

AIdesignTEX

Deliverable 1.1.

Well-Structured Project Organization and Management Plan

Project Number	101159060
Project Name	Innovative IT tools for a circular textile economy: driving sustainability and resource efficiency.
Call	HORIZON-WIDERA-2023-ACCESS-02-02
Work Package	WP1
Due date	31.12.2024
Submission Date	23.12.2024
Deliverable lead	TUL
Version	0.1
Authors	Katarzyna Grabowska, Anna Bacciarelli-Ulacha
Reviewers	

Abstract	The "Well-Structured Project Organization and Management Plan" provides a comprehensive framework for the effective implementation of the AIdesignTEX project. It outlines the project's objectives, partners, and scope, emphasizing the importance of strategic governance and methodological approaches. The document details the organizational structure, roles, and decision-making processes while linking objectives to expected outcomes. It includes a robust Work Breakdown Structure (WBS), timeline, and resource allocation to ensure seamless execution. Additionally, the plan incorporates risk management, data handling, quality assurance, and a communication strategy, ensuring the project's sustainability and long-term impact.
Keywords	AIdesignTEX, project management, organizational structure, work breakdown structure (WBS), governance, resource allocation, risk management, quality assurance, sustainability, communication strategy.

Disclaimer

The information, documentation and figures available in this deliverable, is written by the AIdesignTEX – project consortium under EC grant agreement 101159060 and does not necessarily reflect the views of the European Commission. The European Commission is not liable for any use that may be made of the information contained herein.

Table of Contents

1. Introduction	3
1.1. Project Summary: Brief overview of the project objectives, partners, and scope.	3
1.2. Purpose of the Plan: The purpose and importance of this management document.	4
2. Project Objectives	4
2.1. Specific objectives of the AIdesignTEX project	4
2.2. Linking Objectives to Expected Outcomes	4
3. Project Governance	6
3.1. Organizational Structure	6
3.2. Roles and Responsibilities	7
7.1. Decision-Making Processes and Escalation Paths	9
8. Project methodology	10
8.1. General Methodology	10
8.2. Key Methodological Pillars	10
8.3. Strategic Tools for Implementation	10
9. Work Breakdown Structure (WBS)	11
9.1. Work Packages (WPs)	11
9.2. Milestones and Deliverables	13
10. Schedule and Timeline	15
11. Resource Management	16
11.1. The AIdesignTEX consortium composition	16
11.2. Complementarity of Expertise	16
11.3. Financial Management	17
12. Risk Management Plan	18
13. Data Management Plan	19
14. Quality Assurance	19
14.1. Performance Metrics	19
14.2. Monitoring and Reporting	20
15. Communication Plan	21
16. Sustainability and Impact	21

1. Introduction

1.1. Project Summary: Brief overview of the project objectives, partners, and scope.

The AIdesignTEX project aims to establish a long-term partnership between Łódź University of Technology (TUL) – specifically its Faculty of Materials Technologies and Textile Design (FMTTD) – and three high-ranking European institutions: Stavanger University (UiS), Ghent University (GU), and the Catholic University of Avila (UCAV). The project's overarching goal is to elevate TUL's research profile and capabilities in textile production design by utilizing cutting-edge tools such as artificial intelligence (AI) and machine learning (ML).

Focusing on sustainability and circular economy principles, AIdesignTEX centers around a collaborative research micro-project to optimize textile production processes. This includes reducing water and energy consumption, incorporating environmentally safe dyes and finishing agents, and designing textiles for improved recyclability and extended lifespan. These initiatives aim to benefit not only the textile industry but also the environment by reducing pollution and promoting sustainable practices.

The project addresses key challenges in the textile industry, such as the complexity of recycling textile products and the environmental impact of traditional production methods. By fostering innovation, knowledge exchange, and collaboration among partners, AIdesignTEX aligns with the EU's Circular Economy Action Plan, the Green Deal Initiative, and the Strategy for Sustainable and Circular Textiles. Its expected outcomes include advancing research, raising awareness of sustainable practices, creating circular economy loops, and enhancing industry competitiveness across partner regions in Poland, Belgium, Spain, and Norway.

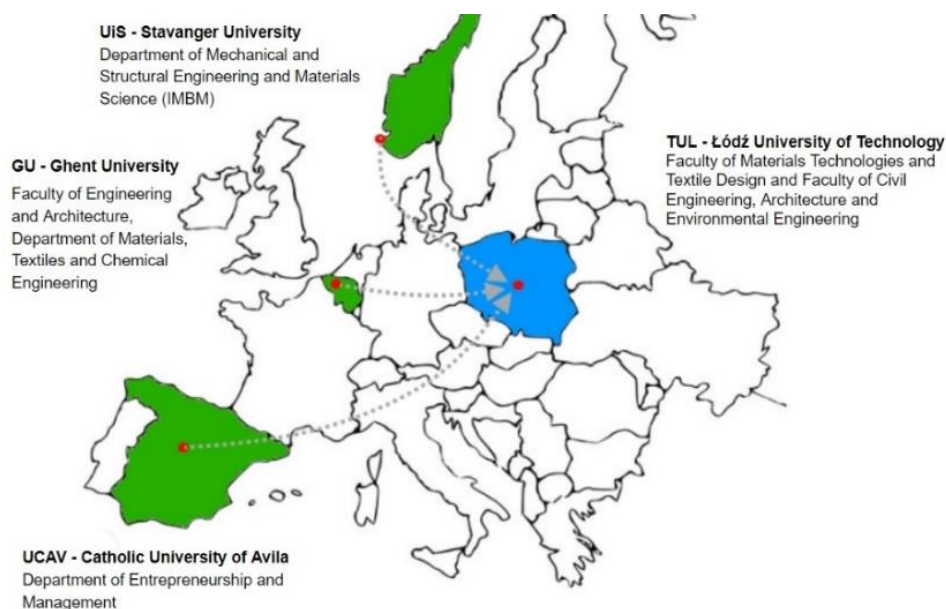


Fig 1. Project Consortium composition.

