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Programmed biodegradation capability of bio-based materials and products, validated in specific environments

MAGICBIOMAT

Manufacturing Guiding Tool for Circular and Programmed Biodegradable Materials Under Open Environment Conditions

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Handbook of Operation

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RE	Restricted to a group specified by the consortium (including the Commission Services)	
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Acronyms

CA	Consortium Agreement
EC	European Commission
EEAB	External Expert Advisory Board
EU	European Union
GA	Grant Agreement
NDA	Non-Disclosure Agreement
WP	Work Package
WPL	Work Package Leader

Executive Summary

This deliverable is composed of the Project Management Manual, which sets out the general methodology and tools that will be adopted by the MAGICBIOMAT consortium. This will ensure the successful execution of the MAGICBIOMAT project.

This deliverable provides an overall guide for all partners covering:

- Management of the Consortium.
- Roles and responsibilities of all parties.
- Communication within the consortium as well as with external entities and the European Commission.
- Guidelines on quality assurance and report writing, including the provision of various templates.
- Management of risks, risk mitigation, and remediation process.
- Submission of reports and deliverables.

The consortium has selected methodology and tools deemed to be the most appropriate to enable successful achievement of the project objectives in compliance with Grant Agreement and aligned with the Consortium Agreement.

Table of Contents

Acronyms 3

Executive Summary 4

List of Figures 7

List of Tables 7

1. Introduction 8

2. Project Governance 9

2.1. Governance Structure 9

2.2. Role of Coordinator 11

2.3. Role of Work Package Leaders 11

2.4. Role of the Work Package Leaders Group 12

2.5. Role and Procedures of the General Assembly 12

2.6. External Expert Advisory Board (EEAB) 14

3. Communication 15

3.1. Internal Communications 15

3.1.1. Email 15

3.1.2. Meetings 15

3.1.3. MAGICBIOMAT SharePoint 16

3.2. External Communications 16

3.2.1. Visual Identity 16

3.2.2. Project Website 17

3.2.3. Social Media 17

3.2.4. Communication and Marketing Materials 17

4. Quality Management 18

4.1. Deliverables 18

4.1.1. Deliverable List 18

4.1.2. Deliverable Template 20

4.1.3. Review Process 20

4.2. Milestones 21

5. Risk Management 23

6. Reporting 25

6.1. Continuous Reporting 25

6.2. Periodic Reports 25

6.3. Final Report 26

7. Annexes 27

7.1. Deliverable Template 27

7.2 Meeting Minutes Template 29

List of Figures

Figure 4.1 Deliverable Review Process **21**

List of Tables

Table 2.1 MAGICBIOMAT List of Beneficiaries and key contact **9**

Table 2.2 List of Work Package Leaders (WPL) **10**

Table 4.1 List of MAGICBIOMAT deliverables. **18**

Table 4.2 Deliverable type abbreviation and description of format. **20**

Table 4.3 Deliverable dissemination level abbreviation and description **20**

Table 4.4 MAGICBIOMAT milestones list. **22**

Table 5.1 Risks and associated mitigation measures. **23**

1. Introduction

The MAGICBIOMAT management manual is a key deliverable of work package (WP) 13 (Project Management and Coordination) and provides guidance to ensure the effective management and coordination of the project. This deliverable provides a reference point for the management structure and procedures that will be utilised for the duration of the MAGICBIOMAT project.

This document should act as a guide to be used by all consortium members providing a harmonised set of procedures, indications and support documents produced by all partners for effective implementation of the project. This document will also act as a quality guide for the project that all partners will follow to ensure consistent quality outputs for the project's duration.

The final version of this document submitted to the European Commission (EC) in compliance with the grant agreement (GA) will be considered a stand-alone document. However, throughout the duration of the project, this manual will act as a living document that will be regularly updated according to the project's needs. The coordination team will encourage and welcome feedback from project partners to ensure the delivery of a high-quality project.

The coordination team will work closely with WP leaders (WPL) to monitor the overall progress of the project and assess any suggested changes or improvements to the project management manual and decide if changes should be implemented. If any changes are made to this document, all partners will be informed via e-mail and provided with a link to this document if and when it is updated. Any changes made after submission to the Granting Authority will be tracked in the revision history of the document.

This deliverable will also provide tools for the partners including a number of templates that will be developed throughout the duration of the project.

The MAGICBIOMAT management manual has been developed based on the terms and conditions established in the GA, the specifications and requirements laid out in the Consortium Agreement (CA), and feedback received from partners during the MAGICBIOMAT kick-off meeting which was included in D13.1 Kick-off meeting minutes.

The project management guidance provided by this document will be further supported by future deliverables such as D10.1 Plan for communication, dissemination and exploitation, D10.2 Communication Resources, and D13.4 Initial data management plan (Period 1).

2. Project Governance

The CA set out the governance structure of the consortium that will oversee the implementation of the MAGICBIOMAT project. The CA has been agreed and signed by all MAGICBIOMAT beneficiaries. A copy of the signed CA is stored in a shared project data repository hosted and managed by TUS on Microsoft Teams which all beneficiaries have access to.

2.1. Governance Structure

The MAGICBIOMAT consortium consists of 7 beneficiary partners. The names of beneficiaries and their acronyms as used in the GA and CA are outlined in Table 0.1.

Table 0.1 MAGICBIOMAT List of Beneficiaries and key contact

Beneficiary No.	Beneficiary Name	Acronym	Country	Contact point	Email
1	Technological University of the Shannon	TUS	Ireland	Yuanyuan Chen	yuanyuan.chen@tus.ie
2	Universita Degli Studi Di Padova	UNIPD	Italy	Alessandra Lorenzetti	alessandra.lorenzetti@unipd.it
				Lorenzo Favaro	lorenzo.favaro@unipd.it
3	Organik Kimya Sanayi Ve Ticaret As	OK	Turkey	Hilal MACIT	h_gumusdere@organikkimya.com
				Esin AKDENIZ	e_akdeniz@organikkimya.com
4	Digiotouch Ou	DIGI	Estonia	Soumya Kanti Datta	soumya@digiotouch.com
				Debolina Paul	debolina@digiotouch.com
5	Centre Technique Industriel De La Plasturgie Et Des Composites	IPC	France	Justine JACQUIN	justine.jacquin@ct-ipc.com
				Catherine Colin	catherine.colin@ct-ipc.com
6	ISOTECH Ltd.	ISOTECH	Cyprus	Demetra Orthodoxou	project@isotech.com.cy
7	University of Sheffield	USFD	United Kingdom	Nicola Buckland	n.buckland@sheffield.ac.uk

From this point forward, beneficiaries will be referred to either individually or jointly as “Party” or “Parties”. As outline in Section 6 Governance Structure of the CA, the organisational structure of the consortium shall comprise the following Consortium Bodies:

- The **General Assembly**, which is the decision-making body of the consortium. The General Assembly consists of at least one representative of each party.
- The **Coordinator**, who is 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 GA and this CA. TUS is the Coordinator of the MAGICBIOMAT projects and the Project Coordinator at TUS will be Yuanyuan Chen.
- The **Work Package Leaders** (WPLs) Group is an assessment group of the Consortium without formal decision-making power. In collaboration with the Coordinator, it shall assess the individual and overall implementation of the Project. The leaders of each WP are outlined in Table 0.2.

