1. Identification

Call	Date of submission
R3	09/04/2020

1.1. Project name

Innovative Strategies for Public Catering: Sustainability Toolkit across Baltic Sea Region

90 / 250 characters

1.2. Project acronym

StratKIT

8 / 20 characters

1.3. Priority

1. Capacity for innovation

1.4. Programme specific objective

1.3 Non-technological innovation: To advance the Baltic Sea Region performance in non-technological innovation based on increased capacity of innovation actors

1.5. Project duration

Contracting start	21/09/2018	Contracting end	31/12/2018
Implementation start	01/01/2019	Implementation end	30/06/2021
		Duration of implementation phase (months)	30
Closure start	01/07/2021	Closure end	30/09/2021

1.6. Summary of the project

The public procurement and catering services, and the public bodies administrating them in the Baltic Sea Region (BSR), have a clear interest to move on with the agenda of Green Public Procurement, circular economy and social cohesion. This corresponds to their role and responsibility for supporting more sustainable societies. In principle, the sector looks for increasing its capacity to act as innovation driver whereby it can collaborate with SMEs and enhance local and regional economic life. Despite high expectations of sustainable procurement and catering services, the actual progress has often been modest. Most important factors to hinder progress list the following: lack of inspiration in the concept of sustainability, lack of matching learning resources, isolated best practices, low competence in applying public procurement directive of 2014, underdeveloped organic and low-input markets as well as differently oriented organizational and business needs. This project (StratKIT) embodies a developmental logic which grows from understanding local conditions and specifically factors enabling and limiting the progress towards increasingly sustainable procurement and catering services. As public organizations and businesses display wide differences, they need to construct their own developmental paths with their partners, either other public organizations, commercial or social enterprises. StratKIT project aims to initiate the construction of these paths across the BSR by
• Mapping the current situation as the project brings the professionals together so that they can network and become animated about sustainable developments on the sector. StratKIT collects information about the current status of the sector in respective countries and highlights both the problems and the best practices; thereby a big picture emerges about the ongoing developments.
• Systematizing the framework for different developmental paths and showing how strategic progress can be made towards increased sustainability. These models also include international knowledge base and most importantly, innovative novel approaches by BSR professionals, be they public administrators, procurers or caterers in StratKIT events.
• Tuning the results into the BSR Sustainability Toolkit, which will be an easy-to-follow and bottom-up guidance for sector's professionals. This tuning of the results meets the reality of the professionals and speeds up local applications for sustainability.
• Harmonizing progress towards sustainable procurement and catering services across BSR, thus strengthening strategic efforts on the organizational/business sustainability path. These achievements will bring BSR countries closer each other, have a positive impact on societal appreciation of public services and give a strong message in the market and among customers in BSR.

2,863 / 3,000 characters

1.7. Summary of the partnership

StratKIT is built on a strategic collaboration across BSR countries. The coalition is based on the triple-helix structure which provides the strong and effective combination of university, industry and government. In StratKIT, the inner circle of collaborators consists of Project Partners (PPs) and the supporting circle of representatives of Associated Organizations (AOs). PPs working in research and development institutions are represented by PP1, PP2, PP4, PP5, PP13 and PP15. Other PPs are working for government, such as local public authorities PP6, PP7, PP8, PP14, regional authority PP11, contract catering service companies PP10 and professional associations PP9 representing them have in general an implementing role. They deal with strategic planning and executive management of procurement and sometimes of catering services. Logically, while procurement and catering services are mutually dependent it is typically the catering services which are encountered by the customers, as the procurement works in the 'back office' and often distant of catering. Public procurement and catering services can be organized according to four different types: 1) public catering services (aka in-house catering), 2) privately or publicly owned contract catering services, 3) commercial services in public spaces and 4) social catering businesses or charitable services. Thus, the notion of public procurement and catering services is respectively expanded in StratKIT to effectively cover this diverse field; it is visible in the consortium structure and collaboration with representatives of all organizational forms.

In addition to these committed PPs, StratKIT works with AOs which have accepted to share their professional competence with and invest working time in StratKIT. They also display new approaches to sustainability by running various pilots. They contribute to and learn about sustainability developments in StratKIT. These AOs share attributes with PPs; one is a research and development institution AO6, and others regional public authorities AO1 and AO3, European AO4 and national level disseminators AO5 and AO9, strictly public procurement and catering services AO2 and AO7 and publicly owned contract caterers AO8, and an SME and pioneer of vegetarian culture in St. Petersburg, AO10. The AOs widen the consortium considerably and offer StratKIT an important contribution while being able to be less organizationally involved.

Summing up, StratKIT consists of 13 PPs from 6 BSR countries, and is supported by 10 AOs, also from Sweden beyond the basic six. Due to synergies with Circular PP and some of PPs' own networks, there is a plan to cover, at least to a limited extend, the whole BSR region in the project.

2,744 / 3,000 characters

1.8. Project Budget Summary

Financial resources [in EUR]		Preparation costs	Planned project budget
ERDF	ERDF co-financing	15,000.00	1,435,658.16
	Own contribution ERDF	5,000.00	402,180.09
	ERDF budget	20,000.00	1,837,838.25
NO	NO co-financing	0.00	0.00
	Own contribution NO	0.00	0.00
	NO budget	0.00	0.00
ENI	ENI co-financing	0.00	88,718.75
	Own contribution ENI	0.00	15,656.25
	ENI budget	0.00	104,375.00
RU	RU co-financing	0.00	88,718.75
	Own contribution RU	0.00	15,656.25
	RU budget	0.00	104,375.00
TOTAL	**Total Programme co-financing**	15,000.00	1,613,095.66
	Total own contribution	5,000.00	433,492.59
	Total budget	20,000.00	2,046,588.25

1.9. Lead Applicant Declaration

By signing this application form we on behalf of all project partners confirm that:

1. the project, neither in whole nor in part, has received or will receive any other additional EU funds (except for the funds indicated in this application form) for any of the activities presented in the work plan during the whole duration of the project;
2. all organisations that will receive programme co-financing have been listed as project partners in this application form;
3. the project partners listed in the application form are committed to take part in the project's activities and financing;
4. the project is in line with and the entire project partnership will act according to the relevant EU legislation, rules of Interreg Baltic Sea Region, as well as national/regional legislation and policies;
5. the project respects equal opportunities and non-discrimination and has no harmful impact on the environment;
6. information in this application form is accurate and true to the best of our knowledge.

In case of approval of the application by the Interreg Baltic Sea Region Monitoring Committee our organisation will take the role of the lead partner with all the responsibilities assigned to it.

Signature of the Leadpartner

If applicable, stamp of the Lead Partner

Signatory's name

Place and date

Ritva Toivonen

Signatory's position

Dean of Faculty

2. Partnership

2.1. Overview: Project Partnership

Project Partners and Reserved Project Partners

Role	Organisation (English)	Organisation (Original)	Country	Partner budget in the project	Preparation costs	Organisation Type
PP 1	University of Helsinki	Helsingin yliopisto	FI	419,796.00 €	16,000.00 €	Higher education and research institution
PP 2	Stockholm Environment Institute Tallinn Centre	Stockholmi Keskkonnainstituudi Tallinna Keskus	EE	256,648.41 €	4,000.00 €	Higher education and research institution
PP 3	DELETED: implementation (withdrawal) CentrumCSR.PL Foundation	DELETED: implementation (withdrawal) Fundacja CentrumCSR.PL	PL	0.00 €	0.00 €	Interest groups including NGOs
PP 4	agrathaer	agrathaer GmbH	DE	264,930.00 €	0.00 €	Small and medium enterprise
PP 5	IFAU Institute for Food Studies and Agroindustrial Development	IFAU Instituttet for Fødevarestudier & Agroindustriel Udvikling	DK	192,300.00 €	0.00 €	Small and medium enterprise
PP 6	Municipality of Aarhus	Aarhus Kommune	DK	160,383.00 €	0.00 €	Local public authority
PP 7	Municipality of Rybnik	Masto Rybnik	PL	120,080.41 €	0.00 €	Local public authority
PP 8	Tallinn City Government	Tallinna Linnavalitsus	EE	60,055.00 €	0.00 €	Local public authority
PP 9	Finnish Professional Catering Association	Ammattikeittiöosaajat ry	FI	100,000.00 €	0.00 €	Business support organisation
PP 10	Baltic restaurants Estonia	Baltic restaurants Estonia	EE	51,010.00 €	0.00 €	Large enterprise
PP 11	Central Denmark EU-Office	Midtjyllands EU-kontor	DK	127,634.25 €	0.00 €	Regional public authority
PP 12	WITHDRAWAL (01/01/2020) Estonian Regional and Local Development Agency	WITHDRAWAL (01/01/2020) Eesti Regionaalse ja Kohaliku Arengu Sihtasutus	EE	5,831.59 €	0.00 €	Sectoral agency
PP 13	The Herzen State Pedagogical University of Russia	федеральное государственное бюджетное образовательное учреждение высшего образования «Российский государственный педагогический университет им. А. И. Герцена»	RU	130,050.00 €	0.00 €	Higher education and research institution
PP 14	Council of municipalities of Sankt Petersburg	Совет муниципальных образований Санкт-Петербурга	RU	78,700.00 €	0.00 €	Local public authority
PP 15	Warsaw University of Life Sciences	Szkoła Główna Gospodarstwa Wiejskiego w Warszawie	PL	79,169.59 €	0.00 €	Higher education and research institution

Associated Organisations

Role	Organisation (English)	Organisation (Original)	Country	Organisation Type
AO 1	Regional Council of South Ostrobothnia	Etelä-Pohjanmaan liito	FI	Regional public authority
AO 2	City of Seinäjoki Food Service department	Seinäjoen kaupunki ruokapalvelut	FI	Local public authority
AO 3	Ministry of Justice, European Affairs and Consumer Protection of the State of Brandenburg	Ministerium der Justiz und für Europa und Verbraucherschutz des Landes Brandenburg	DE	Regional public authority
AO 4	ICLEI Europe: Local Governments for Sustainability	ICLEI Europe: Local Governments for Sustainability	DE	Interest groups including NGOs
AO 5	Savo Consortium for Education, Developement Services	Savon koulutuskuntayhtymä, Kehityspalvelut	FI	National public authority
AO 6	Dep. of food and nutrition, and sport science, University of Gothenburg	Inst. för kost- och idrottsvetenskap, Göteborgs Universitet	SE	Higher education and research institution
AO 7	Municipality of Kauniainen, Catering and cleaning services	Kauniaisten kaupunki, Ruoka- ja puhdistuspalvelut	FI	Local public authority
AO 8	Espoo Catering Ltd	Espoo Catering Oy	FI	Small and medium enterprise
AO 9	Motiva	Motiva Oy	FI	Business support organisation
AO 10	Line-Service (Cafe Botanika)	лайн-сервис (Кафе Ботаника)	RU	Small and medium enterprise

2.2 Project Partner Details - Partner 1

Partner Information

Organisation in original language

Helsingin yliopisto

20 / 250 characters

Organisation in English

University of Helsinki

22 / 250 characters

Department in original language

Ruralia-instituutti

19 / 250 characters

Department in English

Ruralia Institute

17 / 250 characters

Localisation

Address

Kampusranta 9 C

15 / 250 characters

Country

Finland

Postal Code

60320

5 / 250 characters

NUTS1 code

MANNER-SUOMI

Town

Seinäjoki

9 / 250 characters

NUTS2 code

Länsi-Suomi

Website

www.helsinki.fi/en/ruralia-institute

36 / 100 characters

NUTS3 code

Etelä-Pohjanmaa

Organisation identification No.

0313471-7

10 / 100 characters

Type of register

Finnish Business information system

35 / 250 characters

Contact Information

Legal Representative	Contact Person
Position Dean of Faculty	**Position** Project manager
15 / 250 characters	15 / 250 characters
Given name Ritva	**Given name** Leena
6 / 250 characters	5 / 250 characters
Family name Toivonen	**Family name** Viitaharju
8 / 250 characters	10 / 250 characters
Email ritva.toivonen@helsinki.fi	**Email** leena.viitaharju@helsinki.fi
26 / 250 characters	28 / 250 characters
Phone + 358 294 158 672	**Phone** + 358 294 140 726
Mobile + 358 503 149 158	**Mobile** + 358 504 151 164

Partner Description

Legal status	b) Bodies governed by public law
Source of contribution	public
Is your organisation entitled to recover VAT related to the EU funded project activities?	No
Type of partner	Higher education and research institution

university faculty, college, research institution, RTD facility, research cluster, etc.

2.2 Project Partner Details - Partner 2

Partner Information

Organisation in original language
Stockholmi Keskkonnainstituudi Tallinna Keskus

46 / 250 characters

Organisation in English
Stockholm Environment Institute Tallinn Centre

46 / 250 characters

Department in original language
Keskkonnakorralduse programm

28 / 250 characters

Department in English
Environmental Management programme

34 / 250 characters

Localisation

Address
Lai tn. 34

13 / 250 characters

Country
Estonia

Postal Code
10133

5 / 250 characters

NUTS1 code
EESTI

Town
Tallinn

7 / 250 characters

NUTS2 code
Eesti

Website
https://www.sei.org/centres/tallinn/

36 / 100 characters

NUTS3 code
Põhja-Eesti

Organisation identification No.
90000966

8 / 100 characters

Type of register
Business register

17 / 250 characters

Contact Information

	Legal Representative		Contact Person
Position	Director	**Position**	Programme Director, Senior Expert
	8 / 250 characters		33 / 250 characters
Given name	Lauri	**Given name**	Harri
	5 / 250 characters		5 / 250 characters
Family name	Tammiste	**Family name**	Moora
	8 / 250 characters		5 / 250 characters
Email	lauri.tammiste@sei.org	**Email**	harri.moora@sei.org
	22 / 250 characters		19 / 250 characters
Phone	+ 3 726 276 102	**Phone**	+ 3 726 276 108
Mobile	+ 3 725 257 978	**Mobile**	+ 3 725 052 365

Partner Description

Legal status	b) Bodies governed by public law
Source of contribution	public
Is your organisation entitled to recover VAT related to the EU funded project activities?	No

Type of partner

Higher education and research institution	university faculty, college, research institution, RTD facility, research cluster, etc.

