ONE EARTH

# ONE-EARTH
# Project Handbook
## Deliverable 1.1

November 2024



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| ONE EARTH Consortium | | | |
|---|---|---|---|
| # | Participant Organisation Name | Short Name | Role |
| 1 | UNIBO ALMA MATER STUDIORUM - UNIVERSITA DI BOLOGNA | UNIBO | COO |
| 2 | BOLTON FOOD SPA | BOLTON FOOD | BEN |
| 3 | GESCO SOCIETA COOPERATIVA AGRICOLA | GESCO | BEN |
| 4 | ASOCIACION NACIONAL DE FABRICANTES DE CONSERVAS DE PESCADOS Y MARISCOSCENTRO TECNICO NACIONAL DE CONSERVACION DE PRODUCTOS DE LA PESCA | ANFACO | BEN |
| 5 | CROMARIS DIONICKO DRUSTVO ZA MARIKULTURU | CROMARIS | BEN |
| 6 | BIOTREND-INOVACAO E ENGENHARIA EM BIOTECNOLOGIA SA | BIOTREND | BEN |
| 7 | VLAAMSE INSTELLING VOOR TECHNOLOGISCH ONDERZOEK N.V. | VITO | BEN |
| 8 | ANAVERIS MONOPROSOPI ANONYMI ETAIREIA | ANAVERIS | BEN |
| 9 | UNIVERSITA POLITECNICA DELLE MARCHE | UNIVPM | BEN |
| 10 | CASEIFICIO MAMBELLI SRL | MAMBELLI | BEN |
| 11 | ALLER AQUA RESEARCH GMBH | AAR | BEN |
| 12 | RESEARCH AND PRODUCTION CENTRE "FOREL" | FOREL | BEN |
| 13 | PEDAL CONSULTING SRO | PEDAL | BEN |
| 13.1 | OXIGEN SRL | OXIGEN | AE |
| 14 | ACHHOCHSCHULE NORDWESTSCHWEIZ FHNW | FHNW | AP |

*COO…Coordinator, BEN…Beneficiary, AP…Associated Partner, AE…Affiliated Entity*



**NOTICE**

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**ONE EARTH**

Grant Agreement: 101135559
Funding Scheme: Coordination and Support Action (CSA)

Start Date of Project: 01 Jun 2024
Project end date: 31 May 2028

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# Executive summary

This document is a comprehensive management guide of ONE-EARTH consortium containing Work Breakdown Structure as well as scheduling of tasks and lead partners, related deliverables and dependencies, as well as the ONE-EARTH project governance structure. The internal procedures for producing reports and deliverables as well as risks will also be detailed in this Handbook. D1.1 will be a 'living document', representing a reference point for the internal management of the project. Therefore, it will be updated when necessary. New versions may be internally released, to ensure alignment and coherence at consortium level.

# 1 Introduction

The kick-off meeting organised in Bologna, Italy (25-26 June, 2024) was the first occasion for the project partners to finally meet in person and better discuss the planning of activities in each WP in order to guarantee an efficient and smooth running of activities. Besides the technical aspects, organisational and basic logistics issues were presented and discussed, such as: the internal structure of the consortium, including operational and reporting processes, communication protocols, technical quality control, procedures for decision-making, etc.

The following chapters partly summarise the coordination and management aspects discussed during the kick off meeting as well as the structure of the work plan.

# 2 Project organisation, roles and responsibilities

The management structure of ONE-EARTH is designed to provide a professional management that can mediate efficiently between public and private sector cultures, by the development and dissemination of knowledge and the protection of commercial interests. The management structure has four main purposes: to provide a management and administration that will keep the project performing respecting previously set time, quality and budget; to ensure the involvement of all contractors in management decision-making; to provide a streamlined and efficient decision structure, including effective internal and external communication; and to provide a mechanism for the prevention of conflict and dispute resolution. ONE EARTH Consortium has been built by gathering multidisciplinary scientists with complementary skills and knowledge that can contribute to strengthening the innovation base of the proposal while pursuing the project objectives.

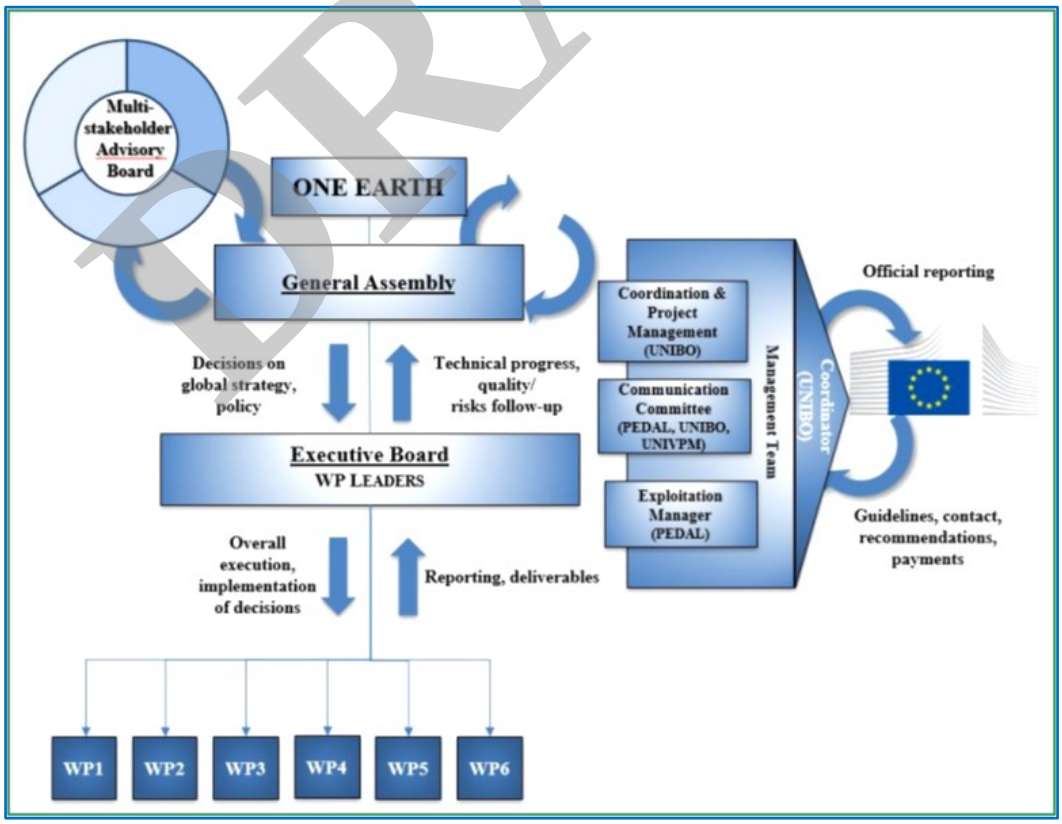


*Figure 1: ONE-EARTH project structure*





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## 2.1 Project coordinator

The coordinating institution is **ALMA MATER STUDIORUM - UNIVERSITA DI BOLOGNA (UNIBO)** and the Project coordinator (PI) is **Lorenzo Bertin**. The responsibilities of the project coordinator are set out in the Grant Agreement (Art. 7) and the Consortium Agreement (Art 6):

