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P4Science

Full Proposal

Call for proposals 2024 -2025

Submission deadline

22/04/2025 @ 14h00 Full Proposals

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DISCLAIMER

P4Science Full proposals must be submitted online on the new BELSPO R&I Platform. This document is just an example of the submission criteria that applicants will find on the platform. Its purpose is for applicants to prepare their Full proposals. BELSPO will not accept the submission of this document as grounds for the evaluation of the Full proposal.

BELSPO strongly advises to write the proposal using this document, the Gantt Chart and the Budget Table, and then copying their content to the Platform. Please reserve 3 days for the introduction of the Full Proposal on the platform.

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| FULL PROPOSAL FORM : [ACRONYM] |

**Template provided for information.  
The full proposal needs to be submitted via the online platform.  
Depending on the chosen toolbox category some fields will be required to be filled in.**

**Deadline for submission is 22/04/2025 @14:00**

# Project information & Summary

## Application Summary

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| --- | --- |
| BELSPO programme | *P4Science – appears by default, cannot be edited* |
| Application ID | *XXXXXX – appears by default, cannot be edited* |
| Organisation | *[Institution name] – appears by default, cannot be edited* |
| Coordinator Full Name | *[Name & surname of coordinator] – appears by default, cannot be edited* |

## Project Information \*

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| --- | --- |
| **Project submitted in previous call?** | YES / NO |
| Project type (category Level 1 toolbox) | *Same as in EoI – appears by default, cannot be edited* |
| Project type (category Level 2 toolbox) | *Same as in EoI – appears by default, cannot be edited* |
| Research Priority | *Same as in EoI – appears by default, cannot be edited* |
| Acronym of project | *Same as in EoI – appears by default, cannot be edited* |
| **Title of project** | Same as in EoI – appears by default, can be edited |
| Duration of project | *Same as in EoI – appears by default, cannot be edited* |
| **Budget (€)** | Total budget of the project as stated in the budget table |

