

Annex 1. Contact List of VIBES Stakeholders

VIBES		Contact list of VIBES stakeholders									
Group list	Sub-group list	Group (please select from list on the left)	Sub-group (please select from list on the left)	Contact name	Gender (M/F)	Contact email	Organisation (if applicable)	Country	Nominated by VIBES consortium partner (name/ organisation)	To be invited as Stakeholder Board member (yes/no/maybe)	Comments
Industrial developers	Thermoset composite material developers										
	Composite recyclers										
	Other (please specify)										
Industrial converters, dismantlers & end-users	Aeronautical										
	Naval										
	Construction										
	Energy										
	Waste management										
	Logistics										
	Transport										
	Other (please specify)										
Technology/ Innovation Experts	Academics and/or Researchers										
	Technology and/or Innovation consultant										
	Other (please specify)										
Impact multipliers	Policy makers										
	Media/ journalists or bloggers										
	Other (please specify)										
Other (please specify)											

Annex 2. Declaration of Acceptance and Informed Consent Form

Declaration of Acceptance

(for individuals appointed as members of the VIBES Stakeholders Board in their individual capacity)

I, the undersigned, _____ certify that I have read and agree to abide by the VIBES Stakeholders Board Terms of Reference.

I pledge that I will participate in the VIBES Stakeholders Board in my individual capacity and as such I may not delegate another person to carry out the work or be replaced by any other person without prior written agreement with the VIBES consortium.

I certify that no conflict of interests exists that could be considered as prejudicial to my independence in acting as a member of the VIBES Stakeholders Board.

I undertake not to divulge any information given in the context of the work of the Stakeholders Board, unless the VIBES consortium agrees to release me from this obligation, and to respect the confidentiality requirements.

I declare to accept entirely and with no reservations my appointment as member of the Stakeholders Board as described in the Terms of Reference.

I consent that any input or contribution I provide as member of the VIBES Stakeholders Board may be used by the VIBES consortium for reporting purposes or to align the products and technologies offered by VIBES with the needs of final users to ensure that they make the most out of its value propositions.

Name of participant

Date

Signature

INFORMED CONSENT FORM

Who we are

We are contacting you in the framework of VIBES, a project funded by the Biobased Industries Joint Undertaking (BBI-JU) under the European Union's Horizon 2020 Framework Programme for Research and Innovation.

VIBES aims to develop and demonstrate an innovative, greener, cost-efficient, and non-toxic recycling technology solution to resolve the end-of-life issues of thermoset composite materials, decreasing the amount of non-biodegradable polymers sent to disposal or discharged to the environment by at least 40%.

A detailed description of the project and description of how VIBES handles personal data is available through the project's web site www.vibesproject.eu.

Project:

VIBES – Improving Recyclability of Thermoset Composite Materials through a Greener Recycling Technology, based on Reversible Biobased Bonding Materials.

Project Coordinator:

Organisation name: FUNDACION AITIIP

Address: Polígono Industrial Empresarium, Calle Romero N°12, 50720 Zaragoza, Spain

Communication, Training and Stakeholders Manager:

Organisation name: Q-PLAN INTERNATIONAL ADVISORS P.C.

Address: 11 El. Venizelou str, 55133 Kalamaria, Thessaloniki, Greece.

Responsible persons:

#	Role	Name	E-mail
1	Project Coordinator	Pere Castell	pere.castell@aitiip.com
2	Communication, Training and Stakeholders Manager	Eirini Efthymiadou	info@vibesproject.eu ; efthymiadou@qplan-intl.gr

What we need from you

We need you to participate in the VIBES Stakeholders Board with a view to participate in project activities, including demonstration workshops, roundtables and technological breakfasts, and provide your views and feedback to guide decisions in the project and boost the VIBES concept and its implementation in real economy.

To effectively carry out the activities of the Stakeholders Board, we need to process some of your personal data:

- Your contact details (full name, email, phone number).

- Some basic demographics (gender, nationality).
- Your professional information (organisation, job position, field of expertise).
- Your education information.
- Your opinions on the subject matter(s) of relevant events.

Why we need your data & what we will do with them

We need your data to contact you in order to plan and carry out activities related to the Stakeholders Board and to resolve any ambiguities, questions and other issues that may arise after and as a result of your participation in such activities. We also need to record your data to keep track of the implementation of the activities. The project's deliverables that will be derived by activities in which you participate will not include your personal data or any other information that could identify you.

