



# INSPIRE

Innovative Solutions for Plastic Free European Rivers

## Deliverable 7.2

## Plan to implement the technical Coordination of INSPIRE Version 2.1

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## Acronyms

Acronym	Description
ANRI	Alchemia Nova Research & Innovation Gemeinnutzige GmbH
D	Deliverable
DEC	Websites, patents filing, press & media actions, videos, etc
DEM	Demonstrator, pilot, prototype
DMP	Data Management Plan
EC	European Commission
GA	General Assembly
INSPIRE	Innovative Solutions for Plastic Free European Rivers
KTH	Kth Royal Institute of Technology
LP	Leader Partner
M	Month or Milestone
MINDS	Minds Technologies Kai Epistimes Perivallontos I.K.E.
MST	Management Support Team
PO	Project Officer
PU	Public
R	Document, report
SAL	Security aspect letter
SCG	Security classification guide
SEN	Sensitive
UCA	Universidad de Cadiz
UM	University of Maribor
VITO	Vlaams Instituut Voor Technologisch Onderzoek
VLIZ	Vlaams Instituut voor de Zee (Flanders Marine Institute), Belgium





## Executive Summary

This report outlines the actions necessary for technical coordination of the project INSPIRE, with a particular focus on the structure of its Work Packages and the associated responsibilities of their leaders. It also highlights the steps involved in sharing and disseminating project results. The report emphasizes quality assurance measures and risk management. The Project Coordinator, supported by the Management Support Team, will assume the critical role of monitoring technical progress, coordinating communication between Work Packages, and implementing mitigation measures when required.



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## 1. Objective

The goal of the current report is to outline the plan of actions for the technical coordination of the project INSPIRE. In this report we will specify the Work Packages structure and leaders' responsibilities, and the steps and activities that will be taken to ensure effective Results, Deliverables and Milestones sharing and dissemination. The report further highlights the Quality Assurance measures as well as the Risk Management and Mitigation Measures.

## 2. Introduction

In INSPIRE, the Project Coordinator (VLIZ), supported by its Management Support Team (MST), is responsible for the technical coordination and the scientific quality assurance throughout the project. This involves monitoring of the technical progress, coordinating input/output flows between the various Work Packages (WPs, Figure 1) and tasks and risk monitoring/mitigation. If needed, corrective actions will be taken including possible work re-allocation. Monitoring of the technical progress will be done through reports prepared by the WP Leaders that include a Deliverable (D) and Milestone (M) review template prepared by the MST, and corrective actions will be prepared by the Project Manager and the MST. In addition, VLIZ monitors the quality of technical deliverables and MST the nontechnical deliverables. For this purpose, an approval procedure will be defined during the kick-off meeting.

The Coordinator, supported by its MST, will also ensure and organize:

- (i) Optimum cooperation between the WPs;
- (ii) Organise the periodic project meetings;
- (iii) Periodic progress reports;
- (iv) Guarantee quality assurance procedures and review;
- (v) Monitor and manage project risk.

In this document we will outline the guidelines on project management and coordination activities concerning the quality assurance and risk management that will be used by the members of the INSPIRE consortium. The goal is to provide a framework for identifying and mitigating potential risks, and ensuring that quality standards which should be maintained throughout the organisation. This includes setting quality goals and objectives, establishing metrics for measuring performance, and implementing continuous improvement processes.



### 3. Work Packages Structure

The INSPIRE project is composed of seven WPs (Figure 1, Table 1), starting with WP1 on monitoring Plastics in the river, delivering data to and input for WP2 and WP3 which cover the collection (WP2) and prevention (WP2 & WP3) of litter, plastics and microplastics. WP1 also feeds WP4 for executing assessments and modelling, while WP2 is delivering feedback to WP1 with experimental data. WP2 also feeds its data in WP4, with continuous feedback from WP4 on the sustainability of the technologies and actions. WP1 to WP4 deliver to WP5 to support the exploitation plan, business development and added value to the open call. Finally, all WPs provide input to WP6 for dissemination, communication, and community engagement, in other words to maximise the visibility of INSPIRE. All the WPs will be coordinated and managed under the umbrella of WP7.

The primary responsibility of the Work Package leaders and Activity coordinators is to establish and maintain high standards of technical and professional quality regarding the objectives set for the INSPIRE project.