1.2. Purpose of the Plan: The purpose and importance of this management document.

The Project Organization and Management Plan is a foundational document that defines the framework for implementing the AIdesignTEX project. Its purpose is to ensure the project is carried out effectively, with clearly defined roles, responsibilities, and processes to facilitate collaboration among consortium members. This plan provides guidance for:

- **Governance and Decision-Making:** Establishing a structured approach to project governance, including role assignments and decision-making protocols.
- **Coordination and Communication:** Streamlining interactions among partners to foster efficient knowledge sharing and collaboration.
- **Monitoring and Evaluation:** Setting benchmarks for assessing project progress, ensuring deliverables are achieved on time, and maintaining high-quality standards.
- **Risk Management:** Identifying potential risks and outlining strategies to mitigate them.
- **Sustainability and Impact:** Outlining measures to ensure the project's outcomes contribute to the long-term development of sustainable and circular textile practices.

By adhering to this plan, the project team will enhance its ability to address the industry's challenges, leverage AI and ML tools effectively, and contribute to the European Union's sustainability goals.

2. Project Objectives

2.1. Specific objectives of the AIdesignTEX project

- **SO1: Establishment of Long-Term Partnerships**
- **SO2: Advancement of Knowledge in Circular Economy and AI Tools for Textile Design**
- **SO3: Conducting of Collaborative Micro-Project**
- **SO4: Raising Awareness About Sustainable Textile Practices**
- **SO5: Strengthening Research Management and Administrative Skills**

2.2. Linking Objectives to Expected Outcomes

2.2.1. Establishment of Long-Term Partnerships

1. **Objective:** Building of a durable and collaborative network between TUL (Faculty of Materials Technologies and Textile Design) and leading European institutions: UiS (Stavanger University), GU (Ghent University), and UCAV (Catholic University of Avila).
2. **Expected Outcome:** Strengthened international cooperation and enhanced institutional research profiles through knowledge sharing, joint research, and capacity building.
3. **Relevant Milestones:**
 - **M1:** Well-Structured Project Organization and Management Plan.
 - **M2:** Launching of the website with an online communication platform.
 - **M5:** Strategic Post-Twinning Programme (D.6).
 - **M6:** Training and Skills Enhancement (D.9, 10, 11, 12, 13).
 - **M12:** Application 2 international grants for research projects

2.2.2. Advancement of Knowledge in Circular Economy and AI Tools for Textile Design

1. **Objective:** Improvement of TUL researchers and administrative staff with skills in applying AI and machine learning tools to develop recyclable and sustainable textiles while embedding circular economy principles.
2. **Expected Outcome:** Enhanced excellence capacity and research capabilities in sustainable textile production at TUL, narrowing the gap between Poland and leading EU counterparts.
3. **Relevant Deliverables:**
 - Training Programs and Mentoring Initiatives for TUL Researchers
 - **D9:** Needs assessment report on knowledge and skills gaps;
 - **D13:** Mentoring and coaching support for researchers – REPORT;
 - **D12:** Report on short-term visits for knowledge exchange;
 - Development of educational materials and workshops on circular economy and IT tools for textile design
 - **D10:** Report from workshop and training sessions on circular economy
 - **D11:** Report from workshop and training sessions on advanced IT tools
 - **D18:** Educational/informational campaign and analysis of its results

2.2.3. Conducting of Collaborative Micro-Project

1. **Objective:** Utilize AI and ML tools to create circular economy loops for textiles made from various raw materials.
2. **Expected Outcome:** Innovative solutions for improving recyclability, minimizing environmental impact, and extending the life cycle of textile products.
3. **Deliverables:**
 - **D14:** Material analysis and selection report
 - **D15:** Development of AI and ML models for sustainable textile design
 - **D16:** Prototype development and testing
 - **D17:** Circular economy strategies for textiles
 - Peer-reviewed publications and mentoring programs.

2.2.4. Raise Awareness About Sustainable Textile Practices

1. **Objective:** Educate and engage stakeholders on reducing textile waste, promoting recycling, and supporting sustainable production.
2. **Expected Outcome:** Increased public and industry awareness, behavior change towards sustainability, and stronger stakeholder commitment to circular economy principles.
3. **Deliverables:**
 - Educational campaigns on project websites and social media platforms.
 - **D3:** Dissemination and Exploitation Plan, including communication activities
 - **D18:** Educational/informational campaign and analysis of its results
 - Organization of events, such as the International Conference on Circular Economy in Textiles.
 - **D20:** Knowledge sharing in third countries (Asia) – unless 1 agreement
 - **D19:** Engaging of the Local Stakeholders unless 3 agreements

2.2.5. Strengthen Research Management and Administrative Skills

1. **Objective:** Improve TUL staff competencies in research management, project administration, and preparation of international grant proposals.

2. **Expected Outcome:** Higher participation of TUL in Horizon Europe and other international programs, boosting its institutional competitiveness.
3. **Deliverables:**
 - Workshops, summer schools, and mentoring programs.
 - **D21:** The Gender Equality Plan Advancement vol.2
 - **D22:** Research Management and Administration for TUL – FAQ
 - **D23:** Project application preparation guidelines
 - Submission of Two International Grant Applications
 - **M12:** Two international grant applications for research projects

3. Project Governance

3.1. Organizational Structure

1. **Project Coordinator (PC):** Lodz University of Technology (TUL) – Faculty of Materials Technologies and Textile Design
 - **Led by:** Prof. Katarzyna Grabowska
2. **Steering Committee (SC)/General Assembly (GA)** composed of representatives from all consortium members (TUL, UiS, GU, UCAV).
 - Prof. Chandima Retnayake Mudiyansele (UiS)
 - Prof. Karen DeClerk (GU)
 - Prof. Ricardo Reier Fordellas (UCAV)
3. **Work Package Leaders Group(WPLG):**
 - Responsible for executing activities and delivering outputs for their assigned work packages:
 - **WP1:** Project Management (TUL)
 - **WP2:** Communication and Strategy Development (TUL)
 - **WP3:** Capacity Building (UiS)
 - **WP4:** Micro-Project Research (GU)
 - **WP5:** Awareness and Dissemination (TUL)
 - **WP6:** Research Management and Administration (UCAV)
4. **Research and Innovation Advisory Board (RIAB):**
 - External experts providing strategic input on dissemination and promotion of project results.
5. **Administrative and Financial Support Team (AFS):**
 - Handles budget, reporting, and administrative tasks.

