



BBioNets

Boosting the adoption  
of Bio-Based Technologies

DELIVERABLE D1.1

# BBioNets FAN Operational Framework

CTA

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## Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>7</b>
<b>2</b>	<b>Objectives and key targets.....</b>	<b>8</b>
<b>3</b>	<b>Multi-actor approach.....</b>	<b>9</b>
3.1	Forest and Agriculture Networks (FAN) .....	9
3.1.1	<i>Mission.....</i>	9
3.1.2	<i>Expected composition.....</i>	10
3.2	Selection criteria and process .....	10
3.2.1	<i>Selection process .....</i>	10
3.2.2	<i>Selection criteria .....</i>	11
3.3	Guidelines for contact and engagement.....	12
3.3.1	<i>Contact guidelines .....</i>	12
3.3.2	<i>Guiding principles for inclusion.....</i>	13
3.4	Rights and duties .....	14
3.5	Snapshot of current FAN composition .....	15
3.6	Management and performance monitoring .....	16
3.6.1	<i>Management of the FANs.....</i>	16
3.6.2	<i>Performance monitoring and tracking of results.....</i>	16
<b>4</b>	<b>Meetings involving FAN .....</b>	<b>18</b>
<b>5</b>	<b>Conclusion and way forward .....</b>	<b>19</b>
	<b>Annexes .....</b>	<b>20</b>
	Annex I – Terms of Reference.....	20
	Annex II – Declaration of acceptance .....	25
	Annex III – Official invitation letter.....	28
	Annex IV – Template meetings .....	29
	Annex V – Stakeholder Matrix .....	36
	Annex VI – Technical template .....	37

## List of Figures

Figure 1: Selection process of FANs members .....	11
Figure 2: Members by region .....	15
Figure 3: Members by profile .....	15

## List of Tables

Table 1: Stakeholders groups .....	10
Table 2: Selection criteria and rationale for criteria inclusion .....	11
Table 3: Rights of FAN members .....	14
Table 4: Duties of FAN members.....	14
Table 5:Regional Partners for Forestry and Agriculture.....	16
Table 6: Meetings of FANs.....	18

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## Table of Abbreviations

Abbreviation	Description
<b>D</b>	Deliverable
<b>FAN</b>	Forest and Agriculture Network
<b>RPFA</b>	Regional Partner for Forestry and Agriculture
<b>WP</b>	Work Package

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## Executive Summary

This document titled “**D1.1: BBioNets FAN Operational Framework**”, has been elaborated as a deliverable of BBioNets describing the approach followed for the development of BBioNets multi-actor framework. In response to the increasing need for grassroots and knowledge sharing to address major challenges such as climate resilience and increased mitigation of GHG emissions, while supporting zero waste and circular economy with biomass reuse, BBioNets have constituted a thematic network that rely on, promote, and further advance the work carried out by EIP AGRI Operational Groups (OGs) with respect to management and/or processing of agricultural and forest biomass with Bio-Based Technologies (BBTs), being BBTs those technologies or practices that use either non-food feedstock or circularity principles -or both- for delivering diverse products.

Applying the quintuple helix model and a multi-actor approach both within the consortium itself and on the ground activities, BBioNets constituted 6 regional Forest and Agriculture Networks – FANs (Ireland, Spain, Italy, Greece, Poland, Czech Republic) that have ensured a balanced representation of all kinds of stakeholders. Fans comprised of stakeholders covering a broad range of stakeholders from the forest and agricultural sector who will be engaged in key project activities throughout the project.

To successfully establish and operate its multi-actor framework, BBioNets has elaborated a tailored methodology to ensure comparable but well-adjusted to local contexts results from regional FANs. The mission of the FANs, as well as the expected structure and expected contribution of their members, have been defined to set the foundation of our methodology. A common protocol for the identification, selection of the FANs has been set to be used as a guide for consortium partners leading a FAN to efficiently establish these structures, as well as guidelines for inviting members and managing their inclusion as well as potential conflicts of interest that may arise during project activities. The rights and duties of members, their expected role and terms of participation have been developed to promote clear communication among partners and stakeholders.

With our multi-actor approach framework in place, our target is to directly engage a minimum of 60 actors in the FANs. At the moment of writing of this report, over 39 stakeholders have confirmed their acceptance to participate in the project’s FANs. The recruitment process is well under way and multi-actor structures will be open for new members throughout the project.

# 1 Introduction

The multi-actor structure is foreseen in the frame of BBioNets, namely the Forest and Agriculture Networks (FANs) that are networks of regional stakeholders, set-up in six regions of the project to contribute to project activities. Along these lines, a dedicated protocol for the BBioNets FANs has been elaborated to set out the framework as well as the approach to be followed for setting up and running this multi-actor structure, ensuring the effective engagement of stakeholders.

The current report presents the protocols for the FANs and is comprised of 5 distinct chapters:

- Chapter 1 provides introductory information about the context in which this report on our multi-actor framework and approach has been elaborated.
- Chapter 2 describes the objectives of BBioNets multi-actor approach as well as the key project targets pertaining to stakeholder engagement in the activities of BBioNets.
- Chapter 3 sets out the framework of the FANs, outlines the approach of members' selection and engagement and the status of member recruitment.
- Chapter 4 outlines the specific meetings in which FANs members will participate in the frame of the project.
- Chapter 5 concludes on the next steps in the frame of the project with respect to the multi-actor structure of the project.

## 2 Objectives and key targets

The overarching aim of this report is to describe our approach for the development of BBioNets multi-actor framework and establish a common protocol that will guide consortium partners through the whole process of identifying, recruiting, and engaging relevant agricultural and forestry actors in the activities of the project.

Specific objectives of this report are to:

1. Describe the multi-actor structure that will operate in the frame of BBioNets namely Forest and Agriculture Networks (FANs), along with their expected structure, mission and the “rights and duties” of members.
2. Elaborate guidelines on how partners can approach the selection, contact and engagement of stakeholders to regional FANs as well as principles for fostering their inclusiveness.
3. Define the main meetings in which members of the FANs will participate along the project.
4. Establish a framework and tools for managing and monitoring the operation of the FANs with a view to appropriately keeping track and quantifying the results of the project in terms of stakeholder engagement.

The BBioNets project aims to involve a minimum of 10 members per region, 50% consisting of farmers/foresters themselves or their advisors, including members from the quadruple helix and agriculture and forestry sectors at the beginning of the project, with the possibility to further expand the FANs in the future. New members could be appointed to the FAN when necessary and as the project evolves.



## 3 Multi-actor approach

The multi-actor framework of BBioNets foresees the creation of the Forest and Agricultural Networks (FANs). The following sections of this chapter provide further details about the FANs as well as about their mission and expected structure.

### 3.1 Forest and Agriculture Networks (FAN)

Forest and Agriculture Networks (FANs) are regional networks of stakeholders coming from across the entire value chain of the agricultural and forest sector as well as researchers, policy makers, end users, groups representing civil society, operational groups and other. One FAN has been established in each of the project's 6 Represented Region (RR), and each FAN is led by a consortium partner, called "Regional Partner for Forestry and Agriculture, RPFA". More information on the management and operation of FANs are provided in Section 3.6 of this report.