We will share your data with other project partners that are also involved in this task and will participate in the drafting of the relevant deliverables. We are also obliged to grant access to your data to:

- EU officials such as our Project Officer for purposes related to project's evaluation.
- EU agencies and other authorities for project's auditing purposes.

We would also be very happy if you gave us your consent to contact you in the future to ask you to participate in other project activities and also to inform you about the project's progress (e.g. by sending you a newsletter or similar messages).

How you can withdraw your consent

You should know that you can withdraw your consent at any time by communicating either on the phone or by email with the responsible persons listed in the previous page. With regards to the informational messages and newsletters you can always opt out by simply clicking the link "Unsubscribe" or something similar included at the end of all the relevant messages.

I hereby give my consent to the processing of my personal data needed for:

*(Please, tick the boxes below to confirm that you give us your consent for the respective subject. Any boxes left unticked mean that **you do not consent to the relevant subject.**)*

#	Consent Subject	Tick box
1	My participation in the Stakeholders Board and its related activities, including demonstration workshops, roundtables and technological breakfasts, to provide my views and feedback to guide decisions in the project and boost the VIBES concept and its implementation in real economy.	☐
2	My participation in future activities of VIBES.	☐
3	Receiving newsletters and messages regarding VIBES activities.	☐

Name of participant

Date

Signature

Annex 3. Stakeholders Board Terms of Reference

Introduction

You have been invited to take part in the **VIBES Stakeholders Board (SB)** because you were nominated by at least one of the VIBES consortium partners as a key stakeholder. The following Terms of Reference are aimed at helping you understand what this involves before you decide to participate. Please take the time to read this document carefully and ask for any clarifications you may require.

VIBES in a nutshell

VIBES is a 4-year Research and Innovation Action running from June 2021 to May 2025, funded by the Bio-Based Industries Joint Undertaking (BBI-JU) under the Horizon 2020 Framework Programme for Research and Innovation.

The VIBES project aims to develop and demonstrate an innovative and cost-efficient **green technology solution** to resolve the **end-of-life issues of thermoset composites**, decreasing the amount of non-biodegradable polymers sent to disposal or discharged to the environment by at least 40%. To reach its purpose, VIBES will initially focus on the controlled separation and recovery of composite material components by means of developing customised **100% Biobased Bonding Materials (BBM)**. In addition, the project will design and develop biobased thermoset composites, with the intention to **place industrial biobased and recyclable substituent composite materials in the market**. The developed materials will be validated for optimum performance/ cost ratio in 3 **high-demand industrial sectors**: aeronautical, construction and naval industries. Finally, a **greener, fast, economic, and non-toxic recycling technology** to treat the smart VIBES composites will be developed and implemented at pilot level. As a result, the decomposed materials will be **recovered and valorised as new feedstocks** for the development of new products. The whole system will be defined, from the dismantling of the parts of the composite, to collecting and directing to the recycling plant, receiving, handling and sorting of the materials.

In this context, the Stakeholders Board (SB) of VIBES will consist of experts and representatives of various stakeholder groups in the whole value chain of VIBES, with activity in both local and European settings, who will be strategically involved in key stages of the project to contribute with their expertise and represent the views and interests of their stakeholder groups, in order to better guide decisions in the project and boost the VIBES concept and its implementation in real economy.

The VIBES project brings together a consortium of **13 partners across 7 different EU member states**. You can find more information about VIBES and the consortium by visiting www.vibesproject.eu.

Role and benefits

Role

The SB is set up and operate to share its knowledge and expertise with the consortium of the project in key implementation stages. The role of the SB in the context of the project may be summed up as follows:

- **Provide feedback and insights for the development process of VIBES innovations** such as the bio-based materials and the recycling technology, by participating in discussions and activities as prospective users of the developed materials and technology, to enhance their practical value and usability; as well as

- **Be actively involved in VIBES dissemination activities** to create a multiplier effect in spreading the word on the project's value propositions, knowledge and impact as well as facilitating the market uptake of the project's results.

