



Project full title: Innovative sustainable solutions for ready-to-eat traditional Mediterranean products and non-conventional healthy foods

Project acronym: InnoSol4Med

PRIMA Section 2

Call: Multi-topic 2022

Project ID: 1836

Coordination and management plan

Versions:

No.	Partner	Contribution	Date
1.0	UNIST	First complete draft	29.09.2023.

Abbreviations:

CA - Consortium Agreement

GA - General Assembly

PSG – Project Steering Group

PMT - Project Management Team

PI – Principal Investigator

WP - Work Package

List of partners:

Partner No	PI name	Organization	Country
P1 (Coordinator)	Prof. Vida Šimat	University Department of Marine Studies, UNIVERSITY OF SPLIT (acronym: UNIST)	Croatia
P2	Prof. Darija Lemić	Green Environmental Research Ltd. (acronym: GREENER)	Croatia
P3	Mr. Ivan Šimat	Centaurus Ltd. (acronym: CENTAURUS)	Croatia
P4	Prof. Fausto Gardini	Department of Agriculture and Food Sciences, UNIVERSITA DI BOLOGNA (acronym: UNIBO)	Italy
P5	Prof. Daniela Bassi	Department for Sustainable Food Process, UNIVERSITA' CATTOLICA del SACRO CUORE, Campus di Piacenza e Cremona (acronym: UCSC)	Italy
P6	Dr. Matteo Angri	Martino Rossi S.p.A. (acronym: MROSSI)	Italy
P7	Prof. Victoria Moreno-Arribas	Spanish National Research Council (acronym: CSIC)	Spain
P8	Mr. Jose M. García Madero	DOMCA S.A. (acronym: DOMCA)	Spain
P9	Prof. Fatih Ozogul	Department of Seafood Processing Technology, ÇUKUROVA UNIVERSITY (acronym: CUNI)	Turkey
P10	Prof. Abdellah Zinedine	CHOUAIB DOUKKALI UNIVERSITY (acronym: UCD)	Morocco
P11	Prof. Faouzi Errachidi	SIDI MOHAMED BEN ABDELLAH UNIVERSITY (acronym: USMBA)	Morocco

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1. INTRODUCTION

The project's Coordination and management plan (CMP) gives an overview of the project timeline at the task level, management units and tools with a description of detailed decision-making processes and risk management.

The CMP will ensure that the project follows its budget, time schedule and that the outputs meet the high-quality standards required by all partners. The CMP will guarantee efficient management and sustainability of the project with defined milestones and the achievement of work programme objectives.

Project management, overall coordination, monitoring and evaluation are the responsibilities of the coordinator, with project partners involved in developing the principles of operation. This includes the timely and high-quality completion of project objectives across the entire project lifetime: initiation, planning, executing, controlling, and concluding.

2. DECISION-MAKING PROCESS

The project foresees the use of the following management units and tools:

1. General Assembly (GA),
2. Project Management Team (PMT),
3. Coordination and management plan (CMP),

based on good management practices developed in each participating organisation and confirmed by long term experience in EU funded projects and Project Cycle Management guidelines promoted by the European Commission.

2.1. General Assembly

GA is the management body of the project, created by, and comprised of, project partners representatives:

GA Representatives	Partner	Country	E-mail
Prof. Vida Šimat	UNIST	Croatia	vida@unist.hr
Prof. Darija Lemić	GREENER	Croatia	info@greener.hr
Mr. Ivan Šimat	CENTAURUS	Croatia	proizvodnja@centaurus.hr
Prof. Fausto Gardini	UNIBO	Italy	fausto.gardini@unibo.it
Prof. Daniela Bassi	UCSC	Italy	daniela.bassi@unicatt.it

Dr. Matteo Angri	MROSSI	Italy	matteo.angri@martinorossispa.it
Prof. Victoria Moreno-Arribas	CSIC	Spain	victoria.moreno@csic.es
Mr. Jose M. García Madero	DOMCA	Spain	jgmadero@dmcrc.com
Prof. Fatih Ozogul	CUNI	Turkey	fozogul@cu.edu.tr
Prof. Abdellah Zinedine	UCD	Morocco	zinedine.a@ucd.ac.ma
Prof. Faouzi Errachidi	USMBA	Morocco	Faouzi.Errachidi@usmba.ac.ma

The General Assembly (GA) is the highest decision-making body of the consortium, and will be in charge of taking all measures, in addition to the contractual provisions already stipulated, necessary for the development of the present collaboration and the implementation of the project.

The GA is responsible for the political and strategic orientation of the work. It makes sure that the strategy adopted for the project is preserved. The GA acts by decisions or advices. The partners will abide by all decisions of GA.

The role of the GA is:

- to monitor and assess the overall progress and output of the project according to the objectives, timetable, deliverables and milestones and to recommend solutions for any shortcomings, in accordance with the project application;
- to promote the sharing of good practice in research and dissemination activities, to inform the partners about dissemination opportunities, and to enhance collaboration with research, entrepreneurial, advocacy and policymaking activities outside the consortium;
- to review the draft version of the reports (*i.e.* the Mid-term Report and the Final Report), to make recommendations for improvements and to approve final versions before these are submitted to the PRIMA secretariat.