#### 3.1.1 Mission

FANs mission is to assist the BBioNets consortium to identify needs and current resources with regards to biomass processing and their respective environments, value chain creation, technology availability, etc. Each FAN will also help identify the existing dissemination channels most consulted by farmers and foresters in their region, as well as social aspects pertaining to current involvement and ways to attract and empower women, unemployed people, and youth to develop green skills in the farm and forest sectors. Also, under the guidance of the respective RPFA who will apply co-creation and design thinking methodologies, the members of each FAN will thoroughly examine and discuss the BBioNets assessment to validate it. They will debate over the BBTs identified by OGs and other European projects and initiatives as screened and mapped by the consortium according to the quintuple helix model and will more specifically delve into their feasibility for their respective RR, and will reach, capture and transfer knowledge from OGs and introduce additional BBTs at a double cross-regional level. More specifically the mission of FANs member is to:

- Will participate in at least 10 meetings at regional level of each FAN, which will take place over the 3 years of the project (KPI: at least 10 total regional meetings will be held per FAN)).
- Will participate in at least 3 meetings at inter-regional level (KPI: at least 3 total FAN meetings per ETR).
- Will participate in at least 2 meetings at European level together with the rest of the established FAN (KPI: at least 2 European meetings of all FANs).
- Will identify local needs.
- Will prioritize specific BBTs (Bio-Based Technologies).
- Will assist BBioNets in sharing BBT knowledge ready for practice to farmers and foresters, boosting the (re)definition of value chains, stimulating cross-fertilisation beyond borders, and bringing Europe to the forefront of farming, forestry, and bioeconomy with economically viable and sustainable practices.

### 3.1.2 Expected composition

In each Represented Region, a group of 0-12 stakeholders covering the entire spectrum of the quadruple helix (business, academia and research, policy makers and civil society) have been recruited in the respective FAN. The stakeholders' groups represented by actors involved in regional FAN are presented in the following table:

*Table 1: Stakeholders groups*

Stakeholder groups	Indicative membership
Advisory, advisory organisation or agricultural chamber	6
Educational or continued professional development organisation	1
Farmer and farm workers	4
Farmers' organisation/association	7
Foresters' organisation/association	2
Public authority	5
Researcher or research organisation	9
Service providers other than advisors	1
Others	4

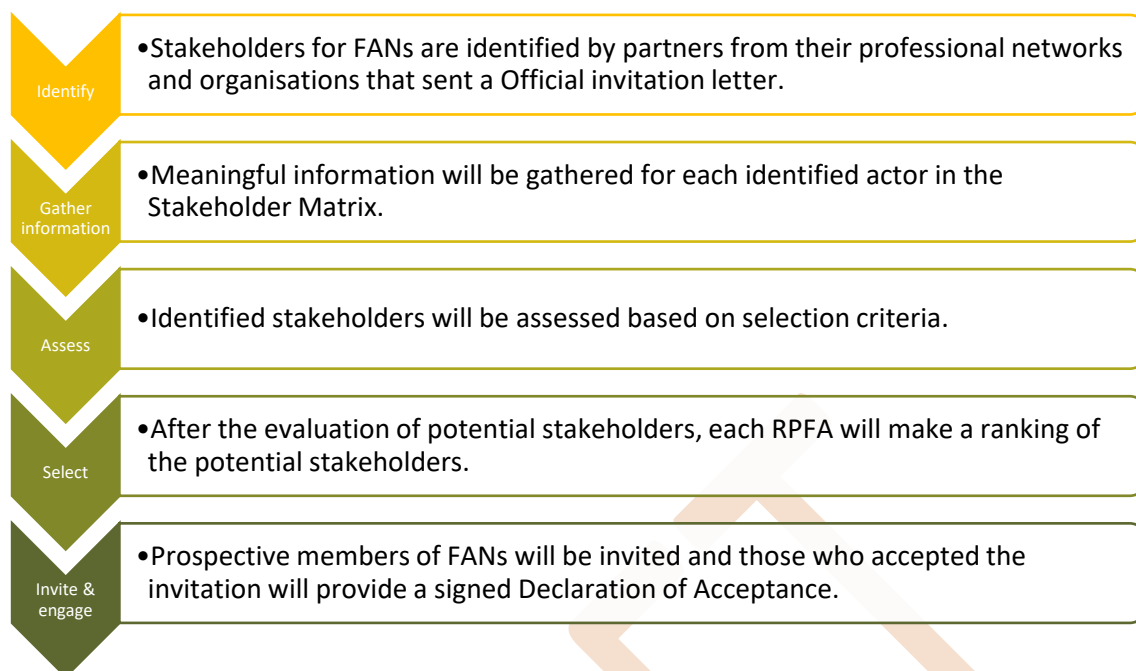
The membership structure of the FANs presented in the table above is indicative and may vary among Represented Regions to better represent specificities of the agricultural and forestry sectors in line with the selection criteria outlined in Section 3.2.

## 3.2 Selection criteria and process

### 3.2.1 Selection process

A common process has been followed for selecting the members of the BBioNets FANs. A straightforward five-step procedure is presented in the figure that follows, outlining all steps from the identification of stakeholders to their invitation to join FANs and their involvement in relevant project activities. The Regional Partners for Forestry and Agriculture, RPFAs are responsible for the selection of stakeholders included in their respective region, these leaders are presented in section 3.6.

**Figure 1: Selection process of FANs members**



In the next section, the criteria that will be used for the selection of stakeholders to be included in FANs are presented along with the rationale for their use.

### 3.2.2 Selection criteria

The criteria applied for selecting FANs members, in line with their mission and expected structure, capture a broad range of dimensions regarding the characteristics that members should possess to ensure effective participation in FANs activities. Along these lines, the following table summarises selection criteria and briefly describes the rationale behind their inclusion.

**Table 2: Selection criteria and rationale for criteria inclusion**

No.	Selection criteria	Rationale for criterion inclusion
1	Interest	Individuals with high interest in the forest and agricultural sector will ensure that they are driven to participate and help the project produce meaningful results with significant value-added for their users.
2	Availability	Individuals that have the available time required to participate will enable partners to smoothly organise and execute project activities with higher participation rates that will result in higher probability that their targets are achieved.
3	Relevance	The relevance of stakeholders to the project’s scope and objectives is necessary to keep activities of the FANs focused and will ensure that their members can effectively contribute to the production of accordingly relevant project outputs.

4	Appropriateness	The consortium will make sure that members selected to participate in the FANs are appropriate to their scope thus avoiding conflicts of interest or subjecting them in activities that may cause them unnecessary inconvenience.
5	Representativeness	A balanced representation of perspectives within and across stakeholder groups is key for the FANs to collect the representative insights required to inform design, development and fine-tuning, thus addressing diverse needs.
6	Willingness	Motivated individuals willing to contribute their knowledge and experience will promote success of FANs activities and will be more prone to help disseminate the project's tools and knowledge, facilitating exploitation and sustainability.
7	Gender	FAN members should represent all genders.
8	Age	Potential stakeholders should not be overlooked on the basis of age. The opinions of FAN members will be more relevant if there is diversity in terms of age.

The following section outlines guidelines for partners to establish and maintain contact with stakeholders as well as principles for fostering inclusion and effective engagement in FANs.