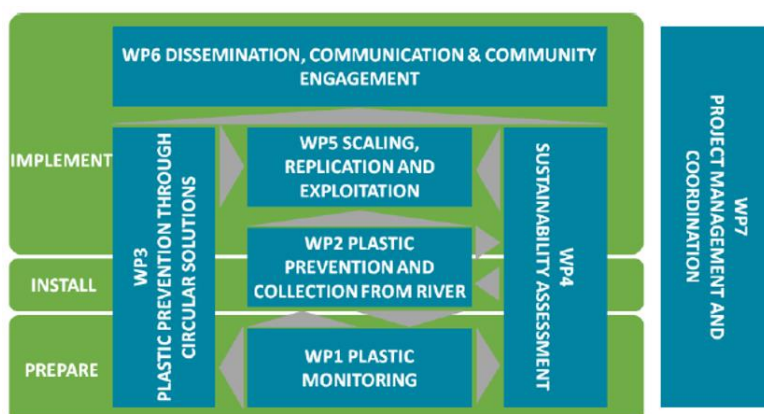


Figure 1. Work Packages (WPs) structure of the INSPIRE project, crossing the project phases.

Table 1. Work Packages (WPs) overview, including leading Partners, and starting and ending dates (month).

WP	WP title	Lead Partner	Start date	End date
1	Monitoring riverine litter	UCA	M1	M48
2	Prevention/retention/collection/elimination of plastic	MINDS	M1	M30
3	Circular solutions for the prevention of plastic waste	ANRI	M3	M48
4	Sustainability assessment and optimization of implemented measures	UM	M3	M45
5	Scaling, replication, and exploitation	KTH	M3	M48
6	Community engagement, dissemination, and communication	VITO	M1	M48
7	Project management, coordination and DMP	VLIZ	M1	M48





The WP Leaders will:

- Initiate, coordinate, and organize their WPs, including the timely delivery and assurance of quality of all deliverables, reports and outputs of their respective WPs
- Collect information on the progress of the tasks within the WP and deliver this to the Coordinator (VLIZ)
- Examine the information to assess the compliance with the INSPIRE project and the work tasks described in each WP
- Formulate an implementation plan for the activities within the WP for coming project periods
- Inform the Coordinator and propose possible fallback scenarios in case of major deviations from the work plan that have an impact on the objective of the WP and/or the Project (see Risk management)
- Support the Coordinator in preparing related data and deliverables

#### **4. Results and Intellectual Property Rights (IPR)**

The INSPIRE project Results are owned by the Party/Parties or employees where applicable that generates them. There may be cases of joint ownership of Results, which are specified and governed by the Consortium Agreement. The granting authority does not obtain ownership of the results produced under the action (Grant Agreement, Annex 5). The LP will create and maintain a list of IPR outputs in the project portal, to be able to report to the grant authority, in accordance to the Grant Agreement.

‘Results’ means any tangible or intangible effect of the action, such as data, know-how or information, whatever its form or nature, whether or not it can be protected, as well as any rights attached to it, including intellectual property rights. Details about the IPR are stipulated in the grant agreement.

##### **Sensitive information with security recommendation and classified information:**

Sensitive information with a security recommendation must comply with the additional requirements imposed by the granting authority. Before starting the action tasks concerned, the beneficiaries must have obtained all approvals or other mandatory documents needed for implementing the task. The documents must be kept on file and be submitted upon request by the coordinator to the granting authority. If they are not in English, they must be submitted together with an English summary. For requirements restricting disclosure or dissemination, the information must be handled in accordance with the recommendation and may be disclosed or disseminated only after written approval from the granting authority.

If EU classified information is used or generated by the action, it must be treated in accordance with the security classification guide (SCG) and security aspect letter (SAL) and Decision 2015/4441 and its



implementing rules, until it is declassified. Deliverables which contain EU classified information must be submitted according to special procedures agreed with the granting authority. Action tasks involving EU classified information may be subcontracted only with prior explicit written approval from the granting authority and only to entities established in an EU Member State or in a non-EU country with a security of information agreement with the EU (or an administrative arrangement with the Commission). EU classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority (see Grant Agreement).

## **5. Dissemination of own and jointly owned Results and cooperation obligations**

During the Project, and for a period of 1 year after the end of the Project, the dissemination of own Results by one or several Parties including but not restricted to publications and presentations, shall be governed by the Grant Agreement. Prior notice of any planned publication shall be given to the other Parties at least 30 calendar days before submission of the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement by written notice to the Coordinator and to the Party or Parties proposing the dissemination within 30 calendar days after the date said the notice is given. If no objection is made within the time limit stated above, the publication is permitted. Details about the dissemination of results are stipulated in the grant agreement.