Main tasks:

a. monitor that the action is implemented properly,
b. act as the intermediary for all communications between the consortium and the granting authority, unless the Agreement or granting authority specifies otherwise, and in particular:
   - request and review any documents or information required and verify their quality and completeness before passing them on to the granting authority
   - submit the deliverables and reports to the granting authority
   - inform the granting authority about the payments made to the other beneficiaries
   - report on the distribution of payments;
c. distribute the payments received from the granting authority to the other beneficiaries.

## 2.2 General Assembly

The General Assembly is the **ultimate decision-making body of the Consortium**. The General Assembly is composed of **one representative of each partner** and chaired by the coordinator. Each member has one vote.

**Members of the General Assembly**

The current list of the General Assembly members is shown in the table below. Any modifications must be timely communicated to the project coordinator and the project manager.

| No. | Partner acronym | GA member | E-mail |
|---|---|---|---|
| 1 | UNIBO | Lorenzo Bertin | lorenzo.bertin@unibo.it |
| 2 | BOLTON | Alberto Dolci | adolci@boltonfood.com |
| 3 | GESCO | Vincenzo Turrisi | vincenzo.turrisi@amadori.it |
| 4 | ANFACO | Gonzalo Ojea | ojea@anfaco.es |
| 5 | CROMARIS | Luciano Sorić | luciano.soric@cromaris.hr |
| 6 | BIOTREND | Bruno Ferreira | bsferreira@biotrend.pt |
| 7 | VITO | Yamini Satyawali | yamini.satyawali@vito.be |
| 8 | ANAVERIS | Georgios Tsatsos | g.tsatsos@anaveris.com |
| 9 | UNIVPM | Anna Laura Eusebi | a.l.eusebi@staff.univpm.it |
| 10 | MAMBELLI | Federica Mambelli | federica@mambelli.com |
| 11 | AAR | Florian Nagel | fn@aller-aqua.dk |
| 12 | FOREL | Nataliia Raksha | nkudina@ukr.net |
| 13 | PEDAL | Olga Verheles | o.verheles@pedal-consulting.eu |
| 14 | FHNW | Sebastian Wendeborn | sebastian.wendeborn@fhnw.ch |




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**Members of the General Assembly**

| General Assembly ordinary meeting | General Assembly extraordinary meetings |
|---|---|
| At least twice a year | At any time upon written request of any Member |

The General Assembly shall not deliberate and decide validly in meetings unless two-thirds (2/3) of its Members are present or represented (quorum). The decision-making at the meetings will be based on majority voting (2/3 of the votes).

The decisions to be taken by the General Assembly are listed in Section 6.3.7 of the Consortium Agreement. Some exceptions apply to the Switzerland's Associated Partner – FHWN. All clauses that apply to the AP are defined in the Partnership agreement signed by the Coordinator (duly authorised on behalf of the Consortium) and the Associated Partner, provided as an attachment to the Consortium Agreement.

**Project meetings**

A tentative schedule of annual project meetings (including GA meetings and technical meetings when necessary) has been discussed and agreed during the Kick-off meeting:

| No. | Meeting | Host institution | Country | Month | Date |
|---|---|---|---|---|---|
| 1 | Kick-off meeting and Project meeting | UNIBO | Italy | 1 | 25-26/06/2024 |
| 2 | Project meeting | ANFACO | Spain | 16 | Sep 2025 |
| 3 | Project meeting | (TBD) | (TBD) | 28 | Sep 2026 |
| 4 | Project meeting | ANAVERIS | Greece | 34 | March 2027 |
| 5 | Project meeting and Final conference | PEDAL | Belgium | 48 | May 2028 |

## 2.3 Executive Board

Chaired by the Coordinator, the Executive Board of the ONE-EARTH project is composed by the WP leaders. It is the Supervisory body for the execution of the Project and reports to the General Assembly, coordinating the work and overseeing the execution and progress of the Tasks; being also responsible for the quality check of outputs. In charge of proper execution and implementation of General Assembly decisions, the Executive Board is to meet (at least) quarterly. The Executive Board shall prepare the meetings, propose decisions and prepare the agenda of the General Assembly. All proposals made by the Executive Board shall also be considered and decided upon by the General Assembly

The current composition of the Executive Board is shown in the table below. Any modifications must be timely communicated to the project coordinator and the project manager.

| | Executive Board | | |
|---|---|---|---|
| WP | WP name | WP leader | E-mail |
| 1 | Coordination and Management | Lorenzo Bertin (PI) | lorenzo.bertin@unibo.it |





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| | | | |
|---|---|---|---|
| 2 | PUFA production and downstream transformation | Yamini Satyawali | yamini.satyawali@vito.be |
| 3 | Peptides and fertilizers production | Anna Laura Eusebi | a.l.eusebi@staff.univpm.it |
| 4 | Application of produced material by end users | Georgios Tsatsos | g.tsatsos@anaveris.com |
| 5 | Sustainability evaluation in a SSbD EU framework | Fabrizio Passarini | fabrizio.passarini@unibo.it |
| 6 | Dissemination, communication and exploitation | Olga Verheles | o.verheles@pedal-consulting.eu |

## 2.4 Other key roles

**Project Manager –Marija Belicheva (UNIBO),** marija.belicheva@unibo.it

The Project manager assists the coordinator in the day-by-day management of the GA, supports the coordinator with the collection of the collection of reports and deliverables, assists the coordinator in the financial management of the project, collects and verifies the financial statements from the partners, supports partners with the preparation of financial reports, administrative and legal issues, supports the organization, preparation and follow up of periodical meetings, support the partners with reference to procedures requested by the Granting Authority.

