



WATER PROOF

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urban WASTE and water Treatment Emission Reduction by utilizing CO₂ for the PROduction Of Formate derived chemicals

Collaborative Project (101058578)

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| ☒ R | Document report | ☒ PU | Public, fully open, e.g. web |
| ☐ DEM | Demonstrator, pilot, prototype | ☐ SEN | Sensitive, restricted under conditions set out in Model Grant Agreement |
| ☐ DEC | Websites, patent filings, videos, etc. | ☐ CI | Classified, information as referred to in Commission Decision 1001/844/EC |
| ☐ OTHER | | | |

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Report

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Publishable executive summary

To maximize the outcome and ensure optimal collaboration between the partners of the WaterProof project, regular meeting are organized. This deliverable details the meeting structure as well as a preliminary meeting schedule that is composed to ensure interaction with the complete consortium as well as with the executive board. Meetings will take place at a regular interval. Additionally, there will be 3 workshops organized by the project partners, planning those at an early stage is important to spread the work load across the entire project consortium but also to educate project partners on topics early on when needed.

1 Introduction

This document, Meeting Plan including all GA meetings and workshops, is the deliverable **D5.1** of the WaterProof project, which is funded by the European Union's Horizon Europe under Grant Agreement No101058578. The document outlines the strategy and planning of the meetings and workshops organized over the course of the project to ensure successful collaboration between the different partners and work packages.

During the WaterProof project, apart from the outreach activities mentioned in D5.4, a number of meetings will be organized in WP 5.

- Bi-annual consortium meetings coupled with the general assembly
- Meetings between the WP leaders in the EB
- Workshops

In addition to the events organized in WP5, the WaterProof team will also participate in a number of other internal meetings:

- Technical meetings as part of specific work packages
- Bi-lateral technical meetings between consortium partners
- Meetings for input on industry exploitation strategies

The kick-off meeting for the project took place in 20-21 June 2022 and the other meetings are roughly spread across the project runtime according to the schedule in this document.



Figure 1: Kick-Off meeting in Amsterdam

2 WaterProof organisation and meetings

The WaterProof consortium consists of multiple industrial parties that work closely together with research organizations with the aim of implementing cutting-edge technology that will impact climate, environment and society in several ways. The R&D work in the project will be divided into three technical Work Packages (WPs). Additionally, there are two WPs focused on impact, communication, dissemination, exploitation and project management. Each WP is managed by a Work Package Leader (WP Leader), provided by the partner that plays a central role in the specific WP.

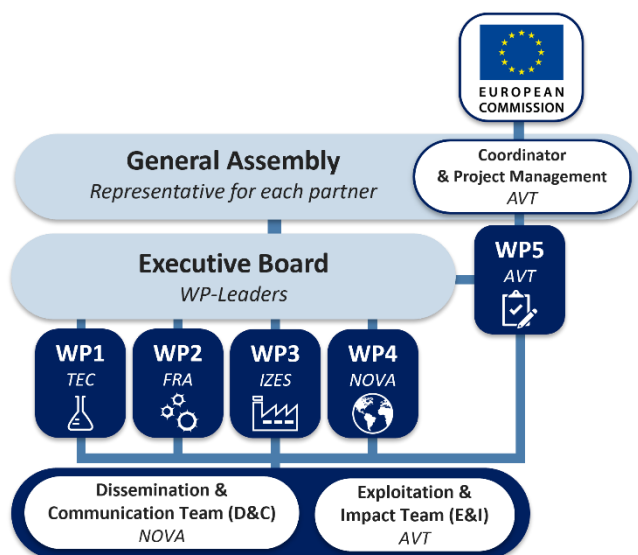


Figure 2: Organisational structure of the WaterProof project

2.1 General assembly meetings

The General Assembly (GA) consists of one voting representative of each partner, chaired by the representative of the Coordinator (the Project Manager – or PM). The GA is the decision making body of WaterProof. The tasks of the GA are to supervise the project and to take decisions in important matters such as changes in the work plan, a change of Project Manager or WP Leader, budget relocations, IPR, entrance/leave of partners and other non-technical matters of general importance. The GA meetings will take place biannually of which one will be a digital meeting and the other one in person.