Table 0.2 List of Work Package Leaders (WPL)

WP No.	Work Package Name	WPL	Start Month	End Month
WP1	Bio-based biodegradable polymers with various biodegradability development	UNIPD	1	18
WP2	Circular design of bio-based biodegradable polymers	TUS	19	36
WP3	Artificial Intelligent (AI) powered programmed biodegradability and circularity	DIGI	1	36
WP4	Labelling and behaviour change strategies	USFD	30	48
WP5	Short-term degradation application demonstration in open environment conditions	ISOTECH	16	36
WP6	Long-term degradation application in open environment conditions	TUS	19	48
WP7	Life Cycle Sustainability Assessment (LCSA) methodology	DIGI	1	18
WP8	Intermediate environmental and economic assessments	DIGI	19	36
WP9	Final Life Cycle Sustainability Assessment (LCSA) and results interpretation	DIGI	37	48
WP10	Dissemination, Exploitation & Communication (period 1)	ISOTECH	1	18
WP11	Dissemination, Exploitation & Communication (period 2)	ISOTECH	19	36
WP12	Dissemination, Exploitation & Communication (period 3)	ISOTECH	37	48
WP13	Project Management and Coordination (period 1)	TUS	1	18
WP14	Project Management and Coordination (period 2)	TUS	19	36
WP15	Project Management and Coordination (period 3)	TUS	37	48
WP16	Ethics requirements	TUS	1	48

All the names and contact details of the people involved in each WP are available to all project members in the MAGICBIOMAT contacts list on the shared project data repository hosted and managed by TUS on Microsoft Teams.

2.2. Role of Coordinator

The Coordinator will act as the intermediary between the Parties and the Granting Authority and shall perform all tasks assigned to it as described in the GA and the CA.

In particular, the Coordinator shall be responsible for:

- Monitoring compliance by the Parties with their obligations under the CA and the GA.
- Keeping the contact list of Members and other relevant persons updated and available.
- Collecting, reviewing, and submitting reports, other deliverables and specific requested documents to the Granting Authority.
- Preparing the meetings, proposing decisions, and preparing the agenda of General Assembly meetings, chairing the meetings, preparing the minutes of the meetings and monitoring the implementation of decisions taken at meetings.
- Preparing the meetings and preparing the agenda of Work Package Leaders Group meetings.
- Transmitting, promptly, documents and information connected with the Project to any other Party concerned.
- Administering the financial contribution of the Granting Authority and fulfilling the financial tasks described in Section 7.2 Payments of the CA.
- Providing, upon request, the Parties with official copies or originals of documents that are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims.

If one or more of the Parties is late in submission of any Project deliverable, the Coordinator may nevertheless submit the other Parties' Project deliverables and all other documents required by the Grant Agreement to the Granting Authority in time.

2.3. Role of Work Package Leaders

Each WP has a leader who is responsible for the timely execution of the tasks, milestones, and deliverables in their respective work package. Their specific responsibilities include:

- Day-to-day management of the WP and coordination of tasks and associated parties within the WP.
- Ensuring the progress of the WP according to the Description of Action in the GA.
- Arrangement of regular WP meetings, preparation of agenda, and keeping of meeting minutes.
- Management and mitigation of risks. Reporting back to the MAGICBIOMAT Project Coordinator any unforeseen or foreseen issues/risks.
- Implementation of decisions taken by the MAGICBIOMAT Project Coordinator and the General Assembly.
- Participation in quarterly consortium meetings organised by the Project Coordinator to present ongoing activities and progress of the WP.
- Reporting progress of their WP in quarterly internal reports for the Project Coordinator.
- Timely review of Deliverables prepared by Task leaders to provide initial feedback before review by the Project Coordinator.

2.4. Role of the Work Package Leaders Group

The WPLs Group shall consist of the Coordinator and WPLs. The Coordinator shall chair all meetings of the WPLs Group, unless decided otherwise by a majority of the WPLs Group. The chairperson shall convene ordinary meetings of the WPLs Group quarterly and shall also convene extraordinary meetings (upon proposal of one member) at any time if needed for Project implementation.

The chairperson of the Work Package Leaders Group meetings shall be responsible for taking minutes of each meeting. The chairperson shall send draft minutes to all members within 10 calendar days of the meeting.

The minutes shall be considered as accepted if, within 15 calendar days from receipt, no member has sent an objection to the chairperson with respect to the accuracy of the draft minutes by written notice.

Minutes of WPLs Group meetings, once accepted, shall be sent by the Coordinator to the General Assembly Members for information.

The WPLs Group shall be responsible for:

- Keeping track of the effective and efficient implementation of the Project, based on the Consortium Plan, particularly regarding the completion of the WP activities in tasks and deliverables of each Party.
- Evaluating suggestions of the WPLs for the reallocation of tasks and budget in work packages.
- Making suggestions for amendments to Annex 1 and Annex 2 of the GA to the General Assembly, especially if restructuring is required to enable the finalisation of non-completed WPs or in case of termination of a Party.
- Assessing reports presented by each WPL, which have been compiled by the WPL based on the Internal Progress Reports.
- Assessing the status or completion of each WP and preparing the periodic reporting for the work packages together with the Coordinator.
- Proposing payment instalments to the Coordinator according to the outcomes of these assessments in line with Section 7.2.2 Payment Mode or the CA.
- Supporting the Coordinator in preparing meetings with the Granting Authority and in preparing related information and deliverables.
- Supporting the Coordinator in the collection of information regarding the termination report and amendment procedures in case of termination of a Party's participation.
- Suggesting performance indicators for the determination of proper completion of work packages to the General Assembly.

2.5. Role and Procedures of the General Assembly

The General Assembly shall consist of one representative of each Party (hereinafter referred to as "Member"). The General Assembly is the ultimate decision-making body and is free to act on its own initiative to formulate proposals and take decisions regarding the project's work plan, finances, intellectual property rights and evolution of the Consortium. The General Assembly structure, procedure and actions are defined in section 6.3 of the CA.