2.2 Project Partner Details - Partner 3

Partner Information

Organisation in original language

DELETED: implementation (withdrawal) Fundacja CentrumCSR.PL

59 / 250 characters

Organisation in English

DELETED: implementation (withdrawal) CentrumCSR.PL Foundation

61 / 250 characters

Department in original language

Instytut Zrównoważonych Zamówień Publicznych

44 / 250 characters

Department in English

Institute for Sustainable Public Procurement

44 / 250 characters

Localisation

Address

ul. Grażyny 13

14 / 250 characters

Country

Poland

Postal Code

02-548

6 / 250 characters

NUTS1 code

REGION CENTRALNY

Town

Warszawa

8 / 250 characters

NUTS2 code

Mazowieckie

Website

www.instytutzzp.pl

18 / 100 characters

NUTS3 code

Masto Warszawa

Organisation identification No.

0000263989

10 / 100 characters

Type of register

National Court Register (KRS)

29 / 250 characters

Contact Information

Legal Representative	Contact Person
Position	**Position**
Chairman of the Board	Chairman of the Board
21 / 250 characters	21 / 250 characters
Given name	**Given name**
Grzegorz	Grzegorz
8 / 250 characters	8 / 250 characters
Family name	**Family name**
Piskalski	Piskalski
9 / 250 characters	9 / 250 characters
Email	**Email**
g.piskalski@centrumcsr.pl	g.piskalski@centrumcsr.pl
25 / 250 characters	25 / 250 characters
Phone + 0 048 226 284 080	**Phone** + 0 048 226 284 080
Mobile + 0 048 730 030 845	**Mobile** + 0 048 730 030 845

Partner Description

Legal status	f) Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)
Source of contribution	private
Is your organisation entitled to recover VAT related to the EU funded project activities?	No

Type of partner	Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.

2.2 Project Partner Details - Partner 4

Partner Information

Organisation in original language

agrathaer GmbH

14 / 250 characters

Organisation in English

agrathaer

9 / 250 characters

Department in original language

agrathaer GmbH

14 / 250 characters

Department in English

agrathaer

9 / 250 characters

Localisation

Address

Eberswalder Straße 84

21 / 250 characters

Country

Germany

Postal Code

15374

5 / 250 characters

NUTS1 code

BRANDENBURG

Town

Müncheberg

10 / 250 characters

NUTS2 code

Brandenburg

Website

http://agrathaer.de

19 / 100 characters

NUTS3 code

Märkisch-Oderland

Organisation identification No.

HRB 13605 FF

12 / 100 characters

Type of register

Commercial Register Number

26 / 250 characters

Contact Information

Legal Representative	Contact Person

Position

Managing director

17 / 250 characters

Position

Assistant

9 / 250 characters

Given name

Anita

5 / 250 characters

Given name

Regine

6 / 250 characters

Family name

Beblek

6 / 250 characters

Family name

Berges

6 / 250 characters

Email

anita.beblek@agrathaer.de

25 / 250 characters

Email

regine.berges@agrathaer.de

26 / 250 characters

Phone

+ 493 343 282 141

Phone

+ 493 343 282 467

Mobile

+ 4 915 140 545 502

Mobile

+ 4 915 205 137 561

Partner Description

Legal status	f) Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)
Source of contribution	private
Is your organisation entitled to recover VAT related to the EU funded project activities?	Yes

Type of partner	Small and medium enterprise	micro, small, medium enterprises < 250 employees, ≤ 50 MEUR turnover or ≤ 43 MEUR balance sheet total

2.2 Project Partner Details - Partner 5

Partner Information

Organisation in original language

IFAU Instituttet for Fødevarestudier & Agroindustriel Udvikling

63 / 250 characters

Organisation in English

IFAU Institute for Food Studies and Agroindustrial Development

63 / 250 characters

Department in original language

Forretningsudvikling

20 / 250 characters

Department in English

Business development and research

33 / 250 characters

Localisation

Address

Agiltevej 15

12 / 250 characters

Country

Denmark

Postal Code

2970

4 / 250 characters

NUTS1 code

DANMARK

Town

Hoersholm

9 / 250 characters

NUTS2 code

Hovedstaden

Website

www.ifau.dk

12 / 100 characters

NUTS3 code

Nordsjælland

Organisation identification No.

DK 35388737

11 / 100 characters

Type of register

Company Register

16 / 250 characters

Contact Information

Legal Representative		Contact Person	
Position	CEO	**Position**	CEO
	4 / 250 characters		4 / 250 characters
Given name	Karen	**Given name**	Karen
	5 / 250 characters		5 / 250 characters
Family name	Hamann	**Family name**	Hamann
	6 / 250 characters		6 / 250 characters
Email	karen@ifau.dk	**Email**	karen@ifau.dk
	13 / 250 characters		13 / 250 characters
Phone	+ 4 545 570 582	**Phone**	+ 4 545 570 582
Mobile	+ 4 545 570 582	**Mobile**	+ 4 545 570 582

Partner Description

Legal status	f) Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)
Source of contribution	private
Is your organisation entitled to recover VAT related to the EU funded project activities?	Yes

Type of partner

Small and medium enterprise	micro, small, medium enterprises < 250 employees, ≤ 50 MEUR turnover or ≤ 43 MEUR balance sheet total

2.2 Project Partner Details - Partner 6

Partner Information

Organisation in original language

Aarhus Kommune

14 / 250 characters

Organisation in English

Municipality of Aarhus

22 / 250 characters

Department in original language

Indkøb og Udbud, Borgmesterens Afdeling.

40 / 250 characters

Department in English

Procurement and Tendering, Mayors Department.

45 / 250 characters

Localisation

Address

Rådhuspladsen 2

15 / 250 characters

Country

Denmark

Postal Code

8000

4 / 250 characters

NUTS1 code

DANMARK

Town

Aarhus

6 / 250 characters

NUTS2 code

Midtjylland

Website

https://www.aarhus.dk/da/omkommunen/English.aspx

48 / 100 characters

NUTS3 code

Østjylland

Organisation identification No.

55133018

8 / 100 characters

Type of register

Business register (CVR)

23 / 250 characters

Contact Information

Legal Representative	Contact Person
Position	**Position**
Head of Procurement	Project Manager
19 / 250 characters	15 / 250 characters
Given name	**Given name**
Anette Juhl	Bente Kramer
11 / 250 characters	13 / 250 characters
Family name	**Family name**
Winther	Møller
7 / 250 characters	6 / 250 characters
Email	**Email**
ajh@aarhus.dk	bkmo@aarhus.dk
13 / 250 characters	14 / 250 characters
Phone	**Phone**
+ 4 521 604 041	+ 4 550 439 395
Mobile	**Mobile**
+ 4 521 604 041	+ 4 550 439 395

Partner Description

Legal status	a) National (governmental), regional and local public authorities
Source of contribution	public
Is your organisation entitled to recover VAT related to the EU funded project activities?	Yes

Type of partner

Local public authority	municipality, etc.

2.2 Project Partner Details - Partner 7

Partner Information

Organisation in original language

Masto Rybnik

13 / 250 characters

Organisation in English

Municipality of Rybnik

22 / 250 characters

Department in original language

Wydział Rozwoju

15 / 250 characters

Department in English

Department of Development

25 / 250 characters

Localisation

Address

ul. Bolesława Chrobrego 2

25 / 250 characters

Country

Poland

Postal Code

44-200

6 / 250 characters

NUTS1 code

REGION POŁUDNIOWY

Town

Rybnik

6 / 250 characters

NUTS2 code

Śląskie

Website

www.rybnik.eu

13 / 100 characters

NUTS3 code

Rybnicki

Organisation identification No.

6423180461

10 / 100 characters

Type of register

tax number (NIP)

16 / 250 characters

Contact Information

Legal Representative	Contact Person
Position City Mayor 10 / 250 characters	**Position** Head of the Department of Development 38 / 250 characters
Given name Piotr 6 / 250 characters	**Given name** Mateusz 7 / 250 characters
Family name Kuczera 7 / 250 characters	**Family name** Motyka 6 / 250 characters
Email rybnik@um.rybnik.pl 19 / 250 characters	**Email** gospodarka@um.rybnik.pl 23 / 250 characters
Phone + 0 048 324 392 107	**Phone** + 0 048 324 392 260
Mobile + 0 048 324 392 107	**Mobile** + 0 048 324 392 260

Partner Description	
Legal status	a) National (governmental), regional and local public authorities
Source of contribution	public
Is your organisation entitled to recover VAT related to the EU funded project activities?	No
Type of partner	Local public authority	municipality, etc.

2.2 Project Partner Details - Partner 8

Partner Information

Organisation in original language

Tallinna Linnavalitsus

22 / 250 characters

Organisation in English

Tallinn City Government

23 / 250 characters

Department in original language

Tallinna Haridusamet

20 / 250 characters

Department in English

Tallinn Education department

28 / 250 characters

Localisation

Address

Estonia pst 5a

14 / 250 characters

Country

Estonia

Postal Code

10143

5 / 250 characters

NUTS1 code

EESTI

Town

Tallinn

7 / 250 characters

NUTS2 code

Eesti

Website

www.tallinn.ee

14 / 100 characters

NUTS3 code

Põhja-Eesti

Organisation identification No.

75014289

8 / 100 characters

Type of register

Business register

17 / 250 characters

Contact Information

Legal Representative	Contact Person
Position	**Position**
Deputy Mayor	Project Manager
12 / 250 characters	15 / 250 characters
Given name	**Given name**
Vadim	Kaisa-Leena
5 / 250 characters	12 / 250 characters
Family name	**Family name**
Belobrovtsev	Liim
12 / 250 characters	4 / 250 characters
Email	**Email**
vadim.belobrovtsev@tallinnlv.ee	kaisa-leena.liim@tallinnlv.ee
31 / 250 characters	29 / 250 characters
Phone	**Phone**
+ 3 726 404 104	+ 37 253 340 941
Mobile	**Mobile**
+ 3 726 404 104	+ 37 253 340 941

Partner Description

Legal status	a) National (governmental), regional and local public authorities
Source of contribution	public
Is your organisation entitled to recover VAT related to the EU funded project activities?	No
Type of partner	Local public authority

municipality, etc.

2.2 Project Partner Details - Partner 9

Partner Information

Organisation in original language

Ammattikeittiöosaajat ry

24 / 250 characters

Organisation in English

Finnish Professional Catering Association

41 / 250 characters

Department in original language

n/a

3 / 250 characters

Department in English

n/a

3 / 250 characters

Localisation

Address

Hirsalantie 11

14 / 250 characters

Postal Code

02420

5 / 250 characters

Town

Kirkkonummi

11 / 250 characters

Website

www.amko.fi

11 / 100 characters

Organisation identification No.

0222472-9

9 / 100 characters

Type of register

Finnish Business information system

35 / 250 characters

Country

Finland

NUTS1 code

MANNER-SUOMI

NUTS2 code

Helsinki-Uusimaa

NUTS3 code

Helsinki-Uusimaa

Contact Information

Legal Representative	Contact Person
Position	**Position**
Executive Manager	Executive Manager
17 / 250 characters	17 / 250 characters
Given name	**Given name**
Marjut	Marjut
6 / 250 characters	6 / 250 characters
Family name	**Family name**
Huhtala	Huhtala
7 / 250 characters	7 / 250 characters
Email	**Email**
marjut.huhtala@amko.fi	marjut.huhtala@amko.fi
22 / 250 characters	22 / 250 characters
Phone + 358 503 413 957	**Phone** + 358 503 413 957
Mobile + 358 503 413 957	**Mobile** + 358 503 413 957

Partner Description

Legal status	b) Bodies governed by public law
Source of contribution	public
Is your organisation entitled to recover VAT related to the EU funded project activities?	No

Type of partner

Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.

2.2 Project Partner Details - Partner 10

Partner Information

Organisation in original language

Baltic restaurants Estonia

26 / 250 characters

Organisation in English

Baltic restaurants Estonia

26 / 250 characters

Department in original language

Peakontor

9 / 250 characters

Department in English

Main office

11 / 250 characters

Localisation

Address

Hõbeda 6

8 / 250 characters

Country

Estonia

Postal Code

10125

5 / 250 characters

NUTS1 code

EESTI

Town

Tallinn

7 / 250 characters

NUTS2 code

Eesti

Website

www.balticrest.ee

17 / 100 characters

NUTS3 code

Põhja-Eesti

Organisation identification No.

11391363

8 / 100 characters

Type of register

Business register

17 / 250 characters

Contact Information

Legal Representative	Contact Person
Position	**Position**
Managinf director	Sales and marketing manager
17 / 250 characters	27 / 250 characters
Given name	**Given name**
Aaro	Tiiu
4 / 250 characters	4 / 250 characters
Family name	**Family name**
Lode	Endrikson
4 / 250 characters	9 / 250 characters
Email	**Email**
aaro.lode@balticrest.com	tiiu.endrikson@balticrest.com
24 / 250 characters	29 / 250 characters
Phone + 3 726 014 075	**Phone** + 3 726 014 075
Mobile + 37 255 514 847	**Mobile** + 3 725 539 016

Partner Description	
Legal status	f) Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)
Source of contribution	private
Is your organisation entitled to recover VAT related to the EU funded project activities?	No
Type of partner	Large enterprise
	more than 250 employees

2.2 Project Partner Details - Partner 11

Partner Information

Organisation in original language

Midtjyllands EU-kontor

22 / 250 characters

Organisation in English

Central Denmark EU-Office

25 / 250 characters

Department in original language

Midtjyllands EU-kontor

23 / 250 characters

Department in English

Central Denmark EU-Office

25 / 250 characters

Localisation

Address

Avenue de Tervueren 35

22 / 250 characters

Country

Denmark

Postal Code

1040

4 / 250 characters

NUTS1 code

DANMARK

Town

Brussels

8 / 250 characters

NUTS2 code

Midtjylland

Website

centraldenmark.eu

17 / 100 characters

NUTS3 code

Østjylland

Organisation identification No.

DK30167082

10 / 100 characters

Type of register

Danish CVR

10 / 250 characters

Contact Information

Legal Representative	Contact Person
Position	**Position**
Director	Consultant
8 / 250 characters	11 / 250 characters
Given name	**Given name**
Lars Holte	Sune Jin
10 / 250 characters	8 / 250 characters
Family name	**Family name**
Nielsen	Christensen
7 / 250 characters	11 / 250 characters
Email	**Email**
lhn@centraldenmark.eu	sjc@centraldenmark.eu
21 / 250 characters	21 / 250 characters
Phone + 3 222 308 404	**Phone** + 3 228 803 415
Mobile + 32 486 176 958	**Mobile** + 32 499 832 619

Partner Description

Legal status	a) National (governmental), regional and local public authorities
Source of contribution	public
Is your organisation entitled to recover VAT related to the EU funded project activities?	Yes
Type of partner	Regional public authority

regional council, etc.