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| **SDG goals**  *(Do not choose at this level)* | **SDG targets \***  *(Please select a max. of 3 SDG targets)* | |
| **GOAL 1.**  End poverty in all its forms everywhere |  | * 1. *By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than $1.25 a day* |
|  | * 1. *By 2030, reduce at least by half the proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions* |
|  | * 1. *Implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable* |
|  | * 1. *By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance* |
|  | * 1. *By 2030, build the resilience of the poor and those in vulnerable situations and reduce their exposure and vulnerability to climate-related extreme events and other economic, social and environmental shocks and disasters* |
|  | ***1.a.*** *Ensure significant mobilization of resources from a variety of sources, including through enhanced development cooperation, in order to provide adequate and predictable means for developing countries, in particular least developed countries, to implement programmes and policies to end poverty in all its dimensions* |
|  | * 1. *Create sound policy frameworks at the national, regional and international levels, based on pro-poor and gender-sensitive development strategies, to support accelerated investment in poverty eradication actions* |
| **GOAL 2.** End hunger, achieve food security and improved nutrition and promote sustainable agriculture |  | * 1. *By 2030, end hunger and ensure access by all people, in particular the poor and people in vulnerable situations, including infants, to safe, nutritious and sufficient food all year round* |
|  | * 1. *By 2030, end all forms of malnutrition, including achieving, by 2025, the internationally agreed targets on stunting and wasting in children under 5 years of age, and address the nutritional needs of adolescent girls, pregnant and lactating women and older persons* |
|  | * 1. *By 2030, double the agricultural productivity and incomes of small-scale food producers, in particular women, indigenous peoples, family farmers, pastoralists and fishers, including through secure and equal access to land, other productive resources and inputs, knowledge, financial services, markets and opportunities for value addition and non-farm employment* |
|  | * 1. *By 2030, ensure sustainable food production systems and implement resilient agricultural practices that increase productivity and production, that help maintain ecosystems, that strengthen capacity for adaptation to climate change, extreme weather, drought, flooding and other disasters and that progressively improve land and soil quality* |
|  | * 1. *By 2020, maintain the genetic diversity of seeds, cultivated plants and farmed and domesticated animals and their related wild species, including through soundly managed and diversified seed and plant banks at the national, regional and international levels, and promote access to and fair and equitable sharing of benefits arising from the utilization of genetic resources and associated traditional knowledge, as internationally agreed* |
|  | ***2.a.*** *Increase investment, including through enhanced international cooperation, in rural infrastructure, agricultural research and extension services, technology development and plant and livestock gene banks in order to enhance agricultural productive capacity in developing countries, in particular least developed countries* |
|  | ***2.b.*** *Correct and prevent trade restrictions and distortions in world agricultural markets, including through the parallel elimination of all forms of agricultural export subsidies and all export measures with equivalent effect, in accordance with the mandate of the Doha Development Round* |
|  | ***2.c.*** *Adopt measures to ensure the proper functioning of food commodity markets and their derivatives and facilitate timely access to market information, including on food reserves, in order to help limit extreme food price volatility* |
| **GOAL 3.** Ensure healthy lives and promote well-being for all at all ages |  | * 1. *By 2030, reduce the global maternal mortality ratio to less than 70 per 100,000 live births* |
|  | * 1. *By 2030, end preventable deaths of newborns and children under 5 years of age, with all countries aiming to reduce neonatal mortality to at least as low as 12 per 1,000 live births and under‑5 mortality to at least as low as 25 per 1,000 live births* |
|  | * 1. *By 2030, end the epidemics of AIDS, tuberculosis, malaria and neglected tropical diseases and combat hepatitis, water-borne diseases and other communicable diseases* |
|  | * 1. *By 2030, reduce by one third premature mortality from non-communicable diseases through prevention and treatment and promote mental health and well-being* |
|  | * 1. *Strengthen the prevention and treatment of substance abuse, including narcotic drug abuse and harmful use of alcohol* |
|  | * 1. *By 2020, halve the number of global deaths and injuries from road traffic accidents* |
|  | * 1. *By 2030, ensure universal access to sexual and reproductive health-care services, including for family planning, information and education, and the integration of reproductive health into national strategies and programmes* |
|  | * 1. *Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality and affordable essential medicines and vaccines for all* |
|  | * 1. *By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination* |
|  | ***3.a.*** *Strengthen the implementation of the World Health Organization Framework Convention on Tobacco Control in all countries, as appropriate* |
|  | ***3.b.*** *Support the research and development of vaccines and medicines for the communicable and non‑communicable diseases that primarily affect developing countries, provide access to affordable essential medicines and vaccines, in accordance with the Doha Declaration on the TRIPS Agreement and Public Health, which affirms the right of developing countries to use to the full the provisions in the Agreement on Trade-Related Aspects of Intellectual Property Rights regarding flexibilities to protect public health, and, in particular, provide access to medicines for all* |
|  | ***3.c.*** *Substantially increase health financing and the recruitment, development, training and retention of the health workforce in developing countries, especially in least developed countries and small island developing States* |
|  | ***3.d.*** *Strengthen the capacity of all countries, in particular developing countries, for early warning, risk reduction and management of national and global health risks* |
| **GOAL 4.**  Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all |  | * 1. *By 2030, ensure that all girls and boys complete free, equitable and quality primary and secondary education leading to relevant and effective learning outcomes* |
|  | * 1. *By 2030, ensure that all girls and boys have access to quality early childhood development, care and pre‑primary education so that they are ready for primary education* |
|  | * 1. *By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university* |
|  | * 1. *By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship* |
|  | * 1. *By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations* |
|  | * 1. *By 2030, ensure that all youth and a substantial proportion of adults, both men and women, achieve literacy and numeracy* |
|  | * 1. *By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture’s contribution to sustainable development* |
|  | ***4.a.*** *Build and upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all* |
|  | ***4.b.*** *By 2020, substantially expand globally the number of scholarships available to developing countries, in particular least developed countries, small island developing States and African countries, for enrolment in higher education, including vocational training and information and communications technology, technical, engineering and scientific programmes, in developed countries and other developing countries* |
|  | ***4.c.*** *By 2030, substantially increase the supply of qualified teachers, including through international cooperation for teacher training in developing countries, especially least developed countries and small island developing States* |
| **GOAL 5.** Achieve gender equality and empower all women and girls |  | * 1. *End all forms of discrimination against all women and girls everywhere* |
|  | * 1. *Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation* |
|  | * 1. *Eliminate all harmful practices, such as child, early and forced marriage and female genital mutilation* |
|  | * 1. *Recognize and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies and the promotion of shared responsibility within the household and the family as nationally appropriate* |
|  | * 1. *Ensure women’s full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life* |
|  | * 1. *Ensure universal access to sexual and reproductive health and reproductive rights as agreed in accordance with the Programme of Action of the International Conference on Population and Development and the Beijing Platform for Action and the outcome documents of their review conferences* |
|  | ***5.a.*** *Undertake reforms to give women equal rights to economic resources, as well as access to ownership and control over land and other forms of property, financial services, inheritance and natural resources, in accordance with national laws* |
|  | ***5.b.*** *Enhance the use of enabling technology, in particular information and communications technology, to promote the empowerment of women* |
|  | ***5.c.*** *Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels* |
| **GOAL 6.** Ensure availability and sustainable management of water and sanitation for all |  | * 1. *By 2030, achieve universal and equitable access to safe and affordable drinking water for all* |
|  | * 1. *By 2030, achieve access to adequate and equitable sanitation and hygiene for all and end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations* |
|  | * 1. *By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally* |
|  | * 1. *By 2030, substantially increase water-use efficiency across all sectors and ensure sustainable withdrawals and supply of freshwater to address water scarcity and substantially reduce the number of people suffering from water scarcity* |
|  | * 1. *By 2030, implement integrated water resources management at all levels, including through transboundary cooperation as appropriate* |
|  | * 1. *By 2020, protect and restore water-related ecosystems, including mountains, forests, wetlands, rivers, aquifers and lakes* |
|  | ***6.a.*** *By 2030, expand international cooperation and capacity-building support to developing countries in water- and sanitation-related activities and programmes, including water harvesting, desalination, water efficiency, wastewater treatment, recycling and reuse technologies* |
|  | ***6.b.*** *Support and strengthen the participation of local communities in improving water and sanitation management* |
| **GOAL 7.** Ensure access to affordable, reliable, sustainable and modern energy for all |  | * 1. *By 2030, ensure universal access to affordable, reliable and modern energy services* |
|  | * 1. *By 2030, increase substantially the share of renewable energy in the global energy mix* |
|  | * 1. *By 2030, double the global rate of improvement in energy efficiency* |
|  | ***7.a.*** *By 2030, enhance international cooperation to facilitate access to clean energy research and technology, including renewable energy, energy efficiency and advanced and cleaner fossil-fuel technology, and promote investment in energy infrastructure and clean energy technology* |
|  | ***7.b.*** *By 2030, expand infrastructure and upgrade technology for supplying modern and sustainable energy services for all in developing countries, in particular least developed countries, small island developing States and landlocked developing countries, in accordance with their respective programmes of support* |
| **GOAL 8.** Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all |  | * 1. *Sustain per capita economic growth in accordance with national circumstances and, in particular, at least 7 per cent gross domestic product growth per annum in the least developed countries* |
|  | * 1. *Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labour-intensive sectors* |
|  | * 1. *Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalization and growth of micro-, small- and medium-sized enterprises, including through access to financial services* |
|  | * 1. *Improve progressively, through 2030, global resource efficiency in consumption and production and endeavour to decouple economic growth from environmental degradation, in accordance with the 10‑Year Framework of Programmes on Sustainable Consumption and Production, with developed countries taking the lead* |
|  | * 1. *By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value* |
|  | * 1. *By 2020, substantially reduce the proportion of youth not in employment, education or training* |
|  | * 1. *Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms* |
|  | * 1. *Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment* |
|  | * 1. *By 2030, devise and implement policies to promote sustainable tourism that creates jobs and promotes local culture and products* |
|  | * 1. *Strengthen the capacity of domestic financial institutions to encourage and expand access to banking, insurance and financial services for all* |
|  | ***8.a.*** *Increase Aid for Trade support for developing countries, in particular least developed countries, including through the Enhanced Integrated Framework for Trade-related Technical Assistance to Least Developed Countries* |
|  | ***8.b.*** *By 2020, develop and operationalize a global strategy for youth employment and implement the Global Jobs Pact of the International Labour Organization* |
| **GOAL 9.** Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation |  | * 1. *Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all* |
|  | * 1. *Promote inclusive and sustainable industrialization and, by 2030, significantly raise industry’s share of employment and gross domestic product, in line with national circumstances, and double its share in least developed countries* |
|  | * 1. *Increase the access of small-scale industrial and other enterprises, in particular in developing countries, to financial services, including affordable credit, and their integration into value chains and markets* |
|  | * 1. *By 2030, upgrade infrastructure and retrofit industries to make them sustainable, with increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes, with all countries taking action in accordance with their respective capabilities* |
|  | * 1. *Enhance scientific research, upgrade the technological capabilities of industrial sectors in all countries, in particular developing countries, including, by 2030, encouraging innovation and substantially increasing the number of research and development workers per 1 million people and public and private research and development spending* |
|  | ***9.a.*** *Facilitate sustainable and resilient infrastructure development in developing countries through enhanced financial, technological and technical support to African countries, least developed countries, landlocked developing countries and small island developing States* |
|  | ***9.b.*** *Support domestic technology development, research and innovation in developing countries, including by ensuring a conducive policy environment for, inter alia, industrial diversification and value addition to commodities* |
|  | ***9.c.*** *Significantly increase access to information and communications technology and strive to provide universal and affordable access to the Internet in least developed countries by 2020* |
| **GOAL 10.** Reduce inequality within and among countries |  | * 1. *By 2030, progressively achieve and sustain income growth of the bottom 40 per cent of the population at a rate higher than the national average* |
|  | * 1. *By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status* |
|  | * 1. *Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action in this regard* |
|  | * 1. *Adopt policies, especially fiscal, wage and social protection policies, and progressively achieve greater equality* |
|  | * 1. *Improve the regulation and monitoring of global financial markets and institutions and strengthen the implementation of such regulations* |
|  | * 1. *Ensure enhanced representation and voice for developing countries in decision-making in global international economic and financial institutions in order to deliver more effective, credible, accountable and legitimate institutions* |
|  | * 1. *Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies* |
|  | ***10.a****. Implement the principle of special and differential treatment for developing countries, in particular least developed countries, in accordance with World Trade Organization agreements* |
|  | ***10.b.*** *Incourage official development assistance and financial flows, including foreign direct investment, to States where the need is greatest, in particular least developed countries, African countries, small island developing States and landlocked developing countries, in accordance with their national plans and programmes* |
|  | ***10.c.*** *By 2030, reduce to less than 3 per cent the transaction costs of migrant remittances and eliminate remittance corridors with costs higher than 5 per cent* |
| **GOAL 11.** Make cities and human settlements inclusive, safe, resilient and sustainable |  | * 1. *By 2030, ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums* |
|  | * 1. *By 2030, provide access to safe, affordable, accessible and sustainable transport systems for all, improving road safety, notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons* |
|  | * 1. *By 2030, enhance inclusive and sustainable urbanization and capacity for participatory, integrated and sustainable human settlement planning and management in all countries* |
|  | * 1. *Strengthen efforts to protect and safeguard the world’s cultural and natural heritage* |
|  | * 1. *By 2030, significantly reduce the number of deaths and the number of people affected and substantially decrease the direct economic losses relative to global gross domestic product caused by disasters, including water-related disasters, with a focus on protecting the poor and people in vulnerable situations* |
|  | * 1. *By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management* |
|  | * 1. *By 2030, provide universal access to safe, inclusive and accessible, green and public spaces, in particular for women and children, older persons and persons with disabilities* |
|  | ***11.a.*** *Support positive economic, social and environmental links between urban, peri-urban and rural areas by strengthening national and regional development planning* |
|  | ***11.b.*** *By 2020, substantially increase the number of cities and human settlements adopting and implementing integrated policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters, and develop and implement, in line with the Sendai Framework for Disaster Risk Reduction 2015–2030, holistic disaster risk management at all levels* |
|  | ***11.c.*** *Support least developed countries, including through financial and technical assistance, in building sustainable and resilient buildings utilizing local materials* |
| **GOAL 12.** Ensure sustainable consumption and production patterns |  | * 1. *Implement the 10‑Year Framework of Programmes on Sustainable Consumption and Production Patterns, all countries taking action, with developed countries taking the lead, taking into account the development and capabilities of developing countries* |
|  | * 1. *By 2030, achieve the sustainable management and efficient use of natural resources* |
|  | * 1. *By 2030, halve per capita global food waste at the retail and consumer levels and reduce food losses along production and supply chains, including post-harvest losses* |
|  | * 1. *By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment* |
|  | * 1. *By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse* |
|  | * 1. *Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle* |
|  | * 1. *Promote public procurement practices that are sustainable, in accordance with national policies and priorities* |
|  | * 1. *By 2030, ensure that people everywhere have the relevant information and awareness for sustainable development and lifestyles in harmony with nature* |
|  | ***12.a.*** *Support developing countries to strengthen their scientific and technological capacity to move towards more sustainable patterns of consumption and production* |
|  | ***12.b.*** *Develop and implement tools to monitor sustainable development impacts for sustainable tourism that creates jobs and promotes local culture and products* |
|  | ***12.c.*** *Rationalize inefficient fossil-fuel subsidies that encourage wasteful consumption by removing market distortions, in accordance with national circumstances, including by restructuring taxation and phasing out those harmful subsidies, where they exist, to reflect their environmental impacts, taking fully into account the specific needs and conditions of developing countries and minimizing the possible adverse impacts on their development in a manner that protects the poor and the affected communities* |
| **GOAL 13.** Take urgent action to combat climate change and its impacts |  | * 1. *Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries* |
|  | * 1. *Integrate climate change measures into national policies, strategies and planning* |
|  | * 1. *Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning* |
|  | ***13.a.*** *Implement the commitment undertaken by developed-country parties to the United Nations Framework Convention on Climate Change to a goal of mobilizing jointly $100 billion annually by 2020 from all sources to address the needs of developing countries in the context of meaningful mitigation actions and transparency on implementation and fully operationalize the Green Climate Fund through its capitalization as soon as possible* |
|  | ***13.b****. Promote mechanisms for raising capacity for effective climate change-related planning and management in least developed countries and small island developing States, including focusing on women, youth and local and marginalized communities* |
| **GOAL 14.** Conserve and sustainably use the oceans, seas and marine resources for sustainable development |  | * 1. *By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution* |
|  | * 1. *By 2020, sustainably manage and protect marine and coastal ecosystems to avoid significant adverse impacts, including by strengthening their resilience, and take action for their restoration in order to achieve healthy and productive oceans* |
|  | * 1. *Minimize and address the impacts of ocean acidification, including through enhanced scientific cooperation at all levels* |
|  | * 1. *By 2020, effectively regulate harvesting and end overfishing, illegal, unreported and unregulated fishing and destructive fishing practices and implement science-based management plans, in order to restore fish stocks in the shortest time feasible, at least to levels that can produce maximum sustainable yield as determined by their biological characteristics* |
|  | * 1. *By 2020, conserve at least 10 per cent of coastal and marine areas, consistent with national and international law and based on the best available scientific information* |
|  | * 1. *By 2020, prohibit certain forms of fisheries subsidies which contribute to overcapacity and overfishing, eliminate subsidies that contribute to illegal, unreported and unregulated fishing and refrain from introducing new such subsidies, recognizing that appropriate and effective special and differential treatment for developing and least developed countries should be an integral part of the World Trade Organization fisheries subsidies negotiation4* |
|  | * 1. *By 2030, increase the economic benefits to small island developing States and least developed countries from the sustainable use of marine resources, including through sustainable management of fisheries, aquaculture and tourism* |
|  | ***14.a.*** *Increase scientific knowledge, develop research capacity and transfer marine technology, taking into account the Intergovernmental Oceanographic Commission Criteria and Guidelines on the Transfer of Marine Technology, in order to improve ocean health and to enhance the contribution of marine biodiversity to the development of developing countries, in particular small island developing States and least developed countries* |
|  | ***14.b.*** *Provide access for small-scale artisanal fishers to marine resources and markets* |
|  | ***14.c.*** *Enhance the conservation and sustainable use of oceans and their resources by implementing international law as reflected in the United Nations Convention on the Law of the Sea, which provides the legal framework for the conservation and sustainable use of oceans and their resources, as recalled in paragraph 158 of “The future we want”* |
| **GOAL 15.** Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss |  | * 1. *By 2020, ensure the conservation, restoration and sustainable use of terrestrial and inland freshwater ecosystems and their services, in particular forests, wetlands, mountains and drylands, in line with obligations under international agreements* |
|  | * 1. *By 2020, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally* |
|  | * 1. *By 2030, combat desertification, restore degraded land and soil, including land affected by desertification, drought and floods, and strive to achieve a land degradation-neutral world* |
|  | * 1. *By 2030, ensure the conservation of mountain ecosystems, including their biodiversity, in order to enhance their capacity to provide benefits that are essential for sustainable development* |
|  | * 1. *Take urgent and significant action to reduce the degradation of natural habitats, halt the loss of biodiversity and, by 2020, protect and prevent the extinction of threatened species* |
|  | * 1. *Promote fair and equitable sharing of the benefits arising from the utilization of genetic resources and promote appropriate access to such resources, as internationally agreed* |
|  | * 1. *Take urgent action to end poaching and trafficking of protected species of flora and fauna and address both demand and supply of illegal wildlife products* |
|  | * 1. *By 2020, introduce measures to prevent the introduction and significantly reduce the impact of invasive alien species on land and water ecosystems and control or eradicate the priority species* |
|  | * 1. *By 2020, integrate ecosystem and biodiversity values into national and local planning, development processes, poverty reduction strategies and accounts* |
|  | ***15.a.*** *Mobilize and significantly increase financial resources from all sources to conserve and sustainably use biodiversity and ecosystems* |
|  | ***15.b.*** *Mobilize significant resources from all sources and at all levels to finance sustainable forest management and provide adequate incentives to developing countries to advance such management, including for conservation and reforestation* |
|  | ***15.c.*** *Enhance global support for efforts to combat poaching and trafficking of protected species, including by increasing the capacity of local communities to pursue sustainable livelihood opportunities* |
| **GOAL 16**. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels |  | * 1. *Significantly reduce all forms of violence and related death rates everywhere* |
|  | * 1. *End abuse, exploitation, trafficking and all forms of violence against and torture of children* |
|  | * 1. *Promote the rule of law at the national and international levels and ensure equal access to justice for all* |
|  | * 1. *By 2030, significantly reduce illicit financial and arms flows, strengthen the recovery and return of stolen assets and combat all forms of organized crime* |
|  | * 1. *Substantially reduce corruption and bribery in all their forms* |
|  | * 1. *Develop effective, accountable and transparent institutions at all levels* |
|  | * 1. *Ensure responsive, inclusive, participatory and representative decision-making at all levels* |
|  | * 1. *Broaden and strengthen the participation of developing countries in the institutions of global governance* |
|  | * 1. *By 2030, provide legal identity for all, including birth registration* |
|  | * 1. *Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements* |
|  | ***16.a.*** *Strengthen relevant national institutions, including through international cooperation, for building capacity at all levels, in particular in developing countries, to prevent violence and combat terrorism and crime* |
|  | ***16.b.*** *Promote and enforce non-discriminatory laws and policies for sustainable development* |
| **GOAL 17.** Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development |  | * 1. *Strengthen domestic resource mobilization, including through international support to developing countries, to improve domestic capacity for tax and other revenue collection* |
|  | * 1. *Developed countries to implement fully their official development assistance commitments, including the commitment by many developed countries to achieve the target of 0.7 per cent of gross national income for official development assistance (ODA/GNI) to developing countries and 0.15 to 0.20 per cent of ODA/GNI to least developed countries; ODA providers are encouraged to consider setting a target to provide at least 0.20 per cent of ODA/GNI to least developed countries* |
|  | * 1. *Mobilize additional financial resources for developing countries from multiple sources* |
|  | * 1. *Assist developing countries in attaining long-term debt sustainability through coordinated policies aimed at fostering debt financing, debt relief and debt restructuring, as appropriate, and address the external debt of highly indebted poor countries to reduce debt distress* |
|  | * 1. *Adopt and implement investment promotion regimes for least developed countries* |
|  | * 1. *Enhance North-South, South-South and triangular regional and international cooperation on and access to science, technology and innovation and enhance knowledge-sharing on mutually agreed terms, including through improved coordination among existing mechanisms, in particular at the United Nations level, and through a global technology facilitation mechanism* |
|  | * 1. *Promote the development, transfer, dissemination and diffusion of environmentally sound technologies to developing countries on favourable terms, including on concessional and preferential terms, as mutually agreed* |
|  | * 1. *Fully operationalize the technology bank and science, technology and innovation capacity-building mechanism for least developed countries by 2017 and enhance the use of enabling technology, in particular information and communications technology* |
|  | * 1. *Enhance international support for implementing effective and targeted capacity-building in developing countries to support national plans to implement all the Sustainable Development Goals, including through North-South, South-South and triangular cooperation* |
|  | * 1. *Promote a universal, rules-based, open, non‑discriminatory and equitable multilateral trading system under the World Trade Organization, including through the conclusion of negotiations under its Doha Development Agenda* |
|  | * 1. *Significantly increase the exports of developing countries, in particular with a view to doubling the least developed countries’ share of global exports by 2020* |
|  | * 1. *Realize timely implementation of duty-free and quota-free market access on a lasting basis for all least developed countries, consistent with World Trade Organization decisions, including by ensuring that preferential rules of origin applicable to imports from least developed countries are transparent and simple, and contribute to facilitating market access* |
|  | * 1. *Enhance global macroeconomic stability, including through policy coordination and policy coherence* |
|  | * 1. *Enhance policy coherence for sustainable development* |
|  | * 1. *Respect each country’s policy space and leadership to establish and implement policies for poverty eradication and sustainable development* |
|  | * 1. *Enhance the Global Partnership for Sustainable Development, complemented by multi-stakeholder partnerships that mobilize and share knowledge, expertise, technology and financial resources, to support the achievement of the Sustainable Development Goals in all countries, in particular developing countries* |
|  | * 1. *Encourage and promote effective public, public-private and civil society partnerships, building on the experience and resourcing strategies of partnerships* |
|  | * 1. *By 2020, enhance capacity-building support to developing countries, including for least developed countries and small island developing States, to increase significantly the availability of high-quality, timely and reliable data disaggregated by income, gender, age, race, ethnicity, migratory status, disability, geographic location and other characteristics relevant in national contexts* |
|  | * 1. *By 2030, build on existing initiatives to develop measurements of progress on sustainable development that complement gross domestic product, and support statistical capacity-building in developing countries* |