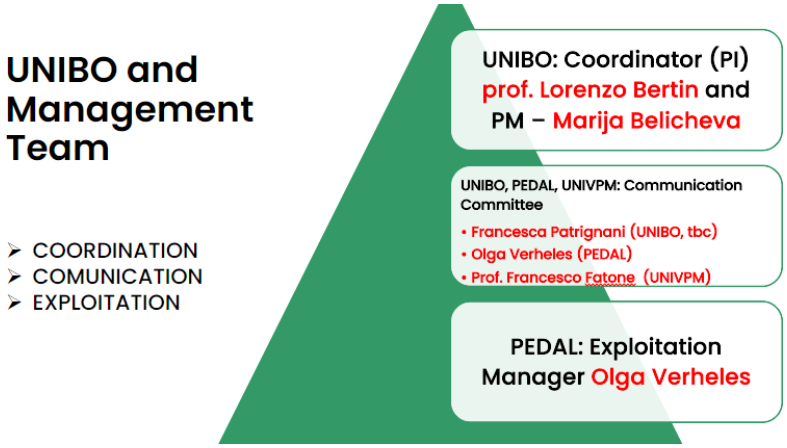
**Exploitation manager – Olga Verheles (PEDAL),** o.verheles@pedal-consulting.eu

The Exploitation manager coordinates the activities of exploitation, sustainability and replication of results, including the definition of the project's Exploitation Plan and its updated versions. With the contribution of the partners, s/he will be responsible to outline the main exploitable assets of the project and the relevant target beneficiaries, identify the specific target groups that could benefit from ONE EARTH outcomes and provide an outline of the exploitation routes of the project assets anticipated. To maximize the project's impact and systematically plan for its exploitation beyond its lifetime, long-term sustainability and exploitation strategy will be presented as well as management of the knowledge and Intellectual Property (IP) that will emerge from the ONE EARTH project activities.

**Communication committee**

- **Francesca Patrignani (UNIBO),** francesca.patrignani@unibo.it
- **Olga Verheles (PEDAL),** o.verheles@pedal-consulting.eu
- **Francesco Fatone (UNIVPM),** f.fatone@staff.univpm.it

Olga Verheles (PEDAL) will coordinate the Communication Committee and will be responsible for defining the dissemination and communication activities in collaboration with all WP leaders: create the Communication strategy, realize/supervise the project's website, maintenance and entire visual and brand identity; implement online dissemination through website, social networks and partners websites; publish project newsletters on project activities, events and outputs as well as results in relevant channels and communities; distribute press releases and promotional materials; organize dissemination events, networking and multipliers activities and the project's final conference and assist in the coordination with complementary initiatives &networks.




## 2.5 Other project bodies

**Exploitation, Stakeholders and Advisory Board (MSAB)**

The Multi-Stakeholder Advisory Board (MSAB) will be appointed and steered by the Executive Board. The MSAB will be consulted to provide guidance on the optimization of project activities for increasing cross sectoral synergies and policy, acting as a consulting and advisory Board to influence and impact on the implementation of specific project parts and to provide a final evaluation of the project outputs. Upon invitation, MSAB members shall be allowed to participate in General Assembly meetings - conformed to a nondisclosure policy - without any voting rights.

A tentative list of MSAB members is shown below. This list will be updated, discussed and agreed upon by the Executive Board members and will remain open for new suggestions on behalf of all partners.

| ONE-EARTH MSAB (MultiStakeholder Advisory Board) | | | |
|---|---|---|---|
| NO. | Members | Position | E-mail |
| 1 | Arnaud Bouxin | Director, Feed Safety and Regulatory Affairs<br>European Feed Manufacturers' Federation (FEFAC) | abouxin@fefac.eu |
| 2 | Elisabetta Maini | Area Manager, Research, Innovation, European networks<br>Emilia-Romagna Region (RER) | elisabetta.maini@regione.emilia-romagna.it |



# 3 Project Workplan

The ONE-EARTH work plan consists of 6 work packages (WPs). Each WP is led by a partner with the relevant competences needed to assure the best chances of success: WP1 and WP5 are led by UNIBO, WP6 by PEDAL, WP2 by VITO, WP3 by UNIVPM and WP4 by ANAVERIS. The interrelation between the WPs is illustrated in the figures below.

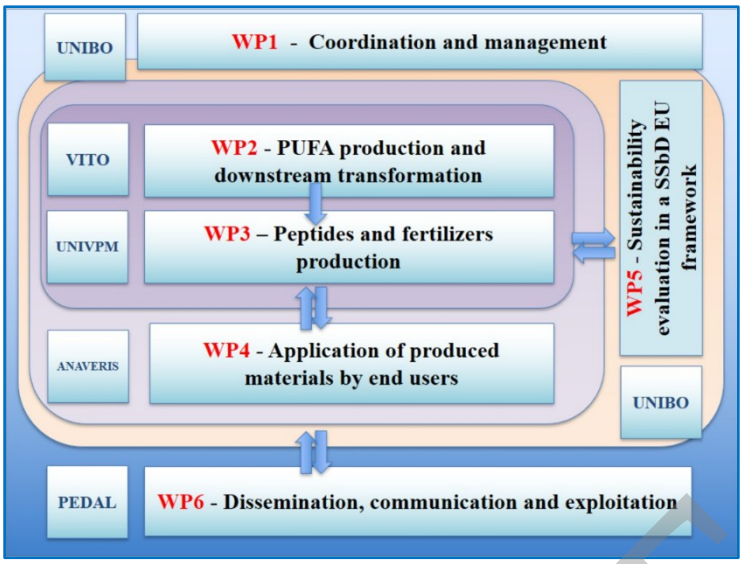



*Figure 2: ONE EARTH PERT diagram*

Particular attention has been dedicated in considering the logical cascading consequence of activities and sampling delivering throughout the consortium. The necessary amounts of raw materials and primary products for satisfying partner needs have been calculated and the proposed timing is coherent with available tools and facilities.