Member Representation in Meetings:

- Every Member should be present or represented at any meeting.
- Every Member may appoint a substitute or a proxy to attend and vote at any meeting.
- Every Member shall participate in a cooperative manner in the meetings.

The Coordinator shall chair all meetings of the General Assembly, unless decided otherwise by the General Assembly. The Parties agree to abide by all decisions of the General Assembly.

Each Member shall be deemed to be duly authorised to deliberate, negotiate and decide on all matters listed in Section 6.3.7 of the CA including:

Content, finances and intellectual property rights

- Proposals for changes to Annexes 1 and 2 of the GA to be agreed by the Granting Authority such as changes resulting from suggested reallocation of tasks and budget by the WPLs Group.
- The percentage of WP completion per work package as well as per Party to be reported to the Granting Authority based on the assessment by the WPLs Group regarding the individual performance of single Parties in case of non-completion of WPs.
- Modifications or withdrawal of Background in Attachment 1 (Background included) of the CA.
- Additions to Attachment 3 (List of Third Parties for simplified transfer according to Section 8.3.2) of the CA.
- Additions to Attachment 4 (Identified entities under the same control) of the CA.

Evolution of the consortium

- Entry of a new Party to the Project and approval of the settlement on the conditions of the accession of such a new Party.
- Withdrawal of a Party from the Project and the approval of the settlement on the conditions of the withdrawal.
- Proposal to the Granting Authority for a change of the Coordinator.
- Proposal to the Granting Authority for suspension of all or part of the Project.
- Proposal to the Granting Authority for termination of the Project and the CA.

Breach, defaulting party status and litigation

- Identification of a breach by a Party of its obligations under this CA or the GA.
- Declaration of a Party to be a Defaulting Party.
- Remedies to be performed by a Defaulting Party.
- Termination of a Defaulting Party's participation in the consortium and measures relating thereto.
- Steps to be taken for litigation purposes and the coverage of litigation costs in case of joint claims of the parties of the CA a Party (addition information can be found in Section 7.1.4 of the CA)

Appointments - On the basis of the GA, the appointment, if necessary, of:

- External Expert Advisory Board Members

In the case of abolished tasks as a result of a decision of the General Assembly, Members shall rearrange the tasks of the Parties concerned. Such rearrangement shall take into consideration any prior legitimate commitments which cannot be cancelled.

TUS as the Coordinator shall convene ordinary meetings of the General Assembly at least once every six months and shall also convene extraordinary meetings at any time upon written request of any Member. TUS will provide Notice of a meeting to each Member and an agenda with any agenda item requiring a decision by the Members noted. TUS as the Coordinator will prepare minutes to act as a formal record of all decisions taken. A draft of the minutes will be provided to all Members within 10 calendar days of the meeting. The minutes shall be considered as accepted if, within 15 calendar days from receipt, no Party has sent an objection in writing to the chairperson with respect to the accuracy of the draft minutes by written notice. The Minutes of the General Assembly will be stored in the MAGICBIOMAT shared project data repository hosted and managed by TUS on Microsoft Teams.

The MAGICBIOMAT CA provides further information about the General Assembly including Member Veto rights, decisions without meetings, Voting rules, etc.

2.6. External Expert Advisory Board (EEAB)

If requested by the EC and confirmed by the EU project officer, an External Expert Advisory Board (EEAB) will be appointed and steered by the General Assembly. The EEAB shall assist and facilitate the decisions made by the General Assembly.

The Coordinator will ensure that a non-disclosure agreement (NDA) is executed between all Parties and each EEAB member.

Its terms shall be not less stringent than those stipulated in the CA, and it shall be concluded no later than 30 days after their nomination or before any confidential information will be exchanged/disclosed, whichever date is earlier.

By way of the CA, the Parties hereby mandate the Coordinator to execute, in their name and on their behalf, an NDA with each member of the EEAB, in order to protect Confidential Information disclosed by any of the Parties to any member of the EEAB. The NDA for the EEAB members is included in the CA.

The Coordinator shall write the minutes of the EEAB meetings and submit them to the General Assembly. The EEAB members shall be allowed to participate in General Assembly meetings upon invitation but will not have any voting rights.

3. Communication

Communication management encompasses the processes that will be utilised to ensure timely and appropriate generation, collection, dissemination and storage of project information. This section describes the communication mechanisms that will be set up within the MAGICBIOMAT project. The overall goal is to maintain open and transparent communication throughout the project.

This section will be aligned with D10.1: Plan for communication, dissemination and exploitation and D10.2 Communication Resources, when these deliverables are available.

3.1. Internal Communications

Strong communication amongst the consortium is a key enabler of successful implementation of the MAGICBIOMAT project and achievement of its objectives. Beneficiaries will use a variety of communication methodologies and tools to ensure respectful, considered, and progressive communication throughout the project's lifetime.

Internal communication will be executed through the communication channels of email, phone, online collaborative channels e.g., ZOOM, Microsoft Teams, as well as face-to-face engagements.

3.1.1. Email

Most day-to-day communication between partners will be via email. A directory of contact details for all project participants is stored in the MAGICBIOMAT shared project data repository and will be kept up to date by the Project Coordination team in TUS.

It is the responsibility of all beneficiaries to ensure that relevant personnel are included in contact information and emailing lists and to communicate any changes to the Project Coordinator.

Additionally, a directory of contacts divided by WP has also been created to facilitate ease of communication between WPLs, Task Leaders, and Task Participants. To further simplify communication within specific WPs, ISOTECH has created a series of WP specific emails that will email all participants in a work package (e.g. WP13@magicbiomat.eu).

3.1.2. Meetings

Regular and periodic meetings (online and in person) will take place throughout the duration of the project to facilitate planning and track progression. Roles and duties concerning the setting up of meetings are established in the CA; this includes the preparation of the meeting, the agenda, the addition of extra items to the agenda, the invitation rules, the minutes of meetings and the schedule for these activities.

In addition to the guidance of the CA, a folder in the MAGICBIOMAT shared project data repository should be created for all meetings in either the General Assembly folder if the meeting is for the whole consortium or under the relevant WP group folder. The meeting folder should contain the agenda, presentation(s) if applicable, and minutes of the meeting. For both online and face-to-face meetings a list of participants should always be enclosed in the minutes of meeting.

WPLs should arrange regular meetings throughout the duration of their work package to facilitate planning and work distribution between WP participants and track overall WP progression.

For online meetings the organiser is free to use any teleconference tool, whilst meetings set up by MAGICBIOMAT Project Management will be organised through Microsoft Teams.