2.2 Project Partner Details - Partner 12

Partner Information

Organisation in original language

WITHDRAWAL (01/01/2020) Eesti Regionaalse ja Kohaliku Arengu Sihtasutus

72 / 250 characters

Organisation in English

WITHDRAWAL (01/01/2020) Estonian Regional and Local Development Agency

70 / 250 characters

Department in original language

n/a

3 / 250 characters

Department in English

n/a

3 / 250 characters

Localisation

Address

Ahtri 8

7 / 250 characters

Country

Estonia

Postal Code

10151

5 / 250 characters

NUTS1 code

EESTI

Town

Tallinn

7 / 250 characters

NUTS2 code

Eesti

Website

www.erkas.ee

12 / 100 characters

NUTS3 code

Põhja-Eesti

Organisation identification No.

90005320

8 / 100 characters

Type of register

non-profit associations and foundations register

48 / 250 characters

Contact Information

Legal Representative	Contact Person
Position Member of board	**Position** Member of board
15 / 250 characters	15 / 250 characters
Given name Reljo	**Given name** Reljo
5 / 250 characters	5 / 250 characters
Family name Saarepera	**Family name** Saarepera
9 / 250 characters	9 / 250 characters
Email reljo@erkas.ee	**Email** reljo@erkas.ee
14 / 250 characters	14 / 250 characters
Phone + 3 726 943 430	**Phone** + 3 726 943 430
Mobile + 37 253 363 568	**Mobile** + 37 253 363 568

Partner Description	
Legal status	d) Associations formed by one or several bodies governed by public law as defined under b)
Source of contribution	public
Is your organisation entitled to recover VAT related to the EU funded project activities?	No
Type of partner	Sectoral agency

Type of partner: Sectoral agency — e.g. local or regional development agency, environmental agency, energy agency, employment agency, etc.

2.2 Project Partner Details - Partner 13

Partner Information

Organisation in original language

федеральное государственное бюджетное образовательное учреждение высшего образования «Российский государственный педагогический университет им. А. И. Герцена»

159 / 250 characters

Organisation in English

The Herzen State Pedagogical University of Russia

49 / 250 characters

Department in original language

Кафедра ЮНЕСКО «Образование в поликультурном обществе»

54 / 250 characters

Department in English

UNESCO Chair "Sciences of Education"

36 / 250 characters

Localisation

Address

Moyka river Emb., 48

20 / 250 characters

Country

Russian Federation

Postal Code

191186

6 / 250 characters

NUTS1 code

Northwestern Federal District

Town

St. Petersburg

14 / 250 characters

NUTS2 code

City of St. Petersburg

Website

www.herzen.spb.ru

17 / 100 characters

NUTS3 code

City of St. Petersburg

Organisation identification No.

1027809233429

13 / 100 characters

Type of register

Primary state registration number of legal entities

51 / 250 characters

Contact Information

Legal Representative		Contact Person	
Position	Vice-Rector for International Cooperation	**Position**	Project Manager
	42 / 250 characters		15 / 250 characters
Given name	Yulia Aleksandrovna	**Given name**	Ekaterina
	19 / 250 characters		9 / 250 characters
Family name	Komarova	**Family name**	Filippova
	8 / 250 characters		9 / 250 characters
Email	propector_ms@herzen.spb.ru	**Email**	ekaterinafilippova96@gmail.com
	26 / 250 characters		30 / 250 characters
Phone	+ 78 125 711 131	**Phone**	+ 79 217 709 974
Mobile	+ 78 125 711 131	**Mobile**	+ 79 217 709 974

Partner Description

Legal status

b) Bodies governed by public law

Source of contribution

public

Is your organisation entitled to recover VAT related to the EU funded project activities?

No

Type of partner

Higher education and research institution

university faculty, college, research institution, RTD facility, research cluster, etc.

2.2 Project Partner Details - Partner 14

Partner Information

Organisation in original language

Совет муниципальных образований Санкт-Петербурга

49 / 250 characters

Organisation in English

Council of municipalities of Sankt Petersburg

46 / 250 characters

Department in original language

-

1 / 250 characters

Department in English

-

1 / 250 characters

Localisation

Address

pr. Metallistov 93A

19 / 250 characters

Country

Russian Federation

Postal Code

195221

6 / 250 characters

NUTS1 code

Northwestern Federal District

Town

St. Petersburg

15 / 250 characters

NUTS2 code

City of St. Petersburg

Website

www.sovetmo-spb.ru

18 / 100 characters

NUTS3 code

City of St. Petersburg

Organisation identification No.

1067800031420

13 / 100 characters

Type of register

unified state register for legal entities

41 / 250 characters

Contact Information

Legal Representative	**Contact Person**
Position Chairman	**Position** Vice executive director
8 / 250 characters	24 / 250 characters
Given name Vsevolod	**Given name** Iuliia
9 / 250 characters	7 / 250 characters
Family name Belikov	**Family name** Slav
7 / 250 characters	4 / 250 characters
Email juliaslav@mail.ru	**Email** juliaslav@mail.ru
17 / 250 characters	17 / 250 characters
Phone + 78 122 912 339	**Phone** + 78 122 912 339
Mobile + 78 122 912 339	**Mobile** + 79 217 536 487

Partner Description

Legal status	c) Associations formed by one or several regional or local authorities as defined under a)
Source of contribution	public
Is your organisation entitled to recover VAT related to the EU funded project activities?	No
Type of partner	Local public authority / municipality, etc.

2.2 Project Partner Details - Partner 15

Partner Information

Organisation in original language

Szkoła Główna Gospodarstwa Wiejskiego w Warszawie

49 / 250 characters

Organisation in English

Warsaw University of Life Sciences

34 / 250 characters

Department in original language

Instytut Nauk o Żywieniu Człowieka

34 / 250 characters

Department in English

Insitute of Human Nutrition Sciences

37 / 250 characters

Localisation

Address

ul. Nowoursynowska 159 c

24 / 250 characters

Country

Poland

Postal Code

02-776

6 / 250 characters

NUTS1 code

REGION CENTRALNY

Town

Warsaw

6 / 250 characters

NUTS2 code

Mazowieckie

Website

www.sggw.pl

11 / 100 characters

NUTS3 code

Masto Warszawa

Organisation identification No.

000001784

9 / 100 characters

Type of register

register of business entities called REGON

42 / 250 characters

Contact Information

Legal Representative	**Contact Person**
Position Vice-rector for research 24 / 250 characters	**Position** Head of the Chair 17 / 250 characters
Given name Marian 6 / 250 characters	**Given name** Renata 7 / 250 characters
Family name Binek 5 / 250 characters	**Family name** Kazimierczak 12 / 250 characters
Email prorektor_nauka@sggw.pl 23 / 250 characters	**Email** renata_kazimierczak@sggw.pl 27 / 250 characters
Phone + 48 225 931 011	**Phone** + 48 225 937 035
Mobile + 48 660 133 266	**Mobile** + 48 660 133 266

Partner Description

Legal status	b) Bodies governed by public law
Source of contribution	public
Is your organisation entitled to recover VAT related to the EU funded project activities?	No

Type of partner

Higher education and research institution	university faculty, college, research institution, RTD facility, research cluster, etc.

3. Strategy

3.1. Challenge to be addressed

The European public food service market is sizeable in both reach and market force, with its annual spending reaching about 82 billion €. It is also well understood, that the sector has an important role and responsibility to support sustainable societies and sustainable food systems. Progressive and targeted public procurement can reward food business operators who provide sustainable and nutritionally balanced food products and contract catering services, prompting innovation, food reformulation and social responsibility. Public food services are one of the most common services impacting on citizens' everyday life. Thus, catering services really matter for Green Growth, circular economy and social cohesion.

As part of a wider concern with sustainability issues, throughout Europe there is increasing interest in more sustainable public catering. Local food, nutritious vegetarian options, health and wellbeing as well as resource efficiency (e.g. food and food packaging waste generation) are gradually gaining ground among the public and public authorities in BSR countries. However, it is also the common perception that the public sector faces several challenges. Most public authorities, public food procurers and catering service providers look for cost reduction; however, they also would like to make increasingly progress towards objectives such as sustainability and high nutritional quality. While the EU legal framework offers certain scope for sustainable public procurement and catering, public authorities experience difficulties in implementing new possibilities as the process should be clear, effective and routinely performed by them at operational level.

Public procurement and catering service are complex tasks requiring a considerable amount of knowledge and expertise. There are also debates about what constitutes sustainable food and catering service as many procurers do pay attention only on low prices; procurers would benefit if they could learn how to combine nutritional quality, sustainability and price. While there have been several earlier initiatives/projects for sustainable public procurement, entailing guidance materials, these materials have often remained generic "islands of good practices". They hardly focus on specific aspects such as different organizational/business structures, tendering process, availability of products in the organic market, food culture, equipment and human resources, and national nutritional requirements. Thus, there is still lack of information and knowledge about sustainability issues, ways to tackle them on the local level as well as push for innovations by integrated approaches in sustainable procurement and catering services. As public catering and catering industry in general are rather rigid operations, run very efficiently, there is less access to knowledge about sustainability nor time and human as well as material resources to innovate new service models. The public procurement and catering itself can be differently organized as an in-house work, as a contracted service by the public actor or in some cases, it is actually commercial service which aligns with many societal strategies for sustainability in collaboration with public authorities. Additionally, charitable services can also be included in public catering. When developing organizational structures, it is often uncertain what kind of organizational charts or business models would be best in attaining the aim of sustainable procurement and catering. The procurers do not always know which tendering criteria work best for their purposes in their market or what kind of procurement processes are the most simple and effective ones in terms of labour and resulting quality and quantity of food. Furthermore, the many options given in the EU directives on public procurement, such as innovation developments are not yet deployed by many procurers, who would need to learn about others' experiences. These obstacles cause the failure to use the purchasing power of the public authorities, and to give a clear and consistent signal to the market of what the sector is looking for. Consequently, catering service sector perceives the public procurement process to be confusing and risky. This makes it difficult to implement the integrated public procurement and innovative services of public catering. The procurement authorities and catering service suppliers in BSR countries clearly lack tools that enable a simpler, locally adapted and more consistent approach to complex sustainable catering procurement model.

There is no wider cooperation and knowledge sharing across different countries and levels of governance in BSR on innovative public catering approaches. Therefore, learning about experiences of other procurers and caterers would be important in increasing access to new and innovating approaches, as applied to different organizational structures and business models. This would enable speeding up sustainability developments and even out differences between countries with different historical backgrounds. While generic ideas can support new developments, they usually need to be locally adapted and there are always necessary local components to innovations, which need attention and support. Because no common knowledge base has been established, no mutual learning, development and innovation can take place. Thus, there is a need to establish and facilitate the transnational sustainable procurement and catering network and open knowledge platform for harmonization of public procurement and catering service knowledge resources, policies and practical approaches in BSR area.

5,671 / 6,000 characters

3.2. Transnational value of the project

The BSR countries are in different developmental situations regarding their efforts on sustainable public catering. Some partner countries (such as Finland, Denmark, Germany) have long-standing nutrition policies and experiences in sustainable catering. Other countries (such as Estonia, Poland) have very little or no experience in sustainable public catering. Countries and regions have also often different sustainability focus in their public catering service. However, the transnational knowledge exchange in BSR is limited. The regions and involved stakeholders (public authorities and service providers) need transnational knowledge and networking pipelines to harmonise and strengthen their competitiveness.

Therefore there is a considerable potential for mutual networking, learning, innovation and development. BSR level cooperation and harmonisation of sustainable public catering principles also supports the development of common BSR sustainable food market and provides new development paths for catering business sector. Rather than looking the situation as simply a mix of different approaches, it can be understood as a potential for tuning into sustainability thinking and action across the BSR countries. When making organizational changes, deploying new tendering criteria, designing new menus a pool of BSR competencies could be available. The benefits of sharing knowledge, experiences and approaches to sustainable meals could encourage innovation and save costs, labour and errors. This tuning between BSR countries would also render systematic support for harmonizing public food service sector's contribution to regional, environmental, sustainability and food security strategies.

StratKIT unites innovation partners and relevant stakeholders in BSR countries to transnational cooperation and networking to:
(a) build a shared knowledge and principles for BSR public sustainable catering,
(b) increase capacity of public authorities as innovation drivers/agents,
(c) transnational development of common sustainable public catering procurement toolkit and testing it in local pilot cases,
(d) develop and maintain the BSR network and an open BSR sustainable public catering knowledge platform.

Transnational cooperation is necessary to produce the outputs and results of StratKIT. The main outputs (shared knowledge, platform and sustainable catering toolkit) are constructed through co-learning, co-creation and co-innovation of involved BSR innovation actors and stakeholders (professionals, authorities and researchers), which secures the validity of the toolkit as a practical but science-based map towards sustainable public food services in all BSR countries.

2,694 / 3,000 characters

3.3. Political and strategic background of the project

The issue of encouraging more sustainable food choices, set within the broader context of debates on sustainable consumption and sustainable food systems is a priority at EU level. The project aligns with and strengthens a number of strategic EU policy strategies and initiatives designed to improve the health and well-being, reduce the resource intensity as well as environmental impact of the food sector.

Europe 2020 strategy (on smart and sustainable growth, a resource-efficient Europe and healthier Europe), EU Circular Economy and EU Health and Nutrition Policy are background to StratKIT project. More healthier and sustainable production and consumption of food offers many opportunities for addressing all aspects of sustainability (human health, biodiversity, organic farming, food waste, etc). These aspects of sustainability cannot be considered separately. StratKIT contributes to the integrated implementation of the above mentioned EU strategies. The project also helps to enhance the EU organic market and organic agriculture. The EU biodiversity strategy focuses on agrobiodiversity which may include direct payments to farmers. This aspect of agrobiodiversity will be included in the criteria innovation work by procurers. European 2030 climate and energy framework calls for cutting carbon footprints which is one aim in redesigning menus and dishes. Another example of aims within this framework is the effort to minimize food and packaging waste causing greenhouse gas emissions and disseminating knowledge about energy efficient equipment in catering industry.

The project also contributes to the wider and more innovative application of public procurement of food and catering service (governed by Directive 2014/24/EU), with a special focus on supporting the Green Public Procurement (EU GPP criteria for food and catering services) in public tenders.

