative per partner and is the highest decision-making body of the project which deals with all key strategic project decisions. Individually, SC members are responsible for the on-time delivery of results on behalf of the partner they represent, assure the quality of the work executed, monitor budgetary and technical results, and gather input for internal and external reporting and documentation. The SC is chaired by the Project Coordinator (PC) and coordinates and manages items affecting the contractual terms with the Commission. The exact authorities, responsibilities and operational procedures of the SC are documented within Annex 1 to the Grant Agreement (GA), namely the Description of the Action (DoA) and, more specifically, within Part A, Section “List of Work packages” (pp. 11) and within the CA of the project (see Articles 6.2 and 6.3).

The **Project Coordinator (PC)** serves as the chairman of the SC (central decision maker of the project) and is responsible for the coordination of project activities. The PC coordinates and manages those items that affect the contractual terms with the EC as well as the technical and scientific activities of the consortium. The mandate of the PC is described within Part A of DoA, in the Section “List of Work packages” (pp. 11), complemented by the provisions of Article 6.4 of the project’s CA.

The Quality Manager (QM) assists the SC and the PC with project implementation. More specifically is responsible to:

- Develop and monitor the projects' MQP.
- Support the evolution of the work plan and provide the PC with advice in terms of monitoring the project's activities and allocating its resources.
- Provide administrative and organisational support for project meetings (preparation, agenda, minutes, circulation of presentations and minutes, etc.).
- Support the PC in handling the financial aspects of the Project (financial monitoring, cost statements)
- Assist the PC concerning both internal and external reporting
- Ensure the effectiveness of internal communication

The **Advisory Board (AB)** is comprised of key stakeholders across Europe. The role of the AB is to provide consultation to both the PC and SC. AB members provide their expertise on the needs and problems that their stakeholder groups are currently facing as well as provide strategic guidance in key stages of the project. More importantly, the members of the AB facilitate access to important European and international stakeholder communities and drive the widespread acceptance and replication of the MainstreamBIO results. The AB operates mostly remotely using online channels, abiding to specific Terms of Reference developed and agreed to this end.

The **Terms of Reference (ToR)** developed for providing meaningful information about MainstreamBIO as well as about the expected contribution of its AB members along with the conditions pertaining to their membership are annexed to the present document (see Annex II). The AB of MainstreamBIO will be open for new members across the duration of the project, allowing for further additional expertise and knowledge to flow into the project, if necessary, while also expanding its reach out to key stakeholder groups across Europe. A short report on the activities of the AB will be included in the progress reports.

All the initially confirmed members were contacted in order to validate their willingness to become members of the MainstreamBIO AB. Overall, 5 experts have currently committed to become members of the AB at this stage of the project (as of 25/11/2022) by providing a signed i) Declaration of Acceptance and ii) an Informed Consent Form. The consortium partners will continue the search for new AB members during the upcoming period in order to complete the project's AB. More specifically, the already committed members are shown in the table below.

Table 2: Composition of the MainstreamBIO Advisory Board

No	Name	Organization	Position	Country
1	Breda Kutin	Slovene Consumers Association	President	Slovenia
2	Dr Vijai Kumar Gupta	Scotland's Rural College	Head Of Research, Expert on Biomass Valorisation & Biorefinery Research	Scotland
3	Marieke van der Werf	MW Adviesgroep BV / Dröge & van Drimmelen	Director / Partner & Senior Policy Advisor	Netherlands
4	Theodore Tsamourtzis	Agrotechnology Export Cluster	Managing Director	Greece

5	Davide Viaggi	University of Bologna	Professor, Expert in Agricultural Economics and Rural Appraisal	Italy

The **Exploitation Manager (EM)** is responsible for the coordination of the MainstreamBIO innovation activities as well as for the successful exploitation of the project's results. The Exploitation Manager defines the project Innovation and IPR Management Strategy, prepares the "Exploitation and Sustainability Plan" (D5.4 Initial due in M6 – February 2023, D5.5 Interim due in M18 – February 2024 and D5.6 Final due in M36 – August 2025). At the same time, the EM ensures that innovative ideas which arise during MainstreamBIO are thoroughly examined and assessed for potential exploitation. The EM is in close communication with the SC to ensure continuous feedback from escalating project activities.

The **Dissemination Manager (DM)** is responsible for the design and implementation of the "Dissemination and Communication Plan and Activities" (D5.1 Initial due in M3 - November 2022, D5.2 Interim due in M18 – February 2024 and D5.3 Final due in M36 August 2025) targeting to create awareness on the scope and activities of the MainstreamBIO project, coordinates the dissemination and sharing of ideas with external stakeholders, and ensures the widest possible diffusion of MainstreamBIO's outcomes to its main target groups.

The **Work Package Leaders (WPL)** are responsible for the coordination of the partners collaborating under their respective work package to ensure the quality of the executed work. The WPL are also responsible for: (a) resolving day-to-day administrative, technical and resource problems within their work package, (b) disseminating information relating to all aspects of the work to the other WPL ensuring smooth coordination of work package activities and (c) reporting to the upper levels of project management (i.e., the PC and SC).

Finally, **Task Leaders (TL)** are responsible for on-time elaboration of the deliverables and results of their respective task. They coordinate the work of the task team and assure the quality of executed work. The resolve day-to-day administrative, technical and resource problems within the respective task and they work under the direct control of their respective WPL and report directly to them.

2.2 Roles and responsibilities

Important remarks

The roles and responsibilities of the SC as well as the PC are mentioned in detail in the CA of the project. **All partners should respect the decisions of the SC**.

Moreover, the roles and responsibilities of each partner are described in detail within Annex 1 to the Grant Agreement (GA), namely the Description of the Action (DoA) and more specifically within Part A, Section "List of Work packages" (pp. 5 - 11) and Part B, Section 3.2 "Consortium as a whole" (pp. 25 - 26).

Important remarks

All partners should take all the necessary **measures** and provide all necessary **resources** for the **on time and smooth elaboration** of their tasks and responsibilities.

The synthesis of the SC as well as the names of the WPL are available within **MQP_MainstreamBIO_E07_SCandWPL** which will be updated if needed during the project.

3. Records and quality control of deliverables

3.1 Records

Throughout the duration of the project, the PC as well as all partners maintain records in electronic and/or paper form. The PC has the responsibility of maintaining the central records of the project. These records include:

- Contractual documents and correspondence with the Commission.
- Correspondence with project partners.
- Deliverables submitted to the Commission.
- The Management and Quality Plan.
- Meeting minutes and progress reports (internal and external).
- Other important documents.

Important remarks

i) Each partner should maintain records of all documents that concern them or for which they are responsible.

ii) Both the PC as well as all partners are responsible for storing and maintaining those documents in a way that they are protected against damage, deterioration or loss.

iii) In particular, with respect to electronic records (digital files), all partners should regularly perform back-ups.

The WPLs are responsible for sending the deliverables of the tasks of each WP to the PC. The **PC is the only one responsible for releasing a deliverable** (publicly and/or to the EC). When a deliverable is released, version 1 is assigned to it. The version changes only after important corrections/remarks from the EC or when a deliverable is updated, according to the work plan described in the DoA annexed to the GA. The **PC is the only one responsible for changing the versions of a deliverable.**

With respect to electronic records (digital files), the following guidelines should be followed in terms of the name of the file:

- File name should preferably not exceed 30 characters. For deliverables, deliverable number and official name as stated in the GA should be part of the file name.
- The author of the file should put the initials of his/her name in the file name. Each file name should contain the initials of the name of its last author.
- File name should contain the date of its last modification.