To fulfil this role, it is foreseen that the SB, during the course of the project, will participate in VIBES demonstration workshops, roundtables and technological breakfasts, and will interact on ad-hoc basis if necessary:

- **Demonstration workshop:** it is expected that the SB will help articulate and lead the organisation of at least one demonstration workshop, addressed to industry and other VIBES stakeholders, in order to get the necessary feedback and engagement in the technology and the soundness of the VIBES concept.
- **Roundtables:** it is expected that the SB will participate in at least two roundtables, to be organised at key turning points of the VIBES project, in order to open debate, share different perspectives and get feedback to boost the VIBES concept and its implementation.
- **Technological breakfast:** it is expected that specific members of the SB will participate in at least one technological breakfast for industrial professionals, to be organised as part of the VIBES training programme, in order to share their views and experience in the fields addressed by the VIBES project.
- **Ad-hoc interactions:** if deemed necessary, the support of the SB (either in its entirety or of specific members based on their particular expertise) will be requested for ad hoc needs.

Benefits

The project provides **several benefits to its SB members**, such as:

- **Networking opportunities and visibility** as an expert stakeholder in a large multi-stakeholder community in the VIBES domain.
- **First access to meaningful insights, knowledge and results** generated exclusively within the context of the project and its activities.
- Unique opportunity to **align the VIBES bio-based materials and recycling technology with the needs of their stakeholders** to ensure that they make the most out of their value propositions.

Terms of membership and Management

Terms of membership

The SB shall be composed of eminent experts coming from diverse backgrounds to offer a blend of expertise that represents various groups of stakeholders from the VIBES whole value chain (such as industrial developers and users, academics and researchers, technology and innovation consultants, policy makers, media representatives etc.) and experts involved in projects and initiatives that are relevant to VIBES. These experts will provide VIBES with valuable feedback aimed at aligning the project's outcomes with the needs of users and stakeholders. Along these lines, at least 10 members of the Stakeholders Board (SB) will be initially selected with the possibility to further expand the SB in the future in order to draw from additional expertise and increase the outreach of VIBES. New members could be appointed to the SB when necessary and as the project evolves.

Although members of the SB may be selected because of their affiliations with key organisations, they serve on the SB in their **individual capacity** to represent the interests and views of their stakeholder communities.

Members of the SB may not delegate another person to carry out the role expected from them or be replaced by any other person without prior written agreement with the VIBES consortium. Members of the SB are appointed for the entire duration of the project (48 months, from 1 June 2021 to 31 May 2025). If due to job changes or attrition, an SB member loses links to important networks or constituencies, the consortium may decide to fill in this gap by appointing additional members.

The contribution of SB members is on a **pro bono basis**, apart from the cases in which physical travel is involved and a specific budget for their reimbursement is foreseen in the framework of the project. In such cases, the travel and accommodation expenses of SB members will be reimbursed by the project. Moreover, participation in the SB is **entirely voluntary**. There will be no adverse consequences if an SB member decides not to participate or to withdraw at any stage. In fact, SB members may withdraw their participation at any time by informing the Communication, Training and Stakeholders Manager (see next section). They may also request for their data to be withdrawn without giving a reason and without prejudice. Anonymous data already collected will be used because this information cannot be traced back to a specific person, but no further data or input will be collected, nor any other procedure will be carried out in relation to the specific member.

Management

The SB is managed by the **Communication, Training and Stakeholders Manager** that facilitates the communications and interactions between the SB and the consortium, ensuring that SB members are not overloaded. The Communication, Training and Stakeholders Manager will also ensure that for each task requiring input from the SB, the partners have beforehand prepared an action plan and all necessary briefings and material. Only then, will the Communication, Training and Stakeholders Manager introduce a partner who may directly communicate with the SB in order to achieve the expected goals at each time.

Contact point

Any enquiry, complaint or concern about any aspect of your experience as a member of the Stakeholders Board (SB) can be addressed to the **VIBES Communication, Training and Stakeholders Manager** that oversees the set up and manages the SB. The contact details of the Communication, Training and Stakeholders Manager are provided below:

VIBES Communication, Training and Stakeholders Manager: Q-PLAN INTERNATIONAL ADVISORS P.C.

