



CARINA

CARinata and CamelINA to boost the sustainable diversification in EU farming systems

D7.1 – Project Handbook

| Deliverable information | |
|---------------------------------|---|
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Project Consortium

| No. | Institution Short name | Institution Full name | Country |
|-----|------------------------|---|---------|
| 1 | UNIBO | Alma Mater Studiorum - Università di Bologna | IT |
| 2 | ARVALIS | ARVALIS Institut du Vegetal | FR |
| 3 | AUP | Agraren Universitet - Plovdiv | BG |
| 4 | CCE | Camelina Company Espana SL | ES |
| 5 | CRES | Centre for Renewable Energy Sources and Saving Fondation | EL |
| 6 | DBFZ | DBFZ Deutsches Iomasseforschungszentrum Gemeinnutzige GMBH | DE |
| 7 | FLANAT | Flanat Research Italia SRL | IT |
| 8 | ICARDA | International Centre for Agricultural Research in the Dry Areas | LB |
| 9 | IFVNCS | Institut za Ratarstvo i Povrtarstvo Institut od Nacionalnog Znacaja za Republiku Srbiju | RS |
| 10 | INRAT | Institut National de la Recherche Agronomique de Tunisie | TN |
| 11 | NVMT | Novamont spa | IT |
| 12 | PEDAL | Pedal Consulting SRO | SK |
| 13 | PULS | Uniwersytet Przyrodniczy w Poznaniu | PL |
| 14 | SAIPOL | SAIPOL | FR |
| 15 | Spanish Co-ops | Cooperativas Agro-Alimentarias de Espana u de Coop Sociedad Cooperativa | ES |
| 16 | TI | Terres Inovia | FR |
| 17 | KIMITEC | Kimitec Biogroup SL | SP |
| 18 | RSB | RSB Roundtable on Sustainable Biomaterials Association | CH |
| 19 | NUSEED | Nuseed Europe LTD. | UK |

Document Control Sheet

| Version | Date | Summary of changes | Partner(s) |
|---------|------------|--|------------|
| 1.0 | 25/01/2023 | First draft circulated to all partners | UNIBO |
| 1.1 | 30/01/2023 | Revision and integration from partners | All |
| 2.0 | 01/02/2023 | Final version including feedback from partners | |

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1. Executive Summary

This document is meant to provide the CARINA consortium with guidelines on roles and responsibilities of the partners, including contact details, internal procedure for the monitoring of project activities and progress, information on project and review meetings and operational procedures for communication and dissemination activities. It presents the CARINA internal rules which are intended to guarantee an efficient management of the project and smooth running of activities.

2. Introduction

The kickoff meeting organised in Bologna (16-17 of November 2022) was the first occasion when project partners were able to discuss in a personal meeting the planning of activities in each WP in order to guarantee an efficient and smooth running of activities. In addition, the project organisation including the communications procedures among beneficiaries and organisation of the deliverables and reports were illustrated and discussed.

The following chapters present mainly the outcomes of the kick off meeting presentations and discussions, so that all partners and in particular WP Leaders and Coordinator have a comprehensive guide helping them on day-to-day activities and project scheduling.

3. Project organisation, roles, and responsibilities

The organisational structure that ensures cooperation among the project partners within a clear and efficient decision-making procedure is composed of the following bodies:

- a) The **Coordinator**, UNIBO, as the legal entity acting as the intermediary between the Parties and the Granting Authority. The coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement.
- b) The **Scientific Coordinator**, Prof. Andrea Monti will act as the intermediary between the Consortium and the Agency;
- c) The **General Assembly** composed of one member for each partner, will be the ultimate decision-making body;
- d) The **Executive Board**, composed of the Coordinator and WP Leaders, will be in charge of supervising the activities carried out in the respective WPs;
- e) The **Project Manager**, Tito Della Rosa, appointed within the European Programmes and Projects Unit of UNIBO, will assist the General Assembly and the Coordinator in all administrative and financial duties;
- f) The **Dissemination, Exploitation and Communication manager**, PEDAL, will act as a broker and facilitator for innovation deployment, dissemination and communication of project results;
- g) The **Stakeholder Advisory Board**, external body comprised of relevant public and private stakeholders, will provide feedback and advice as required.