Below is a **visual diagram** of the project governance structure:

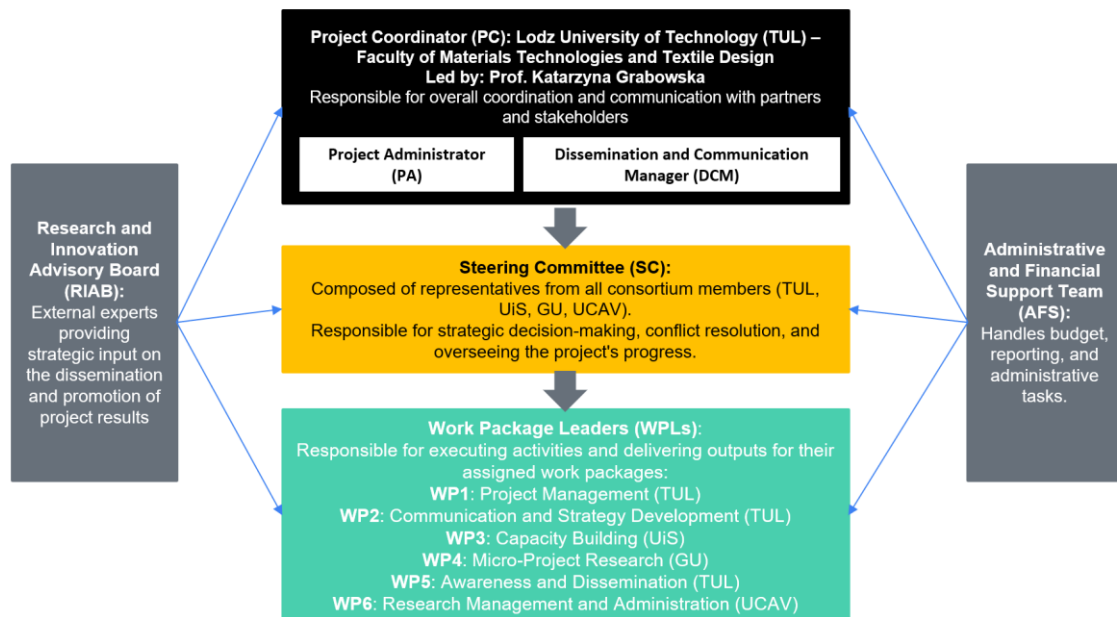


Fig 2. The **visual diagram** of the project governance structure.

3.2. Roles and Responsibilities

1. Project Coordinator:

- **Role:** The Coordinator acts as the legal intermediary between the consortium members and the Granting Authority.
- **Responsibilities:**
 - Ensuring compliance with the Grant Agreement.
 - Monitoring financial and administrative aspects of the project.
 - Facilitating communication within the consortium and with external stakeholders.
 - Representing the consortium in interactions with the Granting Authority, addressing queries, and submitting required documentation.
 - Providing strategic oversight for the project's implementation, including addressing challenges and ensuring alignment with the work plan.
 - Leading efforts to resolve conflicts or discrepancies among consortium members, ensuring fair and constructive outcomes.
 - Supporting the dissemination and exploitation of project results, ensuring they reach relevant audiences effectively.

2. General Assembly (GA)/Steering Committee:

- **Role:** The General Assembly is the ultimate decision-making body of the consortium.
- **Members:** Representatives from all participating institutions.
- **Responsibilities:**
 - Approving major strategic decisions.
 - Monitoring overall project progress.
 - Addressing escalated conflicts and making final decisions on unresolved matters.
- **Key Members:**
 - Project Administrator,
 - Dissemination and Communication Manager.

- Gender Action Officer.

3. **Work Package Leaders Group (WPLG):**

- **Role:** An assessment group tasked with monitoring the implementation of work packages across the consortium.
- **Responsibilities:**
 - Reviewing progress reports from Work Package Leaders (WPLs).
 - Assessing individual and collective implementation of project tasks.
 - Making recommendations to the General Assembly on project adjustments.
- **Limitations:** The WPLG does not hold formal decision-making authority but serves an advisory and coordination role.

4. **Research and Innovation Advisory Board (RIAB):**

- **Role:** Provides strategic advice on the dissemination and promotion of project results, emphasizing their impact on economic and sustainable development at local, regional, and global levels.
- **Responsibilities:**
 - Offering guidance to enhance the visibility and understanding of project achievements.
 - Advising on the dissemination strategy and alignment with sustainable development goals.
- **Confidentiality:**
 - Members are bound by strict confidentiality protocols under the Non-Disclosure Agreement (NDA, Attachment 5).
- **Meetings:** Conducted annually, either in person or via teleconference.

5. **Project Administrator (PA)**

- **Role:** Ensures effective communication among project partners, monitors progress and timeline in accordance with the work plan and funding requirements.
- **Responsibilities:**
 - Developing the project management plan, including timelines, deliverables, and resource allocation.
 - Preparing progress reports, deliverables, and documentation required by the funding agency and project stakeholders.
 - Organizing project meetings, workshops, and events, including the kick-off meeting, interim reviews, and final dissemination activities.
 - Acting as a primary point of contact for external stakeholders, including the funding agency, collaborators, and industry partners.
 - Supporting the Project Coordinator: Ensuring the project complies with the Grant Agreement and supporting the Coordinator in preparing required documentation.

6. **Dissemination and Communication Manager (DCM):**

- **Role:** Ensures effective communication and dissemination of project results to stakeholders.
- **Responsibilities:**
 - Developing and executing the Dissemination and Exploitation Plan.
 - Coordinating with partners to maximize the project's visibility and outreach.
 - Managing the knowledge-sharing platform to facilitate effective collaboration between consortium members.