Contact person: Eirini Efthymiadou

Phone: +30 2310 411 191

Email: info@vibesproject.eu; efthymiadou@qplan-intl.gr

Project website: www.vibesproject.eu

Annex 4. Document and Presentation Templates

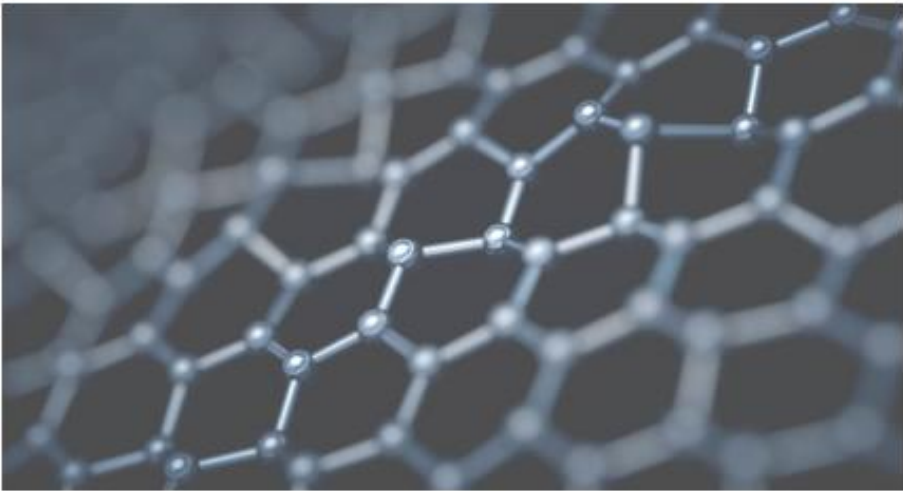


Green
Chemistry
Recycling
Solution

Improving Recyclability of Thermoset Composite Materials through a Greener Recycling Technology based on Reversible Biobased Bonding Materials

Research and Innovation Action (RIA)
Grant Agreement 101023190

DX.Y “Title of Deliverable”
Work Package X
Responsible Partner: Name of Partner





Bio-based Industries
Consortium



Horizon 2020
European Union Funding
for Research & Innovation

This project has received funding from the Bio-Based Industries Joint Undertaking under European Union's Horizon 2020 research and innovation programme under grant agreement No 101023190.



Green
Chemistry
Recycling
Solution

www.vibesproject.eu

IMPROVING RECYCLABILITY OF THERMOSET COMPOSITE MATERIALS THROUGH A GREENER RECYCLING TECHNOLOGY BASED ON REVERSIBLE BIOBASED BONDING MATERIALS

Title

Location

Date

Name

Email

Organisation



This project has received funding from the Bio-Based Industries Joint Undertaking under the European Union's Horizon 2020 Research and Innovation Programme under Grant Agreement N° 101023190.





Green
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Recycling
Solution

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IMPROVING RECYCLABILITY OF THERMOSET COMPOSITE MATERIALS THROUGH A GREENER RECYCLING TECHNOLOGY BASED ON REVERSIBLE BIOBASED BONDING MATERIALS

Title

Location

Date

Name

Email

Organisation



This project has received funding from the Bio-Based Industries Joint Undertaking under the European Union's Horizon 2020 Research and Innovation Programme under Grant Agreement N° 101023190.