In particular, the decision power of the GA concerns:

- the political and strategic orientation of the Work: The General Assembly cannot decide to extend or cancel the Project;
- the publication and dissemination policy: The General Assembly cannot delay a publication without reason;
- the arbitration, in case of a deadlock situation within a Work Package, upon consultation with the corresponding Work Package Leader(s).

GA will meet at least once a year to review progress, identify and resolve problems, share information and resources. A written summary of each meeting's main points and conclusions will be prepared and sent to partners.

Any Participant that is a member of GA:

- should be present or represented at any meeting;

- may appoint a substitute or a proxy to attend and vote at any meeting;
- shall participate in a cooperative manner in the meetings.

Meetings of the GA may also be held by teleconference or other telecommunication means due to special circumstances.

2.2. Project Management Team (PMT)

The daily management of the project is in the hands of the PMT, consisting of the Project Coordinator, and his management support team.

The management support team consists of several scientific staff members:

- Prof. Vida Šimat – UNIST – coordinator,
- Dr. Giulia Tabanelli – UNIBO – vice-coordinator,
- Dr. Martina Čagalj – UNIST – scientific manager.

The role of the PMT is helping the coordinator in all duties according to Consortium Agreement.

3. TRANSNATIONAL PROJECT MEETINGS

Four project meetings will be held with all partners:

Meeting n°	Time	Place	Reason
1.	M2	Adana, Turkey	Kick-off meeting
2.	M12	Granada, Spain	GA meeting
3.	M24	Bologna	GA meeting
4.	M36	Split, Croatia	Final project meeting

Each meeting will be covered by project minutes with record of presentations, activities, discussion, remarks and conclusions (M2, M12, M24, M36).

4. FINANCIAL MANAGEMENT

Each partner will be funded directly by its own National funding body; therefore, a grant agreement is concluded between each beneficiary and their national funding body. The rules applying for this agreement are the national rules set in the national regulations. In accordance with its own usual accounting and management principles and practices, each partner shall be solely responsible for their budget management and communicate with their own National funding authority for the justification of costs. Neither the coordinator nor any of the other

partners shall in any way be liable or responsible for such justification of costs of a partner towards its own National funding body. The budgetary issues, including potential restrictions for funding, should be carried out and checked based on the national regulations of and by contacting their own National funding Body.

Each partner should notify the coordinator in advance of any allowed proposal of modification of the budget, to be agreed by such partner with its own National funding Body.

No transfer of a partners' fund towards another partner is expected. Any financial arrangements among one or several partners must be made in separate agreements, where allowed and approved by the National funding bodies.

If necessary, the partners shall individually provide the additional funding required in order to carry out their share of the work.

5. RISK MANAGEMENT AND MITIGATION

Special attention will focus on MESA (Monitoring, Evaluation, Steering, Action), which is an essential part of the whole project enabling smooth ongoing of activities, their troubleshooting, risk amortisation and results implementation. It will consist of internal (meetings between partners and PMT, GA and technical meetings) and external (PRIMA and National boards) monitoring and evaluation. This approach will enable taking actions in time thus minimising the Critical risks for implementation.

Critical risks for implementation:

Description of risk	WP	Proposed risk-mitigation measures
The consortium has no harmony causing late and incomplete deliverables (likelihood: Low)	All	The Consortium partners have experience and have been collaborating on projects and the preparation of the project proposal. Project and technical meetings will ensure that good communications are established between partners
Lack of coherence in the project development and lack of cooperation among Partners (likelihood: Low)	All	The tight monitoring of each partner's progress by the Coordinator and the Project Management Team will ensure coherence in the overall Project
Critical deliverables are delivered too late and milestones are missed (likelihood: Low)	All	Management processes include specific roles for the monitoring and management of general, technical, and human/legal/privacy/end-user issues and tasks
Delays in the implementation of some tasks may cause a delay or change the timeline of the project, (likelihood: Medium)	All	Communication and open dialogue will enhance team management capacities and directly positively influence project implementation. WPs will be reorganized according to the new dates and actions are taken to make up for the delay.
Absence of some consortium members (likelihood: Medium)	All	Members of the consortium have been cooperating before, so other teams can assist in the absence of a member, or additional compatible staff members can be employed
Breakdown of large equipment (GC-MS, HPLC, HPLC MS/MS etc.), delays in	WP2-WP5	All equipment has been regularly maintained and serviced. Assistance from other departments

