



# **Kick-off meeting**

**CAPBIO4BG - discussion on the Work Plan**

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# List of Work-packages and the workload

<b>Work package No</b>	<b>Work Package Title</b>	<b>Lead Participant No</b>	<b>Lead Participant Short Name</b>	<b>Person Months</b>	<b>Start Month</b>	<b>End month</b>
WP1	Mobilisation of R&I potential of the AUP's capacity in Bio-economy	2	WU	13,1	M1	M8
WP2	Research and Innovation Strategy of AUP in Bio-economy	4	UCD	25	M6	M22
WP3	Proving of innovation potential & capacity: Living Lab Regional Bioeconomy Hub Plovdiv	1	AUP	4.2	M16	M22
WP4	Guidelines for Capacity Building in R&I projects on Bioeconomy	3	WR	13.7	M12	M24
WP5	Communication and dissemination	1	AUP	4.4	M2	M24
WP6	Project management and coordination	1	AUP	6.8	M1	M24
	Total			67.2		

# WP1: Mobilisation of the R&I potential and capacity of AUP in Bio-economy

**Objective:** to provide a better understanding on the current potential and needed capacities at AUP to develop a Bioeconomy research excellence and knowledge framework.

**Leading partner:** WU

	Year 1											
	1	2	3	4	5	6	7	8	9	10	11	12
WP1 Mobilization of R&I potential of the AUP's capacity in Bioeconomy												
Task 1. 1. Needs assessment								M4				
Task 1.2: Knowledge gap assessment										M4		

## Tasks 1.1 Needs assessment (M1-M8)

- Review the research curricula, programmes, projects and networks on Bio-economy at AUP and compare with the Leading Universities. **(Lead WU+WR) (M2)**
- Review and select existing training modules and research programmes at the leading Universities to bridge knowledge gaps at AUP. **(Lead WU+WR) (M3)**
- Develop a SWOT analysis to identify needs and potentials at individual institutional and organisational levels. A workshop at AUP. **(Lead WR, WU, AUP) (M4)**

## Task 1.2: Knowledge gap assessment (M3-M10)

- Rapid Assessment of knowledge availability and access to up-to-date knowledge data on different pillars of Bio-economy. **(Lead WU+WR) (M3)**
- Mapping the institutional framework and knowledge excellence networks for R&I on BE and relevant policies in Bulgaria. Mapping the knowledge availability, gaps and needs to increase knowledge. **(lead WR) (M8)**













## WP5: Project management and coordination

**Objective:** To manage administrative, financial and technical aspects, to ensure the proper communication and collaboration between all project partners and with stakeholders, to complete deliverables and budgets on-time, to monitor and report the status of the project

**Leading partner:** AUP

WP6 Project Management and Coordination																							
Task 6.1: Consortium coordination and management																							
Task 6.2: Consortium meetings	M1					M2						M2											M2
Task 6.3: Project reporting												M9											M11

### Task 6.1: Consortium coordination and management (continuous M1-M24)

- The PMT to be formed (incl. SC+SB teams) at the Inception phase (KOM).
- **Guidelines for management** – internal communication, financial, administrative, reporting, formats for deliverables and presentations, etc.

### Task 6.2: Consortium meetings (M1-M24)

- Kick-off meeting (KOM) (M1)
- Consortium meetings - bi-annually (M6; M12; M18; M24).
- Steering Committee/Scientific Supervisory board (SC/SB) meetings - annually (M12; M24)

### Task 6.3. Project Reporting (M1-M24)

Interim and final progress reports (**leader: AUP+ all partners**) (M12; M24)

# List of Deliverables

N	Deliverable name	WP number	Short name of lead partner	Type	Delivery date
D1.1	Report on the R&I needs and capacity assessment	WP1	WU	R	M8
D1.2	Report Knowledge Gap assessment	WP1	WU	R	M10
D2.1	Concept R&I Strategy in Bioeconomy AUP	WP2	UCD	R	M22
D2.2	Report on tailor-made training, knowledge transfer to AUP	WP2	UCD	R	M22
D2.3	Report on online webinar/workshop & study tour	WP2	WUR		M22
D3.1	Stakeholder mapping inventory for the Living Lab Plovdiv	WP3	AUP	R	M20
D 3.2	Roadmap concept for Living Lab bio-economy Plovdiv	WP3	AUP	R	M22
D4.1	A framework of CB measures with prioritisation	WP4	WR	R	M18
D4.2	Capacity events for know-how exchange and training.	WP4	WR	R	M24
D4.3	Capacity Building Guidelines	WP4	WR	R	M24
D5.1	Communication Plan	WP5	AUP	R	M24
D5.2	Final Conference	WP5	AUP	R	M22
D6.1	Project management reports	WP6	AUP	R	M24
D6.2	Consortium meetings (four)	WP6	AUP	R	M24
D6.3	Annual and Final project reports	WP6	AUP	R	M24

# Questions to the AUP

**Management:**

**Other:**