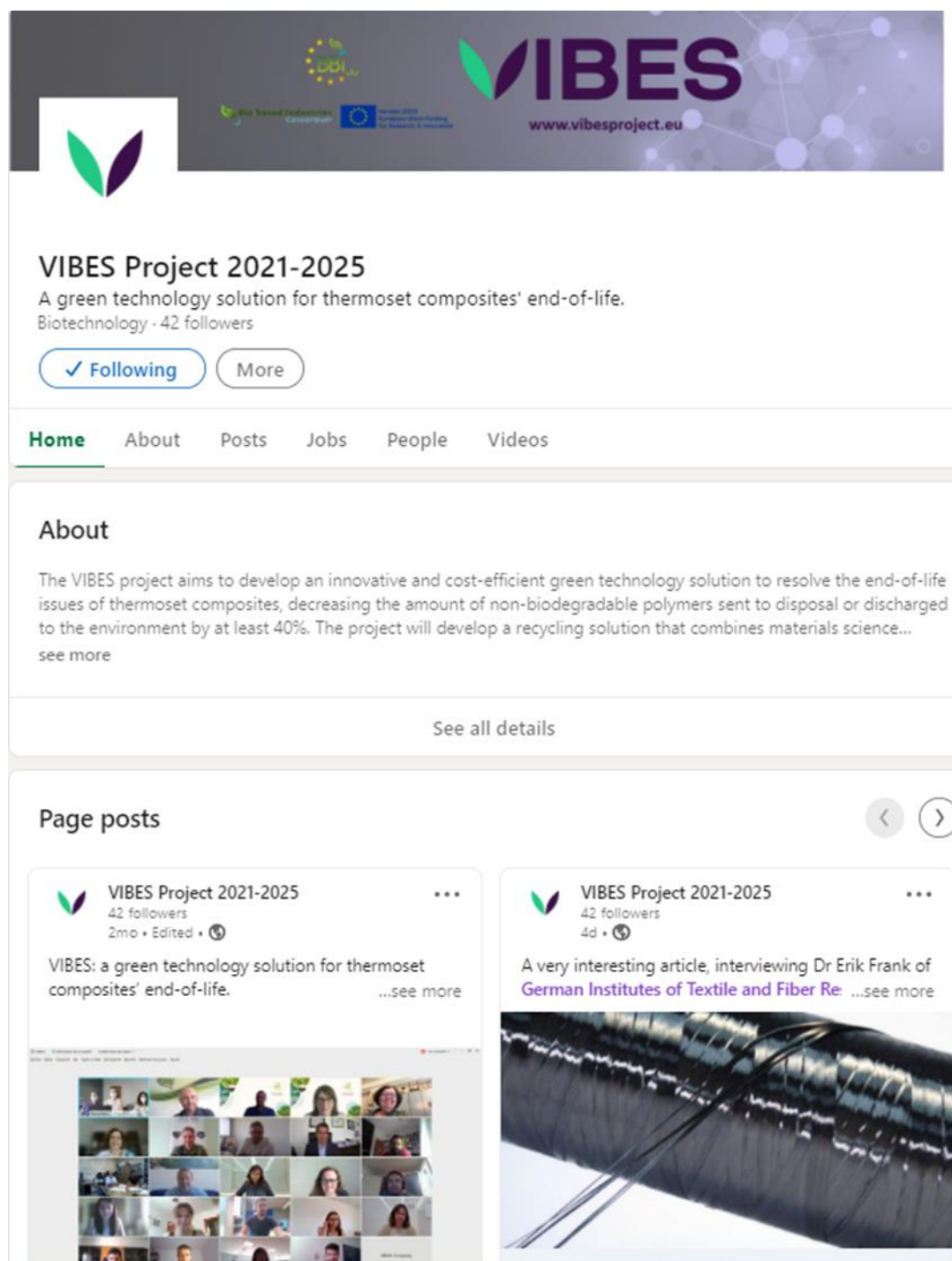


Annex 5. VIBES Presence on Social Media

VIBES Page on Twitter

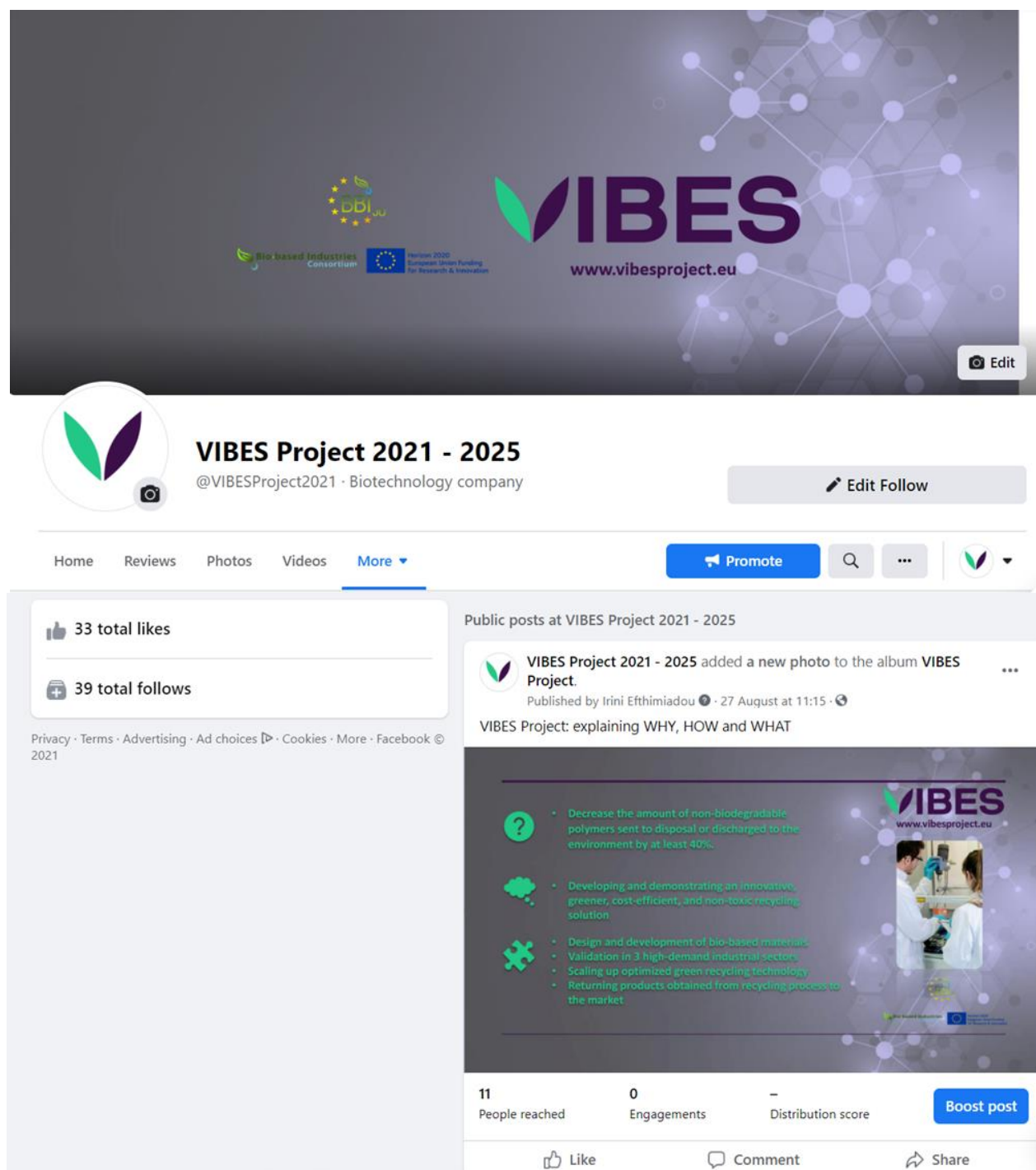


VIBES Page on LinkedIn



The screenshot shows the LinkedIn profile of the VIBES Project 2021-2025. The header features the VIBES logo, the BBI JU logo, and the European Union flag. The profile name is "VIBES Project 2021-2025" with the tagline "A green technology solution for thermoset composites' end-of-life." and "Biotechnology · 42 followers". Below the name are buttons for "Following" and "More". The navigation bar includes "Home", "About", "Posts", "Jobs", "People", and "Videos". The "About" section describes the project's goal to develop a green technology solution to reduce the amount of non-biodegradable polymers sent to disposal or discharged to the environment by at least 40%. The "Page posts" section shows two recent posts: one from 2 months ago about the project's goal, and another from 4 days ago featuring an article about Dr. Erik Frank of German Institutes of Textile and Fiber Research, accompanied by a video call grid.

VIBES Page on Facebook



VIBES Project 2021 - 2025
@VIBESProject2021 · Biotechnology company

Home Reviews Photos Videos **More**

33 total likes
39 total follows

Privacy · Terms · Advertising · Ad choices · Cookies · More · Facebook © 2021

Public posts at VIBES Project 2021 - 2025

VIBES Project 2021 - 2025 added a new photo to the album **VIBES Project**.
Published by Irini Efthimiadou · 27 August at 11:15 ·