|  |  |  |
| --- | --- | --- |
| **Type of project based on directionality** \*  *(Directionality is understood as the strategic orientation of the project’s activities towards specific goals, it signals the contribution of the project to a particular direction of transformative change. This means that the project is not just focused on achieving its immediate objectives, but also on how it aligns and supports broader, long-term transformations in society, the economy, or the environment)* |  | *Exploration and exploration of the Earth* |
|  | *Environment* |
|  | *Exploration and exploitation of Space* |
|  | *Transport, telecommunications and other infrastructures* |
|  | *Energy* |
|  | *Industrial production and technology* |
|  | *Health* |
|  | *Agriculture* |
|  | *Education* |
|  | *Culture, recreation religion and mass media* |
|  | *Political and social systems, structures and processes* |
|  | *General advancement of knowledge : R&D financed from General University Funds* |
|  | *General advancement of knowledge : R&D financed from other sources than General University Funds* |
|  | *Defense* |

## Proposal Summary \*

🛈 **INSTRUCTIONS** – The summary of the proposal can be edited while maintaining the general idea, so that both keywords and proposed evaluators remain valid.

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

## Keywords \*

|  |  |
| --- | --- |
| Keyword 1 | *Same as in EoI – appears by default, cannot be edited* |
| Keyword 2 | *Same as in EoI – appears by default, cannot be edited* |
| Keyword 3 | *Same as in EoI – appears by default, cannot be edited* |
| Keyword 4 | *Same as in EoI – appears by default, cannot be edited* |
| Keyword 5 | *Same as in EoI – appears by default, cannot be edited* |
| Keyword 6 | *Same as in EoI – appears by default, cannot be edited* |

|  |  |
| --- | --- |
| **Contribution to Open Access and Open Data \*** | *I ensure to respect BELSPO’s Open Access*  [*Mandate for publications*](https://www.belspo.be/belspo/openscience/POLICY/StratOA20171220_Combo_en.pdf) *and* [*research data*](https://www.belspo.be/belspo/openscience/POLICY/StratOA20191203_ORD_en.pdf) |
| **Integrity in the conduct of research \*** | *I ensure to respect the principles of the* [*European code of conduct for research integrity*](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/european-code-of-conduct-for-research-integrity_horizon_en.pdf) |

Section A: SCIENTIFIC INFORMATION

# Scope

## Scope – Question not relevant – please go to next question.

# State of the Art

## State of the art \*– Only for toolbox category ‘R&D Project’

🛈 **INSTRUCTIONS** – The description of A. State of the art can be accompanied by 2 images that you may upload using the upload fields below.