3.1.3. MAGICBIOMAT SharePoint

TUS has set up a MAGICBIOMAT shared project data repository that will be hosted and managed by TUS on Microsoft Teams. The management of Data within the MAGIBIOMAT Team files will be revised based on the guidance from D13.4 Initial data management plan.

The MAGIBIOMAT data repository is a restricted platform and contains the following features:

- A directory dedicated to WPs with dedicated folders for each WP. In each WP folder, the WPL is free to arrange documents and folders as he or she pleases as long as they maintain dedicated folders for deliverables and meeting records for that WP.
- A dedicated folder for consortium-wide meetings including archival information from the Kick Off Meeting and folders specific to General Assembly meetings, Consortium Meetings, and WPL Group meetings. These folders will contain information from all meetings (i.e., agenda, presentation, participant list, minutes, etc.)
- A directory for communication including all communication data in order to effectively manage project communication (logo, press releases, publication, marketing materials, etc.) to be maintained by ISOTECH
- A directory with project documents including official documents (e.g., GA, CA, EC Guidelines), MAGICBIOMAT project templates (e.g., Deliverable, Meeting Minutes, Periodic Report templates), and copies of Deliverables that have been submitted to the EC.
- A directory with the general and WP specific contact lists.

Access to the MAGIBIOMAT Team and contained files within will be available to registered project members only and access will be controlled by TUS. To access the platform, project members have been added to the MAGIBIOMAT Team and if changes to access is needed, partners can contact TUS. Technical support will be provided by TUS.

3.2. External Communications

External communication will be defined in D10.1: Plan for communication, dissemination and exploitation, and this section can be adapted accordingly when this deliverable will be available.

3.2.1. Visual Identity

ISOTECH will prepare the basic project communication materials which will be available in the MAGICBIOMAT Team shared repository. They will also include these in D10.2 Communication Resources

The following will be made available:

- MAGICBIOMAT project logo and colour pallet.

- EC logo and written statement of EC funding and link to EC portal where the EC Logo in different languages can be accessed.
- Links to all MAGICBIOMAT social media profiles and any other channels that provide public updates on the project.
- PowerPoint Template for Meetings.
- General marketing materials e.g., brochure, poster template.

In addition, TUS will provide the following project templates:

- Word Template for Deliverables, Minutes, Periodic Technical Report
- Template for financial statement for Periodic and Final reporting

3.2.2. Project Website

The MAGICBIOMAT website will be the main route through which the results achieved in the project will be communicated to external stakeholders. It will not only introduce the project itself (objectives, outputs, etc.) but also present the partners and their roles in the project and provide access to download public deliverables when available. The website will be a channel for announcing the latest news, sharing information about past activities and events, and promoting upcoming events.

The MAGICBIOMAT website is being developed by ISOTECH under Task 10.2 of WP10 and will be launched at M6. The continued management of the website will be the responsibility of ISOTECH. Requests for updates or changes within the project website should be addressed to the TUS and ISOTECH.

All project partners are expected to contribute content, news and updates to ISOTECH for inclusion in the project website and for dissemination through the project's social media accounts.

3.2.3. Social Media

ISOTECH will develop and maintain several social media profiles that will be used to actively promote MAGICBIOMAT on platforms such as Facebook, LinkedIn and YouTube, etc. Their work will ensure a strong media presence with the main goal being engagement with target audiences. As part of D10.2 Communication Resources, ISOTECH will provide partners with URL links to all MAGICBIOMAT social media accounts. Partners are encouraged to follow and engage with the MAGICBIOMAT social media accounts. To actively contribute to the visibility of the MAGICBIOMAT project, Partners are also encouraged to share their activities and publicly shareable results using their own personal or institutional social media accounts.

3.2.4. Communication and Marketing Materials

The MAGICBIOMAT project will be represented at several events, conferences, workshops and network meetings. A general presentation will be developed by ISOTECH as part of the outputs of WP10 Dissemination, Exploitation & Communication and available on the MAGICBIOMAT Team. Project partners can use it whenever needed to present the project. The presentation will not contain any confidential data or personal information so that it can be shared outside the consortium without problems of confidential disclosure of data or results.

Other marketing and communication materials will be created (e.g. roll-ups, posters, brochures...) by ISOTECH as part of WP10. All the materials will include the link to the project webpage. These materials will

be available in digital format on the MAGICBIOMAT Team for partners to use at any events they attend or host. If partners feel that new or updated materials are required, they can inform TUS and ISOTECH of their needs.

4. Quality Management

4.1. Deliverables

4.1.1. Deliverable List

The 58 MAGICBIOMAT deliverables are listed in Table 4.1 in chronological order. An explanation of the deliverable types and dissemination levels is provided in Table 4.2 and Table 4.3 respectively.

Table 4.1 List of MAGICBIOMAT deliverables.

No.	Title	WP	Beneficiary	Type	Dissemination Level	Due Date	Reviewed by
D13.1	Kick-off meeting minutes	WP13	TUS	R	PU - Public	M1	All
D13.2	Handbook of operation	WP13	TUS	R	PU - Public	M3	All
D10.1	Plan for communication, dissemination and exploitation	WP10	ISOTECH	R	PU - Public	M4	All
D10.2	Communication Resources	WP10	ISOTECH	R	PU - Public	M6	All
D13.4	Initial data management plan (Period 1)	WP13	DIGI	DMP	PU - Public	M6	All
D16.1	AI - EPQ - NEC - H - A - POPD - Requirement No. 1	WP16	TUS	ETHICS	SEN - Sensitive	M6	All
D3.1	AI-driven data quality inspection tool	WP3	DIGI	DEM	PU - Public	M8	UNIPD/ ISOTECH
D7.1	Life Cycle Sustainability Assessment (LCSA) methodology	WP7	DIGI	R	PU - Public	M8	OK/IPC
D1.1	Biodegradable biopolymers blends	WP1	UNIPD	R	PU - Public	M12	TUS/IPC
D1.2	Enzyme development	WP1	UNIPD	R	SEN - Sensitive	M14	IPC/TUS
D1.3	Bio-based biodegradable polymer composites with enzymatic and biodegradable additives	WP1	TUS	R	SEN - Sensitive	M15	UNIPD/IPC
D1.4	Biodegradable acrylics	WP1	OK	R	SEN - Sensitive	M18	TUS/UNIPD
D1.5	Biodegradation and ecotoxicity tests for WP1	WP1	IPC	R	SEN - Sensitive	M18	TUS/UNIPD
D7.2	Life Cycle Sustainability Assessment (LCSA) goal and scope definition.	WP7	DIGI	R	PU - Public	M18	OK/ ISOTECH
D10.3	Initial report on communication, dissemination and exploitation activities (Period 1)	WP10	ISOTECH	R	PU - Public	M18	All
D13.3	Initial risk register (Period 1)	WP13	TUS	R	SEN - Sensitive	M18	All
D16.2	A - POPD - AI - H - NEC - EPQ - Requirement No. 2	WP16	TUS	ETHICS	SEN - Sensitive	M18	All
D5.1	Analysis of uncontrolled waste littering in the open environment	WP5	ISOTECH	R	PU - Public	M19	DIGI/TUS
D5.2	Prototypes of coated paper-based packaging tray	WP5	OK	DEM	PU - Public	M21	DIGI/ ISOTECH
D6.1	Agricultural film prototypes	WP6	TUS	DEM	PU - Public	M21	ISOTECH/ OK
D3.2	AI powered framework for material lifecycle analysis	WP3	DIGI	R	SEN - Sensitive	M24	OK/ ISOTECH
D3.3	AI powered solution for programmed biodegradability	WP3	DIGI	DEM	SEN - Sensitive	M24	UNIPD/IPC
D11.1	Intellectual Property Rights (IPR) management and Exploitation Strategy	WP11	TUS	R	SEN - Sensitive	M24	All
D2.1	Durable biodegradable acrylics	WP2	OK	R	PU - Public	M30	DIGI/TUS
D2.2	Solvent-borne and water-borne acrylics	WP2	OK	R	PU - Public	M30	IPC/UNIPD