### 3.3 Guidelines for contact and engagement

#### 3.3.1 Contact guidelines

This section outlines a set of contact guidelines for the initial and subsequent communications of partners with members of the FANs to ensure effective collaboration with them during the project.

Dedicated communication materials have been prepared to facilitate the first contact of partners with FANs members and to ensure that stakeholders have sufficient information concerning their participation and role in BBioNets multi-actor structures and their activities. In particular, the following documents have been produced:

- Terms of Reference, providing significant information about BBioNets and the activities in which FANs members are included, as well as their expected contribution and conditions pertaining to their membership (**Annex I**).
- Declaration of Acceptance, to be signed by the invited stakeholder evidencing the fact that they agree with the terms and conditions of their participation in the respective FAN and that they are willing to be member of this multi-actor structure (**Annex II**).
- An official invitation letter from the Project Coordinator to accompany the initial communication of consortium partners with selected stakeholders (**Annex III**).

The abovementioned material has been provided to prospective members of the FANs following a set of guidelines for initial contact and subsequent communications among partners of the consortium and FANs members at different stages of the multi-actor framework operation.

### **Initial contact**

- The initial contact with prospective members of each FAN should be carried out by the respective Regional Partners for Forestry and Agriculture, RPFA.
- All initial contacts should be accompanied by the communication material prepared, Terms of Reference, Declaration of Acceptance, and the official invitation letter from the Project Coordinator.
- Employ a language that will be easily understood by the stakeholders and ensure that they comprehend the rights and duties implied by their participation.
- Further communication via e-mail or teleconference is encouraged in order to reply to any questions or provide clarifications.
- Stakeholders who accept to join a FAN should be requested to sign the Declaration of Acceptance.

### **Subsequent communications**

- Partners managing a FAN should handle/liaise all communications with members of these structures.
- Regional Partners for Forestry and Agriculture can authorise other consortium partners to contact these persons only if necessary and will be kept informed during the whole communication process.
- FANs members should be properly and timely informed to participate in upcoming project activities.
- Regional Partners for Forestry and Agriculture should ensure that no members are overloaded with information about any task at hand.
- Prior to contacting members for a specific action, necessary material and briefings should be prepared to inform participants about the scope of the activity and their expected role.

### **3.3.2 Guiding principles for inclusion**

The FANs protocols introduce specific principles to ensure the effective inclusion of the diverse identified stakeholder groups in the different activities of BBioNets, while also facilitating gender, age and regional representation to the degree possible within the framework of the project. In particular, below, we lay out the principles to be followed by project partners with respect to the inclusion of stakeholders in the activities of BBioNets as well as regional representation and gender aspects.

#### **Inclusion**

- Ensure participation in project activities from the full range of potentially interested stakeholders spanning across the entire range of the key stakeholder groups identified.
- Timely identify any potential barriers to the participation of the interested stakeholders in the activities of the project.
- Assess and determine effective means of surpassing potential barriers to participation.

- Appropriately take into account the needs, interests and potential conflicts that may arise among the targeted stakeholders' groups in the framework of their participation in the activities of the project.

### **Regional representation**

- Ensure a good representation of different regions within the among countries and regional FANs.
- Address and engage with stakeholders within focal regions of the project but also from beyond, based on the access of partners to relevant networks and initiatives.

### **Gender aspects**

- Provide equal opportunities and access for all genders and age groups to project activities.
- Maintain ethical communication standards by respecting the dignity of individuals as well as by eliminating any form of gender-related bias in communication campaigns of the project.
- Engage in constructive discussions with stakeholders participating in project activities on the progress of BBioNets in implementing its commitment to gender balance.

## **3.4 Rights and duties**

The following tables summarise the rights and duties of stakeholders participating in regional FANs, as provided in the respective Terms of reference and Declaration of acceptance.

*Table 3: Rights of FAN members*

Rights
Stakeholders participate in FANs voluntarily and have the right to withdraw at any time or refuse participation without facing any adverse consequence.
Stakeholders have the right to preserve their anonymity during all project activities they will be involved in and in reports or publications produced.
Stakeholders have the right to request further processing and storage of their data by the consortium to be ceased without having to justify their request.

*Table 4: Duties of FAN members*

Duties
Stakeholders agree to abide by the Terms of reference which explain in further detail expected involvement as well as terms pertaining to their membership.
Stakeholders participate in their individual capacity and not delegate any expected work to another person without prior written agreement
Stakeholders ensure that they are involved in project activities in complete independence and there is no conflict of interest affecting their participation.
Stakeholders must not disclose any information provided to them in the frame of BBioNets activities and fully respect all confidentiality requirements.

### 3.5 Snapshot of current FAN composition

Currently, a total of 39 agricultural and forestry stakeholders have been recruited to the FANs of the 6 Representative Regions, having accepted the Terms of reference and signed a Declaration of acceptance. The following figures present a snapshot of confirmed members per region and stakeholder group.