The abovementioned rules regarding the naming of electronic files apply to deliverables before they are released by the PC. When another version of a deliverable is being elaborated, the file name should also contain the last version. **The new version number will be included within the name of the deliverable only when it is ready for release and only by the PC.**

An **example** demonstrating the rules which apply to the naming of electronic files is provided below:

- **D6.1_Management&QualityPlan_JS_27.11.22.docx** - Deliverable 6.1 (full title: Management and Quality Plan), last author John Smith, date of last modification: 22/11/22, before being released by the PC.
- **D6.1_Management&QualityPlan_v1.docx** - Deliverable 6.1 as it was released by the PC.

- **D6.1_Management&QualityPlan_v1_JD_30.01.23.docx** - Deliverable 6.1, during the elaboration of the second version, last author Jane Doe, date of last modification: 30/01/23, before being released.
- **D6.1_Management&QualityPlan_v2.docx -** The second version of deliverable 6.1 as it was released by the PC.

The latest versions of all deliverables and other documents relevant to the MQP can be found in **MQP_MainstreamBIO_E09_QMdocuments.** The QM is responsible for updating and versioning internal documents forms.

3.2 Quality control of deliverables

All deliverables produced in the context of MainstreamBIO will undergo a dedicated **quality control process** prior to their (internal) approval and ultimate release. The (internal) approval of the deliverables will be considered completed only after the successful completion of the respective quality control process.

In this framework, each deliverable will be examined with respect to its:

- **Content:** to what extent the content of the deliverable is relevant and meets its objectives as set out in the DoA as well as the degree to which it includes all the required information.
- **Quality:** whether the quality of the deliverable is at an acceptable level that meets the specifications / standards that have been set (where relevant) and based on the judgment of the reviewer.
- **Structure, format and appearance:** where necessary and especially with respect to the deliverable's model template.
- **Data / information:** cross-check (where necessary and if applicable) to ensure that no contradictions or overlaps between different deliverables exist.
- **Accordance with the timetable:** check of delivery date which has to be in line with the one agreed.
- **Attached documents:** check if all necessary accompanying documents are attached.

With that in mind, the **1st quality check is implemented by the partner responsible for the preparation of the deliverable**. After its 1st quality check, the deliverable is submitted (keeping the PC in copy) to (i) the WPL of the WP under which the deliverable is being elaborated and (ii) one more partner. Both of them will serve as **quality reviewers** for the respective deliverable. In case the WPL is responsible for the preparation of the deliverable, its quality control shall be performed by two other project partners (see Annex V for more details on the quality reviewers assigned for each deliverable to be produced in the framework of MainstreamBIO).

The **quality reviewers are responsible for the 2nd quality check** of the deliverable, which is implemented with the help of a dedicated **quality review form** (see **MQP_MainstreamBIO_E08_QualityReviewForm**). The quality reviewers inspect the deliverable and if there are any remarks / comments / deficiencies, it is rejected and returned back to the responsible partner for improvement along (with the PC in copy). Quality reviewers shall perform the quality check and respond to the partner responsible for the preparation of the deliverable within **5 working days** by providing the quality review form (QR form) and the commented deliverable. The appropriate adaptations are implemented within **5 working days** by the responsible partner and the deliverable is sent for another quality check to the quality reviewers. The deliverable is then re-

examined to ensure that all comments have been addressed and if necessary, the process is re-iterated. If the quality review process receives too many remarks / comments / deficiencies, it may affect the on-time submission of the deliverable. If the partner responsible for the deliverable realizes that the requested adaptations cannot be carried out within 5 working days, he shall immediately inform the respective WP leader and the PC. When the deliverable is accepted by the quality reviewers, it is then submitted for a **final quality check** to the PC (see Figure 2 on the next page of this document).

The PC releases the deliverable to the Commission only after its internal approval. The entire internal preparation and quality control procedure of deliverables is monitored by the PC. The partners responsible for the deliverables of MainstreamBIO along with the quality reviewers assigned to each one are listed in Annex V.

Some deliverables of high importance for the project will be **reviewed by all partners** prior to the final version (which will reviewed by the respective Quality Reviewers). More specifically the selected deliverables to be reviewed by the whole consortium partners are highlighted in the table below:

Table 3: List of deliverables to be reviewed by all partners

Del. No	Deliverable name	WP	Lead partner	Type	Diss. Level	Project month	Calendar month
D5.1	Dissemination and Communication Plan and Activities - initial version	5	WHITE	R	PU	M3	30 Nov 2022
D5.2	Dissemination and Communication Plan and Activities - interim version	5	WHITE	R	PU	M18	28 Feb 2024
D5.3	Dissemination and Communication Plan and Activities - final version	5	WHITE	R	PU	M36	30 Aug 2025
D5.4	Exploitation and Sustainability Plan - initial version	5	Q-PLAN	R	PU	M6	28 Feb 2023
D5.5	Exploitation and Sustainability Plan - interim version	5	Q-PLAN	R	SEN	M18	28 Feb 2024
D5.6	Exploitation and Sustainability Plan - final version	5	Q-PLAN	R	SEN	M36	30 Aug 2025
D6.1	Management and Quality Plan	6	Q-PLAN	R	PU	M3	30 Nov 2022
D6.2	Data Management Plan - first version	6	Q-PLAN	R	PU	M3	30 Nov 2022

D6.3	Data Management Plan - interim version	6	Q-PLAN	R	PU	M18	28 Feb 2024
D6.4	Data Management Plan - final version	6	Q-PLAN	R	PU	M34	30 Jun 2025

Important remarks

i) In order to ensure that there is enough time for the quality control of each deliverable the respective **deadlines should be set well before the contractual deadline**.

ii) Each partner is responsible for the quality of its deliverables. The PC is the overall responsible for the quality of the whole project.

iii) Where possible, all deliverables are prepared in a standard format based on the template of the present document.