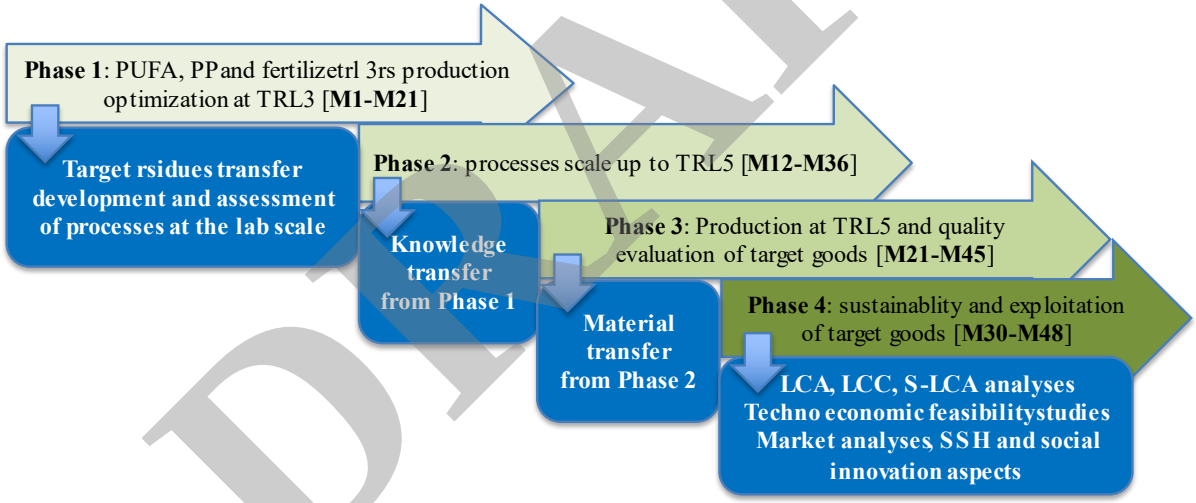



*Figure 3: ONE EARTH approach, phases (TRLs), working months*





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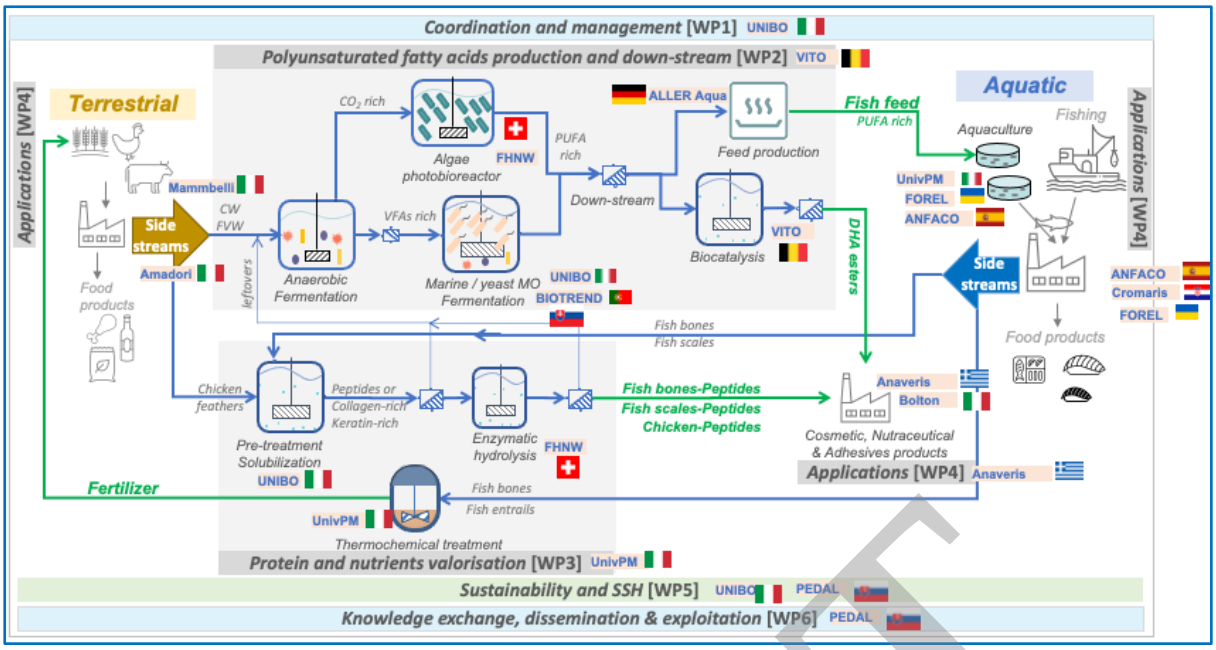


*Figure 4 ONE-EARTH working scheme*

# 4 Deliverables and Reports

Timeline of project deliverables, their timing and Lead partners is shown below.

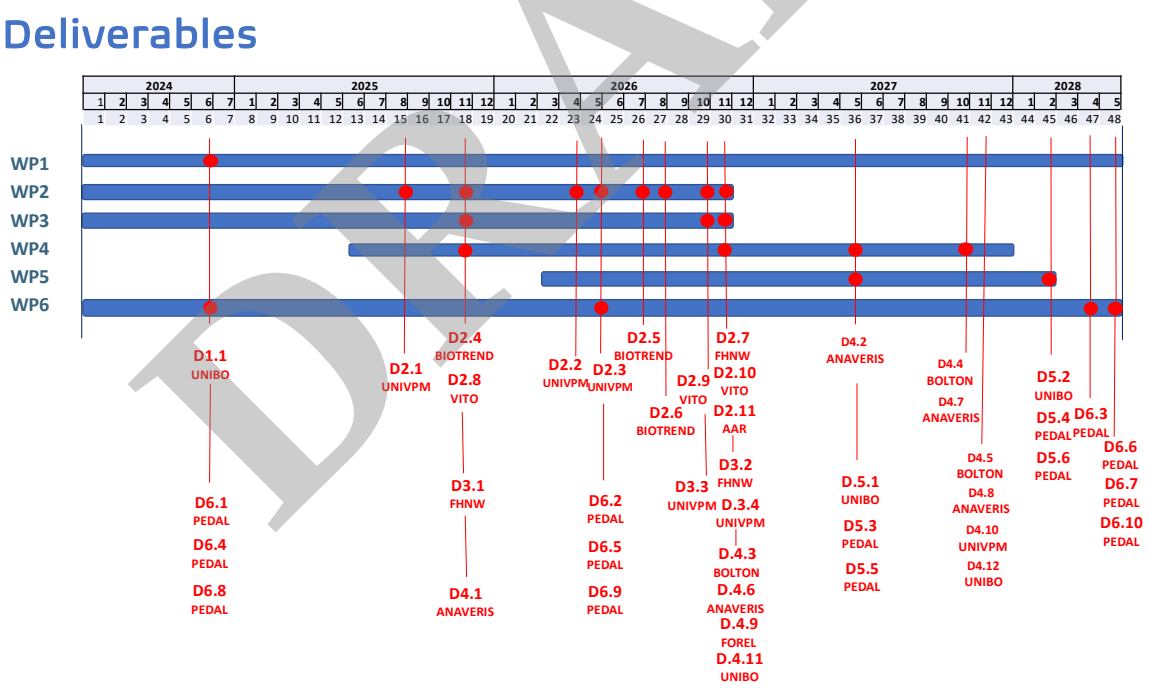


*Figure 5 ONE-EARTH Deliverables timeline*

As mentioned in Section 4.1 of this report, an internal reviewer will be appointed when necessary for the final check of deliverables before submission. The table below is uploaded in the Member SharePoint WP1 folder and will be updated if needed.