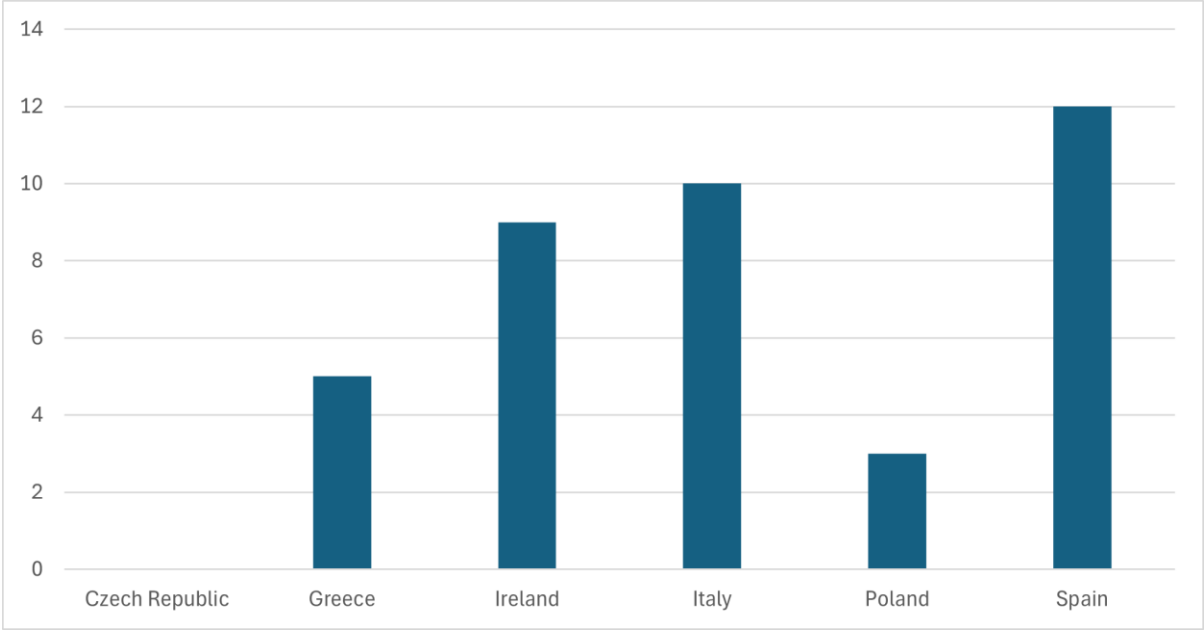


Figure 2: Members by region

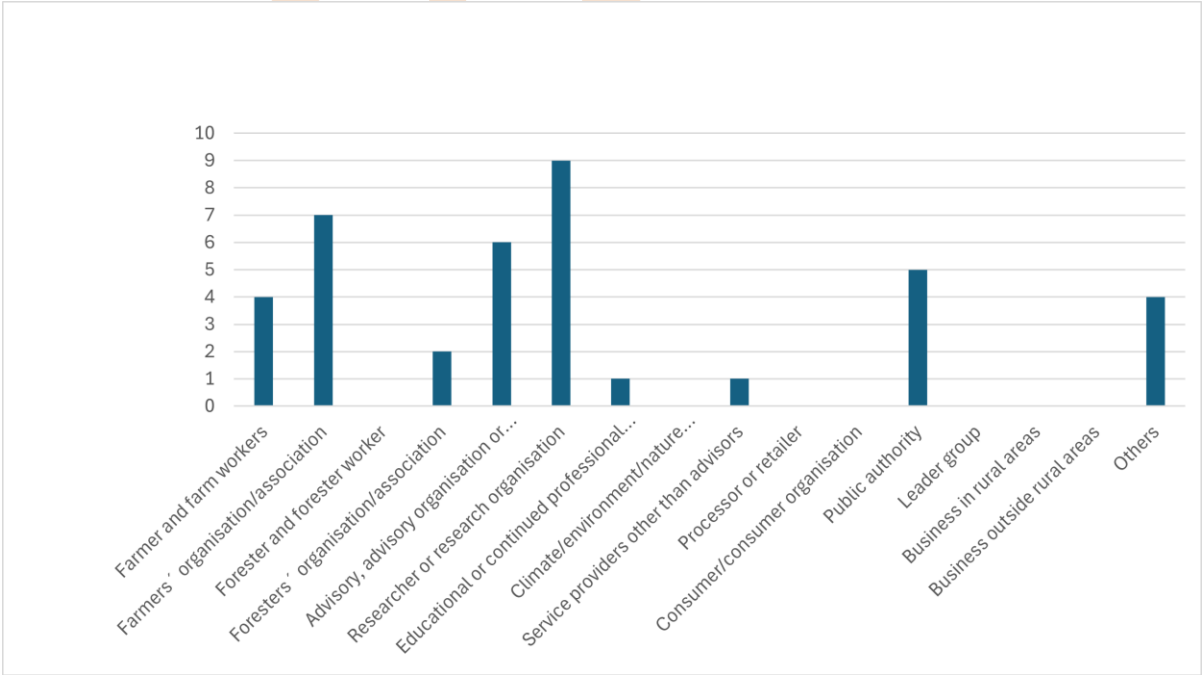


Figure 3: Members by profile

## 3.6 Management and performance monitoring

In this section, the management process and various roles in the frame of FANs are described, as well as the procedure for monitoring the operation of FANs and tracking progress in relation to project KPIs and targets for stakeholder engagement.

### 3.6.1 Management of the FANs

BBioNets focuses on six countries and/or regions across Europe, the Representative Regions. In each Representative Region a FAN has been established led by a consortium partner, the Regional Partner for Forestry and Agriculture, RPFA. The following table summarises the information for each Representative Region.

*Table 5: Regional Partners for Forestry and Agriculture*

Country	Region	RPFA
Czech-Republic	Southern Moravia	HuB-CR
Greece	Greece – whole country	AFS
Ireland	Ireland – whole country	Teagasc
Italy	Nord-West (Liguria, Piemonte, Valle d’Aosta)	CREA
Poland	Poland – whole country	IUNG
Spain	Andalusia	CTA

Regional Partners for Forestry and Agriculture are responsible for setting-up and managing the Forestry and Agriculture Networks in their respective Representative Regions. The role of RPFA foresees the following: identification, selection and recruiting of members during the set-up phase of their FAN, undertaking all communications with and provide all necessary information to members about project activities involving FANS, organising and carrying out project activities in the regions, and collection of feedback and producing technical outputs in the frame of these activities.

### 3.6.2 Performance monitoring and tracking of results

In order to keep track of the project activities in which members of the FANs participate, a dedicated methodological tool has been designed and will be employed, namely BBioNets Stakeholder Matrix Total Control. This tool captures the identified stakeholder groups of BBioNets along with the expected role of each one for the relevant activities foreseen throughout the project with a view to guiding project partners in the process of selecting the most suitable types to engage. This will enable project partners to monitor the results of stakeholder engagement, as well as timely, assess and perform any needed corrective actions to better align them to the project’s objectives and Key Performance Indicators (KPIs).

With the above in mind, the tool follows a clear and simple structure:

- Organisation name.
- Role: It will only be necessary to indicate the role in case there is more than one member of the same organisation in the FAN.



- Organisation type: A list of options is provided.
- End user forestry/agriculture sector: it is a fundamental requirement in the composition of each FAN that 50% of the members are end-users.
- Country.
- Region.
- Responsible of FAN: Name of person responsible for the management of the FAN.
- Date of first contact.
- Date of final response.
- Status of acceptance: Accepted / In progress / Denied.
- Comments.

**Annex V** provides an illustrative overview of the template to be used by partners to update the status of the FAN composition. It is important to note that the personal information of the members of each FAN is confidential and will therefore only be managed, a priori, by each RPFA.

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## 4 Meetings involving FANs

Stakeholders participating in FANs are foreseen to be involved in meetings and studies in the frame of BBioNets. Members of FANs will contribute to these actions by engaging in interviews, meetings, online surveys, workshops or focus groups. The following table summarises the provisional set of project meetings foreseen for members as well as tentative timeline for their organisation.

There are three types of meetings in which FANs members participate: regional meetings, meetings per ETR (European Transnational Regions) and European meetings.

*Table 6: Meetings of FANs*

No.	WP	Task	Activities	Timing
1	1	T1.1, T1.2, T1.3	Regional meeting	M1 – M36
2	1	T1.1, T1.2, T1.3	Regional meeting	M1 – M36
3	1	T1.1, T1.2, T1.3	Regional meeting	M1 – M36
4	1	T1.1, T1.2, T1.3	Regional meeting	M1 – M36
5	1	T1.1, T1.2, T1.3	Regional meeting	M1 – M36
6	1	T1.1, T1.2, T1.3	Regional meeting	M1 – M36
7	1	T1.1, T1.2, T1.3	Regional meeting	M1 – M36
8	1	T1.1, T1.2, T1.3	Regional meeting	M1 – M36
9	1	T1.1, T1.2, T1.3	Regional meeting	M1 – M36
10	1	T1.1, T1.2, T1.3	Regional meeting	M1 – M36
11	1	T1.4	FAN meeting per ETR	M8 – M36
12	1	T1.4	FAN meeting per ETR	M8 – M36
13	1	T1.4	FAN meeting per ETR	M8 – M36
14	1	T1.4	European meetings of all FANs	M8 – M36
15	1	T1.4	European meetings of all FANs	M8 – M36

In order to keep track of the meetings of FANs, RPFA have been provided with a report template for each of the meetings (**Annex IV**), where information such as the number of attendees, meeting agenda, or the main conclusions will be collected and shared with the rest of the FANs.