2.2 Executive board meetings

Executive Board (EB) consists of the WP Leaders (AVT, NOVA, IZES, TEC & FRA), and is chaired by the representative of the Coordinator (the PM). The EB monitors the technical progress, approves progress reports and deliverables, assesses milestones, and deals with

technical problems that concern two or more WPs. The EB comes together for an online meeting roughly every 3 months.

2.3 Workshops

Three stakeholder workshops (1 as webinar and 2 as workshops with physical presence) will be organized in order to evaluate the current state of the project with stakeholders and to generate new pathways and ideas to continue the progress. At least one of the two workshops will be linked to training activities: We will educate PhD student(s) in a workshop to facilitate the green transition in Europe in both academia and industry.

2.3.1 Workshop 1

The first workshop will be on life cycle analysis. This workshop will take place online and organized by the Nova Institute, possibly in collaboration with other institutes that specialize in LCA's (e.g. Copernikus Institut). The workshop will be open to both WaterProof partners and external participants and is aimed at providing a basic understanding on what LCA is and what are important things to keep in mind when performing environmental calculations. This workshop will be organized first because this will allow us to involve and instruct WaterProof partners at an early stage in the LCA process and the required data. Training WaterProof partners will result in a more efficient and more relevant data collection in Task 4.1 at later stage of the project.

2.3.2 Workshop 2

The second workshop will have more focus on the social/societal aspects of developing new technologies and new products. This workshop will be in person and organized by IZES in collaboration with the industrial end users of the WaterProof project. A lot of attention will be paid to the perception of the consumer in the adaptation of products containing renewable ingredients and increasing customer acceptance for possible end products and developed technologies by identifying relevant impact factors.

2.3.3 Workshop 3

The final workshop will be on technical aspects and end product innovation. It will be organized by Avantium in collaboration with the other technical partners. For this workshop there is also the possibility to collaborate with another Horizon project on CO₂ utilization. The workshop will have the form of a symposium with a lot of interactive opportunities and will be held in person. The intention is to include a site visit to the demonstration unit, if

time and safety regulations allow. Therefore, this workshop will be organized towards the end of the project when the demonstrator is on site.

2.4 Other meetings

2.4.1 Technical meetings

WP leaders may choose to organize technical meetings to facilitate collaboration between the different tasks. A set of partners may choose to organize technical meetings to share information, plan joint activities or any other project related purpose. These technical meetings will not be planned centrally but are encouraged by the project management.

2.4.2 Industrial Interest Group (IIG)

To make sure that the WaterProof-project focuses on the right things at the right time, industrial stakeholder involvement is crucial. The project will therefore be supported by an Industrial Interest Group (IIG), that will be composed of different relevant industrial organizations and companies which provide the project with different perspectives.

2.4.3 Dissemination & Communication activities

The dissemination and communication team will organize external communication. More information can be found in the dissemination and communication plan (D5.4). Internal communications and exchange of documents are managed through the project MS Teams pages hosted by Avantium.

3 WaterProof preliminary meeting schedule

Table 1: Meeting plan

Year	Meeting	Planned	Realized	Comments
1	Kick-Off meeting	M1	M1 (06/2022)	
	EB-meeting	M5	M5 (10/2022)	
	1 st General assembly (online)	M7		Planned M7
	EB-meeting	M9		
2	EB-Meeting	M13		
	2 nd General assembly	M13		
	Workshop 1 LCA (NOVA)	M13		To be planned in early 2023
	EB-Meeting	M16		
	EB-Meeting	M19		
	3 rd General assembly (online)	M19		
	EB-Meeting	M22		
3	EB-Meeting	M25		
	4 th General assembly	M25		
	Workshop 2 Consumer perspective (IZES)	M25		To be planned early 2024
	EB-Meeting	M28		
	EB-Meeting	M31		
	5 th General assembly (online)	M31		
	EB-Meeting	M34		
4	EB-Meeting	M37		
	6 th General assembly	M37		
	Workshop 3 technical aspects and applications (AVT)			Possible with site visit to demonstration
	EB-Meeting	M40		
	EB-Meeting	M43		
	7 th General assembly (online)	M43		
	EB-Meeting	M46		
	Final meeting	M48		

4 Conclusion

The above described meeting plan includes all EB, GA, consortium meetings as well as the planned workshops for the full 4 year duration of the project. Additional technical meetings or dissemination activities will take place between single consortium members and as part of task and or work package activities. These additional activities will be planned when required.