D2.3	Durable bio-base biodegradable polymers	WP2	TUS	R	PU - Public	M30	OK/DIGI
D2.4	Mechanically recycled bio-based biodegradable polymers	WP2	TUS	R	PU - Public	M36	UNIPD/DIGI
D2.5	Degradation study and ecotoxicity tests for WP2	WP2	IPC	R	PU - Public	M36	ISOTECH/ OK
D3.4	AI-driven data quality inspection tool solution deployment and validation report	WP3	DIGI	R	SEN - Sensitive	M36	USFD/TUS
D4.1	Development of the labelling system and associated behaviour change strategies and intervention	WP4	USFD	R	PU - Public	M36	IPC/ ISOTECH
D5.3	Weather aging tests with trays prototypes	WP5	IPC	R	SEN - Sensitive	M36	OK/TUS
D5.4	Short-term degradation monitoring protocol	WP5	ISOTECH	R	PU - Public	M36	USFD/DIGI
D5.5	Short-term degradation data	WP5	ISOTECH	DATA	SEN - Sensitive	M36	DIGI/IPC
D6.2	Weather aging tests with film prototypes	WP6	TUS	R	SEN - Sensitive	M36	USFD/OK
D8.1	Intermediate Life Cycle Analysis (LCA) result	WP8	DIGI	R	PU - Public	M36	ISOTECH/ UNIPD
D8.2	Intermediate Life Cycle Cost (LCC) result	WP8	DIGI	R	PU - Public	M36	USFD/ ISOTECH
D11.2	Industry and end-user outreach activities.	WP11	OK	R	PU - Public	M36	DIGI/UNIPD
D11.3	Outline of Massive Open Online Course (MOOC) modules	WP11	DIGI	R	PU - Public	M36	USFD/OK
D11.4	Policy Brief: Biodegradable materials barriers and enablers	WP11	ISOTECH	R	PU - Public	M36	All
D11.5	Mid-term report on communication, dissemination and exploitation activities (Period 2)	WP11	ISOTECH	R	PU - Public	M36	All
D14.1	Mid-term risk register (Period 2)	WP14	TUS	R	SEN - Sensitive	M36	All
D14.2	Mid-term data management plan (Period 2)	WP14	DIGI	DMP	PU - Public	M36	All
D16.3	AI - NEC - POPD - A - H - EPQ - Requirement No. 3	WP16	TUS	ETHICS	SEN - Sensitive	M36	All
D4.2	Development of the labelling system and associated behaviour change strategies	WP4	USFD	R	PU - Public	M39	TUS/IPC
D16.4	A - AI - POPD - NEC - H - EPQ - Requirement No. 4	WP16	TUS	ETHICS	SEN - Sensitive	M47	All
D4.3	Evaluation of the developed labelling system and associated behaviour change strategies	WP4	USFD	R	PU - Public	M48	DIGI/ ISOTECH
D6.3	Long-term degradation monitoring protocol	WP6	ISOTECH	R	PU - Public	M48	UNIPD/OK
D6.4	Long-term degradation data	WP6	ISOTECH	DATA	SEN - Sensitive	M48	IPC/TUS
D9.1	Final Life Cycle Analysis (LCA) result and interpretation	WP9	DIGI	R	PU - Public	M48	USFD/ ISOTECH
D9.2	Final Life Cycle Cost (LCC) result and interpretation	WP9	DIGI	R	PU - Public	M48	UNIPD/OK
D9.3	Final Social Life Cycle Assessment (SLCA) result and interpretation	WP9	IPC	R	PU - Public	M48	TUS/DIGI
D9.4	Comprehensive analysis of the social impact assessment	WP9	IPC	R	PU - Public	M48	USFD/TUS
D12.1	Policy Brief on standardization for biodegradability in open environments.	WP12	ISOTECH	R	PU - Public	M48	All
D12.2	Final Massive Open Online Course (MOOC) modules	WP12	DIGI	DEM	PU - Public	M48	IPC/USFD
D12.3	Project synergies	WP12	TUS	R	PU - Public	M48	DIGI/USFD
D12.4	Final report on communication, dissemination and exploitation activities (Period 3)	WP12	ISOTECH	R	PU - Public	M48	All
D15.1	Final risk register (Period 3)	WP15	TUS	R	PU - Public	M48	All
D15.2	Final data management plan (Period 3)	WP15	DIGI	DMP	PU - Public	M48	All

Table 4.2 Deliverable type abbreviation and description of format.

Type Abbreviation	Description	Format of Deliverable
R	Document, report	Report based on the template for deliverables.
DEM	Demonstrator, pilot, prototype	Will be accompanied by a brief written report outlining its structure and purpose to justify the achievement of the deliverable.
DMP	Data Management Plan	Report based on the template for deliverables.
DATA	Data sets, Microdata, etc	Will be accompanied by a brief written report outlining its structure and purpose to justify the achievement of the deliverable.
ETHICS	Deliverable dedicated to ethics requirements	Report based on the template for deliverables.

Table 4.3 Deliverable dissemination level abbreviation and description

Dissemination Level Abbreviation	Description
PU – Public	Fully open access and automatically published upon submission to the Granting Authority.
SEN – Sensitive	Limited under the conditions of the Grant Agreement and Consortium Agreement.

4.1.2. Deliverable Template

A general template for deliverables has been developed by TUS and is available to all parties in the MAGICBIOMAT shared project data repository hosted and managed by TUS on Microsoft Teams.