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Deliverables for ONE-EARTH Project

| No. | Deliverable No. | Deliverable Name | Description | WP No. | Lead Beneficiary | Type | Dissemination Level | Due Date (month) | Internal reviewer 1 (TBC) |
|---|---|---|---|---|---|---|---|---|---|
| D1 | D1.1 | Project Handbook | Establishment of main general operation | WP1 | UNIBO | R | PU | M6 | Olga Vergheles (PEDAL) |
| D2 | D2.1 | Report on optimized Volatile Fatty Acid (VFA) productio | Report on the optimization of process pa | WP2 | UNIVPM | R | PU | M15 | Gonzalo Martinez (UNIBO) |
| D3 | D2.2 | Report on Pilot scale-Volatile Fatty Acid (VFA) productio | Report on the production of Volatile Fatt | WP2 | UNIVPM | R | SEN | M23 | Lorenzo Bertin |
| D4 | D2.3 | Public Summary of Report on Pilot scale Volatile Fatty A | Summary of Report on Pilot scale-Volati | WP2 | UNIVPM | R | PU | M24 | Lorenzo Bertin |
| D5 | D2.4 | Report on optimized Polyunsaturated fatty acid (PUFA) | Report on the optimization of process pa | WP2 | UNIBO | R | PU | M18 | Bruno Ferreira (BIOTREND) |
| D6 | D2.5 | Report on pilot scale-poly unsaturated fatty acids (PUF | Report on the production of poly unsatur | WP2 | BIOTREND | R | SEN | M26 | Francesca Patrignani (UNIBO) |
| D7 | D2.6 | Public Summary of Report on pilot scale-poly unsaturat | Summary of Report on pilot scale-poly u | WP2 | BIOTREND | R | PU | M27 | Francesca Patrignani (UNIBO) |
| D8 | D2.7 | Report on poly unsaturated fatty acids (PUFA)-rich alga | Report on production of algal biomass e | WP2 | FHNW | R | PU | M30 | Patrick Shahgaldian (FHNW) |
| D9 | D2.8 | Report on poly unsaturated fatty acids (PUFA) esters pr | Report on the set up and feasibility of en | WP2 | VITO | R | PU | M18 | Patrick Shahgaldian (FHNW) |
| D10 | D2.9 | Report on optimized polyunsaturated fatty acids (PUFA | Report on optimized enzymatic synthesis | WP2 | VITO | R | SEN | M29 | Gonzalo Martinez (UNIBO) |
| D11 | D2.10 | Public Summary of Report on optimized polyunsaturate | Summary of Report on optimized poly u | WP2 | VITO | R | PU | M30 | Gonzalo Martinez (UNIBO) |
| D12 | D2.11 | Report on fish feed production | Report on the formulation and productio | WP2 | AAR | R | PU | M30 | Ike Olivotto (UNIVPM) |
| D13 | D3.1 | Report on peptide production | Report on the set up and feasibility of pe | WP3 | FHNW | R | PU | M18 | Noura Raddadi (UNIBO) |
| D14 | D3.2 | Report on optimized peptide production | Report on optimized peptides production | WP3 | FHNW | R | PU | M30 | Noura Raddadi (UNIBO) |
| D15 | D3.3 | Report on organic fertilizer production | Report on the production of organic fertil | WP3 | UNIVPM | R | SEN | M29 | Lorenzo Bertin |
| D16 | D3.4 | Public Summary of Report on organic fertilizer productio | Summary of Report on the production of | WP3 | UNIVPM | R | PU | M30 | Lorenzo Bertin |
| D17 | D4.1 | Interim report on requirements on target compounds | Interim report on the state of the art of ta | WP4 | ANAVERIS | R | PU | M18 | Ike Olivotto (UNIVPM) |
| D18 | D4.2 | Report on requirements on target compounds | Report on the state of the art of target fir | WP4 | ANAVERIS | R | PU | M36 | Ike Olivotto (UNIVPM) |
| D19 | D4.3 | Interim report on the formulation of bio-based adhesive | Report on the feasibility of producing bio | WP4 | BOLTON | R | SEN | M30 | Winnie Dejonghe (VITO) |
| D20 | D4.4 | Report on the formulation of bio-based adhesives from | Report on the optimized production of bi | WP4 | BOLTON | R | SEN | M41 | Yamini Satyawali (VITO) |
| D21 | D4.5 | Public Summary of Report on the formulation of bio-bas | Summary of Report on the formulation o | WP4 | BOLTON | R | PU | M42 | Yamini Satyawali (VITO) |
| D22 | D4.6 | Interim report on the formulation of nutraceutical and co | Interim report on the feasibility of produc | WP4 | ANAVERIS | R | SEN | M30 | Alberto Dolci (BOLTON) |
| D23 | D4.7 | Report on the formulation of nutraceutical and cosmetic | Report on the optimized production of nu | WP4 | ANAVERIS | R | SEN | M41 | Alberto Dolci (BOLTON) |
| D24 | D4.8 | Public Summary of Report on the formulation of nutrace | Summary of Report on the formulation o | WP4 | ANAVERIS | R | PU | M42 | Alberto Dolci (BOLTON) |
| D25 | D4.9 | Interim report on fish feed prototype application at the la | Interim report on the application at TRL5 | WP4 | FOREL | R | PU | M30 | Martiña Ferreira Novio (ANFACO) |
| D26 | D4.10 | Report on fish feed prototype application at the large sc | Report on the application at TRL5 of fish | WP4 | ANFACO | R | PU | M42 | Tetiana Maievska (FOREL) |
| D27 | D4.11 | Interim report on P-based organic fertilizers application | Interim report on the application at TRL5 | WP4 | UNIBO | R | PU | M30 | Sebastian Wendeborn (FHNW) |
| D28 | D4.12 | Report on P-based organic fertilizers application | Report on the application at TRL5 of P-b | WP4 | UNIBO | R | PU | M42 | Sebastian Wendeborn (FHNW) |
| D29 | D5.1 | Life Cycle (LCA) preliminary assessment | Set up of Life Cycle Assessment (LCA) a | WP5 | UNIBO | R | PU | M36 | Annalaura Eusebi (UNIVPM) |
| D30 | D5.2 | Life Cycle Assessment (LCA) | Report on environmental and circularity a | WP5 | UNIBO | R | PU | M45 | Annalaura Eusebi (UNIVPM) |
| D31 | D5.3 | Socio-economic and circularity preliminary assessment | Set up of socio-economic analyses conc | WP5 | PEDAL | R | PU | M36 | Fabrizio Passarini (UNIBO) |
| D32 | D5.4 | Socio-economic and circularity assessment | Report on socio-economic and circularity | WP5 | PEDAL | R | PU | M45 | Fabrizio Passarini (UNIBO) |
| D33 | D5.5 | First policy recommendation brief | Report on one policy brief concerning th | WP5 | PEDAL | R | PU | M36 | Gonzalo Ojea Rodríguez (ANFACO) |
| D34 | D5.6 | Second Policy recommendation brief | Report on a second policy brief concerni | WP5 | PEDAL | R | PU | M45 | Gonzalo Ojea Rodríguez (ANFACO) |
| D35 | D6.1 | Dissemination communication plan, first version | Plan for dissemination and communicati | WP6 | PEDAL | R | PU | M6 | Alberto Dolci (BOLTON) |
| D36 | D6.2 | Dissemination communication plan, interim version | Plan for dissemination and communicati | WP6 | PEDAL | R | PU | M24 | Alberto Dolci (BOLTON) |
| D37 | D6.3 | Dissemination communica-tion activities plan, final vers | Report on the dissemination and commu | WP6 | PEDAL | R | PU | M47 | Alberto Dolci (BOLTON) |
| D38 | D6.4 | Preliminary exploitation plan, first version | Preliminary report on the strategy to exp | WP6 | PEDAL | R | PU | M6 | Georgios Tsatsos (ANAVERIS) |
| D39 | D6.5 | Exploitation plan, interim version | Report on the strategy to exploit results | WP6 | PEDAL | R | PU | M24 | Georgios Tsatsos (ANAVERIS) |
| D40 | D6. 6 | Final exploitation plan | Final report on the strategy to exploit res | WP6 | PEDAL | R | PU | M48 | Georgios Tsatsos (ANAVERIS) |
| D41 | D6.7 | Synergies with complementary initiatives & networks | Report on effective collaboration with co | WP6 | PEDAL | R | PU | M48 | Noura Raddadi (UNIBO) |
| D42 | D6.8 | Data Management Plan, first version | Definitive establishment of collection, tre | WP6 | PEDAL | DMP | PU | M6 | Lorenzo Bertin |
| D43 | D6.9 | Data Management Plan, interim version | Definitive establishment of collection, tre | WP6 | PEDAL | DMP | PU | M24 | Lorenzo Bertin |
| D44 | D6.10 | Data Management Plan, final version | Definitive establishment of collection, tre | WP6 | PEDAL | DMP | PU | M48 | Lorenzo Bertin |