## **6. Deliverables and Milestones Schedule**

The technical Deliverables (D) and Milestones (M) are to be delivered by the INSPIRE project and assessed at the due date indicated in the Grant Agreement. The project progress is assessed according to both Deliverables and Milestones. Due dates (last working day of the calendar month) and responsible beneficiaries of deliverables (Table 2) and milestones (Table 3).



## Procedure for the review of INSPIRE Deliverables:

The first draft of each Deliverable will be coordinated by the lead beneficiary and supported by the corresponding task (s) leaders. The deliverables' drafts should adhere to high standards of quality, encompassing aspects such as grammar, coherence, and overall linguistic proficiency. Final deliverables should be submitted to the LP (one month before the submission deadline) who will either select internal reviewers within the project Partners or open the review to all Partners representatives: the internal reviewers will be assigned for each deliverable, from project Partners' representatives, assigned by the LP and approved in the Management Board. Upon the receipt of the deliverable, the reviewers and the lead partner have up to 14 days to review the deliverable, providing feedback on the technical and scientific content of the text. Upon the receipt of comments, the partner responsible for the deliverable has up to 7 days to finalise the deliverable and submit the final version to the LP. The lead partner uploads all the final deliverables to the European Commission (EC) portal, thus making it available to the PO and external reviewers assigned by the PO.

Table 2. Deliverables (D) list of the INSPIRE project, including number and relative number in work package (WP), title, lead beneficiary, type (R - Document, report; DEM - Demonstrator, pilot, prototype; DEC - Websites, patents filing, press & media actions, videos, etc; DMP - Data Management Plan; other), dissemination level (PU - public, or SEN - sensitive) and due date (month).

Number	Relative number in WP	Deliverable Title	Lead Beneficiary	Type	Dissemination level	Due Date
D1	D1.1	Riverine Litter Database (RLDB)	UCA	R	PU	48
D2	D1.2	Monitoring and analysis protocols	UCA	R	PU	6
D3	D1.3	Microplastic monitoring datasets at the demo sites	VLIZ	R	SEN	36
D4	D1.4	Macroplastic monitoring datasets at the demo sites	VITO	R	SEN	36
D5	D1.5	Evaluation of the biotic and abiotic alterations	CIIMAR	R	SEN	39
D6	D1.6	Mapping, Assessment and Modelling Framework	WUR	R	PU	39
D7	D2.1	Development of retention efficiency protocols	VLIZ	R	PU	12
D8	D2.2	Macro plastic retention, collection and performance	MINDS	R	SEN	30
D9	D2.3	Fish friendly modular macro debris water system	FF	R	SEN	30
D10	D2.4	Microplastics elimination in wastewater treatment plants	KTH	R	SEN	30
D11	D2.5	Collection/removal ability of tyre wear	GRE-IN	R	SEN	30
D12	D2.6	Microplastics retention (CLERA system) in marina	CIIMAR	R	SEN	30
D13	D2.7	Pellet collection (CirCleaner) + citizen science involv.	NOR	R	SEN	30
D14	D3.1	Delivery of 3 PHA packaging applications	BIO-MI	DEM	PU	32
D15	D3.2	Vegetables & fruits with biodegradable coating	KTH	DEM	PU	26
D16	D3.3	Zero-waste cosmetics	123ZERO	DEM	PU	26
D17	D3.4	Establishment of zero-waste supply chains	ANRI	DEM	PU	36
D18	D4.1	Report on feedback loop including impact pathways generated by measures for prevention	UM	R	PU	14
D19	D4.2	INSPIRE innovative cleaning and circular tools	WUR	R	PU	45
D20	D4.3	Overall sustainability assessment	UM	R	PU	45
D21	D4.4	Delivery of impact evaluation dashboard	INFOR	OTHER	PU	24
D22	D5.1	Site specific report on value for money analysis	UM	R	SEN	34
D23	D5.2	Open call documents kit & third-party financing rules	KTH	R	PU	8
D24	D5.3	Open calls report	KTH	R	PU	24
D25	D5.4	Replication factsheets and replication action plans	KTH	R	SEN	40
D26	D5.5	Financial Support to Third Parties, impacts and next steps	KTH	R	PU	48
D27	D6.1	Community engagement, commun. and dissem. strategy	VITO	R	PU	6
D28	D6.2	Performance indicators	VITO	R	PU	12
D29	D6.3	Project website	EXIT	DEC	PU	5
D30	D6.4	Communication kit	EXIT	DEC	PU	8
D31	D6.5	Open-access research publications in high-impact journals	VITO	DEC	PU	36
D32	D6.6	Organized citizen science and capacity building events	VITO	R	PU	36
D33	D6.7	Collaboration acceleration plan	VLIZ	R	SEN	12
D34	D6.8	Policy informing brief	VLIZ	R	PU	34
D35	D7.1	Plan to implement actions for Coordination of INSPIRE	VLIZ	R	PU	1
D36	D7.2	Plan to implement the technical coordination of INSPIRE	VLIZ	R	PU	1
D37	D7.3	Data Management Plan	VLIZ	DMP	PU	6
D38	D7.4	Annual Ethics reports _12	VLIZ	R	SEN	12
D39	D7.5	Annual Ethics reports _24	VLIZ	R	SEN	24
D40	D7.6	Annual Ethics reports _36	VLIZ	R	SEN	36
D41	D7.7	Annual Ethics reports _48	VLIZ	R	SEN	48
D42	D7.8	Updated Data Management Plan	VLIZ	DMP	PU	18