The roles in the projects have been distributed on the basis of the different responsibilities and main tasks performed in order to ensure a systemic management structure.

3.1 The Coordinator

ALMA MATER STUDIORUM - UNIVERSITA DI BOLOGNA (UNIBO), Prof. Andrea Monti

Main tasks and obligations (Art. 7 GA):

- Monitor that the action is implemented properly;
- Act as intermediary for all communications between the consortium and the Agency;
- Distribute the payments received from the Agency to the other beneficiaries;
- Oversee, collect and prepare deliverables and technical and financial reports and submit these to the Agency;
- Organize and chair project meetings.

The Coordinator will be supported by the Project Manager, and, as for matters of general relevance, by the General Assembly.

3.2 General Assembly

The General Assembly (GeA) consists of **one representative of each Party and is chaired by the Project Coordinator**. It is responsible for discussing the general Research and Innovation direction of the project and for ensuring the completion of the work plan within the scheduled time frame. The GeA will meet at least 4 times during the project duration: at the kick-off meeting and at least once a year thereafter. Virtual meetings can be organized in between.

General Assembly - All partners' main obligations:

- to participate in all meetings, contributing to CARINA activities;
- to contribute to the elaboration of technical and financial progress reports;
- to constantly provide updated information on the implementation of the project activities;
- to provide inputs for the project website and for the reports;
- to co-ordinate and provide regular updates on the progress of the work in their WP (WP Leaders);
- to ensure adherence to Commission's publicity requirements;
- financial management of their allocated budget.

List of General Assembly members and contact details:

| No. | Institution | General Assembly Members | Contact(s) |
|-----|----------------|--------------------------|---|
| 1 | UNIBO | Andrea Monti | a.monti@unibo.it |
| 2 | ARVALIS | Sylvain Marsac | s.marsac@arvalis.fr |
| 3 | AUP | Marina Marcheva | marina.marcheva@gmail.com |
| 4 | CCE | Paloma León | paloma.leon@camelinacompany.es |
| 5 | CRES | Efthymia Alexopoulou | ealex@cres.gr |
| 6 | DBFZ | Szarka Nora | nora.szarka@dbfz.de |
| 7 | FLANAT | Lucia Ferron | rdc@flanat.com |
| 8 | ICARDA | Sripada Udupa | s.udupa@cgiar.org |
| 9 | IFVNCS | Ana Marjanović Jeromela | ana.jeromela@ifvcns.ns.ac.rs |
| 10 | INRAT | Imen Trabelsi | trabelsiimen11@yahoo.fr lmen11trabelsi@gmail.com |
| 11 | NVMT | Pieter Ravaglia | pieter.ravaglia@novamont.com |
| 12 | PEDAL | Gabor Mester | g.mester@pedal-consulting.eu |
| 13 | PULS | Kinga Stuper-Szablewska | kinga.stuper@up.poznan.pl |
| 14 | SAIPOL | Tonin Perrine | perrine.tonin@groupeavril.com |
| 15 | Spanish Co-ops | Pablo Fernández | fernandez@agro-alimentarias.coop |
| 16 | TI | Louis-Marie Allard | lm.allard@terresinovia.fr |
| 17 | KIMITEC | Antonio Leiva | antonioleiva@kimitec.com |
| 18 | RSB | Blanca de Ulibarri | blanca.deulibarri@rsb.org |
| 19 | NUSEED | Patrick Dieterich | patrick.dieterich@nuseed.com |

3.3 Executive Board – WP leaders

The Executive Board is the supervisory body for the execution of the project and shall report and be accountable to the General Assembly. It is formed by the **Coordinator and the WP Leaders**.

Key responsibilities of the members of the Executive Board – WP leaders:

- coordination and monitoring of the progress of tasks, deliverables and milestones included in the respective WP;
- establishing procedures to ensure that the partners work is performed according to the work plan;
- evaluating results achieved in the tasks;
- ensure coordination among WPs;
- agreeing upon press releases and joint publications regarding the project;
- assisting the Coordinator in the preparation of scientific reports;
- arranging WP meetings;
- warning the Coordinator of risks or future problems within their WP, engaging in contingency.