### **A. State of the art**

*Describe the state of current knowledge at national and international level on the topic of the project.*

|  |
| --- |
| *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

* Upload Field 1 (Select file to upload, max. 2mb, formats bmp, jpg, pgm, png)
* Upload Field 2 (Select file to upload, max. 2mb, formats bmp, jpg, pgm, png)

### **B. Bibliographic references**

*List the list of relevant publications mentioned in point 2.a. State of the Art.*

|  |
| --- |
| *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

# Project Objectives

### Project Objectives \*

🛈 **INSTRUCTIONS** – To add a new project objective in the platform, use the ‘+Add item to list button’. If you do not click on this button, the project objective will not be saved. Keep this part of the proposal at hand when you fill in the Workplan.

*Briefly list the objectives of the project. Add as many lines to the table as required.*

|  |  |
| --- | --- |
| **No.** | **Objective** |
| 1 |  |
| 2 |  |
| … |  |

### Description of the Objectives \*

*Explain the objectives of the project in relation to the state of the art (current knowledge at national and international level on the topic).*

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

# Methodology

🛈 **INSTRUCTIONS** – The description of 5.1. Methodology can be accompanied by 4 images that you may upload using the upload fields below.

### Methodology \*

*Provide a detailed description of the methodology (used methods, techniques, systems and/or way of working) to achieve the foreseen results, considering the different disciplines mobilised. Detail how your approach will enable to gather the expected results/deliverables).*

|  |
| --- |
| *Free text – Limited extension, 36 000 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

* Upload Field 1 (Select file to upload, max. 2mb, formats bmp, jpg, pgm, png)
* Upload Field 2 (Select file to upload, max. 2mb, formats bmp, jpg, pgm, png)
* Upload Field 3 (Select file to upload, max. 2mb, formats bmp, jpg, pgm, png)
* Upload Field 4 (Select file to upload, max. 2mb, formats bmp, jpg, pgm, png)

# Ethics & Gender

### Research ethics \* – only for toolbox categories ‘Capacity/skill development’ and ‘R&D Project’

*Fill out the following form. Research involving activities marked with an asterisk (****\*****) in the first column require the advice of the ad hoc Board at the level of their institution and an official agreement delivered by the Belgian competent authorities. All relevant authorisations from the specific ethics committee have to be obtained before the beginning of the project. When conducting surveys, interviews, or focus groups where personal information is gathered and stored, data storage, protection, and other relevant issues have to be explained in the data management plan.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Humans** | | **YES** | **NO** |
| **\*** | Does the project or the project data involve humans (children, patients, volunteers, vulnerable people) as subjects? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Human Embryo/Foetus** | | **YES** | **NO** |
| **\*** | Does the project or the project data involve human embryos? |  |  |
| **\*** | Does the project or the project data involve human foetal tissues/cells? |  |  |
| **\*** | Does the project or the project data involve human embryonic stem cells? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Human Cells and/or Tissues** | | **YES** | **NO** |
|  | Does the project or the project data involve the use of human cells or tissues (other than from human embryos and/or foetuses)? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Genetic Resources** | | **YES** | **NO** |
|  | Does your research use genetic resources and/or associated traditional knowledge covered by access and benefit sharing legislation and / or Nagoya protocol? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Privacy** | | **YES** | **NO** |
|  | Does the project involve collecting and/or processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)? |  |  |
|  | Does the project or the project data involve tracking the location or observation of people? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Animals** | | **YES** | **NO** |
|  | Does the project or the project data involve research on animals? |  |  |
| **\*** | Are those animals non-human primates? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Environment, Health and Safety** | | **YES** | **NO** |
|  | Does your project or your project data involve any activities dealing with elements that may cause harm to the environment, animals, or plants (e.g., GMO plants, microorganisms, etc.)? |  |  |
|  | Does your project or your project data involve the use of elements (toxic chemicals, explosives, radioactive material, etc.) that may cause harm to humans, including the research staff? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **International collaboration** | | **YES** | **NO** |
|  | Does your research involve international collaboration with non-EU countries? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Security** | | **YES** | **NO** |
| **\*** | Could your research have dual-use or military applications? |  |  |
| **\*** | Could your research be misused, compromise security and or human rights? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Artificial Intelligence** | | **YES** | **NO** |
|  | Does your research involve Artificial Intelligence? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Ethical Issues** | | **YES** | **NO** |
| **\*** | Are there any other foreseen activities that may raise ethical issues or that should be taken in consideration? |  |  |

**If you answered YES to the last question ‘Other ethical Issues’, please specify which ones**

|  |
| --- |
| *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

**Please explain the ethical issues to which you responded YES.**

**If you answered NO to all ethical issues, please provide a brief explanation of why there are none.**

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### Gender dimension in the research \* – only for toolbox categories ‘Capacity/skills development’, ‘R&D Project’, ‘Valorisation/Impact’

🛈 **INSTRUCTIONS** – Please consult the Gender Checklist available on the website.

*Consider the relevance of sex/gender in relationship to the research topic; the way in which the methodology of the project ensures that (possible) sex/gender differences will be investigated; that sex/gender differentiated data will be collected and analysed throughout the project; that differentiated outcomes and impact of the research have been considered in relation to sex/gender; that samples or test groups are sex/gender balanced; that data are analysed according to the sex/gender variable. Include intersectionality whenever appropriate.*

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

Section B: IMPLEMENTATION OF THE PROPOSAL

# Work Packages

🛈 **INSTRUCTIONS** – Before you complete this section, please fill out the GANTT CHART template available on the S4Policy website. The Platform displays one tab for 7.1. Work Package 1. It is possible to add up to 10 tabs to the form for subsequent work packages, by clicking on the green button at the bottom of the page. Please keep the objectives of the project at hand when you fill in this section.

*Describe the work plan of the project in Work Packages, Tasks and Deliverables, assigning one leading institution for each Task.*

*Number them using the following system:*

***WP1 F****or Work Package 1*

***T.1.1*** *For Task 1 in Work Package 1*

***D.1.1.1*** *For Deliverable 1 in Work Package 1, Task 1.*

***D.1.1.2*** *For Deliverable 2 in Work Package 1, Task 2.*

*Write up to 10 Work Packages, and a max. of 10 Tasks for each Work Package. Link the Deliverables to the list of objectives in section 4.*

*Remember that depending on the toolbox category and eventual partnership, WP Coordination, WP Data Management and WP Valorisation (of deliverables), are compulsory. Please remember that a comprehensive DMP must be provided as a Deliverable within the 6 first months of the starting date of the R&D project.*

### Work Package 1

### **Work Package 1** \*

|  |  |
| --- | --- |
| **WP Number** | **Title of Work Package** |
| WP1 |  |

### **Task Description \***

🛈 **INSTRUCTIONS** – Please add a maximum of 10 tasks to Work Package 1. Remember to number them as required, to make it easier to recognise the Work Package they are attached to. Example: WP3, Task 1 = T.3.1, Taks 2 = T.3.2, etc. Provide the ACRONYM of the INSTITUTION that will be leading the task, a title, a start and end month and a short description. Please keep the numbering as is. Add a title for each Task

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task Number** | **Task Leader**  *(acronym of the leader’s institution)* | **Title of the Task** | **Start month** | **End month** | **Task description** |
| T.1.1. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.1.2. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.1.3. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.1.4. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.1.5. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.1.6. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.1.7. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.1.8. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.1.9. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.1.10. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### **Deliverables \***

🛈 **INSTRUCTIONS** – Please add as many as many deliverables to Work Package 1 as needed. Remember to number them as required, to make it easier to recognise the task they are attached to. Example: WP3, Task 2, Deliverables should be named D.3.2.1,, D.2.3.2, D.3.2.3… Provide a title for each deliverable, and choose one type of deliverable – see a more ample description of these categories in Annex A. Link the Deliverables to the project’s objectives, by adding the number and the title of the objectives in section 4. Add the month in which the Deliverable is to be finalised.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.1.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.1.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.1.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.1.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.1.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.1.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.1.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.1.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.1.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.1.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

### Work Package 2

### **Work Package 2** \*

|  |  |
| --- | --- |
| **WP Number** | **Title of Work Package** |
| WP2 |  |

### **Task Description \***

🛈 **INSTRUCTIONS** – Please add a maximum of 10 tasks to Work Package 1. Remember to number them as required, to make it easier to recognise the Work Package they are attached to. Example: WP3, Task 1 = T.3.1, Taks 2 = T.3.2, etc. Provide the ACRONYM of the INSTITUTION that will be leading the task, a title, a start and end month and a short description. Please keep the numbering as is. Add a title for each Task

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task Number** | **Task Leader**  *(acronym of the leader’s institution)* | **Title of the Task** | **Start month** | **End month** | **Task description** |
| T.2.1. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.2.2. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.2.3. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.2.4. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.2.5. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.2.6. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.2.7. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.2.8. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.2.9. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.2.10. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### **Deliverables \***