Table 3. Milestones (M) list of the INSPIRE project, including number and work package (WP), title, lead beneficiary, due date (month) and means of verification.

Number	Milestone Title	Lead Beneficiary	Due Date	Means of verification	WP
M1	The initial RLDB handled from T1.1.1 to T1.5	UCA	12	RLDB initial version	1
M2	Modelling framework structure operative	UCA	24	Modelling framework	1
M3	Finalisation of the deployment site in the Po river	MINDS	20	D2.3-D2.7	2
M4	PHA produced/available for master batch formulations	ANRI	8	enough mater. from T3.1	3
M5	Bioplastic formulations validated for their use and soil biodegradability	ANRI	36	Tensile strength >17 MPa, elongation at break >250%.	3
M6	Finalization of nano-coating trials w.r.t. safety compliance	ANRI	28	Circulation permission filed within T3.3	3
M7	new zero-waste supply chains are defined	ANRI	30	MoU signed, >25 actors	3
M8	First impact assessment using the dynamic multi-criteria model performed	UM	24	Evaluation feedback, D4.1	4
M9	Dashboard established	UM	10	Dashboard launched, D4.4	4
M10	Tender documents ready for the associated countries	KTH	8	D5.2	5
M11	Cost benefit analysis of technologies	KTH	40	D5.1	5
M12	Completion of mapping of the funding opportunities	KTH	36	Business cases	5
M13	Project Website online	KTH	5	D6.3. Website online	5
M14	EU marine litter landscape mapped	VITO	12	D6.7	6
M15	First scientific webinar	VITO	18	Webinar finished	6
M16	First Stakeholder event organised	VITO	20	D6.6, event finished	6
M17	Citizen science holistic approach implemented at Scheldt	VITO	24	D6.6	6
M18	Martin Strel – swim in European river	VITO	30	D6.6, swim finished	6
M19	Special issue in journal published	VITO	36	D6.5, issue published	6
M20	Final event: Workshop on river litter monitoring	VITO	44	D6.6, workshop finished	6
M21	Data Management plan implemented	VLIZ	9	D7.3	7
M22	Project coordination and management implemented	VLIZ	2	D7.1 – D7.3	7
M23	Call for financial support to third parties opens	KTH	13	Announcement of the call as stipulated in annex B	5
M24	Evaluation of the applications for the financial support to third parties finished	KTH	21	Proposal evaluation procedure completed - D5.3	5

## 7. Quality assurance procedures

Various Quality Assurance Measures will be established to enhance the reliability of the INSPIRE outcomes and to help minimise risks (see following section). The Coordinator, together with WP Leaders, will:

- Ensure that the project's objectives are well-defined and aligned with the desired outcomes
- That there is a robust, rigorous and well-designed methodology, to prepare, install and implement the three key phases of INSPIRE
- Establish standardised protocols and procedures for data collection, measurements, and analysis (WP1) to ensure consistency and comparability across different project components and team members
- Monitor the implementation of a system for regular monitoring and reporting of project Deliverables and Milestones (see section 6)
- Establish robust data management practices, including data storage, backup, and documentation, to ensure the integrity, security, and traceability of INSPIRE data
- Adhere to relevant ethical guidelines and legal requirements, including obtaining necessary approvals, informed consent from participants, and protecting sensitive data
- Foster a culture of continuous improvement by conducting periodic evaluations, capturing lessons learned

The project management will be furthermore facilitated by Microsoft SharePoint, a secure management system serving as an online repository for internal documents with individual access rights. The Consortium also includes a project partner specialised and responsible for data



management (VLIZ), which will assign the INSPIRE Data Management Officer, to be supported, especially in terms of quality assurance, by relevant project partners.