List of WP leaders:

| WP no. | WP Title | Lead institution | WP Leaders | Contacts |
|--------|--|------------------|--|--|
| WP1 | Designing and implementing innovative and | ARVALIS | Sylvain Marsac | s.marsac@arvalis.fr |
| WP2 | Full biomass valorisation with a circular economy approach | KIMITEC | David Haigh | davidhaigh@kimatec.com |
| WP3 | Integrated sustainability assessment of the new bio-based CARINA systems | DBFZ | Szarka Nora | nora.szarka@dbfz.de |
| WP4 | Co-creation of policy interventions for feedstock provision and certification in CARINA bio-based value chains | UNIBO | Matteo Vittuari | matteo.vittuari@unibo.it |
| WP5 | Social Innovation to scale-up CARINA solutions for bio-based agricultural production systems | Spanish Co-ops | Pablo Fernández | fernandez@agro-alimentarias.coop |
| WP6 | Dissemination, Communication and Exploitation | PEDAL | Gabor Mester | g.mester@pedal-consulting.eu |
| WP7 | Coordination & Management | UNIBO | Andrea Monti (Scientific Coordinator and WP Leader) Tito Della Rosa (Project Manager) | a.monti@unibo.it tito.dellarosa2@unibo.it |

3.4 Other key roles in the project

The **Project Manager** tasks (Tito Della Rosa, UNIBO):

- to assist the Coordinator in the day-by-day management of the project;

- to organize the procedures for internal communication within the consortium, as well as for the collection of reports and deliverables;
- to assist the Coordinator in the financial management of the project, collect and verify the financial statements from the partners;
- to support the organization, preparation and follow up of periodical meetings;
- to support the partners with reference to procedures requested by Horizon Europe rules.

Members of the AB will have access to all project documents and outputs upon signature of a Non-disclosure Agreement.

The experts are:

| Person | Institution | Country |
|----------------------------|-------------|-----------------|
| Russ Gesch | USDA | USA |
| Christina Eynck | AAFC | Canada |
| Rolf Blaauw | WR | Netherlands |
| Malika Douazane | INRAA | Algeria |
| Copa-Cogeca representative | Copa-Cogeca | Belgium |
| Boban Ilic | SEE | North Macedonia |
| Christian Bockstaller | INRAE | France |

4. Project meetings and reviews

The consortium meetings are scheduled to take place every 6 months, including a kick-off meeting and a final meeting. The consortium meetings represent also the moment where the General Assembly members meet and take decisions or discuss issues relevant for the outcome of the project. A tentative calendar is shown here below as agreed during the KOM in Bologna:

| Meeting N° | Indicative Timing | Planned venue |
|------------|----------------------------|-------------------------|
| 1 - KOM | M1 (16-17 November 2022) | Bologna, Italy |
| 2 | M11 (14-15 September 2023) | Poznan, Poland |
| 3 | To be decided in Poznan | To be decided in Poznan |

In addition to the consortium meetings, **WP Leaders may organise technical meetings** regarding specific issues related to the WP work and progress whenever necessary and within the allocated budget.

According to the GA, after each reporting period the Agency may organise **review meetings** involving external experts who assess the progress done and resources used based on the periodic reports and deliverables submitted. A tentative calendar of project reviews meetings is shown here below:

| Meeting N° | Indicative Timing | Planned venue |
|------------|--------------------|---------------|
| 1 | M21 (July 2024) | To be decided |
| 2 | M39 (January 2026) | To be decided |
| 3 | M48 (October 2026) | To be decided |

5. Reporting and deliverables

5.1 Reporting periods

The project is divided in **three reporting periods** after which a periodic/final report must be submitted to REA. The periodic and final reports are composed of a technical part and a financial part.

Project reporting periods:

- Month 01 to month 18: **November 2022 – April 2024**
- Month 19 to month 36: **May 2024 – October 2025**
- Month 37 to month 48: **November 2025 – October 2026**

5.2 Schedule for the submission of reports

The CARINA project has a total of three reports (two periodic reports and one final report) to be submitted to the Agency 60 days after the end of each reporting period.