7. Gender Action Officer (GAO):

- **Role:** Ensures gender equality is integrated into project activities and governance.
- **Responsibilities:**
 - Overseeing the implementation of the Gender Equality Plan.
 - Promoting inclusive practices within the consortium.

7.1. Decision-Making Processes and Escalation Paths

1. Routine Decisions:

- Made at the WP level by the respective WP Leaders.
- Routine updates provided to the Project Coordinator during monthly status meetings.

2. Strategic Decisions:

- Made by the Steering Committee in quarterly meetings.
- Require consensus from all partners.

3. Conflict Resolution:

- **Initial Resolution:** Conflicts within the project are addressed at the Work Package (WP) level by the respective WP Leaders, who will make every effort to resolve disputes amicably.
- **Escalation:** If a resolution is not achieved, the conflict is escalated to the Steering Committee for further deliberation and resolution.
- **Involvement of the Project Coordinator:** Should the Steering Committee be unable to resolve the issue, the Project Coordinator will consult the consortium members and, if necessary, involve the granting authority for guidance and support.
- **Formal Dispute Settlement:** If the conflict remains unresolved, the issue will be addressed in accordance with the Consortium Agreement. All disputes arising from or connected to the Consortium Agreement, which cannot be resolved amicably, will be submitted to the courts of Brussels, Belgium, for final resolution under Belgian law.
- **Conflict of Interest Situations:** In line with the Grant Agreement, beneficiaries must take measures to prevent and address any potential conflicts of interest that could compromise the impartial implementation of the project. Any such situations must be formally reported to the granting authority without delay, and corrective actions must be taken promptly. The granting authority reserves the right to verify these measures and may require additional actions. Non-compliance may lead to grant reduction, termination of the beneficiary, or other consequences as specified in the Grant Agreement.

4. Approval of Key Deliverables:

- Draft deliverables are reviewed by WP Leaders.
- Final approval is given by the Steering Committee before submission.

5. Escalation Path:

- **WP Leader → Project Coordinator (PC) → Steering Committee (SC) → KE (If necessary) → Courts of Brussels, Belgium**

8. Project methodology

8.1. General Methodology

The Al**design**TEX project adopts a "learning by doing" approach to enhance research capacity and innovation in textile production. This methodology emphasizes hands-on collaboration and skill acquisition through joint research activities, training, and coordination measures. The strategy is rooted in:

- Utilizing AI and ML tools to innovate in textile design.
- Aligning with regional, national, and European priorities, such as the Lodz Region Smart Specialization Strategy and the EU Green Deal Initiative.
- Building a collaborative network between TUL and advanced partners (UiS, GU, and UCAV).

8.2. Key Methodological Pillars

1. **Networking and Coordination Activities:**
 - Initial engagement through internal study tours and the development of a **Website with Online Communication Platform** (WP2, D.3, M2).
 - Formulation of a **Communication Strategy** (WP2, D.2) to foster collaboration and stakeholder engagement.
 - Establishment of a **Research and Innovation Advisory Board**.
2. **Capacity Building:**
 - Skill enhancement in **circular economy** and **AI-driven textile production** through workshops, training sessions, and mentoring programs (WP3).
 - Practical application of learned skills during the **research micro-project** (WP4).
3. **Research and Development:**
 - Conducting a **micro-project** focused on using AI and ML tools to create circular economy loops for textiles.
 - Aligning research activities with the demands of industry stakeholders and regional priorities.
4. **Raising Awareness:**
 - Educational campaigns and events to promote sustainability in textile production (WP5).
 - Partnerships with universities and organizations in countries like Bangladesh and Sri Lanka to extend project impacts globally.
5. **Institutional Capacity Advancement:**
 - Enhancing TUL's research management, administration, and project proposal capabilities through exchanges and workshops (WP6).
 - Development of tools like the **Research Management FAQ** and the **Gender Equality Plan Advancement**.

8.3. Strategic Tools for Implementation

1. **Future Vision Plan (WP2, D.4, M3):** Outlining long-term aspirations and strategies for innovation.
2. **International Events:**
 - Conferences, roundtables, and face-to-face meetings to strengthen ties with industry stakeholders.
3. **Monitoring and Feedback Mechanisms:** Ensuring alignment with project goals and adapting to emerging challenges.

9. Work Breakdown Structure (WBS)

9.1. Work Packages (WPs)

Table 1. List of Work Packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start month	End month
WP1	Project management and administration	1	TUL	1	36
WP2	Road-mapping of the capacity development, assuring exploitation and sustainability	2	UiS	1	36
WP3	Capacity Building and Knowledge Transfer	3	TUL	1	36
WP4	Circular Economy Loops for Textiles	1	TUL	1	36
WP5	Raising Awareness on Reducing Textile Waste - Promoting Recycling and Sustainable Textile Production	1	TUL	1	36
WP6	Strengthening Research Management and Administrative Skills.	4	UCAV	1	36

- Graphical presentation of the components showing how their interrelations:

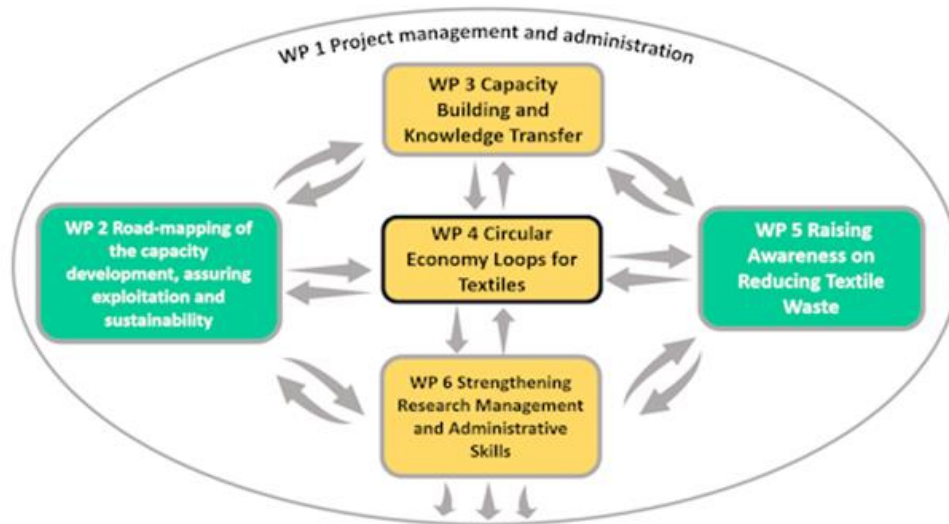


Figure 2. Flow diagram showing inter-relationships between Work Packages

Table 2. Work package description

WP1	Project management and administration		
WP Leader	TUL Katarzyna Grabowska	Start month: 1	Ending month: 36
Objectives : to ensure the effective coordination, organization, and administration of the project.			
Description of work Task 1.1. Project organization and management <i>Task leader: TUL</i> Task 1.2. Decision making, conflict resolution, communication within the consortium <i>Task leader: TUL</i> Task 1.3 Monitoring, project self-assessment and reporting <i>Task leader: TUL</i>			
WP2	Road-mapping of the capacity development, assuring exploitation and sustainability		
WP Leader	TUL	Start month: 1	Ending month: 36
Objective: to establish a framework for the effective development, utilization, and long-term sustainability of the project's outcomes			
Description of work T.2.1: Developing a Communication Strategy. <i>Task Leader: TUL</i> T.2.2: Development of a website with an online communication platform. <i>Task Leader: TUL</i> T.2.3: Developing a vision plan for the future (Future Vision Plan) <i>Task leader: TUL</i> T.2.4: Short-term visits – Mutual expert visits. <i>Task leader: TUL</i> T. 2.5. Preparation of the Strategic Post-Twinning Programme of Networking and Cooperation and the Work Plan <i>Task leader: TUL</i> T.2.6 Data management <i>Task leader: TUL</i> –			
WP3	Capacity Building and Knowledge Transfer		
WP Leader	TUL	Start month:1	Ending month: 36
Objective: To advance Knowledge and Skills in Circular Economy and Advanced IT Tools			
Description of work: T. 3.1 Needs Assessment: <i>Task Leader TUL</i> T.3.2 CE and IT Workshop and Training Sessions. <i>Task Leader TUL</i> T.3.3. Short-term Visits. <i>Task Leader TUL</i> T.3.4. Participation in Conferences and Seminars. <i>Task Leader UCAV</i> T.3.5. Mentoring and Coaching-Long term visits <i>Task Leader TUL</i>			
WP4	Circular Economy Loops for Textiles		
WP Leader	TUL	Start month:1	Ending month: 36
Objectives: To conduct a collaborative micro-project that will result in circular economy loops for textiles made of various textile raw materials by utilizing artificial intelligence and machine learning tools to develop textiles that are more easily recyclable and sustainable.			
Description of work T.4.1. Literature Review and Technology Assessment. <i>Task Leader TUL and UCAV.</i> T.4.2. Material Analysis and Selection. <i>Task Leader GU.</i>			

T.4.3. AI and ML Model Development. <i>Task Leader UiS and UCAV.</i>			
T.4.4. Prototype Development and Testing. <i>Task Leader UiS and UCAV.</i>			
T.4.5. Preparation of the circular economy loop for selected type of textile. <i>Task Leader TUL.</i>			
WP5	Raising Awareness on Reducing Textile Waste and Promoting Recycling and Sustainable Textile Production		
WP Leader	TUL	Start month:1	Ending month: 36
Objective: To raise awareness on reducing textile waste and promoting recycling and sustainable textile production through various strategies and activities			
Description of work			
T.5.1: Creation of Educational/Informational Campaign and analysis of their results. <i>Task Leader: TUL.</i>			
T.5.2 Intercultural Dialogue and Cooperation. <i>Task Leader: TUL.</i>			
T.5.3.Engaging of the Local Stakeholders. <i>Task Leader: TUL.</i>			
T.5.4. Dissemination of AIdesignTEX Project Results through Research Publications. <i>Task Leader: UiS</i>			
Task 5.5. Knowledge Sharing in Third Countries (Asia) <i>Task Leader UiS.</i>			
WP6	Strengthening Research Management and Administrative Skills.		
WP Leader	UCAV	Start month:1	Ending month: 36
Objective: To strengthen the research management and administrative skills of TUL employees by studying the specifics of research management and administration in advanced partner institutions, improving the preparation of project applications, project management/administration skills, and increasing participation in the project under the Horizon Europe program and other international programs.			
Description of work			
Task 6.1. Analysis of Research Management and Administration in Advanced Partner Institutions. – Short term visits – a study tour of TUL researchers to the foreign Twinning Partners. <i>Task Leader: TUL</i>			
Task 6.2. Training and capacity building. <i>Task Leader: UCAV</i> Task 6.3. Increasing participation in international programmes – preparation of 2 project applications. <i>Task Leader: TUL.</i>			