## 8. Risk Management

Risk management is a critical process that helps organisations identify, assess, and mitigate potential risks (Table 4) that may impact their operations, projects, or objectives. This risk management plan serves as a roadmap for identifying, analysing, evaluating, and responding to risks of the INSPIRE project. By implementing this plan, we aim to minimise the impact of potential risks, protect the project assets, and ensure the continuity of operations. The identified risks (Table 4) can be effectively minimised thanks to an effective communication and collaborative framework, to be promoted by the Coordinator. Relevant experience and strong complementary bonds between Partners will furthermore play a key role in implementing mitigation measures (Table 4). INSPIRE may encounter unforeseen risks during its lifespan, which can be technical, administrative, or financial. The main body to assess unforeseen risks will be the General Assembly (GA) and during its regular meetings, the GA will identify potential problems in advance and implement new mitigation measures.

Table 4. Identification of the risks and corresponding mitigation measures in the INSPIRE project, including the corresponding work package (WP), and the impact and likelihood, which can both be low, medium or high.

Number	Description	Risk Mitigation Measure	WP
1	Unstable or missing internet Impact (Medium) Likelihood (Low)	Foresee possibility of local (temporary) storage of data	2
2	Theft of camera on bridge Impact (High) Likelihood (Medium)	Location difficult to access, video surveillance and spare equipment	2
3	Drone flight permissions Impact (Medium) Likelihood (Medium)	Engage local drone operator, identify back-up locations	2
4	Insufficient sensitivity to detect tire wear particles Impact (High) Likelihood (Low)	Explore alternative analytical methods, execute detection on various marker and leachable compounds.	2
5	Clean Trash collection cage issues during the night Impact (Medium) Likelihood (Low)	Consider adding light into the design and special cameras that will reliably perform during the night.	2
6	Field activities delayed due to bad weather conditions Impact (Low) Likelihood (Medium)	Re-scheduling taking into account the weather forecast and, catch up the lost time during weekends.	2
7	Strain productivity too low Impact (Medium) Likelihood (Low)	Carry out process and medium development to increase kLa value	3
8	Storage of fruit not optimal Impact (Low) Likelihood (Medium)	Work with local retailer and attract local expert	3
9	PHA processing does not yield the expected quality Impact (Medium) Likelihood (Low)	Optimize system, buy bioplastic from the market, add other biopolymers to increase specific functionalities	3
10	Issues on data provisioning and sharing Impact (High) Likelihood (Low)	Clearly communicate with partners the logic, type, extent of the data required to generate the assessment models. Have a DMP and update this.	4
11	Uncertain model(s) Impact (Medium) Likelihood (Medium)	Find location and periods of higher pollution for more robust modeling.	4
12	Occurrence of lockdown Impact (High) Likelihood (Medium)	Unpredictable when and for how long. Reorganize and meet on-line.	ALL
13	Delay in delivery of techn, devices, components. Impact (High) Likelihood (Medium)	Look for alternative solution, if not possible an amendment to the GA will be asked for extension of the project duration.	ALL
14	Unexpected long periods to obtain permits Impact (High) Likelihood (Medium)	Local partners in the use case have good view on permit procedure. In case of unexpected obstacles that can harm the project, alternative sites for use cases will be identified and approached.	ALL
15	Coordinator absence Impact (Medium) Likelihood (Low)	Appoint a deputy coordinator from the same organisation	ALL
16	Local stakeholder not willing to host use cases Impact (High) Likelihood (Low)	Demonstrators have been discussed with local stakeholder upfront the proposal phase. Find alternative local stakeholders	ALL



## 9. Conclusion

The current report has outlined the plan of actions for the technical coordination of the INSPIRE project, with a focus on specifying the Work Packages structure and their leaders' responsibilities, and steps for effective results sharing and dissemination. The report has emphasized the importance of quality assurance measures and risk management. The Project Coordinator, supported by the Management Support Team, will be responsible for monitoring the technical progress, coordinating input/output flows between Work Packages, and implementing corrective actions when necessary. The INSPIRE consortium aims to maintain high-quality standards and mitigate potential risks, ultimately contributing to the achievement of project goals. Continuous improvement processes will also be implemented to enhance overall project performance.







# INSPIRE

Innovative Solutions for Plastic Free European Rivers

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