🛈 **INSTRUCTIONS** – Please add as many as many deliverables to Work Package 1 as needed. Remember to number them as required, to make it easier to recognise the task they are attached to. Example: WP3, Task 2, Deliverables should be named D.3.2.1,, D.2.3.2, D.3.2.3… Provide a title for each deliverable, and choose one type of deliverable – see a more ample description of these categories in Annex A. Link the Deliverables to the project’s objectives, by adding the number and the title of the objectives in section 4. Add the month in which the Deliverable is to be finalised.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.2.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.2.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.2.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
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|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.2.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
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|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.2.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.2.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.2.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.2.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.2.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.2.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

### Work Package 3

### **Work Package 3** \*

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| --- | --- |
| **WP Number** | **Title of Work Package** |
| WP3 |  |

### **Task Description \***

🛈 **INSTRUCTIONS** – Please add a maximum of 10 tasks to Work Package 1. Remember to number them as required, to make it easier to recognise the Work Package they are attached to. Example: WP3, Task 1 = T.3.1, Taks 2 = T.3.2, etc. Provide the ACRONYM of the INSTITUTION that will be leading the task, a title, a start and end month and a short description. Please keep the numbering as is. Add a title for each Task

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| **Task Number** | **Task Leader**  *(acronym of the leader’s institution)* | **Title of the Task** | **Start month** | **End month** | **Task description** |
| T.3.1. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.3.2. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.3.3. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.3.4. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.3.5. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.3.6. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.3.7. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.3.8. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.3.9. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.3.10. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### **Deliverables \***

🛈 **INSTRUCTIONS** – Please add as many as many deliverables to Work Package 1 as needed. Remember to number them as required, to make it easier to recognise the task they are attached to. Example: WP3, Task 2, Deliverables should be named D.3.2.1,, D.2.3.2, D.3.2.3… Provide a title for each deliverable, and choose one type of deliverable – see a more ample description of these categories in Annex A. Link the Deliverables to the project’s objectives, by adding the number and the title of the objectives in section 4. Add the month in which the Deliverable is to be finalised.

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.3.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.3.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.3.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.3.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.3.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.3.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.3.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.3.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.3.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.3.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

### Work Package 4

### **Work Package 4** \*

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| **WP Number** | **Title of Work Package** |
| WP4 |  |

### **Task Description \***

🛈 **INSTRUCTIONS** – Please add a maximum of 10 tasks to Work Package 1. Remember to number them as required, to make it easier to recognise the Work Package they are attached to. Example: WP3, Task 1 = T.3.1, Taks 2 = T.3.2, etc. Provide the ACRONYM of the INSTITUTION that will be leading the task, a title, a start and end month and a short description. Please keep the numbering as is. Add a title for each Task

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| **Task Number** | **Task Leader**  *(acronym of the leader’s institution)* | **Title of the Task** | **Start month** | **End month** | **Task description** |
| T.4.1. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.4.2. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.4.3. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.4.4. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.4.5. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.4.6. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.4.7. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.4.8. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.4.9. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.4.10. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### **Deliverables \***

🛈 **INSTRUCTIONS** – Please add as many as many deliverables to Work Package 1 as needed. Remember to number them as required, to make it easier to recognise the task they are attached to. Example: WP3, Task 2, Deliverables should be named D.3.2.1,, D.2.3.2, D.3.2.3… Provide a title for each deliverable, and choose one type of deliverable – see a more ample description of these categories in Annex A. Link the Deliverables to the project’s objectives, by adding the number and the title of the objectives in section 4. Add the month in which the Deliverable is to be finalised.

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.4.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.4.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.4.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.4.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.4.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.4.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.4.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.4.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.4.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
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| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.4.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

### Work Package 5

### **Work Package 5** \*

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| **WP Number** | **Title of Work Package** |
| WP5 |  |

### **Task Description \***

🛈 **INSTRUCTIONS** – Please add a maximum of 10 tasks to Work Package 1. Remember to number them as required, to make it easier to recognise the Work Package they are attached to. Example: WP3, Task 1 = T.3.1, Taks 2 = T.3.2, etc. Provide the ACRONYM of the INSTITUTION that will be leading the task, a title, a start and end month and a short description. Please keep the numbering as is. Add a title for each Task

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task Number** | **Task Leader**  *(acronym of the leader’s institution)* | **Title of the Task** | **Start month** | **End month** | **Task description** |
| T.5.1. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.5.2. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.5.3. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.5.4. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.5.5. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.5.6. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.5.7. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.5.8. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.5.9. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.5.10. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### **Deliverables \***

🛈 **INSTRUCTIONS** – Please add as many as many deliverables to Work Package 1 as needed. Remember to number them as required, to make it easier to recognise the task they are attached to. Example: WP3, Task 2, Deliverables should be named D.3.2.1,, D.2.3.2, D.3.2.3… Provide a title for each deliverable, and choose one type of deliverable – see a more ample description of these categories in Annex A. Link the Deliverables to the project’s objectives, by adding the number and the title of the objectives in section 4. Add the month in which the Deliverable is to be finalised.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.5.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.5.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.5.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.5.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.5.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.5.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.5.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.5.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.5.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.5.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

### Work Package 6

### **Work Package 6** \*

|  |  |
| --- | --- |
| **WP Number** | **Title of Work Package** |
| WP6 |  |

### **Task Description \***

🛈 **INSTRUCTIONS** – Please add a maximum of 10 tasks to Work Package 1. Remember to number them as required, to make it easier to recognise the Work Package they are attached to. Example: WP3, Task 1 = T.3.1, Taks 2 = T.3.2, etc. Provide the ACRONYM of the INSTITUTION that will be leading the task, a title, a start and end month and a short description. Please keep the numbering as is. Add a title for each Task

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task Number** | **Task Leader**  *(acronym of the leader’s institution)* | **Title of the Task** | **Start month** | **End month** | **Task description** |
| T.6.1. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.6.2. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.6.3. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.6.4. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.6.5. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.6.6. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.6.7. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.6.8. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.6.9. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |
| T.6.10. |  |  |  |  | *Free text – Limited extension, 1500 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### **Deliverables \***

🛈 **INSTRUCTIONS** – Please add as many as many deliverables to Work Package 1 as needed. Remember to number them as required, to make it easier to recognise the task they are attached to. Example: WP3, Task 2, Deliverables should be named D.3.2.1,, D.2.3.2, D.3.2.3… Provide a title for each deliverable, and choose one type of deliverable – see a more ample description of these categories in Annex A. Link the Deliverables to the project’s objectives, by adding the number and the title of the objectives in section 4. Add the month in which the Deliverable is to be finalised.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.6.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.6.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.6.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.6.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.6.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.6.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.6.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.6.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.6.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

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| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Title of Deliverable** | **Type of Deliverable**  *(choose one)* | | **Objective Number** | **Objective(s) to which the Deliverable is linked to** | **End month** |
| D.6.X.X |  |  | Collections |  |  |  |
|  | Event |
|  | Knowledge organisation tool |
|  | Maps and models |
|  | Media |
|  | Paper |
|  | Participation in event |
|  | Report |
|  | Strategic and decision tools |
|  | Studies & results |
|  | Technical IT tools |
|  | Instruction and documentation tools |
|  | Other |

IF YOU REQUIRE MORE WORK PACKAGES, PLEASE COPY THE SECTIONS

# Gantt chart & Risk Management

### Risk Management description \*

🛈 **INSTRUCTIONS** – Please complete the table matching the risk to the task. Example: If there is a risk associated to task 2.1, number the risk 2.1, If there is a risk associated to task 3.4, number the risk 3.4. Signal the likelihood of the risk (probability that it will occur), and its importance. Below this box there is a visual image representing the likelihood and importance of the risk – it is just a visual aid, you do not need to complete it. When entering the information on the platform, do not forget to click ‘+ Add item to list’ after writing down the risk. Otherwise, it will not be saved.

*Visual aid of likelihood and importance of the risk – Do not complete.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | IMPORTANCE OF THE RISK | | | | |
|  |  | Negligible | Minor | Moderate | Significant | Severe |
| LIKELIHOOD OF THE RISK | Very likely |  |  |  |  |  |
| Likely |  |  |  |  |  |
| Possible |  |  |  |  |  |
| Unlikely |  |  |  |  |  |
| Very unlikely |  |  |  |  |  |