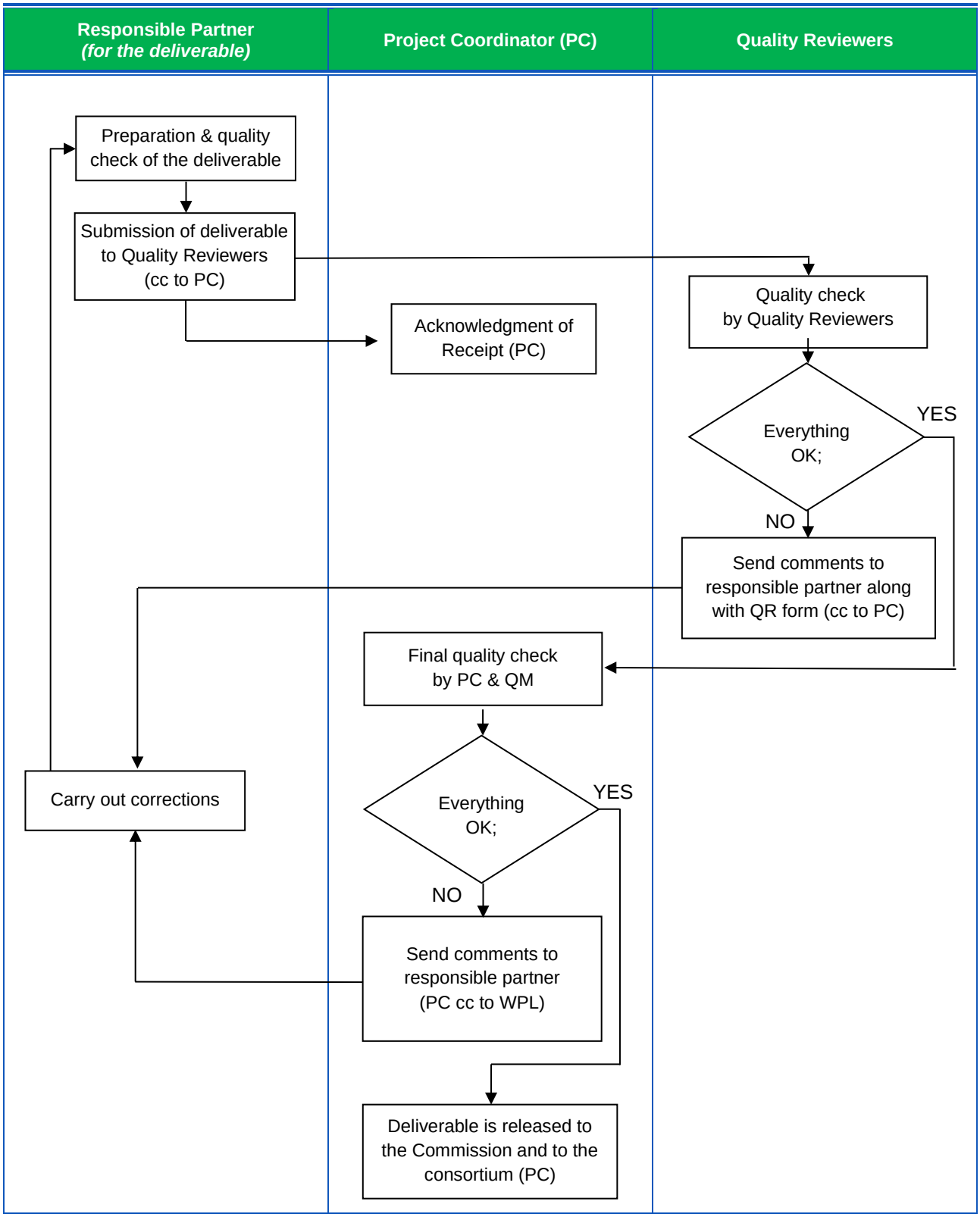

Figure 2: Internal process for controlling the quality of deliverables

4. Project coordination

4.1 Internal communication

Communication between the PC and project partners takes place in any available – convenient way (e.g., e-mail, telephone, teleconferencing, physical meetings, etc.). Internal communication may be distinguished into formal and informal. The PC has the main responsibility of ensuring smooth and effective internal communication.

The **contact details of MainstreamBIO partners** are kept in a separate file (**MQP_MainstreamBIO_E01_PartnerData**). In the event of any change in the contact details or in the project team, partners should notify the PC, who will then inform the rest of the partners (and if necessary, the EC).

Communication for important issues (e.g., sending deliverables, planning meetings, etc.), as well as any formal communication (e.g., project meetings, etc.) should be documented - written (e.g., by preparing the meeting minutes, maintaining an electronic (e.g., emails) or paper copy record, etc.).

Informal communication takes place between the PC, the WPL and the partners (through telephone, informal emails, etc.) and may not be documented. The PC and WPL are expected to communicate regularly with the project partners to follow closely the project and work packages' progress with a view to identify and rectify potential deviations in time.

Close collaboration and communication between project partners are essential, especially in cases where they have to cooperate in order to perform specific tasks of the project.

4.2 External communication

4.2.1 *Communication with the Commission*

The PC is solely responsible for the communication with the responsible Project Officer (PO) of the Commission with respect to the project. **Project partners should not contact the PO.** Only in exceptional cases, and if the PO requires so, may a project partner contact directly the PO. In such a case, the PC is kept fully informed (in writing) about the content of the communication.

The PC has the responsibility of submitting to the Commission all reports and deliverables of the project. The PC also provides to the Commission any additional information and / or clarification (that have been requested by the Commission). Finally, **the PC keeps all partners informed about any important communication with the Commission.**

4.2.2 *Communication with third parties*

Project partners may and should communicate with third parties (e.g., businesses, public authorities, innovation intermediaries, EEN members, National Contact Points, other EU-funded projects, etc.) within the context of the project. In all external communications, a reference to the project should be made (e.g., project acronym, EU programme, GA No, etc.).

4.2.3 *Complaints – disputes*

The members of the SC as well as the WPL will notify immediately the PC for any events or circumstances that may significantly affect the performance of the work executed in the frame of the

work package which they are leading. Indicative examples include (i) suggestions for considerable improvements and modifications/changes in the methodology, timetable and task allocation, (ii) potential delays and (iii) disputes between partners. It is highlighted that disputes between partners can become a risk to the project and if so, specific process is being followed (see section 6.5 of this document). In that case, the respective WP leader and the PC will cooperate to develop a proper contingency plan for the identified risk.

The PC will be responsible for and try to resolve the abovementioned issues by consulting with the QM, the WPL and any partner directly involved in the respective work package. The PC will try to achieve a compromise between the conflicting parties, based on consensus taking into account the conformance to the objectives and work plan of the project.

If the mediation of the PC does not turn to be successful, then the PC will forward the conflict to the SC for taking the final decision. The SC will try to respond to changes or settle conflicts by achieving consensus among the parties involved. If consensus cannot be achieved and/or conflicts still remain unresolved, the SC will decide on the matter via vote. Further details with respect to decision-making, conflict resolution as well as management of internal administrative-financial issues are incorporated in the project's CA. **In any case, the mediation process and the final decision is reserved to the PC and the SC.** When necessary, the PC informs the Commission requesting feedback.

5. Payments

The EC provides the EU contribution in 3 payment moments over the project's lifetime:

1. Pre-financing in the beginning of the project (upon signature of the GA): 80% of the total EU contribution, minus 5% of the maximum grant amount which the Granting Authority keeps for the Mutual Insurance Mechanism.
2. Payment after the end of the 1st project period.
3. Payment after the end of the 2nd project period – end of the project, including the Mutual Insurance Mechanism contribution.

The process to be followed for the distribution of the pre-financing to the MainstreamBIO partners, as described in the CA, is the following:

- 80% of the pre-financing is distributed to the partners not later than thirty (30) calendar days after the payment by the Granting Authority.
- 20% of the pre-financing is distributed to the partners after the submission by partners and acceptance by the PC of the 2nd internal progress report of MainstreamBIO (expected in M12).
    - The acceptance by the PC, and hence the payment, may require some additional time (M13).

Regarding the 2nd and the 3rd payment, the steps involved in the payment and distribution process are the following:

1. All scheduled reports and deliverables for the period must have been submitted.
2. Commission confirms that targets have been achieved through a successful official review meeting.
3. The Granting Authority pays the PC based on the periodic financial reports and other financial provisions.
4. The PC conducts the payment of the respective amounts.

6. Work-planning, monitoring and control

6.1 Work-planning

The project work-plan is divided into Work Packages (WPs) and each WP into Tasks. The overall work-planning of the project is presented in "**MQP_MainstreamBIO_E02_WorkPlanning"** and includes:

- ✓ the WP and respective tasks.
- ✓ the duration, start and end dates for each task and WP as a whole.
- ✓ the responsible partner and the partners involved; and
- ✓ the respective deliverables, both external (as mentioned in the DoA of the GA with the EC) and internal.

Moreover, a **Work Breakdown Structure** featuring a **Gantt chart** with the timing schedule per work package and task as well as the project's deliverables, milestones, and the interdependencies between the components of the work plan are included in the annex (see Annex III).

Any modification / change (which does not affect the overall course of the project) in the work-planning should be approved by the PC. Any significant change should be in line with the contractual obligations and the rules of the Commission.

Important remark

In case that the consortium fails to send a deliverable on time to the Commission, the PC should inform the Commission before the deadline, justify the delay, and analyze any possible consequences on other deliverables and activities and suggest a new deadline. For this reason, **all partners should provide early warnings about delays to the respective WPL and the WPL to the PC** (see also Section 6.5 Risk Management of the current document).

6.2 Project meetings

A total of **7 project meetings** are anticipated in the framework of the MainstreamBIO project. For more details, see the Part A, Section "List of Work Packages" of the DoA (pp. 10 - 11). The QM is responsible for the preparation of minutes for all project meetings. The meeting minutes are sent to all partners for approval, as described in the CA.