9.2. Milestones and Deliverables

Table 2. List of deliverables

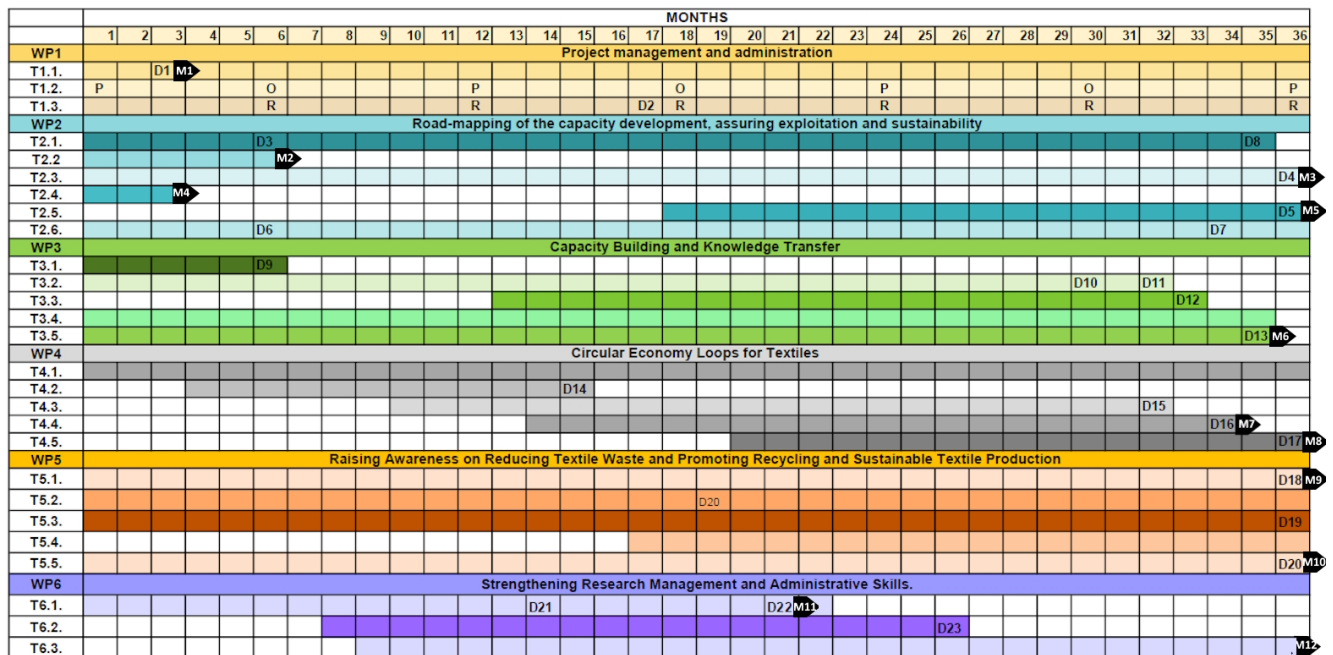
Number	Deliverables name	Work package number	Participant	Type	Start date	Month	Delivery date	Delivery date month
1	Well-structured project organization and management plan	WP1	TUL	R	01.10.2024	1	20.12.2024	3
2	Progress Report	WP1	TUL	R	14.01.2026	16	14.02.2026	17
3	Dissemination and Exploitation Plan, including communication activities	WP2	TUL	R	01.10.2024	1	31.03.2025	6
4	Future Vision plan for research and innovation directions	WP2	TUL	R	01.10.2026	24	01.10.2027	36

5	Strategic Post-Twinning Programme of Networking and Cooperation and its Work Plan for the first five years	WP2	TUL	R	01.10.2026	24	01.10.2027	36
6	Data management plan (DMP)	WP2	TUL	DMP	01.10.2024	1	31.03.2025	6
7	Updated Data management plan (DMP)	WP2	TUL	DMP	01.06.2027	32	01.08.2027	34
8	Dissemination and Exploitation Plan, including communication activities	WP2	TUL	R	01.05.2027	31	01.09.2027	35
9	Needs assessment report on knowledge and skills gaps	WP3	TUL	R	01.10.2024	1	31.03.2025	6
10	Report from workshop and training sessions on circular economy	WP3	UiS	R	01.10.2024	1	31.03.2027	30
11	Report from workshop and training sessions on advanced IT tools	WP3	UCAV	R	01.10.2024	1	01.06.2027	32
12	Report on short-term visits for knowledge exchange	WP3	TUL	R	01.10.2025	13	01.07.2027	33
13	Mentoring and coaching support for researchers – REPORT	WP3	UiS	R	01.10.2024	1	01.09.2027	35
14	Material analysis and selection report	WP4	GU	R	01.01.2025	4	01.01.2026	15
15	AI and ML model development	WP4	TUL	DEM	01.07.2025	10	01.06.2027	32
16	Prototype development and testing	WP4	UiS	DATA	01.11.2025	14	31.07.2027	34
17	Circular economy loop strategies and action plans for selected textiles	WP4	TUL	R	01.05.2026	8	30.09.2027	36
18	Educational/informational campaign and analysis of its results	WP5	TUL	R	01.10.2024	1	30.09.2027	36
19	Engaging of the Local Stakeholders unless 3 agreement	WP5	TUL	OTHER	01.10.2024	1	30.09.2027	36
20	Knowledge sharing in third countries (Asia) – unless 1 agreement	WP5	TUL	OTHER	01.10.2024	1	30.09.2027	36
21	The Gender Equality Plan Advancement vol.2	WP6	UCAV	R	01.09.2025	10	01.12.2025	14
22	Research Management and Administration for TUL – FAQ	WP6	UCAV	R	01.10.2024	1	01.07.2026	21
23	Project application preparation guidelines	WP6	UiS	OTHER	01.05.2025	8	01.12.2026	26

Table 3. List of milestones

Milestone number	Milestone name/deliverables	Related WP	Due date (in month)	Means of verification
M1	Project Organization and Management Plan (D.1)	WP1	3	document
M2	Website with Online communication platform for collaboration and information sharing (D.3)	WP2	6	on project website
M3	Future Vision Plan (D.4)	WP2	36	document
M4	Report on short-term expert visits and networking activities accepted by GA (D.5)	WP2	3	document
M5	Strategic Post-Twinning Programme (D.6)	WP2	36	document
M6	Training and Skills Enhancement (D.9, 10, 11, 12, 13)	WP3	35	document
M7	Research Outputs and Innovation (D.14, 15, 16, 17)	WP4	34	document
M8	Circular Economy Loop Strategies (D.18)	WP4	36	document
M9	Educational Campaign and Analysis (D. 19)	WP5	36	document
M10	Knowledge Sharing in Target Countries (D.24)	WP5	36	document
M11	Research Management and Administration for TUL – FAQ (D.22)	WP6	21	document
M12	Application 2 international grants for research projects	WP6	36	document

10. Schedule and Timeline



11. Resource Management

11.1. The Al**design**TEX consortium composition

Consortium brings together complementary expertise from leading institutions, ensuring a balanced and collaborative approach to achieving project objectives. Each partner contributes unique knowledge and skills aligned with the project's goals:

1. Lodz University of Technology (TUL):

- **Expertise:** Decades of experience in textile engineering, design, and production processes.
- **Contribution:** Leadership in applying modern IT tools like AI and ML for sustainable textile production, along with expertise in circular economy principles.
- **Role:** Coordinator of the project and key driver of innovation in designing textile production processes.