*Please complete here below the risks associated with the implementation of the project.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Name of the Risk** | **Contingency Plan** | **Likelihood of the risk** | | **Importance of the risk** | |
| R.X.X |  |  |  | Very unlikely |  | Negligible |
|  | Unlikely |  | Minor |
|  | Possible |  | Moderate |
|  | Likely |  | Significant |
|  | Very Likely |  | Severe |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Name of the Risk** | **Contingency Plan** | **Likelihood of the risk** | | **Importance of the risk** | |
| R.X.X |  |  |  | Very unlikely |  | Negligible |
|  | Unlikely |  | Minor |
|  | Possible |  | Moderate |
|  | Likely |  | Significant |
|  | Very Likely |  | Severe |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Name of the Risk** | **Contingency Plan** | **Likelihood of the risk** | | **Importance of the risk** | |
| R.X.X |  |  |  | Very unlikely |  | Negligible |
|  | Unlikely |  | Minor |
|  | Possible |  | Moderate |
|  | Likely |  | Significant |
|  | Very Likely |  | Severe |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Name of the Risk** | **Contingency Plan** | **Likelihood of the risk** | | **Importance of the risk** | |
| R.X.X |  |  |  | Very unlikely |  | Negligible |
|  | Unlikely |  | Minor |
|  | Possible |  | Moderate |
|  | Likely |  | Significant |
|  | Very Likely |  | Severe |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Name of the Risk** | **Contingency Plan** | **Likelihood of the risk** | | **Importance of the risk** | |
| R.X.X |  |  |  | Very unlikely |  | Negligible |
|  | Unlikely |  | Minor |
|  | Possible |  | Moderate |
|  | Likely |  | Significant |
|  | Very Likely |  | Severe |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Name of the Risk** | **Contingency Plan** | **Likelihood of the risk** | | **Importance of the risk** | |
| R.X.X |  |  |  | Very unlikely |  | Negligible |
|  | Unlikely |  | Minor |
|  | Possible |  | Moderate |
|  | Likely |  | Significant |
|  | Very Likely |  | Severe |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Name of the Risk** | **Contingency Plan** | **Likelihood of the risk** | | **Importance of the risk** | |
| R.X.X |  |  |  | Very unlikely |  | Negligible |
|  | Unlikely |  | Minor |
|  | Possible |  | Moderate |
|  | Likely |  | Significant |
|  | Very Likely |  | Severe |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Name of the Risk** | **Contingency Plan** | **Likelihood of the risk** | | **Importance of the risk** | |
| R.X.X |  |  |  | Very unlikely |  | Negligible |
|  | Unlikely |  | Minor |
|  | Possible |  | Moderate |
|  | Likely |  | Significant |
|  | Very Likely |  | Severe |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Name of the Risk** | **Contingency Plan** | **Likelihood of the risk** | | **Importance of the risk** | |
| R.X.X |  |  |  | Very unlikely |  | Negligible |
|  | Unlikely |  | Minor |
|  | Possible |  | Moderate |
|  | Likely |  | Significant |
|  | Very Likely |  | Severe |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Name of the Risk** | **Contingency Plan** | **Likelihood of the risk** | | **Importance of the risk** | |
| R.X.X |  |  |  | Very unlikely |  | Negligible |
|  | Unlikely |  | Minor |
|  | Possible |  | Moderate |
|  | Likely |  | Significant |
|  | Very Likely |  | Severe |

IF YOU REQUIRE TO ADD MORE RISKS, PLEASE COPY THE TABLE

### Gantt chart \*

🛈 **INSTRUCTIONS** – Please upload to the Platform the GANTT CHART template that you have downloaded from the website.

* Upload Field 1 (Select file to upload, max. 20mb, formats xls, xlsx)

# Data Management Plan

🛈 **INSTRUCTIONS** – This section provides an overview of what will become the Data Management Plan of the project. A comprehensive Data Management Plan will need to be completed if the project is selected for funding within 6 months from the official starting date of the project (as stated in the project contract).

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### Data Management Plan \* – only for toolbox category ‘R&D Project’

### **Data Summary**

*Provide information regarding the data that will be used in the project.*

|  |
| --- |
| * Type(s) of data that will be used in the project (experimental, observational, images, text…) * Estimated size of the data. * Collection and or/ re-use of existing data. * Origins of the data (source of collected and/or re-used datasets). |

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### Open and FAIR compliance \* – only for toolbox category ‘R&D Project’

### **Open and FAIR compliance**

*Provide information the Open and FAIR management of data.*

|  |
| --- |
| * List of identifiers or repositories that will be used. * Information on Open Access, as well as access provisions and IPR arrangement where relevant * Provide information on standards, formats and vocabularies for data and metadata that will be used to make data interoperable. * Licensing for data sharing and tools/software/models for data generation and validation/interpretation/re-use to ensure the re-usability of the data. |

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

## Curation, storage and preservation costs \* – only for toolbox category ‘R&D Project’

### **Curation, storage and preservation costs**

*Provide information regarding the curation, storage and preservation costs of data.*

|  |
| --- |
| * The person/entity/team that will be responsible for data management and quality assurance. * The estimated costs for curation and storage. |

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

# Coordinator

🛈 **INSTRUCTIONS** – BELSPO understands by FUNDED PARTNER, the institution participating on the project and receiving funds from BELSPO for its implementation. BELSPO understands by PROMOTOR, the researcher (person) that will implement the project in the name of their institution. The COORDINATOR is also a FUNDED PARTNER, with additional responsibilities.

The numbering of the Funded Partners at the level of the Full Proposal will be different to their numbering at the level of the implementation of the project (project contract), if it is selected for funding:

* Full Proposal: Coordinator 🡪 Project contract: Coordinator = Funded Partner 1
* Full Proposal: Funded Partner 1 🡪 Project contract: Funded Partner 2

## 10.1. Coordinator \*

|  |  |
| --- | --- |
| Name & surname of the Coordinator (person) | *Same as in EoI – appears by default, cannot be edited* |
| **Gender** | *M / F / X* |
| **Service/Department** |  |
| Institution | *Same as in EoI – appears by default, cannot be edited* |
| **Link to Gender Equality Plan of institution** | *Only if your institution has one.* |
| **Number of years active in research** |  |
| **Number of years of management experience** |  |

**Professional background and relevant experience in relation to the project, including managerial experience**

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

## 10.2. Max. 5 top achievements, milestones or (peer-reviewed) publications related to the project

|  |  |
| --- | --- |
| 1.\* |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

## 10.3. Projects carried out over the past 5 years in fields related to the project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nr.** | **Acronym and weblink** | **Duration *(months)*** | **Funding source** | **Role** | |
| 1.\* |  |  |  |  | Partner |
|  | Coordinator |
| 2. |  |  |  |  | Partner |
|  | Coordinator |
| 3. |  |  |  |  | Partner |
|  | Coordinator |
| 4. |  |  |  |  | Partner |
|  | Coordinator |
| 5. |  |  |  |  | Partner |
|  | Coordinator |

# Funded Partner

🛈 **INSTRUCTIONS** – BELSPO understands by FUNDED PARTNER, the institution participating on the project and receiving funds from BELSPO for its implementation. BELSPO understands by PROMOTOR, the researcher (person) that will implement the project in the name of their institution.

**If you have NOT added Funded Partners at the level of the Expression of Interest, you cannot add Funded Partners now**. Adding Funded Partners at the level of the EoI triggers a task for them to complete on the Platform: Filling in their budget. Any Funded Partners added here that do not appear on the EoI will not be considered.

**If you HAVE added Funded Partners at the level of the Expression of Interest, you must complete this section, to include them.** The Platform displays one tab for 11.1. Funded Partner 1. It is possible to add up to 10 tabs to the form for subsequent Funded Partners, by clicking on the green button at the bottom of the page (+ Add Funded Partner).

The numbering of the Funded Partners at the level of the Full Proposal will be different to their numbering at the level of the implementation of the project (project contract), if it is selected for funding:

* Full Proposal: Coordinator 🡪 Project contract: Coordinator = Funded Partner 1
* Full Proposal: Funded Partner 1 🡪 Project contract: Funded Partner 2

## Funded Partner 1 – if applicable

### **Partner’s Information**

🛈 **INSTRUCTIONS** – This section cannot be edited on the Platform. It appears in grey. It is just displayed to remind you of the Funded Partners you need to include in your Full Proposal.

### **Funded Partner**

|  |  |
| --- | --- |
| **Name & surname (of the person)** |  |
| **Gender** | *M / F / X* |
| **Organisation name (= Partner institution)** |  |
| **Institution** |  |
| **Link to Gender Equality Plan of institution** | *Only if your institution has one.* |
| **Number of years active in research** |  |

**Professional background and relevant experience in relation to the project, including managerial experience**

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### **Max. 5 top achievements, milestones or (peer-reviewed) publications related to the project**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

### **Projects carried out over the past 5 years in fields related to the project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nr.** | **Acronym and weblink** | **Duration *(months)*** | **Funding source** | **Role** | |
| 1. |  |  |  |  | Partner |
|  | Coordinator |
| 2. |  |  |  |  | Partner |
|  | Coordinator |
| 3. |  |  |  |  | Partner |
|  | Coordinator |
| 4. |  |  |  |  | Partner |
|  | Coordinator |
| 5. |  |  |  |  | Partner |
|  | Coordinator |

## Funded Partner 2 – if applicable

### **Partner’s Information**

🛈 **INSTRUCTIONS** – This section cannot be edited on the Platform. It appears in grey. It is just displayed to remind you of the Funded Partners you need to include in your Full Proposal.

### **Funded Partner**

|  |  |
| --- | --- |
| **Name & surname (of the person)** |  |
| **Gender** | *M / F / X* |
| **Organisation name (= Partner institution)** |  |
| **Institution** |  |
| **Link to Gender Equality Plan of institution** | *Only if your institution has one.* |
| **Number of years active in research** |  |

**Professional background and relevant experience in relation to the project, including managerial experience**

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### **Max. 5 top achievements, milestones or (peer-reviewed) publications related to the project**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

### **Projects carried out over the past 5 years in fields related to the project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nr.** | **Acronym and weblink** | **Duration *(months)*** | **Funding source** | **Role** | |
| 1. |  |  |  |  | Partner |
|  | Coordinator |
| 2. |  |  |  |  | Partner |
|  | Coordinator |
| 3. |  |  |  |  | Partner |
|  | Coordinator |
| 4. |  |  |  |  | Partner |
|  | Coordinator |
| 5. |  |  |  |  | Partner |
|  | Coordinator |

## Funded Partner 3 – if applicable

### **Partner’s Information**

🛈 **INSTRUCTIONS** – This section cannot be edited on the Platform. It appears in grey. It is just displayed to remind you of the Funded Partners you need to include in your Full Proposal.