At the time of writing this deliverable, TEAGASC has also provided the RPFA with a technical template to report on one of the regional meetings, as leader of T1.2 (**Annex VI**).

## 5 Conclusion and way forward

The present report has outlined a protocol for establishing the BBioNets multi-actor structure, namely Forest and Agriculture Networks (FANs) in six countries and regions of the project across Europe.

More specifically, in the frame of the FANs protocol, the definition, the mission and expected structure of FANs have been defined along with a selection process based on carefully selected criteria to be followed by partners during the set-up phase of these structures. Moreover, guidelines and supporting documents have been elaborated for contacting and engaging stakeholders in project activities as well as principles for ensuring their effective inclusion. Additionally, the rights and duties of members, guidelines for FANs management along with a list of meetings in which the FANs will be involved have been defined to ensure the smooth operation of FANs throughout the project.

The Stakeholder Matrix, a dedicated tool to keep track and monitor engagement of FANs members has been elaborated and will be kept up to date with the composition of the FANs.

At the moment of writing this report, over 39 stakeholders have confirmed their acceptance to participate in the project's FANs. The recruitment process is ongoing and will be open for new members throughout the course of the project.

# Annexes


## Annex I – Terms of Reference



### Terms of Reference

Contact Us  
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1

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# 1 Introduction

You have been invited to the BBioNets Forest and Agriculture Network (FAN) in <\_\_\_\_\_ (\_\_\_\_)>. The current document outlines the Terms of Reference that will help you understand what this involves before you decide to participate. Please take the time to carefully read this document and ask for any clarifications you may require.

## 1.1 BBioNets in a nutshell

BBioNets is a 3-year Coordination and Support Action running from November 2023 to October 2026, funded by the European Union under the Horizon Europe Framework Programme for Research and Innovation.

In response to the increasing need for grassroots initiatives and knowledge sharing to address major challenges such as climate resilience and increased mitigation of GHG emissions, while supporting zero waste and circular economy with biomass reuse, BBioNets will constitute a thematic network that will rely on, promote, and further advance the work carried out by EIP AGRI Operational Groups (OGs) with respect to management and/or processing of agricultural and forest biomass with Bio-Based Technologies (BBTs), being BBTs those technologies or practices that use either non-food feedstock or circularity principles -or both- for delivering diverse products.

Applying the quintuple helix model and a multi-actor approach both within the consortium itself and on the ground activities, BBioNets will set up 6 regional Forest and Agriculture Networks - FANs (IE, ES, IT, GR, PL, CZ) that will ensure balanced representation of all kinds of stakeholders.

The consortium of BBioNets brings together a consortium of 9 partners across 6 different countries.

## 2 Role and benefits

### 2.1 Role

The BBioNets FANs:

- Will assemble once a year to re-align their strategy.
- Will participate in at least 10 meetings at regional level of each FAN, which will take place over the 3 years of the project.
- Will participate in at least 3 meetings at inter-regional level.
- Will participate in at least 2 meetings at European level together with the rest of the established FAN.
- Will identify local needs and, through co creation and joint actions.
- Will prioritize specific BBTs (Bio-Based Technologies).
- Will benefit from and validate knowledge material developed by the consortium building on previous OG and EU-funded project results.
- Will assist BBioNets in sharing BBT knowledge ready for practice to farmers and foresters, boosting the (re)definition of value chains, stimulating cross-fertilisation beyond borders, and bringing Europe to the forefront of farming, forestry, and bioeconomy with economically viable and sustainable practices.

### 2.2 Benefit

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

- Networking opportunities and possibilities for new collaborations arising from the participation in project events and workshops, covering the Agriculture, Forestry and Bioeconomy world.
- First-hand access to meaningful insights, knowledge and online platform generated exclusively within the context of the project and its activities.
- Unique opportunity to align the services offered by the BBioNets platform with the needs of their stakeholders to ensure that they make the most out of its value propositions.
- Long-established collaborations with Ogs.
- Extensive knowledge of bio-based technologies and solutions.
- Long experience in awareness raising, knowledge transfer, capacity building, networking, and value chain creation services.

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## 3 Terms of membership and Management

### 3.1 Terms of membership

FANs shall be composed of individuals coming from diverse backgrounds to offer a blend of expertise and perspectives that represent various stakeholder groups from the forest and agricultural sector. These individuals will provide BBioNets with valuable knowledge and feedback to support the implementation of key project activities and studies. Along these lines, at the beginning of the project, a minimum of 10 members will be selected with the possibility to further expand the FANs in the future to draw from additional expertise and increase the outreach of BBioNets. New members could be appointed to the FAN when necessary and as the project evolves.

Although members of the FAN may be selected because of their affiliations with key organizations, they serve on the FAN in their individual capacity to represent the interests and views of their stakeholder communities. Members of the FAN are appointed for the entire duration of the project (36 months, from 1 November 2023 to 31 October 2026). If due to job changes or attrition, FAN member loses links to important networks or constituencies, the consortium may decide to fill in this gap by appointing additional members.

The contribution of a members is on a pro bono basis, no payment will be made for the participation. There will be no adverse consequences if a FAN member decides not to participate or to withdraw at any stage. In fact, a FAN members may withdraw their participation at any time by informing the Regional Partner for Forestry and Agriculture. 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.

### 3.2 Management

The FAN is managed by the Regional Partner for Forestry and Agriculture (RPFA) who handles communications and interactions with the FAN ensuring that FAN members are not overloaded. The RPFA leader will also ensure that for each task requiring input from the FAN, an action plan and all necessary briefings and material have been prepared beforehand.

## 4 Contact point

Any enquiry, complaint or concern about any aspect of your experience as a member of the Forest and Agriculture Network can be addressed to the Regional Partner for Forestry and Agriculture that oversaw the set up and manages the Forest and Agriculture Network. The contact details of the Regional Partner for Forestry and Agriculture are provided below:

**Regional Partner for Forestry and Agriculture:**

**Contact person:**

**Phone:**

**Email:**


Contact Us  
[info@bbionets.eu](mailto:info@bbionets.eu)  [@bbionets.eu](https://www.facebook.com/bbionets.eu)  [@bbionets-eu](https://www.linkedin.com/company/bbionets-eu)  [@bbionets\\_eu](https://twitter.com/bbionets_eu)  [@bbionets\\_eu](https://www.instagram.com/bbionets_eu)  [@BBioNetsEU](https://www.youtube.com/channel/UCBBioNetsEU)

5

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## Annex II – Declaration of acceptance

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**Declaration of Acceptance**  
*(for individuals appointed as members of the BBioNets <region/country name> Forest and Agriculture Network in their individual capacity)*

I, the undersigned, \_\_\_\_\_ certify that I have read and agree to abide by the BBioNets Forest and Agriculture Network Terms of Reference.

I pledge that I will participate in the BBioNets Forest and Agriculture Network in <region/country name> in my individual capacity.

I certify that no conflict of interests exists that could be considered as prejudicial to my independence in acting as a member of the BBioNets Forest and Agriculture Network.






I undertake not to divulge any information given in the context of the work of the <region/country name> Forest and Agriculture Network, unless the BBioNets 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 BBioNets Forest and Agriculture member as described in the Terms of Reference.