6.3 Progress monitoring (internal reports)

Every six months (semester) a short progress report will be prepared by each project partner and WPL to summarise the work progress (including progress against targets) and costs incurred in the reporting period (see model templates in "**MQP_MainstreamBIO_E03_FinancialMonitoring"** for financial monitoring and in "**MQP_MainstreamBIO_E04_SemesterActivityReport"** for activity reporting). Based on the individual semester progress reports the PC will elaborate the respective "Internal Periodic Report" for the whole project. All project internal reports should be sent to the PC no later than 15 days after the end of the respective reporting period. The PC should provide comments within 15 days from the date of submission, if no comment is sent within this period the submitted report is considered accepted.

The Internal Periodic Report will be incorporated with the major reports to the Commission when the time of their elaboration coincides (in month 18 and month 36).

6.4 Reports to the Commission (external reports)

The PC is overall responsible for the preparation and on time submission of the project reports to the Commission. All partners provide the necessary input for the preparation of the reports. Two such reports are required in the framework of MainstreamBIO, each at the end of the two respective reporting periods (M1 to M18 and M19 to M36). The exact content of the aforementioned reports is specified in the GA (Article 21, pp. 38 - 40).

6.5 Risk management

Risks that may affect considerably the progress and quality of the project have been identified and relevant contingency plans have been elaborated. The list of risks will be updated on an ad hoc basis or once every six months.

6.5.1 *Main risks and contingency plans*

Two types of risks have been identified:

- **Internal risks** linked with the operation of the project team, which is characterised by the large number of experts, different backgrounds and geographical dispersion (e.g., partner / consortium / project as a whole), delays, changes in the project team, etc.
- **External risks** induced by the project targeted stakeholders, though they may still be caused by improper project approach or inadequate performance.

Risks are assessed separately and reported in the reports to the Commission. Each WPL is responsible to identify additional risks that may arise during the implementation of the project and to constantly assess those that have been identified. Contingency planning may be adapted accordingly.

6.5.2 *Risk process and roles*

Risks are handled by the SC, PC and WPL:

- The SC decides which countermeasures should be applied, by whom and when.
- The PC informs the SC about the identified risks, monitors the implementation of the countermeasures, and assesses the results/ outcomes. The PC also supervises the QM concerning risk monitoring and management.
- WPL submit a Risk Report to the PC on the date a new risk is identified or every six months for the already identified risks. Within this report, they provide detailed info about the identified risks, propose countermeasures and report on the implementation of those measures (based on the model template in “**MQP_MainstreamBIO_E06_RiskReport”**). The same document is also used by the PC to inform the SC about the identified risk and to communicate the SC decisions per risk back to the responsible WPL.

6.5.3 *Risk assessment*

Risk assessment concerns two main factors namely Impact and Probability of occurrence.

Table 4: Risk assessment

Risk assessment factors	Estimation- assessment		
Impact factor	1 - Low	2 - Medium	3 - High
Probability of occurrence	1 - Low (P < 35%)	2 - Medium (35% < P < 70%)	3 - High (P > 70%)

A risk management section is included in the internal semester reports of WPL, referring to the WPs that will be affected by a specific risk. A risk management section will be included in the reports to the EC reporting the major risks and the countermeasures taken by the consortium.

6.5.4 *Corrective actions - Contingency plans*

In case that a risk is identified and/or project's effort does not conform to the project's work-planning and/or objectives, the PC may apply corrective actions (based on SC decisions). In case of non-conformities, the PC may also activate contingency plans. With that in mind, the table below summarises the main internal and external risks as well as respective contingency plans.

Table 5: Risks and contingency plans

Description of risk	Linked WP	Risk mitigation measures
Limited capacity impeding the set-up and implementation of the MIPs	WP1	We have partners with full capacity (know-how, financial and human resources, networks, etc.) and commitment to run MIPs. To pro-actively further minimise the risk, a baseline model is foreseen *(Low probability / High impact)*
Low number of knowledge holders participating in interviews & surveys	WP1	MIPs will facilitate stakeholder engagement and mobilisation. In addition, our partners are linked with networks and communities in rural areas, which can be leveraged to engage further stakeholders *(Low probability / High impact)*
Limited usability of the Mainstream BIO toolkit	WP2	Info on what is needed for improvement of the usability will be sought from rural actors and stakeholders throughout the project to inform the user-driven fine-tuning of the toolkit. *(Low probability / High impact)*
Lack of interest from actors to receive our services or follow through their support roadmap	WP3	We have tasks for scouting a long list of actors, running awareness raising campaigns, networking and demo events to foster interest and engagement of additional actors. Roadmaps will be developed based on actual needs to ensure they are in line with their interests. *(Low probability / High impact)*

Lack of expertise in the consortium portfolio of services	WP3	If the needs identified in the MIPs cannot be addressed with the consortium's expertise and service portfolio, the projects will be connected with suitable external agents via our networking services. *(Low probability/ High impact)*
Difficulties in clustering with relevant networks and initiatives	WP5	We have already established synergies with players in several key initiatives who can facilitate cooperation. Measures to minimise this risk include: (i) assignment of regular communications with contact persons from these projects; (ii) request of Project Officer's mediation; (iii) identification of further complementary projects. *(Low probability/ Medium impact)*
Changes in the project team	WP6	Partners will be required to include substitutes with equivalent (or higher) qualifications and experience. The substitutes will be informed in detail about the project, their role and responsibilities. *(Medium probability / Low impact)*
Delay(s) in the project timetable	WP6	The Steering Committee agrees and applies contingency plans (tailored to exact circumstances) incl.: (i) re-allocation of resources, (ii) parallel execution of tasks and (iii) re-scheduling of activities. *(Low probability / Medium impact)*
Delays and difficulties in project due to COVID-19 or similar outbreaks	WP1, WP2, WP6, WP3, WP5, WP4	Several activities already foresee digital means as alternatives for implementation. In case activities cannot be conducted remotely or safely in line with applicable measures, the SC finds, suggests and agrees on solutions with the EC (e.g., freeze tasks, apply extensions). *(Medium probability / High impact)*

Annexes

This section provides the list of MQP-related files. It also includes the Terms of Reference for the Advisory Board, the project's Gantt chart, a Work Breakdown, indicative schedule per task, responsible partner related subtasks, related deliverables, tasks' interdependencies, and the list of deliverables' quality reviewers.

Annex I – List of files related to the Management and Quality Plan

Table 6: List of files related to the Management and Quality Plan

Title of document		
Official documents		
MainstreamBIO Grant Agreement with the Commission		
MainstreamBIO Consortium Agreement		
Internal forms / templates		
Title	**Code**	**Type**
MainstreamBIO partner data	MQP_MainstreamBIO_E01	Spreadsheet
Work-planning	MQP_MainstreamBIO_E02	Spreadsheet
Monitoring expenses file template (per partner)	MQP_MainstreamBIO_E03	Spreadsheet
Semester activity report template (per partner)	MQP_MainstreamBIO_E04	Document
Deliverables template	MQP_MainstreamBIO_E05	Document
Risk report	MQP_MainstreamBIO_E06	Document
List of names (SC and WPL)	MQP_MainstreamBIO_E07	Spreadsheet
Quality review form	MQP_MainstreamBIO_E08	Document
List of QM documents	MQP_MainstreamBIO_E09	Spreadsheet
Deliverable Quality Reviewers	MQP_ MainstreamBIO_E10	Spreadsheet

Annex II – Terms of Reference for the Advisory Board

Introduction

You have been invited to the **MainstreamBIO Advisory Board (AB)**. The current document outlines the Terms of Reference that will help you understand what this involves before you decide to participate. Please take the time to carefully read this document and ask for any clarifications you may require.

MainstreamBIO in a nutshell

MainstreamBIO is a 3-year Coordination and Support Action running from September 2022 to August 2025, funded by the European Union under the Horizon Europe Research and Innovation program.