1,880 / 3,000 characters

3.4. Project's contribution to the EU Strategy for the Baltic Sea Region

Interreg
Baltic Sea Region

Project Acronym: StratKIT
Submission Date : 09/04/2020 15:01:40
Project Number: #R088
Project Version Number: 11

The EUSBSR and its Action Plan are about joint problem-solving and taking advantage of the opportunities that greater cooperation provides. One of their main objectives is "Connect the region". StratKIT aims to establish the transnational sustainable procurement and catering network by bringing together the key actors (public authorities and service providers) of public catering sector in the region and in transnational cooperation to meetings, workshops, benchmarking trips, joint planning, and implementation of e.g. pilot actions, thus taking advantage of a larger critical mass when it comes to knowledge, innovative ideas and public-private cooperation to enhance the increased sustainability of public catering system. The project reaches to catering sites and their personnel as well as end-users of the project results covering the activities to be done for increased sustainability. This connection between different stakeholder groups enhance shared Baltic Sea Region identity and offer professional solutions for increased sustainability of the food system.

StratKIT also contributes to the main objective "Increased prosperity" in several ways. The project provides the growth model for catering sector. Progressive and targeted public procurement of food and catering rewards business operators who provide sustainable and nutritionally balanced catering services, prompting innovation and social responsibility to achieve green growth and prosperity of the region. The aim of the project is also increase the production and consumption of healthy and organic food which means enhancing the organic market by public procurement and catering. This aim aligns with the EUSBSR, as it emphasizes many environmental aspects such as natural biodiversity - rich and healthy wildlife – as well as agrobiodiversity. The aim of enhancing the organic market, as far as realized by food produced in Baltic Sea Region, also supports the climate abatement and adaptation as well as increasing prosperity of the BSR countries. Food security is also improved as decentralized and domestic organic production is not as vulnerable to industrial shocks and embargos, even trade wars or conflicts, which are seen to harm trade between various countries currently.

2,262 / 3,000 characters

3.5. Seed money support

Did you receive seed money support?

No, we have not received any seed money support from the EUSBSR Seed Money Facility/Baltic Sea Region Programme

3.6. Synergies with projects / other inititatives

Is your project based on any former or related to any current project/programme/initiative?

Yes

Details about former project

The previous public catering service projects have disclosed the challenges of intensive time pressure, limited knowledge resources, manifold procurement risks, centrality of tendering from sustainable supply chain perspective and organizational conditions for operational degrees of freedom. StratKIT has synergies with the European INNOCAT (Procurement of Eco-Innovative Catering, 2013 – 2016, http://www.sustainable-catering.eu/publications/). The INNOCAT dealt especially with climate change mitigation and its results presented new methods of tendering, such as market sounding, market engagement and competitive negotiations about innovations. These methods of interorganizational and market collaboration to decrease carbon footprints of activities will be drawn on in StratKIT, while expanding the ecological aspects to eutrophication and biodiversity. While INNOCAT deployed rather unidimensional procurement criteria, StratKIT will also pertain to supply chain management as part of food security, based on local and domestic supply.

The ongoing Circular PP (Using innovation procurement and capacity building to promote Circular Economy, 2017 – 2020, http://circularpp.eu/best-practice/) focuses mainly on recyclability of materials and inclusion of this aspect into public procurement. StratKIT will draw on Circular PP results related to food. Furthermore, Circular PP focuses on interorganizational (cross departmental) collaborations and different business models for companies and public procurement; StratKIT benefits from this learning. However, StratKIT focuses on the workings in different organizational structures (and their changes) as a strategic condition for public tendering and procuring; as these structures (in-house, contracted, commercial, charity) are different, their capacity for increased sustainability is compared and guidelines for each presented based on partners' cases. The collaboration activities with Circular PP have been listed across relevant GoAs.

1,999 / 2,000 characters

3.7. Level of cooperation

Joint development	✔
Joint implementation	✔
Joint staffing	✔
Joint financing	✔

3.8. Objectives and results

Programme Level

Programme specific objective	Programme Result
1.3 Non-technological innovation: To advance the Baltic Sea Region performance in non-technological innovation based on increased capacity of innovation actors	1.3 Increased capacity of innovation actors (innovation intermediaries, authorities, research institutions, enterprises) to improve conditions for non-technological innovation

Project Level

No.	Project Objective	Institutional Capacity Dimensions		No.	Project Result
PO1	The main objective of StratKIT is to master the challenge of sustainable public procurement and catering services across BSR. The challenge has been around for some years already but its considerable conceptual, administrational and pragmatic challenges (partly) lack response in terms of content, focus and implementation. The challenge needs considerable conceptual clarification and impetus across BSR countries. Therefore, bringing more integrity and implementation force into the developments is an urgent need. BSR societies benefit through life-centred services such as sustainable public meal provision. As the countries around the Baltic Sea have very different developmental histories, their level and extent of public services may vary. It is the objective of StratKIT to increasingly integrate and similarly ground development of service models for sustainability. This will also smooth down differences, add to national wellbeing and social cohesion through increased food security onsustainable grounds. 1,019 / 3,000 characters	Enhanced institutionalised knowledge and competence Improved governance structures and organisational set-up More efficient use of human and technical resources (databases, technical solutions, small infrastructure etc.) Better ability to attract new financial resources Increased capability to work in transnational environment	✔ ✔ ✔ ☐ ✔	R1	Public administrators, procurers and caterers in StratKIT countries develop a systematic, well-structured and detailed understanding about the challenge of sustainability. This includes the current climate change aspects as well as others such as eutrophication, which is very relevant for the Baltic Sea. They learn about how food procurement and catering service impacts on these green issues, as well as about the possibility for the rise of SMEs to increase prosperity of their municipalities. The customer's point of view becomes regarded through new menus and service design. The public administrators, procurers and caterers can together learn about and master the concept. They can respond to it by working in their own societal positions, whether these be administrational, management or operational ones. Due to their in-depth understanding, they can also collaborate with one another; this enables the drivers having followers, without whom progress is very limited. These increased competences across the levels on the sector can speed up the development of public procurement and catering services, while enabling local solutions to local problems. 1,163 / 3,000 characters
PO2	The second, pragmatic object is to induce strategy development on the sector and compliance with it in StratKIT countries. The main driver in this compliance is that it is self-built, corresponds to local challenges and their locally envisaged solutions. The systematic and structured progress becomes possible contrary to the slow, modest and miscellaneous developments on the sector so far. 392 / 3,000 characters	Enhanced institutionalised knowledge and competence Improved governance structures and organisational set-up More efficient use of human and technical resources (databases, technical solutions, small infrastructure etc.) Better ability to attract new financial resources Increased capability to work in transnational environment	✔ ✔ ☐ ☐ ✔	R2	The strategy development is based on the systematic, structured and detailed view on what can be done, why, how and with what kind of results. This kind of understanding supports the development of the big picture of the local developmental orientations while allowing innovations being inserted into one's organizational working ways. The self-built strategies enable step-by-step developments which can take several years, as the parties – administrators, procurers, caterers and suppliers cannot change their working ways overnight but may require several years of collaboration before changes, such as investments, process modifications, tendering criteria of food, electricity and equipment as well as tried menus become reality. 735 / 3,000 characters
PO3	This objective may be the most essential of all – that public administrators, procurers and caterers become animated about sustainable development and inspired about the possibilities they have in their use. This is critical since it is often the case that the goals of public responsibilities feel like unattainable, challenging to achieve, and one's own role there remains unclear. It is therefore very important that these professionals have the possibility to learn what could be done, in innovative and different ways, and how their own role might match the larger network of actors. This kind of activation and enhancement of innovative capacities is needed across BSR countries. 685 / 3,000 characters	Enhanced institutionalised knowledge and competence Improved governance structures and organisational set-up More efficient use of human and technical resources (databases, technical solutions, small infrastructure etc.) Better ability to attract new financial resources Increased capability to work in transnational environment	✔ ✔ ☐ ☐ ✔	R3	The public administrators, procurers and caterers (representing both public and business sector) belong to a BSR network which provides them with a sense of professional importance; they have a meaningful job and a societal goal to take care of. The occupational satisfaction will increase as they learn to know colleagues across the Baltic Sea, learn about the sustainability issues in a structured rather than confusing way and can deploy their own comprehension and local experiences to innovate solutions to their problems. 528 / 3,000 characters

Horizontal principles

Horizontal Principles	Level of Influence	Description
3.9. Sustainable development	positive	The main focus of the project is to develop healthier and increasingly sustainable public catering system in the region. The sustainable catering system integrates different sustainability aspects (health and well-being, food safety and supply, biodiversity, resource efficiency, climate change and other environmental aspects and impacts). As such StratKIT contributes directly to the sustainable development goals. Sustainable development is an extremely extensive and profound concept, the nature of which is not legal or authoritative but rather informative and inspirational. The concept essentially looks for balancing consumption with production and ultimately natural resources and living conditions on earth. Sustainable development, as a notion, seeks to animate public administration, businesses, organizations of all kinds and citizens in general towards changes for sustainability through innovative processes, practices and actions, which need to match with other overall developments. This soft approach has its merits but often typical problems like less complementary operations, move of costs unto other sectors, powerlessness and indifference are experienced. This means that the overall structural view of sustainable development is necessary to inform public actors about innovations toward sustainability, solutions for increasingly matching operations, legal procedures to be dealt with in due diligence, and cost effects the solutions may cause. The field of sustainable development is demanding because the collaboration across administrational levels and across distances – such as the Baltic Sea – is a rare phenomenon. The isolated best practices hardly travel and developments are stymied by lack of communication, co-learning and co-innovation. Sustainable development is basically a lifestyle, and therefore matches perfectly with public food procurement and catering services, which are at the core of everyday practices. 1,953 / 2,000 characters
3.10. Equal opportunities and non-discrimination	neutral	n/a 3 / 2,000 characters
3.11. Equality between men and women	neutral	n/a 3 / 2,000 characters

Horizontal principles

3.12. Cross-cutting issues

Cross-cutting issue	Contribution
2. Multi-level governance	StratKIT contributes to implementing European overarching scripts such as Europe 2020 strategy (on smart and sustainable growth, a resource-efficient Europe and healthier Europe), EU Circular Economy and EU Health and Nutrition Policy by developing harmonized principles and integrated transnational approach for sustainable public procurement and catering services. This way StratKIT is enhancing the role of BSR in implementing those EU-level scripts as well as responding to EU Strategy for the Baltic Sea Region and its Action Plan. StratKIT partnership is based on triple-helix structure: university, industry and government, which together cover cooperation both on national and transnational level. The multilevel governance is strengthened by involvement of wider external stakeholder group (AO). It helps to evaluate and harmonize the sustainable procurement and catering service approaches of StratKIT, and also supports dissemination of the project results on national and BSR level. One of the main outputs of the project is the BSR network and common knowledge platform. 1,085 / 2,000 characters
5. Climate change adaptation and mitigation	Estimates suggest that food and drink production and distribution contributes ca 20% of carbon emissions in developed countries. The public catering sector can have a considerable climate change effect. Sustainable food and catering system contributes significantly to the development of low-carbon and resource efficient society and economy. StratKIT focuses among other sustainability criteria also to those aspects (e.g organic and local food, menus, food waste, premises) that contribute to mitigate climate change. The outputs of the project (e.g harmonised procurement principles and guiding materials/toolkit) help the public catering service procurers as well as service providers to identify the aspects most relevant to their roles – and to engage in betterment in informed and planned ways. 802 / 2,000 characters

4. Activities

Project management and administration

Work package budget | 10% |

4.1. Description of strategic project management

The strategic project management of StratKIT will be an interaction between the lead partner PP1 and the consortium with two main management bodies: General Assembly and Steering Group.

General Assembly (GA) will be the main decision-making organ of the project, gathered once per period during project meetings. It will reflect on project progress, take decisions about next steps and/or agree on changes; the assembly will consist of the coordinators of all Project Partners (PPs) and will take strategic decisions or settle possible disputes (based on consensus).

Steering Group (SG) will consist of all Work Package (WP) leaders (including co-leaders) and will be responsible of monitoring all activities to ensure that the objectives of the project are met on time and according to the budget. During Kick-off-meeting (KOM) a potential expansion of the Steering Group by the GoA leaders will be discussed and voted by the General Assembly. Steering Group's responsibilities and activities will be part of the partnership agreement.

Steering Group (SG) will monitor continuously the project implementation, link the WPs with each other, prepare the detailed Project Implementation Plan (PIP) and report to the General Assembly.
Project Manager Leena Viitaharju from the University of Helsinki will be the Project Coordinator of StratKIT. Viitaharju has many years of experience in managing multi-governmental projects in field of food systems and public procurement. She will be the intermediary between the Joint Secretariat and the consortium, as well as the supervisor of the overall progress of the project. The Project Coordinator shall be responsible for the smooth and timely implementation and execution of the project. She will also be the chair of the General Assembly and the Steering Group for taking all actions to enable proper decision making by these bodies. She will ensure that all efforts are focused on delivering on the project objectives. Deputy Project Coordinator will be doctoral researcher Urszula Ala-Karvia, also from the lead partner PP1, who shall support the Project Coordinator on daily basis as well as will substitute the Project Manager if necessary. The Project Coordinator will attend the lead partner seminar organised by MA/JS in January 2019.

2,291 / 4,000 characters

4.2. Description of project content management

The project management will be implemented internally at the University of Helsinki. Being the oldest and largest institution of academic education in Finland, University of Helsinki can guarantee a comprehensive and adequate content management structure for the project.

Project Coordinator, Leena Viitaharju, will be in charge of the overall content management of the project and reporting. She will be supported by Deputy Project Coordinator, Urszula Ala-Karvia who will be in charge of partner management and communication. Financial supervision and formal project administration will be carried out by Helsinki University Services, an intra-organization of the University of Helsinki (PP1) responsible for administrative services.

A WP leader supervises and adjusts the process flow in close collaboration with Activity leaders. In case of co-leadership of a WP, both partners will share the leader's responsibilities; any division of duties will be discussed and decided at first Steering Group meeting. The designated WP leader will have an integrating function and will be responsible for engaging and communicating with all PPs and AOs in the WP. The WP leader will report on the progress of the WP in relation to the outcomes achieved and if applicable, any issues causing delays. To ensure and document progress the WP leader will periodically send an internal Interim Report to the Steering Group in a structured form and report to the General Assembly. In the unlikely event of disagreements between the contributors to a WP that cannot be resolved by the WP leader, the issue will be reported to the Coordinator. She will ascertain the facts and present them to the Steering Group, which will take a decision for the benefit of the project as a whole. The Steering Group' decision will be put before the General Assembly for ratification.