The lead beneficiary, i.e., the party responsible for the deliverable, shall retrieve the template and adapt it as necessary.

The cover pages of the MAGICBIOMAT deliverable template are included in Annex 7.1 of this deliverable.

4.1.3. Review Process

To ensure the quality of the deliverables, a structured internal review process has been defined. Non-technical deliverables , such as D13.1 Kick-off meeting minutes, D13.2 handbook, will be reviewed by all beneficiaries. Technical deliverables will be reviewed by 2 beneficiaries (as planned in Table 4.1), before being assessed and submitted by the Coordinator. The main goal of this process is to establish internal feedback to authors/contributors of the deliverable. This process aims to ensure the quality of the deliverables before submission to EC. The due date for a deliverable is the last day of the month stated in the GA and the review process starts at least 1 month prior to due date. The Lead beneficiary of the deliverable and associated WPL need to ensure they have enough time for the review to take place effectively. The Lead beneficiary will also at the first available opportunity inform the Coordinator, WPL and Task Leader if the reviewing process needs to start earlier or if there might be a delay in the reviewing process.

The Lead beneficiary must ensure that the drafted deliverable is of consistently high quality and that the review procedure described below is followed:

- The Project Coordinator will send a reminder to the WP Leader three months prior the due date
- The WPL must review a first draft before the submission to the 2 assigned reviewing beneficiaries and Coordinator. The WPL can modify the internal WP review process.
- The WPL after their own review, shall send the deliverable draft to the Project Coordinator and 2 assigned reviewing beneficiaries no less than 1 month before the deadline set in the GA.

- The Project Coordinator 2 assigned reviewing beneficiaries will make their best efforts to provide feedback within 14 calendar days after receipt of the draft deliverable and send remarks and changes to the Lead beneficiary and WPL.
- The Lead beneficiary of the deliverable will have 7 calendar days to update the deliverable according to the comments provided by the Project Coordinator and provide the updated version through the intermediate of the WPL.
- If the Project Coordinator deems that the deliverable does not meet the EC requirements, the WPL Group can be requested to review the deliverable.
- Once the deliverable is finalised, the Project Coordinator will perform a final review.
- The Project Coordinator will finally submit the deliverable to the EC Grant Management System portal.

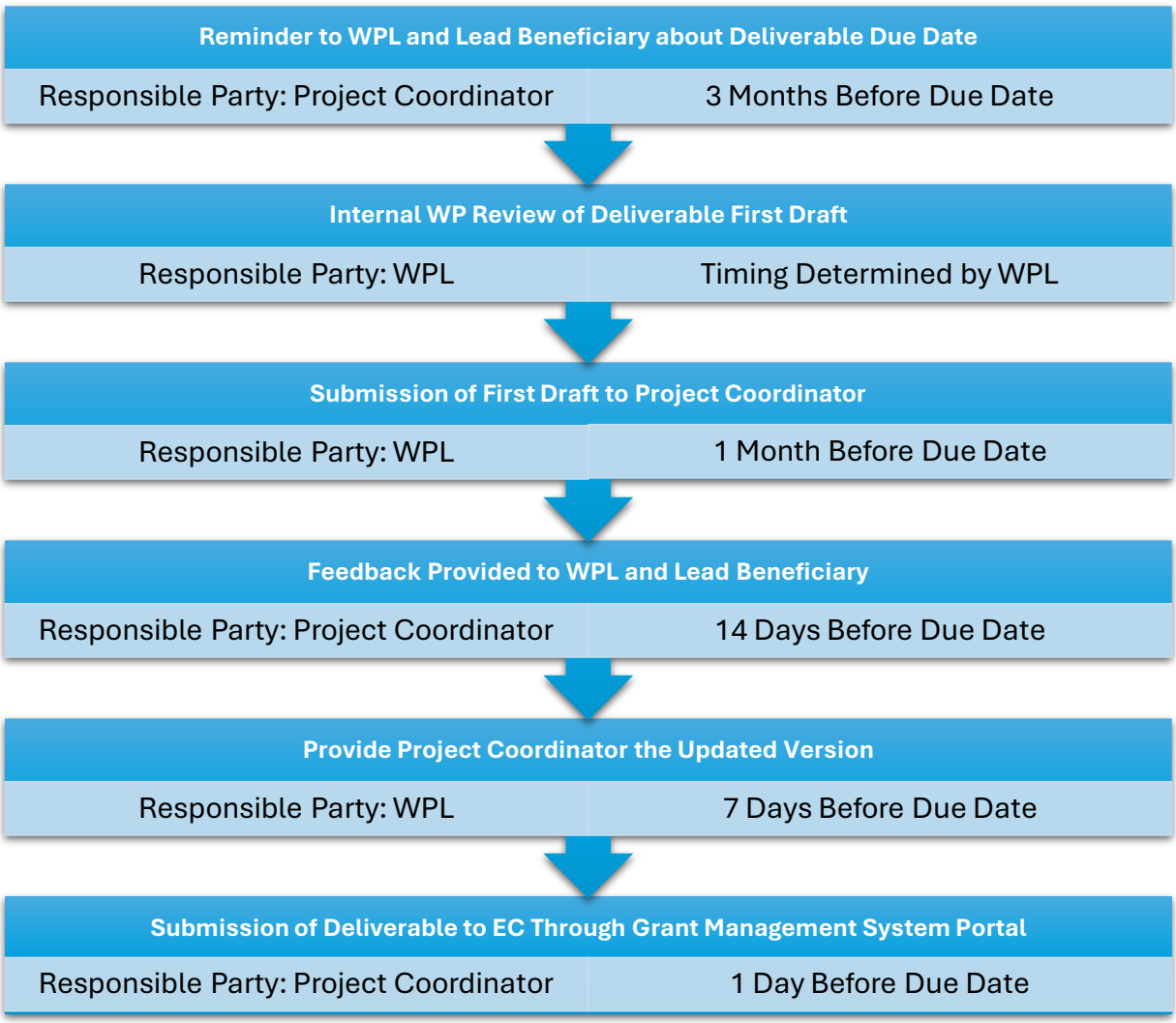


Figure 4.1 Deliverable Review Process

4.2. Milestones

The 12 MAGICBIOMAT milestones are listed in Table 4.4 in chronological order. The WPLs are responsible for achievement of the milestones within timelines as identified in the GA. The Project Coordinator will also monitor their progress throughout the duration of the Project. In the case of potential delays, the Project Coordinator will work with the WPLs to develop a contingency plan. Acute delays will be brought to the

attention of the WPLs Group and the General Assembly. Progress on milestone achievements will be described in the Internal and the Periodic Reports.