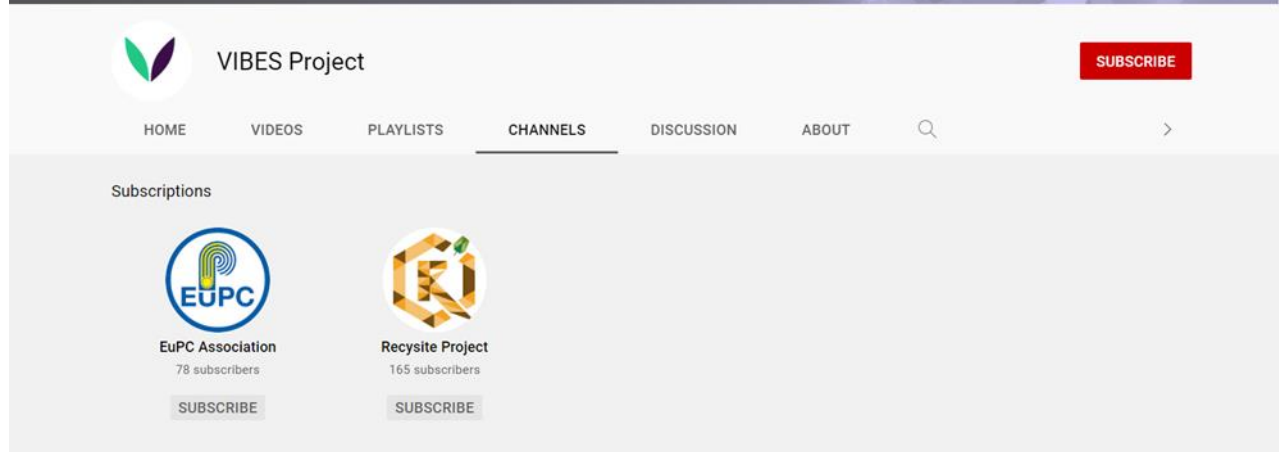
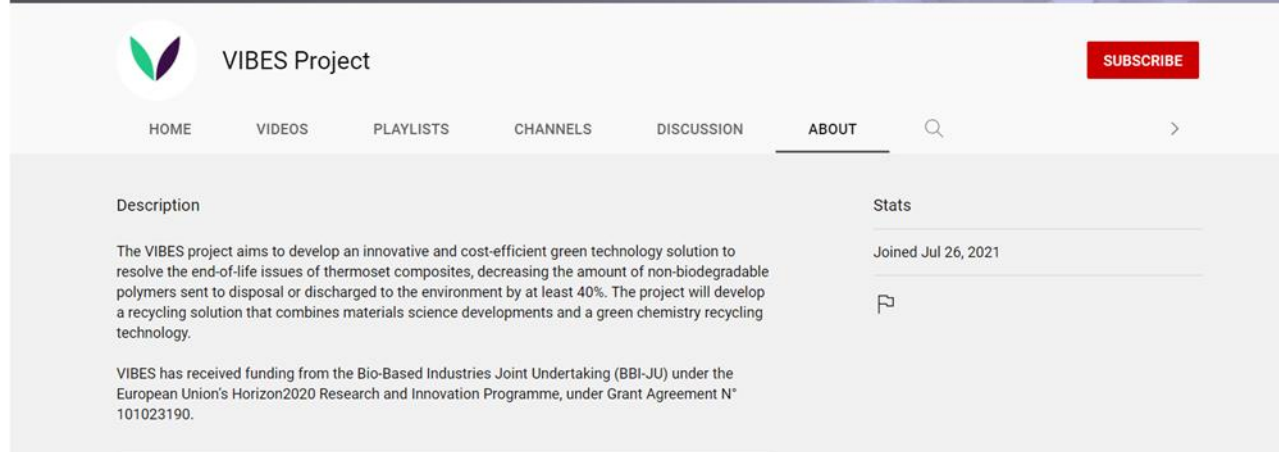
VIBES Project: explaining WHY, HOW and WHAT

- Decrease the amount of non-biodegradable polymers sent to disposal or discharged to the environment by at least 40%.
- Developing and demonstrating an innovative, greener, cost-efficient, and non-toxic recycling solution.
- Design and development of bio-based materials.
- Validation in 3 high-demand industrial sectors.
- Scaling up optimized green recycling technology.
- Returning products obtained from recycling process to the market.

11 People reached · 0 Engagements · - Distribution score

Like · Comment · Share

VIBES Page on YouTube



Annex 6. VIBES First Press Release

PRESS RELEASE

15/06/2021

New project starts, funded by BBI-JU under Horizon 2020: VIBES, a green technology solution for thermoset composites' end-of-life.

We are happy to announce the start of VIBES, a research & innovation project funded by Bio-Based Industries Joint Undertaking (BBI – JU) under the European Union's Framework Programme for Research and Innovation, Horizon 2020, under Grant Agreement N° 101023190. With a duration of 48 months and a budget of almost 5.3 million Euros, the project held this week its kick-off meeting virtually.

The VIBES project aims to develop an innovative and cost-efficient green technology solution to resolve the end-of-life issues of thermoset composites, decreasing the amount of non-biodegradable polymers sent to disposal or discharged to the environment by at least 40%. The project will develop a recycling solution that combines materials science developments and a green chemistry recycling technology.

To reach its purpose, VIBES will initially focus on the controlled separation and recovery of composite material components by means of developing customised 100% Biobased Bonding Materials (BBM). In addition, the project will design and develop biobased thermoset composites, with the intention to place industrial biobased and recyclable substituent composite materials in the market. The developed materials will be validated for optimum performance/cost ratio in 3 high-demand industrial sectors: aeronautical, construction and naval industries.