*Figure 6 ONE-EARTH List of internal reviewers*

## 4.1 Procedures for the preparation and submission of deliverables

Figure below illustrates the process for the preparation of deliverables and the internal review procedures that was proposed and agreed between the partners.

In brief, one month before the deadline, the Partner responsible for the Deliverable will send a preliminary document draft (V1) to the Coordinator and the internal Reviewer, who will send back his comments and suggestions (V2). The WP leader will then provide a modified/checked version (V3) to the Coordinator and the Reviewer. If needed, more round of revisions (V4) are carried out. If no further indications are needed, and only if the Deliverables requires so, the Coordinator will send the final version to all partners for comments and suggestions. Otherwise, the Coordinator and the WP leader agree on the final version ((V5) and the Coordinator (and PM) submit the Deliverable.

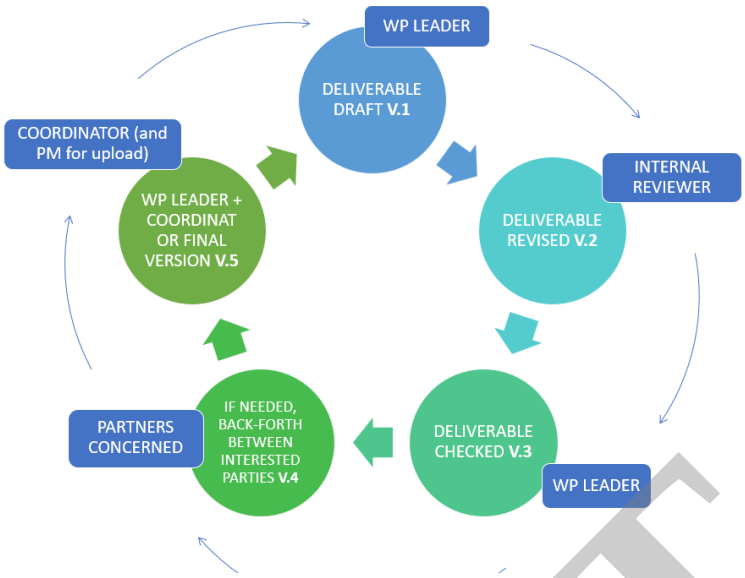


*Figure 7 ONE-EARTH Deliverables review procedure*

## 4.2 Procedures for the preparation and submission of periodic reports

The project is divided in three reporting periods as per GA. The complete schedule of reporting periods is shown below.

| Reporting period | Project time-period | Submission time |
|---|---|---|
| RP1 | June 2024 – Nov 2025 (M1-M18) | +60 days – **Gen 2026** |
| RP2 | Dec 2025 – May 2027 (M19-M36) | +60 days – **July 2027** |
| RP3 | June 2027 – May 2028 (M37-M48) | +60 days – **May* 2028** |

All project reports include a technical part and a financial part. The financial and technical information will be collected from all partners/WP leaders by the Coordinator before the submission deadline using standard templates.