Table 4.4 MAGICBIOMAT milestones list.

No.	Milestone Name	WP	Lead Beneficiary	Means of Verification	Due Date
12	Project website launched	WP10	ISOTECH	Project website is successfully launched by ISOTECH, and this allows project information to be shared with wider audience.	M6
1	BB biodegradable composites	WP1	UNIPD	BB biodegradable composites with various biodegradability are successfully developed by UNIPD and TUS and this allows the next steps of developing agricultural film prototypes and software development.	M15
2	Biodegradable acrylics	WP1	OK	Biodegradable acrylics with various biodegradability are successfully developed by OK and this allows the next steps of developing pap-based packaging prototypes and software development.	M18
10	Biodegradable acrylic coated paper trays as short-term degradation application successfully produced for validation in open environment	WP5	OK	Prototypes of biodegradable acrylic coated paper trays are successfully developed by OK, and this allows the next steps of open environment biodegradation study.	M21
11	BB BDM as the long-term degradation application successfully produced for validation in open environment	WP6	TUS	Porotypes of BB BDM are successfully developed by TUS, and this allows the next steps of open environment biodegradation study.	M21
7	Trustworthy AI powered manufacturing guidance software developed and ready for deployment in use cases	WP3	DIGI	AI software is successfully developed by DIGI, and it allows the next steps of uploading data from real-world use cases.	M24
3	Single-use paper trays coated with durable biodegradable acrylics show prolonged service period.	WP2	OK	The durability of the paper-based packaging is significantly improved by the modification of the biodegradable acrylic coating by OK and this allows the next steps of circularity studies and software development.	M30
4	Solvent-borne and water-borne acrylics allow the separation and recovery of multiple component materials.	WP2	OK	Solvent-borne and water-borne acrylics are successfully developed by OK, and this allows the next steps of separating the multiple component materials and software development.	M30
5	Durable BB biodegradable polymers allow safe reuse and remanufacturing	WP2	TUS	Durable BB biodegradable polymers are successfully developed by TUS, and this allows the next steps of reuse and remanufacturing studies and software development.	M30
6	The developed BB biodegradable polymer composites can be effectively recycled through mechanical recycling	WP2	TUS	The developed BB biodegradable polymer composites are successfully recycled mechanically by TUS, and this allows the	M36
8	Completion of focus groups, surveys and stakeholder engagement events	WP4	USFD	Stakeholder engagement is successfully carried out by USFD, and it allows the next studies to understand the barriers and enablers to consumer acceptance, etc.	M36
9	Development of a prototype for the labelling system and behaviour change strategies	WP4	USFD	Labelling systems are successfully developed by USFD and DIGI, and this allows further study in the evaluation of the effects of interventions using labels and other intervention components on consumers' acceptance of and correct use and disposal of biodegradable materials.	M39

5. Risk Management

The MAGICBIOMAT project like any project entails risks that can impact and/or threaten the success of the project. Some risks that have already been identified at the proposal stage have been included in Table 5.1, whereas others will emerge during subsequent phases of the project. Therefore, a live risk register will be created and maintained by TUS throughout the MAGICBIOMAT project in fulfilment of D13.3 Initial Risk Register, D14.1 Mid-term Risk Register, and D15.1 Final Risk Register. The risk register shall be stored in MAGICBIOMAT shared project data repository hosted and managed by TUS on Microsoft Teams.

The risk register will be reviewed by the General Assembly to identify issues at an early stage and take appropriate mitigating actions.

Table 5.1 Risks and associated mitigation measures.

Risk No.	Description	WP	Proposed Mitigation Measures
1	Limited thermo-tolerance and pH-tolerance of single recombinant enzyme (L; M)	WP1	The risk is mitigated in part due to the already developed thermo-tolerant enzyme candidates that have been shown to survive polymer processing conditions. Furthermore, if a single enzyme will not be efficient at the processing condition of a polyester blend, the formulation of enzymatic cocktails will be useful to guarantee the hydrolysis of the given polyester blend. A low-shear multi-screw planetary roller extruder at TUS will be used to avoid enzyme degradation during extrusion process.
2	Poor distribution of the biodegradable additive within the polymer matrix would result uneven biodegradability (L; M)	WP1	Surfactants improve polymer-additive mixing by reducing surface tension, while a multi- screw planetary roller extruder at TUS ensures uniform additive dispersion and prevents thermal degradation of sensitive materials through intensive yet low-shear mixing.
3	Uncontrolled molecular weight, distribution issues, and low polymerization efficiency of biodegradable acrylics due to the distinct reaction and mechanisms of free radical polymerisation and ring-opening polymerisation. (M; H)	WP1	Optimize reaction conditions with innovative catalysts, use chain transfer agents in free radical polymerisation for molecular weight control, and adopt sequential instead of simultaneous polymerization enhance control over the process.
4	The thermal processability of the selected polyester blend is affected when modified with natural fillers to enhance the durability, this may results difficulties in producing films via extrusion blow moulding. (M; H)	WP2	To improve the processability, BB plasticizers will be used, including BB polyols (e.g. pentaerythritol), epoxidized vegetable oils (e.g. epoxidized soybean oil), citrate esters (e.g. triethyl citrate). The effect of the selected plasticizers on processability and mechanical, physio-chemical, and thermal properties of the selected polyester blend will be investigated.
5	Not able to develop solvent-borne acrylics, and their environmental and health hazards (L; H)	WP2	It's easier to develop solvent-borne acrylics than water-borne acrylics, due to solvents have superior wetting properties and flexibility in adding macromonomer functionalities. OK has already patent the technology in water-borne acrylics. Low Volatile organic compounds and BB green solvents (e.g. TOU, glycols, etc.) will be used to develop solvent-borne acrylics.
6	Not enough or quality data available in public datasets to the train the AI algorithms (M; M)	WP3	MAGICBIOMAT will concentrate on data generated in WP5 and WP6 as well as historical data of partners to train the AI algorithms.
7	Low engagement or availability of key stakeholders in the stakeholder engagement events and activities (e.g. surveys, focus groups, stakeholder engagement)	WP4	To mitigate risks of low engagement or availability, where needed any in-person events will also offer the opportunity for online engagement either in synchrony with the live in-person event or in a follow-up one-to-one session with the researchers. We will also make use of the consortium's broad network and the subcontracted Plastics and Packaging Consultant to support identification and recruitment of relevant stakeholders.
8	Multiple possible labels and intervention components are identified and too many to all be	WP4	Where needed, potential labels and intervention components will be ranked by stakeholders and the project team to confirm the shortlisting and selection of labelling and intervention components to develop.

