

AquaticPollutants

Thematic Annual Programming Action Implementation Plan template

This template is to be used as guidance and starting point to prepare an implementation plan for the AquaticPollutants TAP Action. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the TAP Steering Committee to understand the concept and make an effective assessment. The Plan should address the topics set out in the TAP Terms of Reference (ToR), but certain changes may be made.

Page limit: There is no specific page limit to be applied, but it is recommended not to make the document longer than 20 pages (all tables, figures, references and any other element pertaining to these sections included). Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible. No specific formatting conditions apply.

CLUSTER NAME

List of participants

Abstract

1. Introducing the topic of the cluster

Indicate the theme you are planning to relate to, and explain how the cluster will address the specific challenge and scope of that theme, as set out in the ToR.

- 1.1. Relation to the TAP theme and the ToR
- 1.2. State of art
- 1.3. Identified barriers/gaps for cooperation and/or knowledge transfer

2. Main objectives and their correspondence to the TAP Action ToR

Describe the overall and specific objectives for the cluster, which should be clear, measurable, realistic and achievable within the duration of the TAP Action. Objectives should be consistent with the expected exploitation and impact of the cluster.

- 2.1. Main and specific objectives
- 2.2. Expected Outputs (short term, mid-term, long-term)

3. Strategic Approaches and Methodology

Describe and explain the overall methodology in order to produce the expected outputs. Describe any national or international research and innovation activities/outputs, which will be linked to the activities planned by the cluster.

'Deliverable' means a distinct output of the cluster activities, meaningful in terms of the cluster's overall objectives, and constituted by a policy brief, a report, a document, a technical diagram, a software etc.

'Milestones' means control points in the implementation plan that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems arise, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development.

- 3.1. Strategic Approach and planned Knowledge Transfer (including mode of cooperation such as virtual meeting platform/tools to facilitate information sharing etc.)
- 3.2. Deliverables, milestones
- 3.3. Suggested roles of the cluster members and preliminary division of work (while flexible and promoting active collaboration)
- 3.4. Possible infrastructures, data, practices or other materials to be used (it would be appreciated if roles and contribution of each cluster member were apparent)
- 3.5. Timing and purpose of at least biannual working meetings (notwithstanding final seminar including a presentation to the funding organisations and public and private stakeholders in order to achieve a better knowledge transfer). A gantt chart is highly recommended.

4. Exploitation and Dissemination plan of the TAP outputs

Describe how your cluster will contribute to the expected added values set out in the ToR. Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved.

- 4.1. Key outputs and indicators of progress (including suggested way to evaluate progress);
 - 4.2. Exploitation and Dissemination strategy of expected outputs including support needed from the TAP Steering Committee;
 - 4.3. Target audience/stakeholders (policy makers, private sector representatives, municipalities, etc);
 - 4.4. Added Value for Funders and for Policy-Makers and Stakeholders;
5. If relevant, include information on how the cluster members will manage the research data shared, generated and/or collected during the TAP Action, in particular addressing the following issues:
- 5.1. What types of data will the cluster share / generate / collect?
 - 5.2. Which standards will be used?
 - 5.3. How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, please explain why.
 - 5.4. How will this data be curated and preserved?
 - 5.5. How will the costs for data curation and preservation be covered?