Individual Financial Statements will be available on EC Portal and will have to be filled out by each beneficiary and signed electronically. Figures 5 and 6 below illustrate the process for the preparation of reports (technical and financial parts), the internal review procedures and the calendar of revisions that is completed with the submission of the final version.

**Technical part**

| who | what | when |
|---|---|---|
| **UNIBO** | Circulates the template for technical reporting available on the EC participant portal | As soon as possible (before the end of reporting period) |
| **WP leaders** | Collect all contributions from partners based on the Report template | End of reporting period + 14 days |





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| | | |
|---|---|---|
| **WP leaders** | Transmit to UNIBO the section of the Report related to their WP | End of reporting period + 21 days |
| **UNIBO** | Send the Report back to the partners for further integration/modification | End of reporting period + 28 days |
| **UNIBO** | Collect the final inputs from partners and draft the final version of the Report | End of reporting period + 35 days |
| **UNIBO** | Sends Reports to the EC | **Within the deadline (+60 days)** |

*Figure 5 Procedures for the preparation and submission of reports – Technical part*

**Financial part**

| who | what | when |
|---|---|---|
| **UNIBO** | Sends excel templates for reporting to all beneficiaries | As soon as possible (before the end of reporting period) |
| **Partners** | Provide financial report using the template | End of reporting period + 15 days |
| **UNIBO** | Revision of financial reports and requests for clarifications/changes (if any) | End of reporting period + 30 days |
| **Partners** | Sends amended financial reports to UNIBO (if applicable) and uploads and submits the statement into the system (submission in the EC portal requires the signature by a Financial responsible) | End of reporting period + 37 days |
| **UNIBO** | Submit the OVERALL financial report via the EC portal | **Within the deadline (+60 days)** |
| **UNIBO** | Sends excel templates for reporting to all beneficiaries | As soon as possible (before the end of reporting period) |

*Figure 6 Procedures for the preparation and submission of reports – Financial part*

## 4.3 Continuous reporting

The consortium is also required to report on a series of transversal aspects concerning the project against which the progress and success of the project will be evaluated. These aspects are included in the Continuous reporting module on the Funding & tender opportunities portal of the European commission: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/projects

## 4.4 Project Reviews

The reviews represent the key moment of the project when the progress, quality of results, future plans and overall success of the project are assessed by REA with the help of independent experts (monitors). All periodic reports and deliverables submitted will be checked and evaluated by the REA officer and independent experts.

The presence of the project coordinator, project manager and WP leaders is required during the review meetings. Any other project members of the project could attend upon request. A tentative schedule and venues of project reviews is shown in the figure below:

| | Review meeting – Reporting period | Where | Month | When |
|---|---|---|---|---|
| 1 | Review meeting RV1 for RP1 | Brussels/online | 20 | Gen 2026 |
| 2 | Review meeting RV2 for RP2 | Brussels/online | 38 | July 2027 |
| 3 | Review meeting RV3 for RP3 | Brussels/online | 48 | May 2028 |

## 4.5 Reporting and Payments

The figure below shows an overview of the reporting process from the end of the reporting period until the payment of the funding.

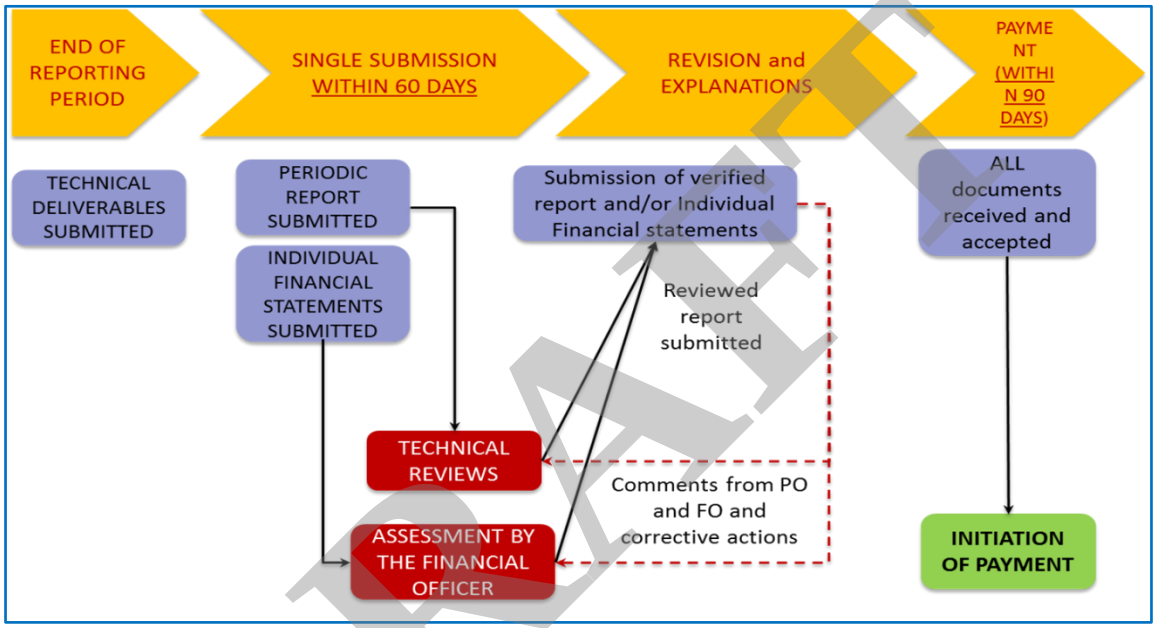


*Figure 8: Reporting and payments overview*

The payment schedule has been defined in the Consortium agreement signed by all parties.

# 5 Risk Management

Risk is defined as the combination of the probability of an event negatively affecting any project activity and its consequences. Risks are intrinsic to any project and shall therefore be identified, controlled and neutralized since the very early stages of a project. The Coordinator will monitor closely and meetings will be convened as considered appropriate. During GA meetings, a separate section will be dedicated to the project risk management.

Management is a systematic process aiming to identify, assess, manage, monitor and report on risks, through the following actions:

- adopt risk criteria regarding events that could occur and may impact the project's scope, schedule, budget and performance;
- identify, analyse, and evaluate risk in order to optimize the contingency measures;
- develop and implement strategies to effectively prevent, contain, and eliminate obstacles to the project success;

- track, review and report on risk evolution to re-define strategies and priorities, and improve management process.