	tested in the online and field experiments.		
9	Loss of samples during open environment biodegradability studies (short and long-term) due to climatic conditions and extreme events. (M; M)	WP5, WP6	The number of samples that will be added in each of the open environments to be studied includes multiples, so that the study can be implemented even if some samples are lost.
10	With unforeseen issues the agricultural film cannot be produced, such as machine break down and not able to be fixed, technician cannot be hired during the project period. (L; H)	WP6	The agricultural mulch will be manufactured by partner IPC or subcontractor (e.g. Tagleef).
11	Lack of primary data for the sustainability assessment (L; M)	WP7, WP8, WP9	WP5-6 will produce data for LCSA and DIGI, IPC will complement the assessment using publicly available secondary data.
12	Conflict of interest within the consortium on how the research will be performed and at what level (L; M)	WP13	Strategies and rights will be clearly outlined in the consortium agreement.
13	Project delays, unforeseen challenges in staff recruitment, or unexpected budget overruns. (M; M)	WP14, WP13, WP15	Regularly review progress against the timeline to allow for early intervention if delays start to occur. Start the recruitment process well ahead of the project start date and collaborate with reputable recruitment agencies specializing in the required fields. Regularly monitor and track expenditures against the budget and source multiple vendors/suppliers for equipment and materials to ensure cost-effectiveness. If faced with challenges beyond our expertise, we'll consult external professionals, maintaining consistent feedback with the EC to ensure transparency and direction

6. Reporting

6.1. Continuous Reporting

The beneficiaries must continuously report on the progress of the action (e.g. deliverables, milestones, outputs/outcomes, critical risks, indicators, etc; if any), to the Project Coordinator who will in turn report progress to the European Commission on behalf of the consortium in accordance with the timing and condition sets out in the GA.

Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc; if any) must be submitted using the templates published on the Portal which will be provided by the Project Coordinator to all beneficiaries.

In addition, TUS will request concise progress reports **every three months** detailing progress of each WP, Task, Milestone, and Deliverables. These will be discussed during Project Coordination meetings. More detailed reports, in the format requested by the EC, will be collected at the end of each reporting period.

6.2. Periodic Reports

The Consortium has the obligation under the GA to submit 3 Periodic Reports during the project. The reporting periods set out in the GA are as follows:

- the first covering the period M1 – M18 (01/01/2025 – 30/06/2026)
- the second covering the period M19-M36 (01/07/2026 – 31/12/2027)
- the third covering the period M37-M48 (01/1/2028 – 31/12/2028)

TUS as Project Coordinator will provide partners with templates for the Periodic Reports ahead of the end of the first reporting period. The Consortium must submit each Periodic Report within 60 days following the end of the reporting period.

The Periodic Reports will be comprised of two parts:

- A “Periodic Technical Report” containing:
  - An explanation of the work carried out by the beneficiaries.
  - An overview of the progress towards the objectives of the project, including milestones and deliverables.
  - Explanations/justifications in the differences between work expected to be carried out and the work carried out.
  - Detail of exploitation and dissemination of the results if applicable, or any updates in plans for the exploitation and dissemination of the results.
  - Other sections may be needed in accordance with European Commission requirements.

- A “Periodic Financial Report” containing:
  - Financial statements (individual and consolidated) for all beneficiaries/affiliated entities.

- The financial statement must contain the lump sum contributions indicated in Annex 2 of the GA, for the work packages that were completed during the reporting period. (Lump sum contributions which are not declared in a financial statement will not be considered by the Granting Authority).

By signing the financial statement (directly in the Portal Periodic Reporting tool), the Coordinator confirms (on behalf of the consortium) that:

- The information provided is complete, reliable and true
- The lump sum contributions declared are eligible (in particular, the work packages have been completed, that the work has been properly implemented and/or the results were achieved in accordance with Annex 1; Article 6 of the GA)
- The proper implementation and/or achievement can be substantiated by adequate records and supporting documents that will be produced upon request or in the context of checks, reviews, audits and investigations in accordance with the GA.

All beneficiaries are involved in the completion of the periodic reports including coordination of project resources as appropriate and deemed necessary to collate the necessary inputs required to prepare a full and comprehensive periodic report.

All beneficiaries are committed to adhere to tasks and timelines as communicated by WP13, WP14, and WP15 Project Management and Coordination (Periods 1-3) to best ensure on-time completion and submission of periodic reports to the Commission. Upon completion, the draft periodic report will be made available to each beneficiary for review. The review version of the draft periodic report will be stored in the MAGICBIOMAT shared project data repository hosted and managed by TUS on Microsoft Teams. Changes to the document will be tracked to facilitate collaboration by all beneficiaries. Once the draft report has been updated with all agreed amendments, the Project Coordinator will determine the periodic report to be approved. It is the responsibility of the Coordinator to submit the approved periodic report to the EC Grant Management System portal. Upon completion of submission to portal, the Coordinator shall store a copy of the submitted report in the Submitted Deliverables folder of the Microsoft Teams shared data repository.

6.3. Final Report

In addition to the Periodic Report for the last reporting period, the Consortium must submit the Final Report within 60 days following the end of the last reporting period.

The Final Report must include the following:

- A ‘Final Technical Report’ with a summary for publication containing:
  - An overview of the results and their exploitation and dissemination.
  - The conclusions of the project emanating from the project.
  - The socio-economic impact of the project emanating from the project.
- A ‘Final Financial Report’ containing:
  - Same information as periodic report.

As with Periodic Reports, TUS as Coordinator will provide templates for the Final Report as well as collect and compile inputs from all project beneficiaries.

7. Annexes

7.1. Deliverable Template



HORIZON-CL6-2024-CIRCBIO-01-5

Programmed biodegradation capability of bio-based materials and products, validated in specific environments

MAGICBIOMAT

Manufacturing Guiding Tool for Circular and Programmed Biodegradable Materials Under Open Environment Conditions

Start Date: January 1st, 2025

Duration: 48 Months

Deliverable: DX.X

Deliverable Title

Due date of deliverable: DD/MM/YYYY

Actual submission date: DD/MM/YYYY

Responsible WP: WPX, Name, Organisation

Responsible Technical Leader: Name, Organisation

Revision: VX.X

Dissemination level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	



Funded by the European Union

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7.2 Meeting Minutes Template



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HORIZON-CL6-2024-CIRCBIO-01-5

Programmed biodegradation capability of bio-based materials and products, validated in specific environments

MAGICBIOMAT

Manufacturing Guiding Tool for Circular and Programmed Biodegradable Materials Under Open Environment Conditions

Start Date: January 1st, 2025

Duration: 48 Months

Minutes

XX Meeting

Location, Date (DD/MM/YY)

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