Internal communication tools for sharing files and folders and post regularly news to the consortium will be developed so that the information flow is continuous and controlled continuously.

2,047 / 4,000 characters

4.3. Description of the project financial management

The overall financial management structure of the project will be provided by the lead partner, University of Helsinki PP1; its administrative department (working as an intra-organisation, University Services) will be in charge of contracting, money transfer and overall financial supervision. Deputy Project Coordinator will support the expenditure reports from the partners and communicate needs for revisions/improvements between contracting agency and PPs.

Each PP will have (or assign) its own financial assistant/accountant who will perform the partner's expenditure reporting as well as its procurement, if relevant; the partners will follow national requirements for procurement depending on their legal status and volume of contracts; the public entities (municipalities and public institutes) follow procurement procedures automatically and deploy their in-house expertise. The private entities also have systems for these procedures established and do not need additional experts for procurement.

The expenditure reporting system and schedule will be explained and supervised by the lead partner regularly, and PPs will have the possibility to get advice from the financial managers. The financial reporting will be harmonised and implemented synchronically and continuously by all partners to avoid delays in payments.

1,334 / 4,000 characters

4.4. Financial control system

Please confirm that each partner in your project partnership is aware that project expenditure must be verified by a first level controller. | ✔

Please confirm that partners with a decentralised first level control system have reserved sufficient funds in their partner budgets for these controls. | ✔

Please confirm each partner is aware it has to identify the costs allocated to the project in its accounting system. | ✔

Please confirm that the lead partner and its first level controller will monitor the progress report on finance and activities of each project partner before they are included in the project's progress report that is submitted to the JS. | ✔

4.5. Further details of the financial control and reporting system of your project

The financial control and reporting system that will be established by the lead partner PP1 will consist of the following tasks: setting up of a financial control mechanisms, agreeing on common standards for bookkeeping and expenditure reporting, carefully examining the reporting requirements of the INTERREG BSR programme, regular periodic expenditure reports to lead partner and submitting consolidated expenditure reports to contracting agency and, if needed, adjustments of budget (requests to MA/JS), control of budget realisation on a continuous basis.

According to the procedures of the INTERREG programme, audits of the expenditure reports will be performed periodically according to the standards of the programme; the partners from Estonia, and Poland will follow the centralised FLC system, while the partners from Finland, Denmark and Germany, Russia will follow the decentralised control system for FLC.

918 / 2,000 characters

4.6. Internal coordination and communication

The Project Meetings will be organised on a regular basis, once every period, in different participating countries. Those meetings will be the key instrument for internal communication and coordination within the consortium. At the first Project Meeting, the Kick-Off Meeting (KOM), the Project Coordinator will present project management guidelines to the PPs and brief the reporting requirements. At each following Project Meeting financial reporting questions will be solved and the overall budget spending monitored, potential budget shifts negotiated. The financial management of the project will be agreed upon and trained at project start and development of communication strategy will be discussed in-depth during KOM as well. The importance of face-to-face meetings, both for management and communication, as well as the overall success of the project is recognised as very high. Therefore, not only Project Meetings but series of other face-to-face activities will be organised during StratKIT. Representatives of AOs will be expected to join to the Project Meetings and participate in activities at national scale. However, when essential to contribute to StratKIT, representatives of AOs can travel abroad with the support of PPs.

Additionally, mutual day-to-day communication by e-mails, Skype and phone between the lead partner PP1, WP leaders and other representatives of PPs will be carried out.

Communication and information exchange are key aspects for the implementation of the project, thus the work packages contain a series of activities targeting at communication between all PPs and AOs and providing them with up-to-date knowledge about StratKIT progress, fostering their awareness of next assignments, as well as enabling knowledge exchange, learning and reporting.

StratKIT starts the good communication practices at KOM. It delves into three topics crucial for success with the PPs and AOs, which are first, the project culture and the way of communicating as well as collaborating in StratKIT; second, the sustainable procurement and catering topics from conceptual to pragmatic; and third, the management, entailing reporting and financial administration. The KOM thus makes it clear how StratKIT frames the collaboration, guides the work of the WPs and supports reporting. The KOM is also the first Project Meeting entailing guidance for WP1 and WP2 (with data collection). The periodic project meetings (including the KOM) take place consecutively in Helsinki (Finland), Tallinn (Estonia), Rybnik (Poland), Aarhus (Denmark), and Müncheberg (Germany). To enhance the visibility and impact of StratKIT, the final seminar for disseminations takes place in Brussels.

2,701 / 3,000 characters

Work package 2

4.1. Title

Mapping – collection of relevant information across the BSR

59 / 250 characters

| Work package budget | 20% |

4.2. Aim of the WP

To activate the StratKIT countries to move forward on the sustainability agenda, the public sector, public procurers as well as caterers need to know where they stand relative to other countries in terms of sustainability developments. To collect this state-of-the-art knowledge, a mapping exercise is performed. The mapping covers the essential aspects of public procurement and catering services, the practices of which form a complex and interdependent whole. WP2 provides StratKIT with the outline of sector specific knowledge and organizational resources, positive and negative experiences and achievements, as well as best practices and challenges/problems. The mapping includes domains such as knowledge of relevant regulations, strategies, policies and initiatives as well as the market structure (external context), organizational structures and business models (internal context), food procurement, menus, as well as food cultures and moreover, environmentally oriented practices as well as knowledge base regarding developmental activities for sustainability (operative context). Thus, the mapping of WP2 will represent partners' context related competence pool.

WP2 will draw on European literature entailing relevant EU-legislation, strategies, policies and initiatives such as Green Public Procurement, Circular Economy (including plastics), Nutrition, Overweight and Obesity and Food 2030. The mapping exercise also highlights some globally relevant reference points from excellent to less advanced ones, to position BSR in the widest possible context. While focusing on the local level – individual public procurement and catering services unit – the further regional and national context and possible division of operations and guidance systems between these levels are included in mapping. WP2 offers the basis for the systematic framework for public procurement and catering services and their sustainability models as well as inspiration for innovations for further work in WP3.

1,999 / 2,000 characters

4.3. Communication strategy in WP

No.	Communication aim	Target group(s)
1	Receive input from	Relevant EU-legislation, strategies, policies, initiatives and projects (such as INNOCAT and Circular PP) as well as important global counterparts (in English) are collected and crystallized as a desk study by PP11. The 'living inside information' is gained through interviews, discussions, organizational documents and digital communication collected and extracted by PP1-PP14 and AO1-AO10. The representatives of public sector, public procurers and caterers are interviewed in national languages in Finland, Estonia, Poland, Germany, Denmark, Russia and possibly in Latvia and in Sweden. StratKIT has agreed with Circular PP to share knowledge both ways, to avoid duplication and extend resources. A direct input will be received from public sector and business stakeholders during the national and BSR round tables. 821 / 1,000 characters
2	Increase knowledge among	WP2 contributes to increase of knowledge first within the consortium, among the PPs, and also AOs. Then, knowledge increases due to communication activities of PP9, PP11 and PP14 as well as AO1, AO3, AO4, AO5, AO6 and AO9. Knowledge is expanded with Circular PP partners and their networks. Furthermore, knowledge also increases by meeting relevant stakeholders working for public sector bodies (Ministries of Food and Agriculture, Education, Health and Environment), as well as businesses (catering industry, food suppliers), who will be invited to StratKIT events. This increase of knowledge under WP2 will take place during the national and BSR round tables (quotas for the national event will aim at 20-30% of stakeholder participants to be representing business sector) as well as by finalising and disseminating the main output O2.4. 840 / 1,000 characters
3	Raise awareness among	The awareness about the topics of increasingly sustainable public procurement and catering services will raise among the round table participants and all interviewed stakeholders. Thus, at this stage, mostly the involved public procurement and catering services providers, as well as public sector and business stakeholders may confirm their interest and commitment towards the project by joining the dissemination channels of StratKIT for further developments. Disseminating the main output O2.4 will aim to raise awareness beyond the already established connections. 569 / 1,000 characters

4.4. WP leader

PP 2 - Stockholm Environment Institute Tallinn Centre

PP 11 - Central Denmark EU-Office

4.5. Partner involvement

The WP leaders PP2 and PP11 supervise and adjust the process flow in close collaboration with PP1 who are responsible as Activity Leaders. PP1 contributes by proving guidelines for mapping and PP2 constructs the guidelines for national and BSR round table meetings. PP2 also organizes the BSR round table meeting while PP1, PP2, PP4, PP5, PP7 and PP13 organize the national meetings.

PP1, PP2, PP4, PP5, PP7 and PP13, with the contribution of all other PPs, are responsible in collecting, analysing and presenting the data about their respective countries' units (Finland, Estonia, Russia, Poland, Germany and Denmark) according to the guidelines for mapping. The data is collected through interviews, group discussions and other pertinent documents.

PP6-PP11 and PP14 are essential as they provide the information and their professional expertise and consultation as well as participate in national and BSR seminars. If possible, PP1 makes efforts to collect data from the Swedish situation (AO6) and similarly, PP2 and PP10 may try to inquire the Latvian situation as PP10 has operations in that country.

PP11 will map the relevant EU legislation, strategies, policies and initiatives, as well as to some extent review the best practices and the global dimension.

This WP will involve all PPs. Each PP collects contact information about wide range of stakeholders to be used in dissemination and communication activities of WP5. PP1, PP7, PP11 and PP13 will collaborate with Circular PP partners from Finland, Poland, Denmark and Russia.

1,547 / 3,000 characters

PP 1 - University of Helsinki
PP 2 - Stockholm Environment Institute Tallinn Centre
PP 4 - agrathaer
PP 5 - IFAU Institute for Food Studies and Agroindustrial Development
PP 6 - Municipality of Aarhus
PP 7 - Municipality of Rybnik
PP 8 - Tallinn City Government
PP 9 - Finnish Professional Catering Association
PP 10 - Baltic restaurants Estonia
PP 11 - Central Denmark EU-Office
PP 12 - WITHDRAWAL (01/01/2020) Estonian Regional and Local Development Agency
PP 13 - The Herzen State Pedagogical University of Russia
PP 14 - Council of municipalities of Sankt Petersburg

4.6. Reserved partner involvement

0 / 3,000 characters

4.7. Associated organisations involvement

Public authorities are represented by AO1, AO2, AO3, AO5 and AO7, higher education and research institutions by AO6, interest groups by AO4, business support organizations by AO9 and small and medium sized enterprises by AO8 and AO10; thus, they cover a wide variety of relevant entities in the sector. They represent expertise through their own professional competence, through their membership base or through their educational and research activities. Therefore, they can contribute to the mapping exercise by providing information in the form of interviews, expert presentations at the national and BSR round tables, other StratKIT events as well as consultation afterwards.

Some of the AOs also have their own independent developmental projects already finished or on-going, and funded by their own cost. Obviously, these AOs see themselves not only as supporters of but also as beneficiaries from StratKIT process and results, which through the AOs future work again promote developments for sustainability in the sector.

1,032 / 3,000 characters

AO 1 - Regional Council of South Ostrobothnia
AO 2 - City of Seinäjoki Food Service department
AO 3 - Ministry of Justice, European Affairs and Consumer Protection of the State of Brandenburg
AO 4 - ICLEI Europe: Local Governments for Sustainability
AO 5 - Savo Consortium for Education, Developement Services
AO 6 - Dep. of food and nutrition, and sport science, University of Gothenburg
AO 7 - Municipality of Kauniainen, Catering and cleaning services
AO 8 - Espoo Catering Ltd
AO 9 - Motiva
AO 10 - Line-Service (Cafe Botanika)

Activities, outputs and responsibilities

WP 2 Group of activities 2.1

4.13. Group of activities leader

PP 1 - University of Helsinki

A2.1

Title

Development of mapping methodology

35 / 250 characters

Description of the group of activities

The mapping exercise needs a shared methodology for structured, commensurate and harmonized data collection. This needs to be developed in such a way as to match to different legislations, policies and strategies, (national and local) markets, organizational structures, business models, operations, knowledge bases and as well as languages and views prevalent in an individual organization. Good examples of the needs for analytic understandings are the different ways of talking about the efforts to decrease CO2 in the atmosphere; words such as carbon neutrality, carbon footprints, carbon sequestration, carbon sinks as well as climate change mitigation, abatement and adaptation are deployed. The aim is to have reliable, authentic up to date information, which supports understanding the advantages and hindrances different public procurement and catering service units encounter for increased sustainability.

Based on previously gained competence from national and international projects, the data to be collected pertains to structured domains such as:
1) awareness / knowledge of guidance systems such as procurement directive of 2014, other EU level, regional and national documents and finally organizational guidelines as well as the important institution of (organic food) market,
2) different (public) organizational structures and (commercial) business models,
3) organizational strategies and detailed structures including positions and tasks, particularly pointing to decision making and financial flows,
4) served menus,
5) knowledge sources for environmental concepts such as carbon footprints, eutrophication and biodiversity with their reflections in the practice,
6) tendering procedure and procurement criteria for central food items,
7) food waste (and related waste) management and premises,
8) communication with the customers and
9) other still unidentified domains which may emerge during mapping.

Thanks to O2.1 the data will be collected under GoA2.2 in a document structured respectively enabling clear reporting and further development of WP3, WP4 and WP5. The mapping, including best practices within the nine domains, consists of data from public organizations and private (contracted and commercial) businesses which may in some cases delimit what is disclosed; this is acceptable from the ethical point of view. The information also exists on several levels, such as supranational, national, regional, organizational and individual ones. The methodology also includes accurate interview guidelines and ethical guidelines.

The mapping methodology is elaborated by PP1 with the support from PP2, PP4, PP5, PP7 and PP13. PP1 will create a draft of the methodology to be presented and discussed at the Kick-off-meeting (KOM). All partners will be asked to comment and finally approve of the document. PP1, PP2, PP4, PP5, PP7 and PP13 will be responsible for translating the document into national languages.

2,955 / 3,000 characters

State aid relevant? ☑

O2.1

Output Title

Guidelines for mapping methodology

34 / 250 characters

Output Description

The Guidelines consist of titles of the above mentioned eight (8) domains (plus an additional one for so far unidentified domains) and the suggested methodologies (structured/open-ended interview, group discussion, document collection, photographs, observation) to cover them. The domains in themselves show headings and subheadings which support presenting the relevant information. The methodology for each domain is suggested as both the method of inquiry and the form of presentation of the results of the inquiry. Some speech regarding the domain of menus can be replaced by tables or excels covering a time period relevant for the context. Interview speech covers well particular domains such as knowledge basis, procurement procedures and waste management; some data can be presented in pictorial form, some may be best as reported speech.