2. University of Stavanger (UiS):

- **Expertise:** Circular economy, product lifecycle assessment, and the integration of AI and ML into production processes.
- **Contribution:** Knowledge transfer in sustainable production practices, supporting the optimization of textile manufacturing processes.
- **Role:** Key participant in micro-project research and mentoring activities.

Ghent University (GU):

- **Expertise:** Textile recycling, development of innovative and environmentally friendly recycling technologies.
- **Contribution:** Providing scientific insights into sustainable textile recycling and new applications for recycled materials.
- **Role:** Supporting the development of circular economy strategies and contributing to joint research activities.

4. Catholic University of Ávila (UCAV):

- **Expertise:** Artificial intelligence, machine learning, and circular economy in industrial processes.
- **Contribution:** Bringing advanced knowledge in AI and digital transformation, complementing the textile-oriented expertise of other partners.
- **Role:** Strengthening research management and digital transformation aspects of the project.

11.2. Complementarity of Expertise

The consortium's structure ensures that:

- **TUL** leverages the advanced expertise of UiS, GU, and UCAV to bridge knowledge gaps in sustainable textile production.
- Partners collaboratively address critical areas such as textile recycling, circular economy integration, and AI-driven innovation.
- Each institution's strengths interconnect to achieve a cohesive, impactful research effort.

This multidisciplinary approach enhances the project's capacity to produce innovative solutions for textile production and recycling, aligning with circular economy principles and sustainable development goals.

11.3. Financial Management

1. General Principles

a) Distribution of Financial Contribution

The financial contribution from the Granting Authority will be distributed by the Coordinator based on:

- The Consortium Plan,
- Approved reports by the Granting Authority, and
- Payment provisions outlined in Section 7.2. of GA

Funding is provided only for tasks completed as per the Consortium Plan.

b) Justifying Contributions

Parties must provide accurate information to meet reporting requirements and justify their contributions. Supporting documentation may be requested by the Granting Authority.

c) Funding and Termination

Each Party receives its contribution upon completion of respective work packages, as approved by the Granting Authority. For terminated participation, unused funds must be returned, and additional costs to other Parties may apply.

2. Payments

a) Payment Administration

The Coordinator manages payments and ensures proper financial administration. Payments are only made for approved activities and tasks.

b) Payment Structure

Payments follow the agreed schedule:

- **40%:** Advance Payment after initial approval.
- **40%:** Interim Payment upon acceptance of progress reports.
- **20%:** Final Payment after approval of the final report.

The Coordinator may withhold payments for non-compliance with the Consortium Agreement or Grant Agreement. Unjustified payments must be returned promptly.

12. Risk Management Plan

Table : Critical risks for implementation

Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures
Key team members leaving the project (Likelihood: Medium; Severity: High)	All	Development of succession plans and cross-train team members to minimize dependency on individuals. Fostering a positive work environment enhances team motivation and reduces the likelihood of attrition. Establishment of clear communication channels to address concerns and provide support to team members.
Delays in deliverable completion (Likelihood: Medium, Severity: Medium)	All	Creation of detailed project schedules with realistic timelines and milestones. Regular monitoring of progress and identifying potential bottlenecks early on. Implementing effective communication and coordination among team members to ensure timely completion.
Inadequate stakeholder engagement (Likelihood: Medium, Severity: Medium)	WP2, WP5	Development of a comprehensive stakeholder engagement plan to identify and involve relevant stakeholders. Implementing regular communication and feedback mechanisms to keep stakeholders informed and engaged. Conducting targeted outreach activities, such as workshops, seminars, and conference, to foster collaboration and knowledge sharing.
Insufficient data quality or availability (Likelihood: Low, Severity: High)	WP4	Conduction of thorough data quality assessments and validations. Establishing data-sharing agreements and collaborations with industry partners or research institutions. Implementing robust data management practices to ensure data integrity and availability.
Technology or infrastructure failures (Likelihood: medium, Severity: Medium)	All	Implementation of backup and redundancy systems to minimize the effects of failure. Regular maintenance and updating of technological infrastructure. Developing contingency plans to quickly respond to and restore any technological disruption.

13. Data Management Plan

As part of the project management strategy, a comprehensive **Data Management Plan (DMP)** will be developed by the 6th month of the project. The DMP will outline the approach to data collection, processing, sharing, and storage while ensuring adherence to the principles of **FAIR** (Findable, Accessible, Interoperable, and Reusable). This document will serve as a guide to ensure proper handling of project data throughout its lifecycle.

The DMP will include the following sections:

1. **Data Summary:**
 - Objectives of data collection within AIdesignTEX.
 - Types and formats of data.
 - Data sources and expected volume.
 - Utility and relevance of the data.
2. **FAIR Principles:**
 - Ensuring data is **Findable** through metadata, clear identifiers, and data repositories.
 - Facilitating **Accessible** data sharing via open-access platforms and controlled access for sensitive data.
 - Guaranteeing **Interoperable** data formats and standards for easy integration.
 - Enabling **Reusable** data through clear licensing and proper documentation.
3. **Data Security:**
 - Measures for data protection, including encryption, controlled access, and adherence to GDPR and ethical standards.
 - Procedures for secure storage and backup of data.

The DMP will be regularly updated, with a significant revision at the end of the project to incorporate insights gained during implementation. This update will also define strategies for long-term data preservation and reuse, ensuring the project's contributions remain accessible and impactful beyond its duration.

Integrating the DMP into project management ensures systematic, transparent, and secure handling of data, aligning with the project's commitment to quality and sustainability.