The project aims at contributing towards bringing **small-scale bio-based solutions** into the mainstream across rural Europe. To achieve this, the project is set to greatly enhance cooperation between key bioeconomy stakeholders, resulting in sustainable business models pathways for bio-based innovations in rural areas. Along these lines, the project follows an integrated methodology to establish regional **multi-actor structures,** through the establishment of 7 Multi-actor Innovation Platforms (MIPs) across Europe, for demand-driven innovation, and deliver a combination of communication materials, training programmes, events, decision support system and other practical digital tools packed in the **MainstreamBIO Toolkit**. More than 3000 farmers, producers, consumers and other agri-food bio-based stakeholders will be involved in testing, validating and ultimately benefitting from the business and technical support services of the MainstreamBIO Toolkit.

In this context, the AB of MainstreamBIO is comprised of experts in diverse agri-food and bio-based domains who provides strategic guidance in key stages of the project, contributing with their expertise and representing the views and interests of their stakeholder communities in order to better align the results of the project with them.

Project Partners

The consortium of MainstreamBIO brings together **10 partners across 9 different countries**:

- **Q-PLAN INTERNATIONAL (Greece)** coordinates the project and is an innovation consulting company actively involved in the European R&I landscape, providing business and innovation support services to private and public organizations across the agri-food value chain and its adjacent sectors. For more information visit https://qplan-intl.gr/
- **Munster Technology University (Ireland)** is a technical university offering a range of programmes from apprenticeships to postgraduate level. The university currently is engaged in national and international research activities as well as in EU-funded and national research initiatives in the field of circular bioeconomy. The Munster Technology University also has a leading role in business and enterprise development. For more information visit: https://www.mtu.ie/
- **Stichting Wageningen Research (Netherlands)** is part of Wageningen University & Research and is a university and research centre in the Netherlands that focusses specifically on the Bioeconomy domain. Other thematic domains of research include Food production, Nutrition and Health etc. It also focuses on the development of new technologies and the transfer of scientific knowledge into practice in the abovementioned domains. The research

institution is involved in many research projects in developing countries and emerging economies in Europe and in the Netherlands. For further details visit: https://www.wur.nl/en.htm

- **Instytut Uprawy Nawożenia i Gleboznawstwa – Państwowy Instytut Badawczy (Poland**) is the largest and oldest research-development centre in Poland, conducting agricultural studies under the supervision of the Ministry of Agriculture and Rural Development. The broad range of activities comprises crop production, soil science and fertilisation, as well as recognition and protection of agricultural areas against various forms of degradation. For more information visit: https://en.iung.pl/
- **Rise Processum (Sweden)** is a Hub with 23 members within the forest-based biorefinery value chain including many large forest industry stakeholders. It can test new ideas and products all the way from laboratory to demo scale and through that Processum is a link between research and commercialisation. For additional information visit: https://www.ri.se/en
- **Agraren Universitet - Plovdiv (Bulgaria)** – is a university focused on the agricultural science and education. It aims to offer marketing and management solutions for agricultural businesses and provides access to local authorities, companies and associations on the agricultural domain. For more information visit: https://www.au-plovdiv.bg/en/
- **Food & Bio Cluster Denmark (Denmark)** is a non-profit science park, incubator and project and cluster management organisation with the aim to support start-ups and established companies within the bio-economy and connecting companies with relevant researchers to promote cooperation and drive innovation and growth within the sector. For further details visit: www.foodbiocluster.dk
- **Eurizon (Spain)** is a Spanish SME specialised in the agri-food and the bioeconomy sector aiming to support companies, universities and Technological centers to develop, scale up and release to the market their innovative technologies, processes, or services. For further details visit: https://innovarum.es/en/home/
- **Draxis Environmental (Greece)** focuses on developing real-life environmental ICT solutions and providing specialized environmental consultation services in order to offer custom-made tools to its customers. For more information visit: https://draxis.gr/
- **White Research (Belgium)** is a Boutique Research and Consultancy Company, focusing on social and consumer behaviour, market analysis, EU policy and strategy, stakeholder engagement, communication, and innovation management aiming to advance knowledge, design new concepts and develop solutions in areas of societal and economic interest. For further information visit: https://white-research.eu/

Role and benefits

Role

The AB is set up and operated to share its knowledge and expertise with the consortium of the project in key implementation stages. The role of the AB in the context of the project may be summed up as follows:

- **act as a consultation body for the MainstreamBIO consortium** by providing strategic guidance aimed at aligning project outcomes with the needs of users and stakeholders;

- **suggest actors in the agri-food sector** (e.g., farmers, producers, consumers, technology providers, academics, public authorities, advisors, NGOs etc.) to participate in project activities; as well as
- **support the roll out and scale up of the MainstreamBIO Toolkit**, by informing and inviting their networks across the European agri-food bio-based ecosystem to benefit from its services when available.

To fulfil this role, it is envisaged that the AB, during the course of the project, will operate mostly through digital means, participate in two digital validation workshops and interact on ad-hoc basis if necessary.

- **Digital validation workshops**: It is expected the AB will meet twice in two respective digital validation workshops held at the end of each round of the co-creation workshops in order to collect ideas for improvement in the design of the innovation support services to be delivered by each MIP. During these workshops, the AB members, based on the results and findings that will be presented, will assist on the discussion and the co-evaluation of the monitoring and performance of the MIPs against pre-selected parameters most pertinent to the inputs, processes and outputs of the measures they deploy, by using pre-defined KPIs.
- **Assessment, refinement, and validation of business models**: It is foreseen that the AB will assist on the assessment, refinement and validation of the alternative business models for the operation of the MIPs against specific criteria via surveys.
- **Ad-hoc interactions**: If deemed necessary, the support of the AB (either of the entire board or of specific members based on their particular expertise) will be requested for ad hoc needs such as:
    - To respond and/or promote surveys that will be launched by the project to identify needs, barriers, good practices and policy aspects pertaining to short food supply chains.
    - To advice on the social, economic and environmental indicators to be used for the creation of a model to assess the sustainability of short food supply chains and business models.
    - To engage in activities required for testing, validating and improving the MainstreamBIO Toolkit and/or its constituent tools (decision support system, communication, training, etc.).
    - To participate in other key events (physical or digital) organized by the project to extend the reach of the consortium to stakeholder communities and to facilitate the exchange, networking and dissemination (e.g. awareness raising and educational campaigns, Focus groups, final event etc.).

Benefits

The project **provides several benefits** to its AB members, such as:

- **Networking opportunities and visibility** as an expert stakeholder in a large multi-stakeholder community in the bio-based agri-food domain.
- **First-hand access to meaningful insights, knowledge and practical tools** generated exclusively within the context of the project and its activities.

- Unique opportunity to **align the services offered by the MainstreamBIO Toolkit with the needs of their stakeholders** to ensure that they make the most out of its value propositions.

Terms of membership and Management

Terms of membership

The AB shall be composed of eminent experts coming from diverse backgrounds to offer a blend of expertise that represents various groups of stakeholders from the agri-food sector (such as farmers, producers, consumers, technology providers, academics, public authorities, consultants, NGOs etc.). These experts will provide MainstreamBIO with valuable feedback aimed at aligning the project's outcomes with the needs of users and stakeholders. Along these lines, at the beginning of the project, 5 members have already confirmed their willingness to participate to the AB. The AB will be open to new members for further expansion in the future in order to draw from additional expertise and increase the outreach of MainstreamBIO. New members could be appointed to the AB when necessary and as the project evolves.

Although members of the AB may be selected because of their affiliations with key organizations, they serve on the AB in their **individual capacity** to represent the interests and views of their stakeholder communities. **Members of the AB may not delegate another person to carry out the role expected from them** or be replaced by any other person without prior written agreement with the MainstreamBIO consortium. Members of the AB are appointed for the entire duration of the project (36 months, from 1 September 2022 to 31 August 2025). If due to job changes or attrition, an AB member loses links to important networks or constituencies, the consortium may decide to fill in this gap by appointing additional members.