I consent that any input or contribution I provide as member of the BBioNets Forest and Agriculture Network may be used by the BBioNets consortium for reporting purposes or to align the activities to be developed in BBioNets with the needs of final users to ensure that they make the most out of its value propositions.

I consent to the processing of my personal data needed for my participation in the BBioNets Forest and Agriculture Network.

Name and Surname:  
Place:  
Date:  
Signature:

Contact Us     

[info@bbionets.eu](mailto:info@bbionets.eu) [@bbionets.eu](https://www.facebook.com/bbionets.eu) [@bbionets-eu](https://www.linkedin.com/company/bbionets-eu) [@bbionets\\_eu](https://twitter.com/bbionets_eu) [@bbionets\\_eu](https://www.instagram.com/bbionets_eu) [@BBioNetsEU](https://www.youtube.com/channel/UCBBioNetsEU)

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1

## INFORMED CONSENT FORM

### Who we are:

We are **< Insert Partner Name >** and we are contacting you in the framework of BBioNets a project funded by the European Union under the Horizon Europe Framework Programme for Research and Innovation.

### Project:

BBioNets - Creation and promotion of Forest and Agriculture Networks to boost Bio-Based Technologies adoption and Value Chain development (GA Number 101133904).

### Partner:

**Organisation name:** **< Insert Partner Name >**

**Address:** **< Insert Partner Address >**

**Phone:** **< Insert Partner Phone >**

**E-mail:** **<Insert Partner Generic E-mail Address >**

### Responsible persons:

**# You may delete the line referring to the Data Protection Officer if your organisation does not have one.**

	Role	Name	E-mail
1	BBioNets Project Manager in <b>&lt;partner name&gt;</b>	<b>&lt;Insert name of project manager from your organisation&gt;</b>	<b>&lt;Insert e-mail of project manager from your organisation &gt;</b>
2	Forest and Agriculture Network manager	<b>&lt;Insert name of person responsible for the FAN from your organisation &gt;</b>	<b>&lt;Insert e-mail of person responsible for the FAN from your organisation &gt;</b>
3	Data Protection Officer	<b>&lt;Insert name of DPO from your organisation &gt;</b>	<b>&lt;Insert e-mail of DPO from your organisation &gt;</b>

### What do we need from you?

We need you to participate in the BBioNets Forest and Agriculture Network (FAN) in **<insert name of country / region>** and the related project activities (events, workshops, studies etc.) for the collection of useful information based on your experience and opinions.

To effectively carry out the activities of the Forest and Agriculture Network, we will need to process some personal data of yours:

- Your contact details (full name, email, phone number);
- Some basic demographics (age, gender);

Contact Us      2

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- Your professional info (organization, job position, field of expertise);
- Your education info
- Your experience and opinion on the subjects that will be discussed during our activities
- Videos and photos, captured during your participation in our events and activities

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

We need your data to contact you in order to plan and carry out the activities and events of the Forest and Agriculture Network in your region and to resolve any ambiguities, questions and other issues that may arise after and as a result of your collaboration. We also need to record your data to keep track of the activities and their results / outcomes. The project's deliverables that will be derived by these activities will not include your personal data or any other information that could identify you. Your personal data will remain on our written notes and records.

We are 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.

**How can you 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 Forest and Agriculture Network of <name of region>	<input type="checkbox"/>
2	Receiving newsletters and messages regarding BBioNets activities	<input type="checkbox"/>

\_\_\_\_\_  
Name of participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Annex III – Official invitation letter



**Subject: Invitation to join the Forest and Agriculture Networks of the EU-funded project BBioNets**

Dear XXXX,

We would like to invite you to join the BBioNets Forest and Agriculture Network (FAN) that is set up in **your country and/or region** under the framework of the EU-funded [BBioNets project](#).

The objective of BBioNets is to constitute a thematic network that will rely on, promote, and further advance the work carried out by EIP AGRI Operational Groups (OGs) with respect to the management and/or processing of agricultural and forest biomass with Bio-Based Technologies (BBTs).

In this context, the project will set up 6 regional Forest and Agriculture Networks – FANs- that will ensure balanced representation of all AKIS (Agricultural Knowledge and Innovation System) stakeholders. FANs will identify local needs and, through co-creation and joint actions, prioritize specific BBTs, benefit from and validate the knowledge material developed by the consortium.

We are currently inviting specific key actors actively involved in the forest and agricultural sectors to form the Forest and Agriculture Networks of the project. You have been identified and selected as an important member of the agriculture and/or forest ecosystem **within your country** and we would be delighted to have you on board!

We would also like to invite you to the first online meeting that will take place between **February-March 2024**, between FANs members in your region.

Sincerely yours,

Carmen Girón Domínguez

Munster Technological University (MTU)

Project Coordinator

Contact Us  [info@bbionets.eu](mailto:info@bbionets.eu)  [@bbionets.eu](https://www.linkedin.com/company/bbionets-eu)  [@bbionets\\_eu](https://twitter.com/bbionets_eu)  [@bbionets\\_eu](https://www.instagram.com/bbionets_eu)  [@BBioNetsEU](https://www.youtube.com/channel/UCBBioNetsEU)

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# Annex IV – Template meetings

## Table of Contents

- 1 Introduction .....3**
- 2 Regional Meeting of the FAN organisation details .....4**
  - 2.1 Agenda..... 4
  - 2.2 Location, Venue/Space selection and arrangements ..... 4
  - 2.3 Personnel involved in the organisation of the meeting..... 4
  - 2.4 Meeting material..... 5
- 3 Meeting implementation and outcomes.....6**
  - 3.1 Meeting implementation ..... 6
  - 3.2 Meeting participation..... 6
- 4 Meeting feedback.....7**
  - 4.1 Participant’s feedback of the meeting..... 7
  - 4.2 Limitations and barriers of the organising partner..... 7
  - 4.3 Suggestions for improvement given by participants ..... 7
- 5 Conclusions .....8**

## List of Figures

Figure 1: Figure example..... ¡Error! Marcador no definido.

## List of Tables

Table 1: Table example..... ¡Error! Marcador no definido.



## 1 Introduction

The present report summarises the activities of <Partner X> for the organisation of the Regional Meetings of the FAN in <Region X>. This meeting is one of the 10 regional meetings (at least) of the FAN which will take place under T1.1, T1.2 and T1.3 activities. The first launch meeting of the FAN aims to present the project to the members, explain the activities in which they will be involved and clarify possible doubts. The following meetings will have a specific purpose depending on the task at hand at that time. Once the report of each FAN meeting is completed, it will be uploaded to the shared folder "FAN meetings".

There is the possibility of holding the first FAN launch meeting (T1.1), together with the co-creation activities (T1.2), preferably face-to-face.

This meeting will take place in the local language of each region, to reach the public and carry out a more efficient communication. FAN meetings can be face-to-face or online, and there are no KPI on the number of attendees.

The present document can help to design, planning and implement the FAN meeting, as well as the outcomes and feedback of the meeting by the participants and the organising BBioNets partner, to produce suggestions for the improvement of the project. The remainder of the document is structured as follows:

- Part 2: Describing the agenda, location, personnel involved, design and organisation of the regional meeting.
- Part 3: Describing the event implementation and outcomes.
- Part 4: Outlining the feedback results for the meeting by participants and the value found in the regional meeting guidelines by the organising partners when creating and launching the meeting.
- Part 5: Concluding remarks for the meeting and suggestions for improvement of the BBioNets project.