### **Funded Partner**

|  |  |
| --- | --- |
| **Name & surname (of the person)** |  |
| **Gender** | *M / F / X* |
| **Organisation name (= Partner institution)** |  |
| **Institution** |  |
| **Link to Gender Equality Plan of institution** | *Only if your institution has one.* |
| **Number of years active in research** |  |

**Professional background and relevant experience in relation to the project, including managerial experience**

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

### **Max. 5 top achievements, milestones or (peer-reviewed) publications related to the project**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

### **Projects carried out over the past 5 years in fields related to the project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nr.** | **Acronym and weblink** | **Duration *(months)*** | **Funding source** | **Role** | |
| 1. |  |  |  |  | Partner |
|  | Coordinator |
| 2. |  |  |  |  | Partner |
|  | Coordinator |
| 3. |  |  |  |  | Partner |
|  | Coordinator |
| 4. |  |  |  |  | Partner |
|  | Coordinator |
| 5. |  |  |  |  | Partner |
|  | Coordinator |

IF YOU REQUIRE MORE FUNDED PARTNERS, PLEASE COPY THE SECTIONS

# Non-Funded Partner

🛈 **INSTRUCTIONS** – BELSPO understands by NON-FUNDED PARTNER, the institution participating on the project without receiving funds from BELSPO for its implementation. The NON-FUNDED PARTNER may contribute to the project in kind or with cash. BELSPO understands by PROMOTOR, the researcher (person) that will implement the project in the name of their institution.

In order to be included as NON-FUNDED PARTNER the institution must NOT receive any funds within the project, and must provide a substantial contribution to it, appearing in the Work Plan (performing tasks). Federal Departments and/or organisations in their capacity of service provides to the federal government are excluded. The contribution of the IPF or RBINS in their respective role as operator of the station or the RV Belgica is not considered a partner contribution.

## Non-funded partners – if applicable

🛈 **INSTRUCTIONS** – Please provide the name and surname, gender, organisation, service/department and professional background of the researcher for each Non-Funded Partner. Add also their Professional Background relevant to the project, describe the aspects of interest of the project for the Non-Funded Partner and their interest in participating. Disclose if the contribution is in kind / cash or both and specify the budget (if any). Describe the contribution of the Non-Funded Partner to the project. This substitutes the Letters of Commitment of previous programmes. When entering the information on the Platform, do not forget to click ‘+ Add item to list’ after writing down the risk. Otherwise, it will not be saved.

### **Non-Funded Partner 1**

|  |  |
| --- | --- |
| **Name & surname (of the researcher)** |  |
| **Gender** | *M / F / X* |
| **Organisation (= Institution of Non-Funded Partner)** |  |
| **Service/Department** |  |

**Professional background relevant to the project**

|  |
| --- |
| *Free text – Limited extension, 2000 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

**Description of the aspect(s) of the project of interest to the Non-Funded Partner and motivation to participate in the project.**

|  |
| --- |
| *Free text – Limited extension, 2000 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

**Description of the contribution to the project (in-kind and/or in cash)**

|  |  |  |
| --- | --- | --- |
| **Type of contribution** |  | In kind |
|  | In cash |
|  | Both |
| **If contribution is cash, please specify amount (€)** |  | |
| **Describe the contribution** | *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* | |

### **Non-Funded Partner 2**

|  |  |
| --- | --- |
| **Name & surname (of the researcher)** |  |
| **Gender** | *M / F / X* |
| **Organisation (= Institution of Non-Funded Partner)** |  |
| **Service/Department** |  |

**Professional background relevant to the project**

|  |
| --- |
| *Free text – Limited extension, 2000 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

**Description of the aspect(s) of the project of interest to the Non-Funded Partner and motivation to participate in the project.**

|  |
| --- |
| *Free text – Limited extension, 2000 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

**Description of the contribution to the project (in-kind and/or in cash)**

|  |  |  |
| --- | --- | --- |
| **Type of contribution** |  | In kind |
|  | In cash |
|  | Both |
| **If contribution is cash, please specify amount (€)** |  | |
| **Describe the contribution** | *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* | |

### **Non-Funded Partner 3**

|  |  |
| --- | --- |
| **Name & surname (of the researcher)** |  |
| **Gender** | *M / F / X* |
| **Organisation (= Institution of Non-Funded Partner)** |  |
| **Service/Department** |  |

**Professional background relevant to the project**

|  |
| --- |
| *Free text – Limited extension, 2000 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

**Description of the aspect(s) of the project of interest to the Non-Funded Partner and motivation to participate in the project.**

|  |
| --- |
| *Free text – Limited extension, 2000 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

**Description of the contribution to the project (in-kind and/or in cash)**

|  |  |  |
| --- | --- | --- |
| **Type of contribution** |  | In kind |
|  | In cash |
|  | Both |
| **If contribution is cash, please specify amount (€)** |  | |
| **Describe the contribution** | *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* | |

IF YOU REQUIRE MORE NON-FUNDED PARTNERS, PLEASE COPY THE SECTIONS

# Partnership

## Combined expertise of the consortium (coordinator, funded and/or non-funded partners) – if applicable

*Describe how all project partners will provide the scientific expertise needed for the project, and the added value associated to addressing the research topic as a network of researchers.*

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

## Gender balance in the project team – if applicable

*Describe to what extent the project team of funded partners is diverse in terms of gender, and possible pathways to improve gender balance if it has not been yet achieved. Describe how the project will ensure that all gender groups can provide input, can access and can participate in project activities, as well as the mechanisms in place to manage and monitor gender equality aspects.*

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

# Budget

🛈 **INSTRUCTIONS** – The budget of the project proposal is entered on the Platform, but first, the Coordinator must complete the Budget Table (template provided on the P4Science website) both for themselves and their Funded Partners (if applicable). The Budget Table will be uploaded to the Platform. The reason for this is that the Platform does not check the compliance of the entered values with the budget rules.

Section C: OUTREACH & DISSEMINATION

# Dissemination Plan

## Dissemination plan – only for toolbox categories ‘R&D Project’, ‘Synergy development’, ‘valorisation’.

🛈 **INSTRUCTIONS** – Please do not add new deliverables, use the ones you have already included in the Work Plan (section 7. Work Packages). When introducing the Deliverables on the Platform, use the (+Add item to list) button; otherwise the Deliverable won’t be saved.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable number** | **Deliverable title** | **Type of deliverable**  *(choose one, the same as in section 7. Work Packages)* | | **Targeted group**  *(choose a max. of 3)* | | **Dissemination period**  *(month)* | |
| D.X.X.X |  |  | Collections |  | Educators and students | |  |
|  | Event |  | General Public | |  |
|  | Knowledge organisation tool |  | Government and policy makers | |  |
|  | Maps and models |  | Indigenous Groups and Local Communities | |  |
|  | Media |  | International Organisations | |  |
|  | Paper |  | Media and Public Outreach | |  |
|  | Participation in event |  | NGOs and Civil Society Organisations | |  |
|  | Report |  | Other professionals from private sector | |  |
|  | Strategic and decision tools |  | Other professionals from public organisations | |  |
|  | Studies & results |  | Regulatory and Standard Bodies | |  |
|  | Technical IT tools |  | Researchers from private sector | |  |
|  | Instruction and documentation tools |  | Researchers from public organisations | |  |
|  | Other |  |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable number** | **Deliverable title** | **Type of deliverable**  *(choose one, the same as in section 7. Work Packages)* | | **Targeted group**  *(choose a max. of 3)* | | **Dissemination period**  *(month)* | |
| D.X.X.X |  |  | Collections |  | Educators and students | |  |
|  | Event |  | General Public | |  |
|  | Knowledge organisation tool |  | Government and policy makers | |  |
|  | Maps and models |  | Indigenous Groups and Local Communities | |  |
|  | Media |  | International Organisations | |  |
|  | Paper |  | Media and Public Outreach | |  |
|  | Participation in event |  | NGOs and Civil Society Organisations | |  |
|  | Report |  | Other professionals from private sector | |  |
|  | Strategic and decision tools |  | Other professionals from public organisations | |  |
|  | Studies & results |  | Regulatory and Standard Bodies | |  |
|  | Technical IT tools |  | Researchers from private sector | |  |
|  | Instruction and documentation tools |  | Researchers from public organisations | |  |
|  | Other |  |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable number** | **Deliverable title** | **Type of deliverable**  *(choose one, the same as in section 7. Work Packages)* | | **Targeted group**  *(choose a max. of 3)* | | **Dissemination period**  *(month)* | |
| D.X.X.X |  |  | Collections |  | Educators and students | |  |
|  | Event |  | General Public | |  |
|  | Knowledge organisation tool |  | Government and policy makers | |  |
|  | Maps and models |  | Indigenous Groups and Local Communities | |  |
|  | Media |  | International Organisations | |  |
|  | Paper |  | Media and Public Outreach | |  |
|  | Participation in event |  | NGOs and Civil Society Organisations | |  |
|  | Report |  | Other professionals from private sector | |  |
|  | Strategic and decision tools |  | Other professionals from public organisations | |  |
|  | Studies & results |  | Regulatory and Standard Bodies | |  |
|  | Technical IT tools |  | Researchers from private sector | |  |
|  | Instruction and documentation tools |  | Researchers from public organisations | |  |
|  | Other |  |  | |  |
| **Deliverable number** | **Deliverable title** | **Type of deliverable**  *(choose one, the same as in section 7. Work Packages)* | | **Targeted group**  *(choose a max. of 3)* | | **Dissemination period**  *(month)* | |
| D.X.X.X |  |  | Collections |  | Educators and students | |  |
|  | Event |  | General Public | |  |
|  | Knowledge organisation tool |  | Government and policy makers | |  |
|  | Maps and models |  | Indigenous Groups and Local Communities | |  |
|  | Media |  | International Organisations | |  |
|  | Paper |  | Media and Public Outreach | |  |
|  | Participation in event |  | NGOs and Civil Society Organisations | |  |
|  | Report |  | Other professionals from private sector | |  |
|  | Strategic and decision tools |  | Other professionals from public organisations | |  |
|  | Studies & results |  | Regulatory and Standard Bodies | |  |
|  | Technical IT tools |  | Researchers from private sector | |  |
|  | Instruction and documentation tools |  | Researchers from public organisations | |  |
|  | Other |  |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable number** | **Deliverable title** | **Type of deliverable**  *(choose one, the same as in section 7. Work Packages)* | | **Targeted group**  *(choose a max. of 3)* | | **Dissemination period**  *(month)* | |
| D.X.X.X |  |  | Collections |  | Educators and students | |  |
|  | Event |  | General Public | |  |
|  | Knowledge organisation tool |  | Government and policy makers | |  |
|  | Maps and models |  | Indigenous Groups and Local Communities | |  |
|  | Media |  | International Organisations | |  |
|  | Paper |  | Media and Public Outreach | |  |
|  | Participation in event |  | NGOs and Civil Society Organisations | |  |
|  | Report |  | Other professionals from private sector | |  |
|  | Strategic and decision tools |  | Other professionals from public organisations | |  |
|  | Studies & results |  | Regulatory and Standard Bodies | |  |
|  | Technical IT tools |  | Researchers from private sector | |  |
|  | Instruction and documentation tools |  | Researchers from public organisations | |  |
|  | Other |  |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable number** | **Deliverable title** | **Type of deliverable**  *(choose one, the same as in section 7. Work Packages)* | | **Targeted group**  *(choose a max. of 3)* | | **Dissemination period**  *(month)* | |
| D.X.X.X |  |  | Collections |  | Educators and students | |  |
|  | Event |  | General Public | |  |
|  | Knowledge organisation tool |  | Government and policy makers | |  |
|  | Maps and models |  | Indigenous Groups and Local Communities | |  |
|  | Media |  | International Organisations | |  |
|  | Paper |  | Media and Public Outreach | |  |
|  | Participation in event |  | NGOs and Civil Society Organisations | |  |
|  | Report |  | Other professionals from private sector | |  |
|  | Strategic and decision tools |  | Other professionals from public organisations | |  |
|  | Studies & results |  | Regulatory and Standard Bodies | |  |
|  | Technical IT tools |  | Researchers from private sector | |  |
|  | Instruction and documentation tools |  | Researchers from public organisations | |  |
|  | Other |  |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable number** | **Deliverable title** | **Type of deliverable**  *(choose one, the same as in section 7. Work Packages)* | | **Targeted group**  *(choose a max. of 3)* | | **Dissemination period**  *(month)* | |
| D.X.X.X |  |  | Collections |  | Educators and students | |  |
|  | Event |  | General Public | |  |
|  | Knowledge organisation tool |  | Government and policy makers | |  |
|  | Maps and models |  | Indigenous Groups and Local Communities | |  |
|  | Media |  | International Organisations | |  |
|  | Paper |  | Media and Public Outreach | |  |
|  | Participation in event |  | NGOs and Civil Society Organisations | |  |
|  | Report |  | Other professionals from private sector | |  |
|  | Strategic and decision tools |  | Other professionals from public organisations | |  |
|  | Studies & results |  | Regulatory and Standard Bodies | |  |
|  | Technical IT tools |  | Researchers from private sector | |  |
|  | Instruction and documentation tools |  | Researchers from public organisations | |  |
|  | Other |  |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable number** | **Deliverable title** | **Type of deliverable**  *(choose one, the same as in section 7. Work Packages)* | | **Targeted group**  *(choose a max. of 3)* | | **Dissemination period**  *(month)* | |
| D.X.X.X |  |  | Collections |  | Educators and students | |  |
|  | Event |  | General Public | |  |
|  | Knowledge organisation tool |  | Government and policy makers | |  |
|  | Maps and models |  | Indigenous Groups and Local Communities | |  |
|  | Media |  | International Organisations | |  |
|  | Paper |  | Media and Public Outreach | |  |
|  | Participation in event |  | NGOs and Civil Society Organisations | |  |
|  | Report |  | Other professionals from private sector | |  |
|  | Strategic and decision tools |  | Other professionals from public organisations | |  |
|  | Studies & results |  | Regulatory and Standard Bodies | |  |
|  | Technical IT tools |  | Researchers from private sector | |  |
|  | Instruction and documentation tools |  | Researchers from public organisations | |  |
|  | Other |  |  | |  |