The contribution of AB members is **on a pro bono basis**, apart from the cases in which physical travel is involved and a specific budget for their reimbursement is foreseen in the framework of the project. In such cases, the travel and accommodation expenses of AB members will be reimbursed by the project. Moreover, participation in the AB is **entirely voluntary**. There will be no adverse consequences if an AB member decides not to participate or to withdraw at any stage. In fact, AB members may withdraw their participation at any time by informing the AB. They may also request for their data to be withdrawn without giving a reason and without prejudice. Anonymous data already collected will be used because this information cannot be traced back to a specific person, but no further data or input will be collected, nor any other procedure will be carried out in relation to the specific member.

Management

The AB is managed by the **AB Manager** that facilitates the communications and interactions between the AB and the consortium, ensuring that AB members are not overloaded. The AB Manager will also ensure that for each task requiring input from the AB, the partners have beforehand prepared an action plan and all necessary briefings and material. Only then, will the AB manager introduce a partner who may directly communicate with the AB in order to achieve the expected goals at each time.

Contact point

Any enquiry, complaint or concern about any aspect of your experience as a member of the Advisory Board can be addressed to the **MainstreamBIO Advisory Board Manager** that oversees the set up and manages the Expert Advisory Board. The contact details of the AB Manager are provided below:

MainstreamBIO Advisory Board Manager: Q-PLAN INTERNATIONAL

Contact person: Evangelia Tsagaraki

Phone: 0030 2310 411191

Email: tsagaraki@qplan-intl.gr

Project website: www.mainstreambio-project.eu

Annex III – Gantt Chart

		2022				2023												2024												2025							
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
Milestones					MS1					MS2			MS3						MS4, MS5						MS6												MS7, MS8, MS9
WP1 Analysis of current situation and set-up of regional multi-actor innovation platforms	**MTU**																																				
1.1 Establishment of regional Multi-actor Innovation Platforms	Q-PLAN				D1.1																																
1.2 Analysis of needs, socio-economic context and framework conditions in target rural areas	WHITE						D1.2																														
1.3 Investigation of regional value chains along with available biomass, waste and residue streams	MTU								D1.3																													
WP2 Development of innovation support services and digital toolkit	**WR**									MS2									MS4																			
2.1 Cataloguing of technologies, business models and social innovations for small-scale bio-based solutions	WR						D2.1																														
2.2 Collection of best practices for improved nutrient recycling in the circular bioeconomy	IUNG								D2,2																													
2.3 Co-creation of innovation support service portfolio and digital toolkit specifications with regional actors	INNV												D2,3																								D2,6
2.4 Development of methodology for matching available biomass and waste streams with market and technology information	WR												D2,4																								
2.5 Development, upgrade and integration of digital tools in the MainstreamBIO digital toolkit	DRAXIS																		D2,5																		D2,7
WP3 Delivery of innovation support accelerating the scale up of small-scale bio-based solutions	**INNV**												MS3												MS6												MS8
3.1 Engagement of multi-actor partnerships and elaboration of tailored innovation support roadmaps	PROC																								D3,1												
3.2 Delivery of capacity building to regional actors to identify innovative bio-based business models	DRAXIS																								D3,1												
3.3 Delivery of innovation support services to enhance the market uptake of small-scale bio-based solutions	INNV																								D3,1												D3,3
3.4 Organization of networking and demo days to showcase the deployment of solutions	FBCD																								D3,1												D3,3
3.5 Awareness raising campaigns and educational activities to enhance the understanding of bioeconomy	MTU																								D3,2										D3,4		
WP4 Evaluation, sharing of best practices, peer-learning and knowledge transfer	**FBCD**																								MS6												MS7 MS8
4.1 Monitoring and evaluation of regional multi-actor innovation platforms	Q-PLAN																								D4,1												D4.6
4.2 Regional workshops to co-create sustainable business model pathways for bio-based solutions	WHITE																																				
4.3 Cross-regional mutual learning events and missions for good practice sharing and knowledge transfer across regions	FBCD																																		D4,2		
4.4 Synthesis of lessons learnt into practical replication guidelines and policy recommendations	IUNG																		D4,7																		D4,3 D4,8
4.5 Production of practice abstracts, audio-visual material and contributions to the Knowledge Centre for Bioeconomy	AUP												D4,4																						D4,5		
WP5 Dissemination, communication and exploitation	**WHITE**																		MS5																			MS9
5.1 Dissemination and communication	WHITE			D5,1														D5,7	D5,2																	D5,8	D5,3
5.2 Clustering and cooperation with other projects	FBCD																																				
5.3 Exploitation and innovation management	Q-PLAN						D5,4												D5,5																		D5,6
5.4 Business planning for the MIPs and toolkit	INNV																																				
WP6 Project management and coordination	**Q-PLAN**																																				
6.1 Coordination and quality management	Q-PLAN			D6,1																																	
6.2 Set up and operation of the Advisory Board	Q-PLAN			D6,1																																	
6.3 Data management	Q-PLAN			D6,2															D6,3																	D6,4		
6.4 : Project meetings and reporting	Q-PLAN																																				

Annex IV – MainstreamBIO Work Breakdown by WPs, Tasks, Deliverables and Milestones

Table 7: MainstreamBIO Work Breakdown by WPs and Tasks

Activities per Work Package		Leader	Start	End
WP1 Analysis of current situation and set-up of regional multi-actor innovation platforms		**MTU**	**M1**	**M8**
1.1	Establishment of regional Multi-actor Innovation Platforms	Q-PLAN	M1	M4
1.2	Analysis of needs, socio-economic context, and framework conditions in target rural areas	WHITE	M1	M6
1.3	Investigation of regional value chains along with available biomass, waste and residue streams	MTU	M1	M8
WP2 Development of innovation support services and digital toolkit		**WR**	**M1**	**M36**
2.1	Cataloguing of technologies, business models and social innovations for small-scale bio-based solutions	WR	M1	M6
2.2	Collection of best practices for improved nutrient recycling in the circular bioeconomy	IUNG	M1	M8
2.3	Co-creation of innovation support service portfolio and digital toolkit specifications with regional actors	INNV	M6	M36
2.4	Development of methodology for matching available biomass and waste streams with market and technology information	WR	M1	M12
2.5	Development, upgrade and integration of digital tools in the MainstreamBIO digital toolkit	DRAXIS	M10	M36
WP3 Delivery of innovation support accelerating the scale up of small-scale bio-based solutions		**INNV**	**M8**	**M36**
3.1	Engagement of multi-actor partnerships and elaboration of tailored innovation support roadmaps	PROC	M8	M24
3.2	Delivery of capacity building to regional actors to identify innovative bio-based business models	DRAXIS	M8	M28
3.3	Delivery of innovation support services to enhance the market uptake of small-scale bio-based solutions	INNV	M14	M36
3.4	Organization of networking and demo days to showcase the deployment of solutions	FBCD	M22	M36
3.5	Awareness raising campaigns and educational activities to enhance the understanding of bioeconomy	MTU	M12	M36

WP4 Evaluation, sharing of best practices, peer-learning and knowledge transfer		**FBCD**	**M6**	**M36**
4.1	Monitoring and evaluation of regional multi-actor innovation platforms	Q-PLAN	M6	M36
4.2	Regional workshops to co-create sustainable business model pathways for bio-based solutions	WHITE	M18	M30
4.3	Cross-regional mutual learning events and missions for good practice sharing and knowledge transfer across	FBCD	M18	M34
4.4	Synthesis of lessons learnt into practical replication guidelines and policy recommendations	IUNG	M6	M36
4.5	Production of practice abstracts, audio-visual material and contributions to the Knowledge Centre for Bioeconomy	AUP	M6	M36
WP5 Dissemination, communication and exploitation		**WHITE**	**M1**	**M36**
5.1	Dissemination and communication	WHITE	M1	M36
5.2	Clustering and cooperation with other projects	FBCD	M1	M36
5.3	Exploitation and innovation management	Q-PLAN	M1	M36
5.4	Business planning for the MIPs and toolkit	INNV	M6	M36
WP6 Project management and coordination		**Q-PLAN**	**M1**	**M36**
6.1	Coordination and quality management	Q-PLAN	M1	M36
6.2	Set up and operation of the Advisory Board	Q-PLAN	M1	M36
6.3	Data management	Q-PLAN	M1	M36
6.4	Project meetings and reporting	Q-PLAN	M1	M36