Finally, a greener, fast, economic, and non-toxic recycling technology to treat the smart VIBES composites will be developed and implemented at pilot level. As a result, the decomposed materials will be recovered and valorised as new feedstocks for the development of new products. The whole system will be defined, from the dismantling of the parts of the composite, to collecting and directing to the recycling plant, receiving, handling and sorting of the materials.

The VIBES consortium, led by AITIIP (Spain), is comprised of 13 partners across 7 EU member states (Spain, France, Ireland, Germany, Belgium, Italy, Greece): 3 Research & Technology Organisations and 1 University (AITIIP, LEITAT, DITF, University of Limerick), 7 Small and Medium Enterprises (Specific Polymers, BCIRCULAR, FLIPS & DOBBELS, IDEC, Juno Composites, ARCHA, Q-PLAN International), 1 Large Company (ACCIONA Construcción), and 1 Public Body (Teruel International Airport PLATA).

Project Details

Grant Agreement No: 101023190

Start Date: 01/06/2021

Project Duration: 48 months

For additional information please contact:

- **Pere Castell** (VIBES Coordinator, AITIIP), e-mail: pere.castell@aitiip.com, phone: +34 976 464 544
- **Eirini Efthymiadou** (VIBES Communication and Stakeholders Manager, Q-PLAN International), e-mail: efthymiadou@qplan-intl.gr, phone: +30 2310 411 191

Annex 7. Communication and Dissemination Reporting Template

VIBES		The form below has been designed to help keep track of any kind of communication and dissemination activities of the project. As a reminder, communication and dissemination activities include, but are not limited to, conferences, fairs, forums, workshops, roundtables, press releases, newsletters, publications, presentations etc. Please, complete ANY RELEVANT PARTS of the form below each time you perform a communication or dissemination activity, either small or large.												
No.	Date of activity	Place of activity	Type of activity	Title of conference, workshop, publication, article, etc.	Type of audience	Size of audience (no. of persons per stakeholders group if possible)	Countries addressed	Role and description of partner organisation's involvement (e.g. facilitator, speaker, author, participant, etc.)	Type of project promotional material used (e.g. leaflets, infographic poster or roll-out, project presentation, etc.)	Quantity of project promotional material used (no. of copies distributed per type of material)	Other VIBES partners or external organisations responsible / involved	Short description of the activity	Other comments	Significant contacts made (name, position, organisation; <u>if consent to store and share data was given</u> , add also address, tel, fax, e-mail)
1														
2														
3														

Annex 8. Event Reporting Form

Event's Aggregate Data

Title	
Date	
Venue	
Organisers	
Audience (number and type, including % of female attendees)	
Duration	

Event's goals, objectives and relevance to VIBES

What were the key objectives of this event/activity? (e.g. to gather ideas, gather data, find new stakeholders, etc). Was the event relevant to VIBES? To what extent?

Organisation of the event

This section is completed only in case of organising a project event. For participation in external events do not complete this section.

How was the event/activity organised?

- What steps were taken to set up the activity/event?
- What was the location of the event and why was this area selected?

Promotional activities

How was the event/activity promoted? Was project material used for promotion? Was the VIBES project promoted during the event?

Structure of the event

Description of the event's sessions.

- What did the event/activity consist of?
- What tools were used? Why were these selected?

For participation in external events, please report what you did at the event.

Outcomes of the event

What information or data was gathered as part of this activity? (a brief summary of the information/data gathered is sufficient)

What ideas were generated? (brief explanations are sufficient)

Evaluation of the event

What are the main impressions and observation that you made?

- Were there any challenges with this event/activity?
- What were the key successes of this activity?
- If re-deploying this event/activity how will/would you do it differently?

Annexes: Attachments

If applicable, the following Annexes should be attached:

- The list of participants (if consent to store and share data was given)
- A scanned copy of the list of participants signed by each participant (if applicable)
- The agenda of the event
- Photos
- Presentations (if applicable)
- Copies of materials used to promote the event (e.g. leaflets, infographic, newsletters etc.)

Annex 9. External Conferences and Events Template

		Identified External Conferences and Events							
No.	Event's name	Thematic Focus	Date	Location	Registration fees	Specific requirements for participation (e.g. abstract submission etc)	Deadline for abstract submission (if applicable)	Website	Added by (Partner)
1									
2									
3									