## 5.1 Identified risks

Identified risks are listed in the following table, as described in the DoA –Part A table List of critical risks.

| Risk No. | Description | WP | Proposed mitigation procedures |
|---|---|---|---|
| 1 | One or more partners leave the consortium (low/medium) | WP1 | Effective management procedures will be defined to anticipate the problem (T1.1). In case one or more partners leave the consortium, a deep analysis about activities expected to be carried out by exiting partner(s) will be carried out; accordingly, a first investigation will be conducted about expertise of confirmed partners, to verify if specific activities can be reallocated to specific partners; in this case, left resources will be reassigned to such partners. In case no partners are able to take care of such activities, new partners with related expertise will be searched and invited to join the consortium. |
| 2 | VFA production is unsatisfactory with respect to the necessary amount for feeding PUFA fermentation process (low/med.) | WP2 | Further organic residues will be co-digested; a two-stage process will be implemented with a second acidogenic fermentation step |
| 3 | Use of VFA-rich effluents for PUFA production results in unsatisfactory performance due to impurities (low/medium) | WP2 | The VFA-rich effluent will be treated through additional steps (microfiltration, nanofiltration and/or ion exchange) to remove salts/residues |
| 4 | PUFA production process at TRL3 providing information for developing PUFA production process at TRL5 is unsatisfactory (low/medium) | WP2 | Further organic residues will be used to feed PUFA producers; further microbes able to accumulate PUFAs will be acquired and tested |
| 5 | PUFA enzymatic esterification yield under solvent free condition is unsatisfactory (low/low) | WP2 | Other lipases and green solvents will be tested to improve the esterification yield |

| | | | |
|---|---|---|---|
| 6 | PUFA production at TRL5 is unsatisfactory with respect to the necessary amount for feeding fish feed formulation processes at TRL5 (low/high) | WP2 | One further PUFA fermentation process will be carried out at TRL5; commercial PUFAs will be acquired for fish feed formulation |
| 7 | Microbial, enzymatic and / or chemical protein hydrolyses are unsatisfactory (low/medium) | WP3 | Further (bio) catalysers/chemical proteolytic agents will be acquired and tested |
| 8 | Biochar production and / or quality according to its characterization is unsatisfactory (low/med.) | WP3 | Further organic residues belonging to the same group of target industrial leftovers (organic residues of animal origin) will be selected and jointly processed for biochar production. Alternative organic P sources have to be coherent with respect to the ONE EARTH concept in order to pursue the overall sustainability of target value chains |
| 9 | Obtained peptides are not suitable for target final applications (low/low) | WP4 | Further (bio) catalysers/chemical proteolytic agents will be acquired and tested |
| 10 | Products properties change during transportations (medium/medium) | WP2/WP3/WP4 | Protocols for the correct conservation of samples and products will be developed |
| 11 | Low production of intermediates hindering downstream processes; low production of final products (medium/medium) | WP2/WP3/WP4 | Commercial ingredients will be acquired; alternative intermediates that could be produced by partners or stakeholders will be searched; product evaluations will be carried out with amounts from lab scale preliminary tests |
| 12 | P in biochar is not available for plants (no fertilizing effects) (medium/medium) | WP4 | Further residual P sources belonging to the same group of target industrial leftovers (organic residues of animal origin) will be selected and tested for biochar production. Alternative organic P sources have to be coherent with respect to the ONE EARTH concept in order to pursue the overall sustainability of target value chains. |
| 13 | Data unavailable for techno-feasibility and sustainability assessments | WP5 | Complete databases (e.g., ecoinvent, chemicals, etc.), proxy data, and datasets from past projects will be used in conjunction with a thorough literature review |
| 14 | Data collections, treatment, management and / or storage are not carried out according to preliminary DMP procedures (low/low) | WP6 | More detailed DMP versions will be delivered |

# 6 Conflict Resolution

Conflicts will be resolved by a procedure detailed in the Consortium Agreement (Art. 11.8 Settlement of disputes). The partners shall endeavour to settle amicably any dispute, controversy or claim arising under, out of or relating to this Agreement and any subsequent amendments of this Agreement, including, without limitation, its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims.

Potential conflicts should be brought to the immediate attention of the Project Coordinator by the WP leaders or partners concerned. The Project Coordinator will attempt to resolve this by discussion or by calling an ad hoc meeting. If that fails, the Project Coordinator will seek a decision by majority vote of the General Assembly. As a last resort, if any such dispute, controversy or claim has not been settled amicably within 90 days, the courts of Brussels shall have exclusive jurisdiction (Art. 11.8 of the CA).

# 7 Internal and external communication

## 7.1 Project members area, templates

All Consortium partners have access to the **Member Area**, the reserved repository for sharing all the documents related to the project. The repository is handled by UNIBO using Microsoft SharePoint and will be available for the project partners during the lifetime of the project.

The member area is organised in different folders and it allows partners to store, quickly find and work collaboratively on project documents, keep track of revisions and different versions released. It also includes a dedicated folder where the standard **project templates** are stored (templates for deliverable, technical reports, financial reports, risk report, agendas, minutes, presentations etc.). The templates include indications and instructions on how each template should be used and filled out, including versioning, history of changes, formats etc.

## 7.2 Dissemination and communication requirements

### 7.2.1.1 Dissemination of project results and confidentiality

The Consortium Agreement signed by all partners foresees in Art 8.4 the procedures and rules for the dissemination of own results, dissemination of another partner's unpublished results or background as well as cooperation obligations. Moreover, the Consortium Agreement includes specific rules and procedures regarding the use of confidential information by partners (CA Section 10: Non-disclosure of information).

### 7.2.1.2 Acknowledgement of funding and disclaimers

Communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate). The EU logos to be used are illustrated in Art 17.3 of the GA and they are also stored in the Members Area WP6 folder.

Any communication or dissemination activity related to the action must use factually accurate information. Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

*"Funded by the European Union under grant agreement number 101135559. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the Research Executive Agency (REA). Neither the European Union nor the granting authority can be held responsible for them."*

# 8 Conclusions

The general principle of implementation of the project is that each partner undertakes to take part in the efficient implementation, and to cooperate, perform and fulfil, promptly and on time, all of its obligations under the Grant Agreement in a manner of good faith. This document is a guide providing all partners with a common and agreed framework of rules, procedure and tools that guarantee a smooth and collaborative implementation of the project.