Table 8: List of deliverables

Del. No	Deliverable name	WP	Lead partner	Type	Diss. Level	Project month	Calendar month
D1.1	MainstreamBIO Multi-actor Innovation Platforms	1	Q-PLAN	R	PU	M4	31 Dec 2022
D1.2	Report on context and needs of rural stakeholders	1	WHITE	R	PU	M6	28 Feb 2023
D1.3	Mapping of regional bio-based value chains	1	MTU	R	PU	M8	30 Apr 2023

D2.1	Catalogue of small-scale bio-based technologies, business models and social innovations	2	WR	R	PU	M6	28 Feb 2023
D2.2	Best practices for improved nutrient recycling	2	IUNG	R	PU	M8	30 Apr 2023
D2.3	MainstreamBIO innovation support services - initial version	2	INNV	R	PU	M12	30 Aug 2023
D2.4	MainstreamBIO methodology for matching available biomass and waste streams with market and technology information	2	WR	R	PU	M12	30 Aug 2023
D2.5	MainstreamBIO digital toolkit - initial version	2	DRAXIS	OTHER	PU	M18	28 Feb 2024
D2.6	MainstreamBIO innovation support services - final version	2	INNV	R	PU	M36	30 Aug 2025
D2.7	MainstreamBIO digital toolkit - final version	2	DRAXIS	OTHER	PU	M36	30 Aug 2025
D3.1	Report on engagement of multi-actor partnerships, capacity building, networking and innovation support - initial version	3	INNV	R	PU	M24	30 Aug 2024
D3.2	Report on awareness raising and education activities - initial version	3	MTU	R	PU	M24	30 Aug 2024
D3.3	Report on engagement of multi-actor partnerships, capacity building, networking and innovation support - final version	3	INNV	R	PU	M36	30 Aug 2025
D3.4	Report on awareness raising and education activities - final version	3	MTU	R	PU	M34	30 Jun 2025
D4.1	Report on evaluation of MIP performance - first round	4	Q-PLAN	R	PU	M24	30 Aug 2024
D4.2	Report on co-creation workshops, mutual learning events and missions	4	FBCD	R	PU	M34	30 Jun 2025
D4.3	Replication guide and toolkit	4	IUNG	R	PU	M36	30 Aug 2025
D4.4	Practice abstracts - Batch 1	4	AUP	R	PU	M12	30 Aug 2023

D4.5	Practice abstracts - Batch 2	4	AUP	R	PU	M34	30 Jun 2025
D4.6	Report on evaluation of MIP performance - second round	4	Q-PLAN	R	PU	M36	30 Aug 2025
D4.7	Policy insights	4	IUNG	R	PU	M18	28 Feb 2024
D4.8	Joint policy recommendations and briefs	4	IUNG	R	PU	M36	30 Aug 2025
D5.1	Dissemination and Communication Plan and Activities - initial version	5	WHITE	R	PU	M3	30 Nov 2022
D5.2	Dissemination and Communication Plan and Activities - interim version	5	WHITE	R	PU	M18	28 Feb 2024
D5.3	Dissemination and Communication Plan and Activities - final version	5	WHITE	R	PU	M36	30 Aug 2025
D5.4	Exploitation and Sustainability Plan - initial version	5	Q-PLAN	R	PU	M6	28 Feb 2023
D5.5	Exploitation and Sustainability Plan - interim version	5	Q-PLAN	R	SEN	M18	28 Feb 2024
D5.6	Exploitation and Sustainability Plan - final version	5	Q-PLAN	R	SEN	M36	30 Aug 2025
D5.7	MainstreamBIO web portal- initial version	5	WHITE	R	PU	M17	31 Jan 2024
D5.8	MainstreamBIO web portal- final version	5	WHITE	R	PU	M35	31 July 2025
D6.1	Management and Quality Plan	6	Q-PLAN	R	PU	M3	30 Nov 2022
D6.2	Data Management Plan - first version	6	Q-PLAN	R	PU	M3	30 Nov 2022
D6.3	Data Management Plan - interim version	6	Q-PLAN	R	PU	M18	28 Feb 2024
D6.4	Data Management Plan - final version	6	Q-PLAN	R	PU	M34	30 Jun 2025

Table 9: List of Milestones

MS No	Milestone title	Related WP(s)	Lead Beneficiary	Means of verification	Project month	Calendar month
1	All regional multi-actor innovation platforms animated	1	Q-PLAN	D1.1	4	31 Dec 2022
2	Innovation support portfolio of each MIP co-created	2	INNV	Co-creation workshops organised, D2.3	9	31 May 2023
3	Multi-actor partnerships for innovation support identified	3	PROC	Long list of cases for selection, D3.1	12	30 Aug 2023
4	MainstreamBIO digital toolkit up and running	2	DRAXIS	D2.5	18	28 Feb 2024
5	Business models for MIPs successfully codesigned	5	Q-PLAN	D5.5	18	28 Feb 2024
6	1st innovation support round complete and evaluated	3,4	INNV	D3.1, D3.2, D4.1	24	30 Aug 2024
7	Insights from mutual learning events collected	4	FBCD	D4.2, D4.3	36	30 Aug 2025
8	2nd innovation support round complete and evaluated	3,4	INNV	D3.3, D3.4, D4.6	36	30 Aug 2025
9	Final plans for sustainable exploitation are in motion	5	Q-PLAN	D5.6	36	30 Aug 2025