## 2 Regional Meeting of the FAN organisation details

### 2.1 Agenda

**Instruction:** Please refer to the exact date and time of your meeting organisation and describe the specific activities you planned for your regional meeting. You may use the table below to present your event programme in English. See the following example:

Activity	Short description	Time	Location
Welcome	Welcome and registration of the FAN members	11:00-11:10	CTA office
BBioNets presentation	Short description of the BBioNets project	11:10-11:30	CTA office
FAN activities	Explanation of the role of FAN members and activities	11:30-11:45	CTA office
FAN members presentation	Presentation of the FAN members	11:45-12:00	CTA office
Co-creation activity	Activities with FAN members	12:00-13:15	CTA office
Conclusion	Conclusion, feedback and next steps	13:15-13:30	CTA office
Lunch	Lunch	13:30-15:00	CTA office

Table 1: Meeting programme

### 2.2 Location, Venue/Space selection and arrangements

**Instruction:** Describe the physical location or online platform used for the organisation of your meeting and provide photos of the space if you wish to illustrate better.

### 2.3 Personnel involved in the organisation of the meeting

**Instruction:** Describe the personnel required for the organisation of your regional meeting, including their field of expertise or job description, expected role in the event and their approximate effort. Don't include personal data of the employees.

Specialisation	Number of employees	Expected role	In-house / External	Estimated effort (person days)
Communication Technician	1	Development of the promotional material, contract of the catering	In-house	...

Innovation Consultant	2	Development of the agenda and presentation.	In-house	...
Catering	...	Food and drinks for participants	External	N/A
...	...	...	...	...

*Table 2: Personnel required and estimated effort needed for the event*

## 2.4 Meeting material

**Instruction:** Describe and include images of the meeting graphic material or additional material that you used beyond those provided and explain the rationale for their use.





### 3 Meeting implementation and outcomes

#### 3.1 Meeting implementation

**Instruction:** Describe your regional meeting, the activities, key moments and impressions. You may use photos. In this section, there is the possibility for the task leader to provide a specific questionnaire or guide about the information to be discussed with the FAN members, or the specific objectives of the meeting.

**Meeting no.** <insert the number> of the FAN in <insert region of the FAN>.

#### 3.2 Meeting participation

**Instruction:** Report the participation in the meeting. Please specify the members of the FAN who participated in the meeting, as well as their role.

FAN member	Role
---	---

Table 3: Meeting participation



## 4 Meeting feedback

### 4.1 Participant's feedback of the meeting

**Instruction:** You can explain the impressions received from the participants, or if you prefer, you can make a short questionnaire to collect this information.

### 4.2 Limitations and barriers of the organising partner

**Instruction:** Explain the main barriers you had in organising the event, e.g. possibility to do it in person, participation of FAN members...

### 4.3 Suggestions for improvement given by participants.



## 5 Conclusions

**Instruction:** You may sum up and write your impressions from the meeting, as well as something motivating for others to follow our guidelines. This is an optional and may be skipped.



## Annex V – Stakeholder Matrix



Organisation name	Role (Only needs to l	Organisation type	End user	Country	Region	Responsible of FAN	Date of 1st co	Date of fin	Status of acceptance	Comments
Ecovalia		Farmers' organisation/association	Yes	Spain	Andalusia	Paula Rosa	23/01/2024	01/02/2024	Denied	
Universidad de Córdoba		Educational or continued professional development organis	No	Spain	Andalusia	Paula Rosa	01/02/2024	19/03/2024	Denied	
AAEF		Foresters' organisation/association	Yes	Spain	Andalusia	Paula Rosa	23/01/2024	19/03/2024	Denied	
Cooperativas agroalimentarias Andalucía		Farmers' organisation/association	Yes	Spain	Andalusia	Paula Rosa			Denied	
Cajamar			No	Spain	Andalusia	Paula Rosa	21/03/2024		In progress	
Asociación de Dehesas Ecológicas de Andalucía ADEHECO		Foresters' organisation/association	Yes	Spain	Andalusia	Paula Rosa	12/02/2024		In progress	
BIOPLAT (Plataforma Española de la Biomasa)		Others	No	Spain	Andalusia	Paula Rosa				
APROCA (Asociación de Propietarios Rurales para la Gestión Cinegética y Conservación		Foresters' organisation/association	Yes	Spain	Andalusia	Paula Rosa			In progress	
IFAPA (Instituto Andaluz de Investigación y Formación Agraria, Pesquera, Alimentaria y		Researcher or research organisation	No	Spain	Andalusia	Paula Rosa			In progress	
Federación de Arrozeros de Sevilla		Farmers' organisation/association	No	Spain	Andalusia	Paula Rosa	06/02/2024		In progress	
LODR, Lublin Agricultural Advisory Centre		Advisory, advisory organisation or agricultural chamber	No	Poland	Lubelskie	Magda Borzęcka	01/01/2024			
LODR, Lublin Agricultural Advisory Centre		Advisory, advisory organisation or agricultural chamber	No	Poland	Lubelskie	Magda Borzęcka	01/01/2024			
IRWiR PAN		Researcher or research organisation	No	Poland	Mazowieckie	Magda Borzęcka	01/01/2024			
Department of Agriculture and Rural Development, Marshal's Office of the Lublin Voivod		Public authority	No	Poland	Lubelskie	Magda Borzęcka	01/01/2024			
Lublin Center for Innovation Research, Department of Economy		Public authority	No	Poland	Lubelskie	Magda Borzęcka	01/01/2024			
Agricultural Advisory Centre in Brwinów/ Radom branch		Advisory, advisory organisation or agricultural chamber	No	Poland	Mazowieckie	Magda Borzęcka	01/01/2024			
Agricultural Advisory Centre in Brwinów		Advisory, advisory organisation or agricultural chamber	No	Poland	Mazowieckie	Magda Borzęcka	01/01/2024			
Piemonte Region		Public authority		Italy	Piemonte	Francesca Giarè	31/01/2024		In progress	
ACSEL s.p.a.		Advisory, advisory organisation or agricultural chamber		Italy	Piemonte	Francesca Giarè	31/01/2024		Denied	
La Foresta soc. coop.		Farmer and farm workers		Italy	Piemonte	Francesca Giarè	31/01/2024		Denied	
Legambiente Piemonte-VdA		Others		Italy		Francesca Giarè	31/01/2024		In progress	
Valli Unite del Canavese s.c.a.				Italy		Francesca Giarè	31/01/2024		In progress	
CONSORZIO MONVISO AGROENERGIA		Farmer and farm workers		Italy	Piemonte	Francesca Giarè	31/01/2024		Denied	
Università degli Studi di Torino – Dipartimento di Scienze Agrarie, Forestali ed Alimentari		Researcher or research organisation		Italy	Piemonte	Francesca Giarè	31/01/2024		In progress	
Regione Piemonte - Settore forestale		Public authority		Italy		Francesca Giarè	31/01/2024		In progress	
Consorzio Forestale Alta Valle di Susa		Foresters' organisation/association		Italy	Piemonte	Francesca Giarè	31/01/2024		Denied	
Ente Parco Aveto		Others		Italy		Francesca Giarè	31/01/2024		In progress	
Farmer practitioner	Farmer practitioner - Cro	Farmer and farm workers	Yes	Ireland	Ireland	Teagasc				
Forestry practitioner	tbc			Ireland	Ireland	Teagasc				
EKETA		Researcher or research organisation		Greece		Vicky (AFS)	01/02/2024		In progress	
International Hellenic University		Educational or continued professional development organisation (including		Greece	Central Macedonia	Vicky (AFS)	27/03/2024		In progress	
ELGO DIMITRA		Researcher or research organisation		Greece	Central Macedonia	Vicky (AFS)	13/02/2024		In progress	
GALA HELLAS	Operational Group	Farmers' organisation/association		Greece	Thessaly	Vicky (AFS)	14/03/2024		In progress	
ROVIES		Farmers' organisation/association		Greece	Thessaly	Vicky (AFS)	15/03/2024		In progress	
Messinīs gaia		Farmers' organisation/association		Greece	Peloponese	Vicky (AFS)	27/03/2024		In progress	
Municipality of Kalamaria		Public authority		Greece	Central Macedonia	Vicky (AFS)	27/03/2024		In progress	
Breeders Cooperative of Viotia		Farmers' organisation/association		Greece	Aitolokarnania	Vicky (AFS)	04/03/2024		In progress	