Other documentary data, which pertain to specific particularities, are a welcome addition. This national file will consist of described best practices: at least one public procurement and catering service unit (a case) but in some countries there are more than one, like in Finland from two to four such units. Finally, the guidelines include an ethical section which clarifies behavioural rules and confidentiality by the interviewers as related to their informants to protect their interests. These guidelines are largely based on Code of Conduct by the Market Research Society, a UK based self-regulator. A separate international desk study under GoA2.2 about EU and global screening follows the Guidelines for mapping methodology to the extent possible. The output will deploy a template to be used by PP1-PP14 for Mapping the framework, stakeholders and best practices in StratKIT countries (GoA2.2).

1,755 / 2,000 characters

Main Output ☐

Investment ☐

4.16. Timeline

	A2.1	O2.1
Period 1	☑	☑
Period 2	☐	☐
Period 3	☐	☐
Period 4	☐	☐
Period 5	☐	☐

WP 2 Group of activities 2.2

4.13. Group of activities leader

PP 2 - Stockholm Environment Institute Tallinn Centre

A 2.2

Title

Mapping the framework, stakeholders and best practices in StratKIT countries

77 / 250 characters

Description of the group of activities

The mapping is implemented according to the Guidelines for mapping methodology (O2.1). PP1, PP2, PP4, PP5, PP7 and PP13 coordinate the national mapping exercises with all other PPs, implement the mapping by various methodologies, and produce an edited version of the national mapping files from O2.1. For StratKIT, the most important sources of information are the national PP6-PP11, PP14 and AO1-AO10 who will actively provide the information and their professional expertise in the form of interviews and consultation. They can support mapping of the external, internal and operative contexts – the framework – of public procurement and catering services.

Mapping the external contexts focuses firstly on relevant public sector stakeholders from national, regional and local levels, to be identified, interviewed and invited into StratKIT events. Mapping also includes the market, represented in the external and operative contexts of StratKIT cases. As both the actual and potential (food) suppliers can as business stakeholders offer input for and learn from future procurement criteria and principles for sustainability, they are included in StratKIT through previous bids, selected interviews and invitations to national stakeholder meetings. Internal contexts and operative contexts also pertain to the practices of circular economy. Its applications regard StratKIT mainly in terms of efficiency of consumption of food, by avoiding food waste, and enabling human consumption of what is left-over food. Furthermore, recycling of biowaste or food waste e.g. in biogas plants to recover nutrients and energy, is an option to be possibly included in tendering criteria.

PP11 will additionally provide EU and global level screening report, including relevant EU legislations, strategies, policies, initiatives and best practices. It will include e.g. the revised Green Public Procurement criteria for the Food and Catering Services (from 2008), to be finalized "end 2018" according to the Joint Research Centre (JRC). StratKIT will take the before-mentioned into account, e.g. by addressing findings in the preliminary report, and the final outcomes and conclusions of the revision process.

Currently, Circular PP works with a 'smaller circular tender within catering' in Latvia, which will be taken into account in StratKIT mapping, as well as other emerging Circular PP cases. P1, PP7, PP11 and PP13 will contact the Circular PP national partners (from FI, PL, DK, RU) and will receive the contact lists for the Circular PP national stakeholders and will include the ones suitable for StratKIT.

National mapping reports (O2.2) are compiled in national languages (with a summary in English) in order to be presented and evaluated during national stakeholder meeting of GoA2.3. The high quality of the mapping report is essential as both O2.4 (WP2 main output) and later WP3, WP4 and WP5 are based on its data.

2,924 / 3,000 characters

State aid relevant? ☑

O 2.2

Output Title

National mapping reports and EU and global screening report

59 / 250 characters

Output Description

All StratKIT countries (FI – PP1, EE – PP2, RU – PP13, PL – PP7, DE - PP4 and DK – PP5, with some possible contribution from Latvia – PP2 and PP10 and Sweden – PP1) produce their national mapping reports (as a working document), structured, collected and edited in similar ways. Reports will be in national languages with English summary. These reports share first the (same) EU and global screening report, entailing examples of legislation, strategies, policies and initiatives, and best practices, in English.

The main part of the report will outline the framework of public procurement and catering services units in StratKIT countries. The report shows, to what extent the external context is known; how the internal context is shaped and how the operations are run. These contexts essentially cover the public sector and the market with their stakeholders, and the organizational structures and business models as well as pragmatic operations of the procurement and catering services unit. The report will include the following domains:
1) awareness of recent procurement directives and legislation,
2) organizational structures and business models,
3) organizational strategies and structures,
4) served menus,
5) knowledge of environmental concepts such as carbon footprints, eutrophication and biodiversity with their reflections in the practice,
6) tendering procedure and procurement criteria,
7) food waste management and premises ,
8) communication with the customers,
9) other still unidentified domains.

Activity leader PP2 will set in advance an inner deadline for draft version of the output to match the work of national stakeholder round table meetings. The reports will be presented, discussed and evaluated during these meetings (GoA2.3) and later improved and translated into English (as part of O2.4).

Part of the output will be the first version of an extensive stakeholder contact list, to be further accumulated and used in WP3, WP4 and WP5.

1,986 / 2,000 characters

Main Output ☐

Investment ☐

4.16. Timeline

	A 2.2	O 2.2
Period 1	☑	☐
Period 2	☑	☑
Period 3	☐	☐
Period 4	☐	☐
Period 5	☐	☐

WP 2 Group of activities 2.3

4.13. Group of activities leader

PP 2 - Stockholm Environment Institute Tallinn Centre

A2.3

Title

National stakeholder round table meetings

41 / 250 characters

Description of the group of activities

As part of the mapping exercise a national stakeholder round table meeting is organised in all StratKIT countries. The central aim of these meetings is to present the O2.2, the national mapping report and give further input through discussions to the national report. Importantly, the national stakeholder round table meetings serve to develop the national and possibly English language usage as well as to launch the project in the national context. This national meeting thus precedes and introduces participants into the BSR round table meeting.

Additionally, the main identified national public sector and business stakeholders are invited to the seminar to discuss and present feedback regarding the current situation and to bring forward new sustainability issues in public procurement and catering services. This implies that the stakeholder meeting serves to construct the 'big picture' of the framework, ensuring that the views of public sector and (food) business stakeholders as well as public procurement and catering service providers be authentically represented in StratKIT.

The atmosphere of these round tables is very important; it aims to openness, non-judgemental approaches and free discussion to support construction of the factual base as well as effective networking. The Activity leader PP2 will provide a general agenda and produce a common form of reporting of the findings of the seminars.

Project partners responsible for setting up the national round tables in their country and to report to the PP12 are: PP1 – Finland, PP2 – Estonia, PP13 – Russia, PP7 – Poland, PP4 – Germany and PP5 and PP6 – Denmark. PP2 will produce the amendment report for the National stakeholder meeting reports (O2.3) to be taken into account in GoA2.4.

PP1, PP7, PP11, PP13 will invite a national representative of Circular PP project to join in the national meetings in FI, PL, DK and RU.

1,908 / 3,000 characters

State aid relevant? ☑

O 2.3

Output Title

National stakeholder round table meeting reports

49 / 250 characters

Output Description

From all six national stakeholder meetings a report will be written in national languages and in English. The report will include background information: e.g. list of participants, speakers, presentations or their summaries, as well as an analytical part: discussion panels' summaries, their evaluation and constructive conclusions.

The national stakeholder meeting reports will thus offer a set of recommendations to be taken into account in the project's development. As the framework structure includes external, internal and operative contexts, it features the voices of public sector and (food) business stakeholders as well as those of public procurement and catering services.

The report is planned to clearly show the input of these respective contextual stakeholders. Each organizing PP (PP1 – Finland, PP2 – Estonia, PP13 – Russia, PP7 – Poland, PP4 – Germany and PP5 and PP6 – Denmark) will deliver a summary of the stakeholder meetings and amend information to national reports as well as will focus on the conclusions and recommendations, in English to PP2. This information enables PP2 to compile the Joint BSR Report (O2.4 under GoA2.4) in the way which modifies the Joint BSR Report (O2.4) with strategic views from different stakeholders and public procurement and catering service providers.

1,314 / 2,000 characters

Main Output ☐

Investment ☐

4.16. Timeline

	A2.3	O2.3
Period 1	☑	☐
Period 2	☑	☑
Period 3	☐	☐
Period 4	☐	☐
Period 5	☐	☐

WP 2 Group of activities 2.4

4.13. Group of activities leader

PP 2 - Stockholm Environment Institute Tallinn Centre

A 2.4

Title

Data analysis and compiling of the Joint BSR Report

52 / 250 characters

Description of the group of activities

PP1, PP2, PP4, PP5, PP7 and PP13 look to amend possible missing data into their national reports, as learned from national stakeholder round table meetings (O2.3). The WP2 leader PP2 together with PP1, PP4, PP5, PP7 and PP13 review and analyse the collected information in national mapping reports (O2.2) and (O2.3) to ensure that their national mapping will be commensurable and convey high quality information of importance for stakeholders and public procurement and catering service providers into the Joint BSR Report. PP2 compiles the Joint BSR Report deploying the structure of the mapping, with the desk top study (EU and global screening report) in the beginning of the document which condenses relevant EU and global regulations, strategies, policies and initiatives as well as best practices relevant for public procurement and catering services.

The Joint BSR Report also highlights the best practices across StratKIT data, to yield a BSR picture. The report will be commented on and pre-approved of by Steering Group. The report will be respectively corrected and its final version will be approved of by General Assembly (all PPs) during the BSR stakeholder round table meeting (GoA2.5), whereby the main results of the report will be presented and discussed among the participants. PP1, PP7, PP11 and PP13 will assure that the relevant Circular PP findings will be elaborated into the Joint BSR Report.

1,420 / 3,000 characters

State aid relevant? ☑

O 2.4

Output Title

Joint BSR Report for sustainable public procurement and catering services

73 / 250 characters

Output Description

The Joint BSR Report will be an easy-to-understand textual, graphical and pictorial presentation which summaries the current state of the art of public procurement and catering services in StratKIT countries. The Joint BSR Report contains the essence of the national reports (with some volume and language considerations). The Report also refers to public sector and business stakeholders, which are connected to public procurement and catering services by regulative and business ties. It also includes EU and global level screening report, to serve as an evaluation-calling background for developments in the BSR. Finally, the Report presents the selection of best practices in BSR and beyond. This transnational report will provide the basis for the development of the framework models for sustainable public procurement and catering services in WP3. The finalised report is presented and discussed during the BSR stakeholder round table (GoA2.5), possibly amended (to very minor extent) and approved. It will be then disseminated under WP5 to all PPs, AOs and participating stakeholders in StratKIT countries. The report will be in English as it addresses international audiences.

As the first main (public) output of the project, reaching towards target groups beyond the partnership, Joint BSR Report will carefully follow the dissemination plan (O5.3). The document will be sent to EC DG Environments for GPP web-page. The authors will also be advised to publish the paper on their organisational web-pages as well as professional social media accounts (e.g. ResearchGate, LinkedIn).

1,592 / 2,000 characters

Main Output ☑
Investment ☐

4.14. Target group(s) and use of the main output

The Joint BSR Report provides an overview and insights to the current situation in sustainable public procurement and catering services in BSR countries. The capacity for local, regional and national innovations by StratKIT PPs and AOs, who have participated in accomplishing the report, has been improved as they have learned more about the current reality and sustainability efforts in the sector in StratKIT countries. It is to be expected, that public procurement and catering service employees' understanding of organizational structures, business models, markets, strategies and their operations will be enhanced, which inspires and supports planning well-grounded and referenced new sustainability measures. The report discloses the details pertaining to sustainability domains and induces innovative approaches across levels – including possible collaborations with public sector and business stakeholders. It is to be emphasized that the professional networks start to grow along with StratKIT progress, visibly first in national and then BSR stakeholder round table meetings. Furthermore, in addition to StratKIT PPs and AOs, there will be invited participants from national public sector bodies and (food) businesses as well as other public procurers and caterers present in StratKIT meetings. Wider publicity than through these face-to-face meetings is achieved through communication and dissemination activities. Hereby dissemination takes place by PP9, AO1, AO5 and AO9 in Finland, by PP14 in Russia, PP6 and PP11 in Denmark (through procurers' network) PP7 in Poland, and PP4 and AO3 in Germany, while PP2 reaches regional actors in Estonia. In Sweden, AO6 acts a higher education and research institution which can deploy the report in its education from Bachelor to Master to PhD students. AO4 ICLEI Europe has very effective means to reach out for their members through Sustainable Procurement Platform.

1,922 / 2,000 characters

4.16. Timeline

	A 2.4	O 2.4
Period 1	☑	☐
Period 2	☑	☑
Period 3	☐	☐
Period 4	☐	☐
Period 5	☐	☐

WP 2 Group of activities 2.5

4.13. Group of activities leader

PP 2 - Stockholm Environment Institute Tallinn Centre

A2.5

Title

BSR stakeholder round table

28 / 250 characters

Description of the group of activities

The BSR stakeholder round table will be organised to present and discuss the final results of the mapping exercise, published as Joint BSR Report for sustainable procurement and catering services (O2.4). It aims to offer high-quality topical content and serious awareness raising opportunity, as well as summon the public procurement and catering services professionals together with other the public sector and business stakeholders. Thus, the event also starts the international beyond-the-project publicity work for StratKIT and further develops the list of relevant stakeholders. This round table works as the first step to WP3 activities as the material, collected 'live' in the meeting, will be inserted into the framework modelling exercise of WP3.

PP2 will be responsible to organise the event in Tallinn. The presentations by project partners from PP1 to PP14 offer the national views on the current state-of-the-art through their own work in StratKIT. PP2 will give the BSR level overview with strategic emphasis, highlighting best practices. The BSR round table will create sessions to comply with stakeholders' interests, whereby respective sessions' moderators and field experts will be chosen among and beyond (if needed) the StratKIT PPs. The round table will importantly serve as a transnational networking event. Relevant stakeholders from BSR countries will be invited to the round table; these include both public sector and food business stakeholders. In collaboration with GoA5.1, a first gathering of a European sustainable food procurement City Interest Group or possibly another similar entity with long-term experience of sustainability developments in the sector, can be organised within the event. Based on the national mapping, PP1, PP2, PP4, PP5, PP7 and PP13 will invite, well in advance, the selected representatives of their national target groups (1-3 per country), which may include AOs. Those may be divided into ordinary participants, as well as experts in the field. At least some, if not all, sessions of the round table will be open to other participants beyond StratKIT as well.