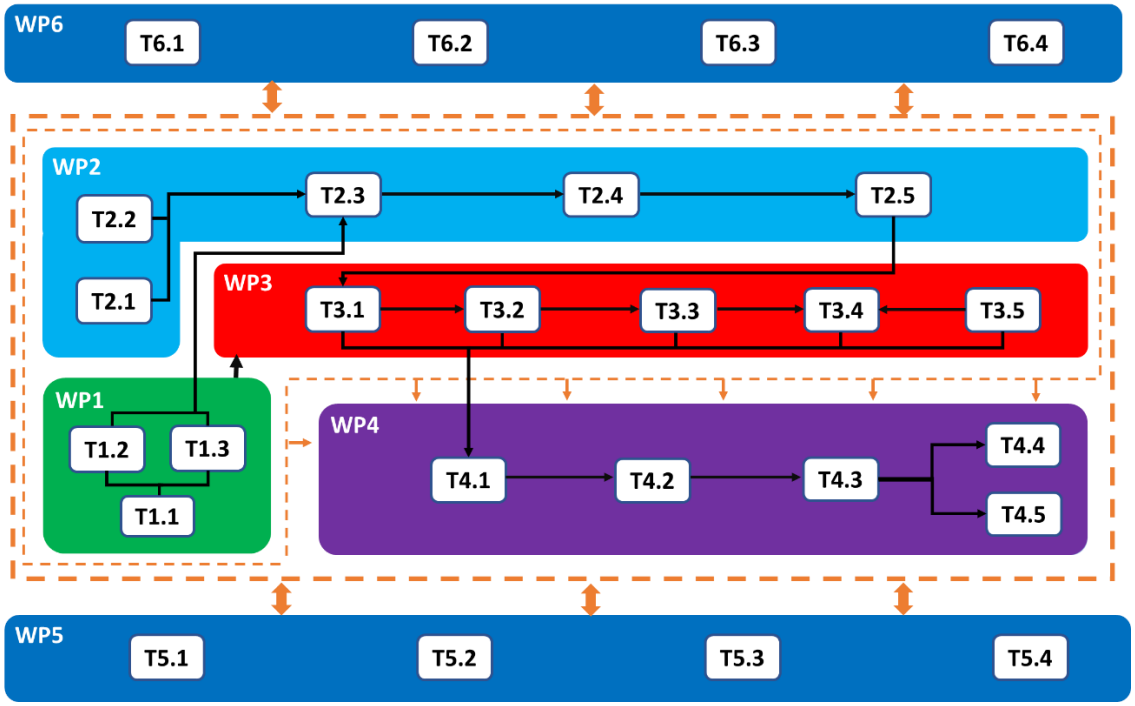

Figure 3: PERT Chart showing the interdependencies of the Work Plan components

Annex V – Distribution of Deliverables Quality Reviews amongst Partners

Table 10: List of deliverables and Quality Reviewers

Del. No	WP	WPL	Deliverable name	Due Month	Responsible partner	Quality Reviewer No 1	Quality Reviewer No 2
D1.1	1	MTU	MainstreamBIO Multi-actor Innovation Platforms	M4	Q-PLAN	MTU	AUP
D1.2	1	MTU	Report on context and needs of rural stakeholders	M6	WHITE	Q-PLAN	MTU
D1.3	1	MTU	Mapping of regional bio-based value chains	M8	MTU	WR	IUNG
D2.1	2	WR	Catalogue of small-scale bio-based technologies, business models and social innovations	M6	WR	AUP	Q-PLAN
D2.2	2	WR	Best practices for improved nutrient recycling	M8	IUNG	WR	AUP
D2.3	2	WR	MainstreamBIO innovation support services - initial version	M12	INNV	WR	WHITE
D2.4	2	WR	MainstreamBIO methodology for matching available biomass and waste streams with market and technology information	M12	WR	Q-PLAN	AUP
D2.5	2	WR	MainstreamBIO digital toolkit - initial version	M18	DRAXIS	WR	Q-PLAN
D2.6	2	WR	MainstreamBIO innovation support services - final version	M36	INNV	WR	DRAXIS
D2.7	2	WR	MainstreamBIO digital toolkit - final version	M36	DRAXIS	WR	IUNG
D3.1	3	INNV	Report on engagement of multi-actor partnerships, capacity building, networking and innovation support - initial version	M24	INNV	DRAXIS	PROC

D3.2	3	INNV	Report on awareness raising and education activities - initial version	M24	MTU	INNV	Q-PLAN
D3.3	3	INNV	Report on engagement of multi-actor partnerships, capacity building, networking and innovation support - final version	M36	INNV	MTU	PROC
D3.4	3	INNV	Report on awareness raising and education activities - final version	M34	MTU	INNV	IUNG
D4.1	4	FBCD	Report on evaluation of MIP performance - first round	M24	Q-PLAN	FBCD	MTU
D4.2	4	FBCD	Report on co-creation workshops, mutual learning events and missions	M34	FBCD	WHITE	INNV
D4.3	4	FBCD	Replication guide and toolkit	M36	IUNG	DRAXIS	FBCD
D4.4	4	FBCD	Practice abstracts - Batch 1	M12	AUP	FBCD	IUNG
D4.5	4	FBCD	Practice abstracts - Batch 2	M34	AUP	INNV	FBCD
D4.6	4	FBCD	Report on evaluation of MIP performance - second round	M36	Q-PLAN	FBCD	DRAXIS
D4.7	4	FBCD	Policy insights	M18	IUNG	FBCD	WR
D4.8	4	FBCD	Joint policy recommendations and briefs	M36	IUNG	MTU	FBCD
D5.1	5	WHITE	Dissemination and Communication Plan and Activities - initial version	M3	WHITE	MTU	PROC
D5.2	5	WHITE	Dissemination and Communication Plan and Activities - interim version	M18	WHITE	IUNG	INNV
D5.3	5	WHITE	Dissemination and Communication Plan and Activities - final version	M36	WHITE	Q-PLAN	DRAXIS
D5.4	5	WHITE	Exploitation and Sustainability Plan - initial version	M6	Q-PLAN	WHITE	PROC

D5.5	5	WHITE	Exploitation and Sustainability Plan - interim version	M18	Q-PLAN	WHITE	INNV
D5.6	5	WHITE	Exploitation and Sustainability Plan - final version	M36	Q-PLAN	FBCD	WHITE
D5.7	5	WHITE	MainstreamBIO web portal-initial version	M17	WHITE	DRAXIS	PROC
D5.8	5	WHITE	MainstreamBIO web portal-final version	M35	WHITE	MTU	DRAXIS
D6.1	6	Q-PLAN	Management and Quality Plan	M3	Q-PLAN	IUNG	AUP
D6.2	6	Q-PLAN	Data Management Plan - first version	M3	Q-PLAN	AUP	IUNG
D6.3	6	Q-PLAN	Data Management Plan - interim version	M18	Q-PLAN	WHITE	PROC
D6.4	6	Q-PLAN	Data Management Plan - final version	M34	Q-PLAN	INNV	WHITE

MAINSTREAM BIO
MAINSTREAMING SMALL-SCALE BIO-BASED SOLUTIONS ACROSS RURAL EUROPE

The project

MainstreamBIO is an Horizon Europe EU funded project, which sets out to get small-scale bio-based solutions into mainstream practice across rural Europe, providing a broader range of rural actors with the opportunity to engage in and speed up the development of the bioeconomy. Recognizing the paramount importance of bioeconomy for addressing key global environmental and societal challenges, MainstreamBIO develops regional Multi-actor Innovation Platforms in 7 EU countries (PL, DK, SE, BG, ES, IE & NL). The project aims to enhance cooperation among key rural players towards co-creating sustainable business model pathways in line with regional potentials and policy initiatives. MainstreamBIO supports 35 multiactor partnerships to overcome barriers and get bio-based innovations to market with hands-on innovation support, accelerating the development of over 70 marketable bio-based products and services. Furthermore, the project develops and employs a digital toolkit to better match bio-based technologies, social innovations and good nutrient recycling practices with available biomass and market trends as well as to enhance understanding of the bioeconomy with a suite of educational resources building on existing research results and tools. To achieve these targets, MainstreamBIO involves 10 partners across Europe, coming from various fields. Thus, all partners combine their knowledge and experience to promote the growth of bioeconomy in a sustainable and inclusive manner.

Coordinator: **Q-PLAN INTERNATIONAL ADVISORS PC (Q-PLAN**)

Partner		Short Name
Q-PLAN INTERNATIONAL	Q-PLAN INTERNATIONAL ADVISORS PC	Q-PLAN
MTU Ollscoil Teicneolaíochta na Mumhan Munster Technological University	MUNSTER TECHNOLOGICAL UNIVERSITY	MTU
WAGENINGEN UNIVERSITY & RESEARCH	STICHTING WAGENINGEN RESEARCH	WR
IUNG Institute of Soil Science and Plant Cultivation State Research Institute	INSTYTUT UPRAWY NAWOZENIA I GLEBOZNAWSTWA, PANSTWOWY INSTYTUT BADAWCZY	IUNG
processum PART OF RI.SE	RISE PROCESSUM AB	PROC
AGRARIAN UNIVERSITY PLOVDIV	AGRAREN UNIVERSITET - PLOVDIV	AUP
Food & Bio Cluster Denmark	FBCD AS	FBCD
innovarum	EURIZON SL	INNV
DRAXIS ENVIRONMENTAL TECHNOLOGIES	DRAXIS ENVIRONMENTAL SA	DRAXIS
WHITE	WHITE RESEARCH SPRL	WHITE