## Annex VI – Technical template



Resources and Needs workshop results.

Please return the template below completed [Patrick.forrestal@teagasc.ie](mailto:Patrick.forrestal@teagasc.ie) following your workshop

Venue:

Country:

Date:

Attendee number:

Name of the event:

Also, attach sign in sheet and a number of pictures of your event.

Table 1. Resources and needs output template.

Section 1: Identification of current resources and their processing techniques		
<p><b>Q1. What are the primary or secondary resources available in your representative region?</b></p> <ol style="list-style-type: none"> <li>1. e.g. cattle slurry</li> <li>2. e.g. tree branches</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> <li>11.</li> <li>12.</li> </ol>	<p><b>Q2. What processing equipment is currently being used in your representative region?</b></p> <ol style="list-style-type: none"> <li>1. e.g. anaerobic digestion plants</li> <li>2. e.g. separators</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> <li>11.</li> <li>12.</li> </ol>	<p><b>Q3. What secondary products/by-products are currently being generated in your representative region?</b></p> <ol style="list-style-type: none"> <li>1. e.g. bio-gas</li> <li>2. e.g. struvite</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> <li>11.</li> <li>12.</li> </ol>

1

<b>Section 2: Identification and Prioritisation of the processing needs</b>	
<p><b>Q4. What are your representative region's processing needs regarding primary and secondary resources? <u>(identified needs should be ranked from high to low)</u></b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> <li>11.</li> <li>12.</li> </ol>	
<p><b>Identification and Prioritisation of needs for a socio-ecological transition to the circular economy</b></p> <p>Additional questions below can be found in the " Bio-based Resources and Development Needs workshop methodology"; D1.5 complementary; Section 2.2</p>	
<p><b>Thinking about the current resources and needs identified, what improvements could be implemented to make the process more circular?</b></p> <ol style="list-style-type: none"> <li>1. e.g. slurry separation</li> <li>2. e.g. root harvesting equipment</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>	<p><b>Do you know of a more circular approach/technology that will help your RR work in a more circular way?</b></p> <ol style="list-style-type: none"> <li>1. e.g. improved machinery to collect branches, needles/leaves, and other wood-biomass after thinning and felling.</li> <li>2. e.g. machines to process hemp straw to make fibre.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>

2



8.	6.
9.	7.
10.	8.
11.	9.
12.	10.
	11.
	12.

<b>Section 3: Identification of the farm or forest size/area</b>	
<b>Q5. What is the size/total area of the farm or forest in your representative region?</b>	
<p><u>Values provided by the FAN members:</u></p> <p>Range of farm size of the stakeholders which FAN members interact with (ha): e.g. 10 – 400 ha</p> <p>Range of forest size of the stakeholders which FAN members interact with (ha):</p>	<p><u>National statistics data: (with reference/s)</u></p> <p>Average farm size (ha):</p> <p>Average forest size (ha):</p> <p>Region total farmed area (ha):</p> <p>Region total forest area (ha):</p>



Section 4: Cost-related information		
<p>Q6. How much would the farmers/foresters in your representative region be willing to invest in the short-term time <u>(2 years)</u> to implement a technology or practice that would help them process their current resources (e.g., slurry, branches) into bio-products/by-products (e.g., biogas, bio-fertiliser, wood pellets)?</p> <p><u>Please provide an average value of FAN and a range of values (euro).</u></p> <p>e.g. average €4K e.g. range €2K-6K</p>	<p>How much would the farmers/foresters in your representative region be willing to invest in the short-term time <u>(5 years)</u> to implement a technology or practice that would help them process their current resources into bio-products/by-products?</p> <p><u>Please provide an average value of FAN and a range of values (euro).</u></p> <p>e.g. average €10K e.g. range €5K-15 K</p>	<p>Q7. What return on investment period (number of years) is acceptable for investment in a bio-based technology?</p> <p><u>Please provide an average value of FAN and a range of values (years).</u></p> <p>e.g. average 4 y. e.g. range 2-6 y.</p>

Section 5: Identification of collaboration and communication channels (identified channels should be ranked from high to low)		
Q8. What key stakeholders are you currently interacting/collaborating with?	Nature of collaboration:	Type of collaboration: open or closed to new members or partners.
1. e.g. Teagasc	e.g. advisory	e.g. open
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
Q9. Where do you go for information in your region?		
1. e.g. advisory service		
2. e.g. other farmers		
3.		
4.		
5.		
6.		
7.		
8.		
9.		



- 10.
- 11.
- 12.

### Section 6: Socio-ecological aspects of implementing BBTs

<b>Q10. What are the most significant environmental impacts in the region worrying your sector (forest/agriculture)?</b>	<b>Q11. What ideas do you have for involving women, the unemployed, and the youth in this area?</b>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
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## Document information

**Title** BBioNets - Creation and promotion of Forest and Agriculture Networks to boost Bio-Based Technologies adoption and Value Chain development (GA No 101133904)

**Start - end date** 1/11/2023 – 31/10/2026 (36 months)

**Project type** Coordination and Support Action

**Programme** Horizon Europe – Cluster 6

**Funding** 1,998,636.20 €

**Coordinator** Munster Technological University  
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**Project overview** BBioNets will constitute a thematic network that will rely on, promote, and further advance the work carried out by EIP AGRI Operational Groups (OGs) with respect to **management and/or processing of agricultural and forest biomass with Bio-Based Technologies (BBTs)**. The project will set up 6 regional Forest and Agriculture Networks - FANs (IE, ES, IT, GR, PL, CZ) that will identify local needs, prioritise specific BBTs and share BBT knowledge ready for practice to farmers and foresters, boosting the (re)definition of value chains, stimulating cross-fertilisation beyond borders, and bringing Europe to the forefront of farming, forestry, and bioeconomy with economically viable and sustainable practices.

### Consortium



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