PP2 will create a general invitation, which will be sent via StratKIT's dissemination channels. Participation costs for those attending the round table, with the exception of the experts mentioned above, will not be covered by the project. However, no fee will be collected. Possibly Sweden and Latvia can be included in the work through a suitable representative. A representative of Circular PP will be invited to join the BSR event (on own costs). A field trip will be organised by PP2 and PP10 to a local canteen operated by a public procurement and catering services unit. PP2 and PP4 will be responsible for collecting and reporting material from the meeting, to be used in the dissemination activities (e.g. short video interview with selected participants) under WP5.

2,905 / 3,000 characters

State aid relevant? ☑

O 2.5

Output Title

BSR stakeholder round table meeting report

42 / 250 characters

Output Description

The two-day BSR stakeholder round table meeting in Tallinn, discussing the Joint BSR Report for sustainable public procurement and catering services (O2.4), will be reported in order to enhance the development of framework and expansion models under WP3. The report will include background information: e.g. list of participants, speakers, presentations or their summaries, as well as an analytical part: summaries of round table discussions and the evaluation of O2.4 in a way which shows pragmatic orientations, aims and efforts regarding the framework constituent developments. This is important for feeding WP3, Analysis and tuning of knowledge – constructing the preliminary tree framework model (GoA3.1). as it focuses on the working by all stakeholders in the external, internal and operative contexts of public procurement and catering services.

PP2 will be responsible for the analytical part of the report, while PP8 and PP10 will provide the background information. If applicable, minor editorial corrections may be suggested to O2.4, therefore, a broad dissemination of O2.4 will be done after GoA2.5.

1,117 / 2,000 characters

Main Output ☐

Investment ☐

4.16. Timeline

	A2.5	O2.5
Period 1	☐	☐
Period 2	☑	☑
Period 3	☐	☐
Period 4	☐	☐
Period 5	☐	☐

Work package 3

4.1. Title

Development of the framework models for sustainable procurement and catering services

86 / 250 characters

Work package budget	20%

4.2. Aim of the WP

The mapping outcome of WP2, Joint BSR Report (O2.4), allows WP3 to analyse and crystallize the dynamics in different BSR countries towards increasingly sustainable public procurement and catering services. These emerging and different developmental paths of organizations and businesses suggest the content and timeline framework for sustainability efforts.

WP3 will deploy the preliminary tree model of sustainability to visualize how the framework's sustainability domains, as active and structural parts of the system, interact. These domains catch the interdependent institutional (external context), organizational/business (internal context) and operational (operative context) progress towards sustainability. The model visualizes the growth of the tree in its location through its roots, trunk and branches.

The roots represent – like in the mapping exercise – the domain 1) relevant institutional structures such as (global), EU, national and local regulative sphere, strategies, policies and initiatives towards sustainability in the minds of public sector stakeholders, procurers and caterers, and business stakeholders; domain 2), the trunk, shows different organizational / business models of public procurement and catering services in action; and the branches represent the domains such as 3) organizational strategies and structures including positions and tasks, particularly pointing to decision making and funding, 4) menus, 5) knowledge sources for environmental concepts such as carbon footprints, eutrophication and biodiversity in relation to practice, 6) tendering procedure and procurement criteria for central food items, also entailing supplying businesses and 7) food waste management and premises 8) examples of communication with the customers and 9) other still unidentified domains.

WP3 will provide the foundation for the Sustainability Toolkit (WP4) and harmonizing the sustainable procurement and catering approaches in the BSR (WP5).

1,984 / 2,000 characters

4.3. Communication strategy in WP

No.	Communication aim	Target group(s)
1	Receive input from	WP2 outcome and most importantly after that, the PPs, AOs and other key stakeholders (such as relevant national, regional and local public sector and business stakeholders, procurers and caterers as well as representatives of Circular PP), as they contribute to construct the framework models for sustainable public procurement and catering services. However, communication in WP3 is upgraded as it includes the learning outcomes from WP2 and adds to that degrees of conceptual freedom to rethink the operations of the public procurement and catering services as a framework system. The co-learning, co-innovation and co-creation workshops get relevant stakeholder representatives to meet face-to-face in the WP3 workshop sessions. Here the framework models, constructed by PP1, are elaborated further as operational innovations are put into the models as future options for public sector and business stakeholders, procurers and caterers as well as for other invited experts. 977 / 1,000 characters
2	Increase knowledge among	public sector and business stakeholders, public procurers and caterers (including contract caterers and businesses which operate in public spaces such schools and hospitals, representatives of Circular PP) by making visible and intelligible what sustainable procurement and catering services can look like and how they can be implemented in professional activities, in any organizational structures and business models. Circular PP expressed interest in learning from StratKIT how to systematize the framework of public procurement and catering services and how a strategic progress can increase the sustainability. Visibility of changes towards increased sustainability may enhance occupational interest and satisfaction of procurers and caterers and increase their societal appreciation by customers and suppliers, who learn about how increased knowledge of service providers effects upon services. 903 / 1,000 characters
3	Raise awareness among	the PPs and AOs, other invited relevant public procurers and caterers, stakeholder groups from public sector (administrators regarding agriculture, food and nutrition, health, education and environment) as well as food businesses may become aware of the expanding and pragmatic nature of the notion of sustainability. Through WP3, and later WP4 and WP5, the awareness will focus on possible solutions to complex sustainability issues in public procurement and catering services. The main output of WP3, O3.4 is a pragmatic publication which raises both awareness and animates stakeholders to changes in wider society for better strategies and more sustainable operations. 671 / 1,000 characters

4.4. WP leader

PP 1 - University of Helsinki

Please select

4.5. Partner involvement

The framework model development in WP3 involves mostly the analytical efforts of project partners PP1, PP2, PP4, PP5, PP13 and PP15, in collaboration with other PPs. The important co-learners, co-creators and co-innovators are on the one hand those approaching the work through concepts, PP1, PP2, PP4, PP5, PP13 and PP15. On the other, PP6 and PP7, have a special weight and interest in the WP3 as they have decided to look at concrete developments, such as packaging waste management and employment of disabled people in a social canteen, respectively. PP8 and PP10 have an every-day collaboration in the field. Some project partners such as PP14 have not yet decided what they will focus on. Therefore, whole WP3 is of weighty interest for them, as it is expected to inspire for particular local changes for sustainability. PP9 has several sustainability projects ongoing by its members (about 100 public catering units), who are also prone to look for new issues. The project partners PP4, PP6 and PP9 have also much to contribute to WP3 through their experiences in expanding organic market, going vegetarian and vegan, starting LEAN operations and avoiding food waste.

Furthermore, it is very important to have units representing a range of organizations and businesses from small to medium to large, and with different manufacturing processes. This point pertains both to public procurement and catering service units (including contracted and commercial units located in public spaces) as well as their supplying food businesses. The latter may participate in WP3 work due to their interest in getting contracts. Regional and national project partner PP11 has means for framework model developments both through their members' knowledge and their governance functions, such as their regional contacts and strategy processes. All PPs as the General Assembly will also collaborate as evaluators and will approve of the documented and analysed results in WP3 BSR workshop in Rybnik (PL).

PP 1 - University of Helsinki
PP 2 - Stockholm Environment Institute Tallinn Centre
PP 4 - agrathaer
PP 5 - IFAU Institute for Food Studies and Agroindustrial Development
PP 6 - Municipality of Aarhus
PP 7 - Municipality of Rybnik
PP 8 - Tallinn City Government
PP 9 - Finnish Professional Catering Association
PP 10 - Baltic restaurants Estonia
PP 11 - Central Denmark EU-Office
PP 12 - WITHDRAWAL (01/01/2020) Estonian Regional and Local Development Agency
PP 13 - The Herzen State Pedagogical University of Russia
PP 14 - Council of municipalities of Sankt Petersburg
PP 15 - Warsaw University of Life Sciences

1,995 / 3,000 characters

4.6. Reserved partner involvement

0 / 3,000 characters

4.7. Associated organisations involvement

The AOs and other relevant stakeholders will be involved in the framework model development for sustainable public procurement and catering services. Some AOs will be invited as experts in public procurement and catering services across the levels as they consult StratKIT. They also contribute to the co-creation and co-innovation workshops, and other stakeholders – such as food businesses from small enterprises to wholesalers – are free to participate based on an open invitation. On local level of in-house and publicly owned procurement and catering services, AO2, AO7 and AO8 can offer expertise regarding alignment with different municipal sustainability strategies, different scales, manufacturing operations, menu developments and dispersed geographic service locations (from small to medium to large scale with 60 000 daily meals). AO10, as an SME, has aimed for over a decade at improving society's eating habits by providing balanced vegetarian menus. National and regional authorities AO1, AO3, AO5 and national level higher education and dissemination organizations AO6 and AO9 can clarify the detailed effects strategies and policies for sustainability can induce into public procurement and catering services, and what kind of economic, operational or behavioural challenges have been encountered towards increased sustainability. Here, AO3 expressed its interest to find ways to improve the social acceptance of more healthy and sustainable food. Umbrella expert organization AO4 possibly introduces the 'school catering procurement city interest group', or another corresponding initiative will provide expertise from large organizations, strategic developments and their results (about 100 000 meals and dispersed sites). It seems that among AOs there are both contributing and beneficiary roles, which will grow more diverse than known at the time of this writing. The disseminating roles of AO4, AO5, AO6 and AO9 are to be emphasized as they can reach by a conservative estimate hundreds of cities and municipalities.

AO 1 - Regional Council of South Ostrobothnia
AO 2 - City of Seinäjoki Food Service department
AO 3 - Ministry of Justice, European Affairs and Consumer Protection of the State of Brandenburg
AO 4 - ICLEI Europe: Local Governments for Sustainability
AO 5 - Savo Consortium for Education, Developement Services
AO 6 - Dep. of food and nutrition, and sport science, University of Gothenburg
AO 7 - Municipality of Kauniainen, Catering and cleaning services
AO 8 - Espoo Catering Ltd
AO 9 - Motiva
AO 10 - Line-Service (Cafe Botanika)

2,040 / 3,000 characters

Activities, outputs and responsibilities

WP 3 Group of activities 3.1

4.13. Group of activities leader

PP 1 - University of Helsinki

A3.1

Title

Analysis and tuning of knowledge – constructing the preliminary tree framework model

85 / 250 characters

Description of the group of activities

The BSR situation, as mapped and reported in WP2's Joint BSR Report (O2.4) with the evaluation notes from BSR stakeholder round table meeting report (O2.5), is analysed in terms of the tree model for sustainability and visualized as a tree for the units PP9 Finland, PP14 Russia, PP8 and PP10 Estonia, PP7 Poland, and a procurement and catering service unit in collaboration with PP4 Germany and PP6 Denmark, all of which cover different external and internal contexts as well as local operational contexts.

The tree model consists of domain 1) roots representing legal, strategy and policy as well as guideline comprehension, as well as market understanding, domain 2) trunk (organizational / business model) and branches which describe the domains of 3) organizational strategies and structures including positions and tasks, particularly pointing to decision making and funding of activities 4) menus 5) knowledge of environmental concepts such as carbon footprints, eutrophication and biodiversity with their reflections in the practice, 6) tendering procedure and procurement criteria (including supplying businesses) and 7) food waste (and related waste) management 8) communication with the customers, 9) other still unidentified domains.

Each country will obviously have their own unit specific 'preliminary tree file(s)' to be developed, as they are based on WP2. This 'preliminary tree framework model' is constructed by PP1, PP2, PP4, PP5, PP7 and PP13 as desk study of the data collected so far. Onto this 'preliminary tree', possible new activities and measures towards increased sustainability, their conditions and requirements – as the best practices or co-creation and co-innovation ideas – can be visualized in the later stages of WP3 as small branches and their new leaves. This activity will be accomplished later in expansion of knowledge regarding activities towards increased sustainability (GoA3.2). This enables the in-depth analysis and the tuning of necessary knowledge towards sustainability to be crafted for local customization. It is expected that the tree models for sustainability will be very graphic and different and therefore offer an initial opportunity for considering tuning the sustainability developments between the countries. As PP1 leads both this GoA and the whole WP3, a smooth communication is assured.

2,357 / 3,000 characters

State aid relevant? ☑

O 3.1

Output Title

Preliminary BSR tree framework model report

44 / 250 characters

Output Description

Preliminary BSR tree framework model report (in English) includes a textual summary and all the different national trees as drawn pictorials with their eight-nine domains. It is the aim of the visualization that the framework - roots, trunks and branches - be elaborated due to the real differences between the countries' public sector's, food businesses', procurers' and caterers' conditions and requirements regarding their practices. The tree BSR framework model is planned to work with very limited number of words and can therefore be presented in English. The national trees look different by the naked eye and offer easy access for overall comparisons between them, to be evaluated by individual professionals, organizations and businesses. It also allows the comparison of structural features such as organizational and business models in terms of their capacity and measures to respond to sustainability challenges.

As the report is preliminary, it is to be shared internally and later approved of by all PPs and those AOs, who have contributed to its content. The tentative report addresses the stakeholders as a point of departure for later WP3 activities: expansion of knowledge and co-creation and co-innovation workshops. The tentative report is disseminated to PPs and AOs and additionally to those who participated in its compilation by PP1.

1,359 / 2,000 characters

Main Output ☐
Investment ☐

4.16. Timeline

	A3.1	O3.1
Period 1	☐	☐
Period 2	☑	☑
Period 3	☐	☐
Period 4	☐	☐
Period 5	☐	☐

WP 3 Group of activities 3.2

4.13. Group of activities leader

PP 13 - The Herzen State Pedagogical University of Russia

A 3.2

Title

Expansion of knowledge towards increased sustainability

56 / 250 characters

Description of the group of activities

When the procurers and caterers and public sector as well as business stakeholders (PP6-PP11, PP14 and AO1-AO10) review their tree models for sustainability (O3.1), the sustainability dimensions of the trees are expected to look very different and surprising enough to raise questions and aspirations. The perceptions may first effect an increase in knowledge about the various domains as there are several detailed aspects which are usually beyond everyday thinking and description. These may regard issues such as local availability of food from organic or integrated agriculture, cultivation of conservation varieties, process waste disposal in food industry, and many others, which can possibly be used in tendering criteria. This kind of knowledge may raise interests for sustainability actions in individual domains by the representatives of different organizations and food businesses, as they start to ponder about operative changes. Second, the perceptions invite for comparisons and discussions about the reasons for differences, as historical paths of various organizations differ from one another and this understanding may be used to redirect these paths. Furthermore, to add to the effect, the trees also contained information about decision and cost structures available for these representatives, of interest for public procurers, caterers and businesses.