deliveries of equipment consumables, (likelihood: Low/Medium)		having the same instruments/chemicals will be required. Modification in method protocols if necessary.
Contamination of LAB strains (likelihood: Low)	WP3-5	All good laboratory practices will be adopted to maintain sterility and avoid contamination. The strains will be stored in two different buildings/two different institutions to limit these risks and the consortium will have a backup copy of all the genetic resources.
Failure/difficulties to isolate strains of industrial interest from the matrices analysed (WP3) (likelihood: Low/Medium)	WP3	Use of strains from microbial collections, belonging to the laboratories involved and previously characterized for their properties during previous projects
Difficulties in the production of essential oil/astaxanthin/extracts of purity needed for food application (likelihood: Low/Medium)	WP2-5	The typical by-products of Med area are chosen and Consortium members have experiences with these matrices. Pure compounds will be purchased from commercially available sources when planned and under necessity.
Failure of new concepts (likelihood: Low/Medium)	WP2-5	Review of scientific research and updating.
Poor visibility of the impacts and benefits of the project (likelihood: Low)	All	Pro-active, timely and planned communication actions throughout the duration of the project.
Difficulty in engaging all partners in meetings and dissemination activities (likelihood: Low/Medium)	WP2 and 7	Hybrid and virtual meeting will be planned to favour the participation of all the partners. In case partners cannot be engaged in person, they will be contacted by emails, or other means.
Difficulties in organizing consumer surveys for the collection of behavioural data with desired socio-demographic characteristics in all the target countries (likelihood: Low/Medium)	WP6	The partners involved in the survey have a large network of contacts that can be activated in order to facilitate recruiting participants in the surveys. Online surveys may be complemented by phone surveying.

The course of the project is elaborated in a clear way with previously agreed division of tasks between all partners. To avoid misunderstandings and potential conflicts, tasks are divided in accordance with the experiences and background of each partner.

In case of any unforeseeable, exceptional situation caused by force majeure, the GA will be obliged to analyse the case: what are the reasons of unpredictable situation, which partners are involved, what are the potential consequences and how they could influence the entirety of the project. By considering the conclusions of an in-depth and extensive analysis, the GA will choose the possible method of solving the problem as the decision-making body. Every attempt will be made to reach consensus on decisions. When that is not possible, a simple majority vote of GA members will be used.

List of Deliverables

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)
D1.1	Coordination and management plan	WP1	UNIST	R	CO	4
D1.2	Data Management Plan (DMP)	WP1	UNIST	R	CO	4
D1.3	Midterm progress report on research activities	WP1	UNIST	R	CO	18
D1.4	Final report on research activities	WP1	UNIST	R	CO	36
D2.1	Report on elaborated data on <i>in vitro</i> activity of extracts/compounds/EOs obtained from the agro-food by-products and medicinal plants	WP2	DOMCA	R	PU	18
D2.2	Report on nanoemulsion forms and activity	WP2	CUNI	R	PU	18
D2.3	Report on the use of <i>in vitro</i> digestion to assess the functional properties of the selected innovative ingredients	WP2	CSIC	R	PU	18
D3.1	Report on <i>in vitro</i> antimicrobial activities of lactic acid bacteria biotypes and their technological features	WP3	UNIBO	R	PU	18
D3.2	Report on the capability to produce folate for dairy-origin LAB strains	WP3	UCSC	R	PU	18
D4.1	Report on the application of technological solutions and bioactive compounds in food models	WP4	UNIST	R	PU	32
D4.2	Report on the functional characterization of food models during <i>in vitro</i> digestion	WP4	CSIC	R	PU	36
D5.1	Two prototypes of innovative fermented products obtained from non-conventional matrices	WP5	UNIBO	DEM	CO	36
D5.2	Report on the overall success of the concept - possibility to enhance safety, quality, and nutritional characteristics in innovative and traditional fermented products	WP5	UNIBO	R	CO	36
D6.1	Report on consumer attitudes and preferences for low processed and healthy RTE food making up the Mediterranean diet	WP6	UNIBO	R	CO	33
D6.2	Report on consumer awareness campaigns	WP6	UNIST	R	CO	36
D6.3	Report on business strategies for successful scale-up and marketing	WP6	UNIBO	R	CO	36
D7.1	Dissemination and Exploitation Plan (DEP)	WP7	UNIST	PU	CO	6, 18
D7.2	Visual identity (logo, web page, press material)	WP7	UNIST	DEC	PU	9
D7.3	Demonstration activity: presentation of	WP7	UNIBO	DEC	PU	36

	comic book on healthy Med diet					
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List of milestones

Milestone number	Milestone name	Related work package(s)	Due date (in month)	Means of verification
M1.1	Kick-off meeting	WP1	2	Meeting agenda
M2.1	Consortium decision on which extracts/components will be used for food models	WP2	13	Project Steering Group meeting minutes
M3.1	Consortium decision on which LAB strains will be used for food models	WP3	13	Project Steering Group meeting minutes
M4.1	Consortium decision on the type of final product (fresh/fermented) that will be tested for nutritive bioassays.	WP4,5	20	Project Steering Group meeting minutes
M6.1	Consortium decision on which products will be used to develop the business strategies	WP6	28	Project Steering Group meeting minutes
M7.1	Validation of the results	WP2-3	18	Publications
M7.2	Validation of the results	WP4-6	36	Publications