IF YOU REQUIRE MORE DELIVERABLES, PLEASE COPY THE SECTIONS

## Description of dissemination plan – only for toolbox categories ‘R&D Project’, ‘Synergy development’, ‘valorisation’.

*Describe, for each targeted group, how and in what form the dissemination is to be accomplished.*

|  |
| --- |
| *Free text – Limited extension, 3999 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

# Stakeholder Committee

## 16.1. List of potential Stakeholder Committee members – only for toolbox category ‘R&D Project’

🛈 **INSTRUCTIONS** – When introducing Programme Committee members on the Platform, use the (+Add item to list) button; otherwise the Deliverable won’t be saved.

*List the potential members of the Stakeholder committee and their role.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution** | **Member name** | **Gender** | **Function**  *(what their contribution be, how will they be involved in the project)* | **Role\*** | |
|  |  | M/F/X |  |  | Consulted |
|  | Informed |
|  | Involved in research |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution** | **Member name** | **Gender** | **Function**  *(what their contribution be, how will they be involved in the project)* | **Role\*** | |
|  |  | M/F/X |  |  | Consulted |
|  | Informed |
|  | Involved in research |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution** | **Member name** | **Gender** | **Function**  *(what their contribution be, how will they be involved in the project)* | **Role\*** | |
|  |  | M/F/X |  |  | Consulted |
|  | Informed |
|  | Involved in research |

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| **Institution** | **Member name** | **Gender** | **Function**  *(what their contribution be, how will they be involved in the project)* | **Role\*** | |
|  |  | M/F/X |  |  | Consulted |
|  | Informed |
|  | Involved in research |

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| **Institution** | **Member name** | **Gender** | **Function**  *(what their contribution be, how will they be involved in the project)* | **Role\*** | |
|  |  | M/F/X |  |  | Consulted |
|  | Informed |
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| **Institution** | **Member name** | **Gender** | **Function**  *(what their contribution be, how will they be involved in the project)* | **Role\*** | |
|  |  | M/F/X |  |  | Consulted |
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|  | Involved in research |

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| **Institution** | **Member name** | **Gender** | **Function**  *(what their contribution be, how will they be involved in the project)* | **Role\*** | |
|  |  | M/F/X |  |  | Consulted |
|  | Informed |
|  | Involved in research |

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| **Institution** | **Member name** | **Gender** | **Function**  *(what their contribution be, how will they be involved in the project)* | **Role\*** | |
|  |  | M/F/X |  |  | Consulted |
|  | Informed |
|  | Involved in research |

IF YOU REQUIRE MORE MEMBERS OF THE STAKEHOLDER COMMITTEE, PLEASE COPY THE SECTIONS

## 16.2. Way of working – only for toolbox category ‘R&D Project’

*Please describe the way of working of the Stakeholder committee.*

|  |
| --- |
| *Free text – Limited extension, 3600 characters without spaces. Note that the use of special characters and formatting may add characters to the text.* |

# Annex A: Types of deliverables

|  |  |
| --- | --- |
| Type of Deliverable | Includes… |
| Media | (Social) media content (press release, press conference, interview, blog article, forum, newspaper article, article for the general public, podcast, posts, reels, vlog entry...) |
| Catalogue, monography, book, book chapter |
| Poster, brochure, booklet, pamphlet, factsheet |
| Paper | Conference proceedings |
| Peer-reviewed journal article |
| Other scientific publication |
| Articles for the general public |
| Policy brief, white paper, blue book, green paper |
| Participation in event | Conference paper, workshop, seminar, lecture (oral contribution) |
| Conference paper (poster) |
| Event | Conference, workshop, seminar |
| Event, networking activity organisation |
| Citizen science initiative |
| Living Lab |
| Physical and/or digital exhibition organisation |
| Training modules, programme, lectures organisation |
| Report | Initial report |
| Progress / test report |
| Final report |
| Literature review report |
| Prospective study report |
| Cost-benefit analysis report |
| Risk assessment report |
| Feasibility study report |
| Market analysis report |
| Findings, results, technical workshop report |
| Evaluation and performance report |
| Ethics review and compliance report ~~documentation~~ |
| Minutes, acted conclusions and decisions |
| Strategic and decision tools | Decision tool, action plan |
| (Strategic) Roadmap |
| Assessment tool |
| Digital copyright framework |
| Methodology, good practices |
| Protocols (focus on how the research will be conducted, including methods and procedures) |
| Analytical framework (focus on how data will be interpreted and analysed) |
| Collaboration agreement, Memorandum of Understanding, legal commitment, charter, protocol (instead of Network) |
| Maps and models | Physical model |
| Product development, prototype & blueprint |
| Virtual model |
| Conceptual model |
| Maps (GIS and other) |
| Mathematical / Computer model |
| Technical IT tools | Algorithm |
| Code, script |
| Data visualisation and dashboards |
| Platforms and websites |
| Software application |
| Data Management Plan |
| Instruction and documentation tools | Standard operating procedures (SOPs) |
| Guidelines, procedures, user manual |
| Training and learning materials including e-learning content |
| Technical documentation |
| Collections | Physical collection of (samples, specimens, objects, corpora...) |
| Online collection (samples, specimens, objects, corpora...) |
| Data set |
| Data base |
| Digital library/archive |
| Studies & results | Benchmark study |
| Case study |
| Survey, interview, observation result |
| Testing, identification & taxonomy results |
| Experimental results |
| Statistical analysis results & interpretation, descriptive statistics |
| Knowledge organisation tools | Taxonomy, classification scheme, controlled vocabulary |
| Thesaurus, ontology, semantic network |
| Auhtority file, glossary, dictionary, gazetteer |
| Facet analysis, information retrieval system |
| Portal |
| Patent and intelectual property |
| Other | Other |