14. Quality Assurance

14.1. Performance Metrics

The project progress and success will be measured using clearly defined Key Performance Indicators (KPIs) tailored to various aspects of the project, including dissemination, stakeholder engagement, visibility, and knowledge transfer. Metrics include:

1. **Reach and Audience Engagement:**
 - Website visitors and unique users (>50/year initially, increasing to >100/year).
 - Social media engagement (likes >1000/year on all shared posts; followers >500).

- Number of press releases, presentations, videos, and newsletters distributed (>500 total).
- Participation in conferences and fairs (number of events attended, presentations delivered, workshops conducted).

2. Stakeholder Engagement and Collaboration:

- Number of collaboration agreements with companies, associations, and NGOs (e.g., increasing NGO partnerships from 0 to 1).
- Stakeholder participation in dissemination events: academia (>50 participants), companies (>50 participants), NGOs (>10 participants).

3. Reputation and Visibility:

- Citations and mentions of the project in scientific and industry publications (>20).
- Media coverage (mentions in online articles >10; blogs >8; local newspapers >6).

4. Knowledge Transfer and Dissemination Effectiveness:

- Downloads of project materials (>100).
- Feedback and ratings on project materials (>100 positive responses).
- Attendance and feedback from events (>200 participants).
- New collaborations triggered by dissemination activities (>5).

5. Awareness and Perception Change:

- Results from pre- and post-campaign surveys (<100 surveys).
- Sentiment analysis of social media conversations (<50 mentions).

14.2. Monitoring and Reporting

1. Regular Progress Monitoring:

- Each Work Package (WP) Leader will submit quarterly progress reports summarizing completed tasks, achieved milestones, and any deviations from the project timeline.
- A central project monitoring system will be utilized to track KPI data, document progress, and ensure transparency.

2. Periodic Review Meetings:

- Monthly consortium meetings will allow WP Leaders to present progress updates, discuss challenges, and plan upcoming activities.
- Biannual Steering Committee meetings will evaluate overall project progress and address critical issues.

3. Mid-Term and Final Evaluation:

- The consortium will conduct a mid-term evaluation to assess the alignment of outcomes with the original objectives and make adjustments if necessary.
- A final evaluation report will consolidate all results, KPIs, and achievements, providing a comprehensive assessment of project success.

4. Documentation and Reporting to the Granting Authority:

- Deliverables and milestones will be reported as per the timeline outlined in the Grant Agreement (GA).
- Detailed periodic reports will be submitted to the Granting Authority, including financial reports, impact assessments, and summaries of dissemination activities.
- A final project report will summarize all key outcomes, exploitation plans, and the future vision for continued collaboration.

15. Communication Plan

The project is committed to ensuring long-term sustainability and maximizing its intended impacts by establishing a robust foundation during the project lifecycle. This includes preparing a **"Dissemination and Exploitation Plan, including communication activities"** by the 6th month of the project, with regular updates throughout its duration. The final version of the plan, to be submitted before the project's conclusion, will outline dissemination and exploitation strategies for up to four years post-project, ensuring the continued visibility and impact of its outcomes.

- Internal Communication: Plan will define methods for team collaboration (e.g., online platforms, meetings).
- External Communication: Plan will outline strategies for stakeholder updates and dissemination of results (e.g., social media, reports).

16. Sustainability and Impact

To achieve the long-term sustainability of the project's results, the following strategies will be implemented:

1. **Strategic Dissemination and Exploitation Plan:**
 - Development of a comprehensive **"Dissemination and Exploitation Plan"** by the 6th month of the project, regularly updated to ensure relevance.
 - Finalization the plan before project completion, detailing exploitation activities for up to four years post-project to maximize the reach and utility of the results.
2. **Building Long-term Partnerships:**
 - Foster collaborations with academia, industry, local authorities, and NGOs to integrate the project outcomes into ongoing research, business practices, and policies.
 - Expansion of the international network to establish a robust platform for future projects and initiatives.
3. **Integration into Policies and Practices:**
 - Working closely with local authorities and stakeholder associations to ensure the incorporation of sustainable practices into regional policies and regulations.
 - Providing tools, guidelines, and recommendations that can be adopted by industries to enhance sustainability.
4. **Capacity Building and Knowledge Transfer:**
 - Training of researchers and stakeholders in circular economy practices, sustainable textiles, and IT tools to ensure a skilled workforce that can carry forward the project's innovations.
 - Organization of workshops, summer schools, and conferences to disseminate knowledge widely and strengthen expertise within the target audience.
5. **Open Access and Knowledge Sharing:**

- Publishing research findings in open-access peer-reviewed journals to ensure broad accessibility and visibility.
 - Making project materials, tools, and reports available on the project's website and communication platform for long-term access.
6. **Economic and Societal Integration:**
- Supporting industries in adopting circular economy solutions and sustainable practices, providing them with competitive advantages and cost savings.
 - Enhancing societal awareness and acceptance of sustainable practices, promoting responsible consumption and environmental stewardship.
7. **Future Vision Plan and Strategic Post-Project Networking:**
- Developing a **Future Vision Plan** for long-term exploitation of results, emphasizing alignment with Sustainable Development Goals (SDGs).
 - Establishing a **Strategic Post-Twinning Programme** to continue networking and cooperation among partners.

Impact Key strategies include:

- **Partnerships and Collaboration:** Establishing and strengthening collaborations with academic institutions, local authorities, industry stakeholders, and NGOs to foster innovation and ensure the integration of sustainable practices in textiles.
- **Advancements in Circular Economy:** Promoting the adoption of circular economy solutions and IT tools, enhancing research capacities, and driving innovation across academia, industry, and local authorities.
- **Societal and Environmental Impact:** Engaging with society at local, national, and European levels to promote Sustainable Development Goals, leading to reduced environmental impact, increased awareness, and improved quality of life.
- **Scientific and Economic Outcomes:** Supporting the advancement of scientific knowledge, improving research capacities, and contributing to economic growth through sustainable practices, job creation, and enhanced competitiveness in the textile industry.