A calendar showing the timing for the submission of all reports is shown below:

| Reporting period/Type of report | Period covered by the report | Submission of report to Agency |
|---------------------------------|--|--|
| RP1 – Periodic report | Month 1-18 November 2022 – April 2024 | Submission of report to Agency – June 2024 |
| RP2 – Periodic report | Months 19-36 May 2024 – October 2025 | Submission of report to Agency – December 2025 |
| RP3 – Final report | Months 37-48 November 2025 – October 2026 | Submission of report to Agency – December 2026 |

5.3 Contents and procedures for the preparation of periodic and final reports

The periodic and final reports are composed of a technical part and a financial part:

- The **Technical part** includes the explanation of the work carried out by the partners and overview of the progress as well as a description and justification for any deviations with respect to the work plan and planned resources;
- The **Financial part** includes a declaration of the resources and expenses connected to the work described in the technical part by each partner.

All reports must be transmitted to the Agency electronically via the Participant portal.

Internal procedures for the preparation of the reports - Technical part.

| WHO | WHAT | WHEN |
|---|--|---|
| UNIBO | Sends a template for reporting to all beneficiaries | Before the end of the reporting period (by end of M18/36/48) |
| WP Leaders | Collect all contributions from beneficiaries using the standard template provided and transmit them to UNIBO | End of reporting period + 15 days |
| UNIBO and WP Leaders + support from all partners | Revision of the contributions and preparation of a consolidated version of the reports | End of reporting period + 40 days |
| UNIBO | Release of the final version of reports to all partners and sends report to the Agency | Before the deadline |

Internal procedures for the preparation of the reports - Financial part

The financial information will be collected from all partners by the Project Manager in due time (before the submission deadline) using a **standard template prepared by UNIBO**. The costs reported by each partner will be verified against the activities reported in the technical part. In addition to the financial template to be sent to UNIBO, **all partners** will have to submit an **electronic financial statement via the Participant portal (SyGMA submission tool)** which requires the signature of an authorised person in each institution.

The costs reported in the financial template and financial statement must match. UNIBO will supply all the information needed in order to complete this step.

5.4 Procedures for the preparation of deliverables

Deliverables are listed in ANNEX 1 of GA (part A). A fixed number of deliverables is scheduled to be prepared and submitted according to an established calendar.

During the kick of meeting the partners discussed the process of preparing deliverables in order to have efficient and coordinated efforts that lead to the submission of deliverables on time.

Here below the proposed procedure is illustrated.

| WHO | WHAT | WHEN |
|--------------------------------|--|----------------------------------|
| Deliverable leader | Collect contributions from the involved beneficiaries, drafts a first version of the deliverable and sends it to the internal reviewer(s). | 4 weeks before the delivery date |
| Deliverable reviewer(s) | Reads the deliverable draft and sends a revised version to the deliverable leader | 3 weeks before the delivery date |
| Deliverable leader | Sends the second draft to all the partners for a final check | 2 weeks before the delivery date |
| Deliverable leader | Sends the final version of the deliverable to UNIBO | 1 week before the deadline |
| UNIBO | Submits the deliverable | Before the deadline |

During the preparation of the Deliverable, deadlines are set and communicated to the involved partners, and reminders are sent in order to avoid as much as possible any unjustified delay.

6. Communication, Publications and Presentations

6.1 Dissemination rules

All partners shall indicate at all times that the project received funding from the EU by including the number of the Grant Agreement, the following funding statement and disclaimer together with a high-resolution EU flag:

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or CNECT. Neither the European Union nor the granting authority can be held responsible for them”.

6.2 Procedures for dissemination of project results

Each member of the consortium must contribute to the scientific production and validation of the results based on their experience and expertise. Any partner wishing to undertake formal dissemination activities of research results should inform the Coordinator and the partners involved in the research activity. The content of the presentation should be agreed with them at least 4 weeks before the dissemination. In particular, any partner with the intent to publish should inform the consortium at the earliest possible opportunity and the draft publication needs to be distributed to the consortium at least 4 weeks before the submission. If no partner objects within two weeks, the dissemination of results is permitted. Dissemination of the project will be done within WP6. Partners will be also responsible to fill in the information about their publications on the participant portal. PEDAL, as WP6 leader, will remind partners of their responsibilities and will monitor the information uploaded, with the support of UNIBO.