This expansion of knowledge will be offered on a generic level in the Tentative BSR expansion models report. It is meant to be used by connecting it with decisional elements of the tree model, and will serve as an inspiring prerequisite for co-learning, co-creation and co-innovation workshops (GoA3.3). There, new options for increased sustainability by different organizations and business models can start shaping in the minds of the participants. This review for expansion activity is conducted by PP1, PP2, PP4, PP5, PP13, PP15 with their respective PPs in each country, preferably in face-to-face interactive meetings allowing free and confidential discussion and explication of further information to be included into the tree-shaped framework model. The PP1, PP2, PP4, PP5, PP15 then work on the tentative expansion models under the lead of PP13 and produce the report (O3.2).

2,258 / 3,000 characters

State aid relevant? ✔

O 3.2

Output Title

Tentative BSR expansion models report

37 / 250 characters

Output Description

The national tree-shaped framework models become tentative BSR expansion models as the possibilities of change are implied on them. The national framework models change into BSR expansion models as the ideas and aspirations inspired by comparisons with other national tree-shaped models begin to form. The expansion models show the current situation with change potential due to accessible knowledge and clearly expressed decision structures. The expansion models tell 'what could, perhaps, be done in our work'. The tentative BSR expansion models report – still very pictorial – will be elaborated by the respective PPs with commentary support by AOs, who represent public sector, procurers and caterers.

The report is tentative as it is meant only to be an exercise for the co-learning, co-creation and co-innovation workshops (GoA3.3). It represents an unfinished working phase, which is why it is disseminated to those who will participate in the next 'co-workshops'.

973 / 2,000 characters

Main Output ☐

Investment ☐

4.16. Timeline

	A 3.2	O 3.2
Period 1	☐	☐
Period 2	✔	☐
Period 3	✔	✔
Period 4	☐	☐
Period 5	☐	☐

WP 3 Group of activities 3.3

4.13. Group of activities leader

PP 15 - Warsaw University of Life Sciences

A3.3

Title

Co-creation and co-innovation workshops

39 / 250 characters

Description of the group of activities

The co-learning, co-creation and co-innovation workshops represent the intensive developmental effort in StratKIT. Here, the workshops deploy the tentative BSR expansion models as the basis to start serious thinking about the change potential in different StratKIT contexts. The workshops are conducted first in the national setting, offering a national 'co-experience', and enable getting used to study and work with the tree-shaped expansion model. The national events will be organised by PP1 and PP9 - Finland, PP2 and PP10 - Estonia, PP14 – Russia, PP7 and PP15 – Poland, PP4 – Germany, and PP6 – Denmark. The national workshops give PPs, AOs and other stakeholders – such as the public sector and business stakeholders (again with quotas of 20-30% of participants representing the business sector) – the possibility to the mutual exchange of knowledge, learning and innovation. In the workshops, the participants are asked to copy and adapt from each other if possible, and to be inspired to discover something novel and compatible for the supply chain practices.

While the expansion models suggest that expansion of our knowledge and activities are possible, the co-creation and co-innovation workshops continue to look for vistas for change on the expansion models, which may produce new kinds of pragmatic solutions in action. The emerging ideas can then be discussed in terms of piloting and decisional procedures. Importantly, during the workshops the stakeholders have an opportunity to discuss the feasibility of innovations; this bears on to selection of possible future piloting projects in WP4.

The results are again collected and added into the national tree expansion models by PP1, PP2, PP4, PP5, PP13 and PP15 to be deployed on the BSR level, as this same exercise is conducted in Rybnik during the BSR level event, combined with PM3, to be organised in Poland by PP7. There, the StratKIT PPs and international participants beyond the partnership can observe others' interests for change and may support or criticize these changes through their own knowledge. The reported results of co-creation and co-innovation workshops are included in the work of WP4 and they are expected to convey novel ideas for the participants who chose them. The co-creation and co-innovation workshops are based on Tentative tree-shaped BSR expansion models report in such a structured way that it enables the participants to produce the documentation for themselves and StratKIT during the exercises.

The BSR event is an opportunity for reaching beyond the project via a moderated session for European sustainable food procurement City Interest Group or a corresponding entity. A representative of Circular PP will be invited to join the BSR event (on their own costs). PP15 as the GoA leader will provide a template for reporting the discussions and results of the workshops, as well as agenda (created with PP1) and an open invitation for interested stakeholders to the BSR event.

2,992 / 3,000 characters

State aid relevant? ☑

O 3.3

Output Title

Report from the national and BSR co-creation and co-innovation workshops

72 / 250 characters

Output Description

The results of the national and BSR co-creation and co-innovation workshops (GoA3.3) develop into the respective report (O3.3). Here, the data collected by national PPs are elaborated as a desk study into the specific tree-shaped BSR framework models. These were first expansion models (O3.2), which gained BSR level inspiration from other StratKIT countries, and thereby started to represent ideas of BSR level developments in the national contexts; therefore, they are called BSR framework models. The report aims to catch the voices of external, internal and operative contexts – thus displaying the public procurers', catering service providers' and public sector as well as business stakeholders' views. This tree model represents ideas which have been created and chosen as important ones for the stakeholders, and thereby these ideas also represent national orientations for increased sustainability within the BSR developments. Importantly, these ideas for change already capture some feasibility aspects, which are significant for WP4. Each organizing PP (listed above) will deliver a national summary in English to PP15, who will then combine them into one document, the national and BSR co-creation and co-innovation workshops report.

The BSR event in Rybnik will be combined with PM3 and will be organised in Poland by PP7. A report summarizing both national level and BSR level co-creation and co-innovation workshop will be produced by PP15. The report will include: list of participants, speakers, summary of the presentations, discussion panels and, the most crucial, the conclusions, which will directly influence the WP3 main output Final BSR Dynamic Sustainability Model Report (O3.4), as well as will give the background for WP4.

1,751 / 2,000 characters

Main Output ☐

Investment ☐

4.16. Timeline

	A3.3	O3.3
Period 1	☐	☐
Period 2	☐	☐
Period 3	☑	☑
Period 4	☐	☐
Period 5	☐	☐

WP 3 Group of activities 3.4

4.13. Group of activities leader

PP 1 - University of Helsinki

A 3.4

Title

Development of transferable framework models

45 / 250 characters

Description of the group of activities

The BSR tree-shaped framework models will be elaborated based on national and BSR-level report (O3.3) by PP1 with the support of PP2, PP4, PP5, PP13 and PP15 as a desk study. The resulting final transferable framework models will be approved by the General Assembly (all PPs). This elaboration introduces the national, final and chosen ideas for the changes towards increased sustainability into the constructs of these transferable framework models, yielding as their synthesis the Dynamic Sustainability Model. The data elaboration provides the structured overview in the form of the tree model, displaying through growing roots, trunk and branches how the national situations change dynamically towards increased sustainability in public procurement and catering services. The dynamics emphasise the path from current situation by new knowledge, considerations and decisional structures to new developmental options in each StratKIT country. The visualization thus ends up in specific, concrete measures for increased sustainability, as suggested by PPs, AOs and public sector and business stakeholders for their own frameworks.

These suggestions may vary from developing organizational sustainability strategies to procurement of organic food to new menus to giving up of plastic packaging as procurement criteria and so on; the field is very vast and open-ended. Importantly, these suggestions also include the public sector and business stakeholders' views about compatibilities along the supply chain. Thus, the country-based transferable framework models serve as illustrations for sustainability options for differently structured procurement and catering industry. The transferable framework means that the aims, conditions and procedures towards concrete sustainability activities are descriptive enough to allow similar units to copy – to some extent – the model, thereby enhancing their own progress for sustainability. Finally, by its structure and formative construction by engaged professionals, the Dynamic Sustainability Model can be deployed in the future as the knowledge, decision routes and governance are possibly renewed; it is characteristic for the notion of sustainability to gain new interpretations from scientific research and changes within societies. The Dynamic Sustainability Model can also be used to depict the progress made in public procurement and catering services with an individual unit. The model will provide the basis for developing the Sustainability Toolkit in WP4 and its interactive form in WP5.

2,548 / 3,000 characters

State aid relevant? ☑

O 3.4

Output Title

BSR Dynamic Sustainability Model Report for public procurement and catering services

85 / 250 characters

Output Description

The final report about BSR Dynamic Sustainability Model will serve as a structured transnational knowledge base, easy to read, strongly pictorial and graphic, displaying results of developmental efforts and pointing to future opportunities. The report deals with already implemented, still on-going and to-be planned developmental activities towards sustainability, supporting similar efforts and inspiring different ones, according to identified framework specific situational needs and options. The report also highlights the role of and possibilities for action by public sector and business stakeholders in addition to the ones of procurement and catering service providers.

Rather than suggesting any random action for increased sustainability in public procurement and catering services this report focuses systematically on clarified ways how the entity is related with its parts and allows the readers to apply the approaches according to their situation. The report will provide the basis for developing the Sustainability Toolkit in WP4 and will be available, inter alia, at the Open Knowledge Platform in WP5. The report will be elaborated in English and translated as a summary to national languages of participating countries according to perceived needs. The report will be approved by General Assembly (all PPs) and sent to AOs. The report will be disseminated in the organizational, national, BSR and EU levels by WP5. Furthermore, it will be published in StratKIT countries' professional fairs, networks as well as magazines and its scientific review will be sent to academic (open access) journals.

1,620 / 2,000 characters

Main Output ☑
Investment ☐

4.14. Target group(s) and use of the main output

The BSR Dynamic Sustainability Model Report (O3.4) is scheduled for the end of Period 3. It will serve as a main output that summarizes the transnational knowledge about most applicable organisational/business models and operational models for administrating, procuring and catering in increasingly sustainable fashion. As it visualizes the efforts, the results, the actors and networks as well as histories of such developments, it testifies about the work done by public procurement and catering services towards sustainability. The Report celebrates the oftentimes invisible public servant by underlining their societally important role. This regards the project partners PP1-PP15 and associated organizations AO1-AO10, who can feel even more committed to their work. Furthermore, participants in roles of public sector and business stakeholders meet the reality of the operative implementation and their own benefits as they enable increasingly sustainable public procurement and catering services. This supports the 'ripple effect' which spreads innovations. Finally, the Report is internationally available and can be expected to raise interest entailing action for change in various countries, and even globally.

The Report also highlights the BSR endeavour as a high-quality achievement within the EU. While offering strong participatory approach to measures for increased sustainability in public procurement and catering services, the Report works as a basis for continuous participatory work in WP4. O3.4 will be sent to EC GPP initiatives with the intention to be listed among the published documents on their web-page (http://ec.europa.eu/environment/gpp/index_en.htm) and this way, not only a long-term accessibility is provided, but the range of potential readers is highly increased.

1,802 / 2,000 characters

4.16. Timeline

	A 3.4	O 3.4
Period 1	☐	☐
Period 2	☐	☐
Period 3	☑	☑
Period 4	☐	☐
Period 5	☐	☐

Work package 4

4.1. Title

Sustainability Toolkit for pubic procurement and catering

59 / 250 characters

Work package budget	25%

4.2. Aim of the WP

The aim of WP4 is to develop the Sustainability Toolkit to enable more well-grounded, effective and productive measures towards increasingly faster and more consistent approaches for sustainable public procurement and catering services in BSR countries. The Toolkit makes the Dynamic Sustainability Model (O3.4) operational-how can the changes be achieved in practice in different organizations and business models, in compatibility with business stakeholders in terms of quality and temporal aspects, as supported by levels of public sector?

The Toolkit will include Tool #1, the Diagnostic Guidance for identifying and developing the framework model conditions for public procurement and catering services, and Tool #2, Supportive Guidance to provide a consistent and more detailed set of approaches for delivery of healthier and more sustainable catering services across a wide range of settings. The Tools #1 and #2 include the StratKIT sustainability domains (e.g. more functional deployment of strategies and policies for sustainability, organizational models and procurement criteria, waste management etc.).

The Toolkit is developed first by face-to-face discussions during workshops (GoA4.1). The viability of the tentative Sustainability Toolkit will be piloted by PPs under GoA4.2. Each StratKIT country will do the piloting according to their aims, some of which have been already topically decided within the organizations of the PPs while some piloting activities will be decided during WP2, WP3 and the beginning of WP4. The final Sustainability Toolkit is aimed at the BSR region, and furthermore, can be applied in participatory ways across EU and globally.

1,679 / 2,000 characters

4.3. Communication strategy in WP

No.	Communication aim	Target group(s)
1	Receive input from	PPs, AOs and public sector as well as business stakeholders gave their input via WP3 activities. These inputs will be further 'dug up' to specify processes and practicalities for sustainability measures. Importantly, there is broad representation from units of procurement and catering services from small to very large ones; from units working according to a plethora regulations and guidelines to those working with less 'scripts'; from units with long developmental histories towards sustainability to those with short ones, and from units which are publicly funded, to those partly funded, to those operating (via contracts) for profit and those operating on charitable basis. This extensive input will be offered by PP6-PP11, PP14 and AO1-10 and gleaned in collaboration with PP1,PP2,PP4,PP5,PP13 and PP15. The input is collected by interviews, discussions, and structured questionnaires during national and BSR meetings, documented and edited for professional audience and the sector at large. 999 / 1,000 characters
2	Increase knowledge among	PPs, AOs and public sector and business stakeholders can learn about variety of challenges of sustainability domains in StratKIT countries through the Sustainability Toolkit and what it takes to change real life situations towards sustainability. This learning is strengthened through operational implementation workshops and piloting activities of the tentative Toolkit. Importantly, the public procurement and catering service organizations and (food) businesses operating beyond StratKIT are reached by those StratKIT partners and AOs which have dissemination as their major output. In Finland this means PP9, AO5 and AO9, in Estonia (and Latvia) PP10, in Poland PP7 and PP15, in Germany, PP4, in Denmark, PP6 and PP11 and in Sweden, AO6 reaches educationally to units and levels not participating in StratKIT. In Russia, PP13 and PP14 represent the national capacity for introducing Sustainability Toolkit while AO10 may act as showcase. 943 / 1,000 characters
3	Change attitude of	PPs, AOs and public sector as well as business stakeholders may foster views which dampen or confuse their interest in increasingly sustainable development or make that seem too challenging and unpractical. These attitudes can be changed through concrete ideas and solutions, some of which have been already tried elsewhere, or through novel ones, to be planned and piloted in StratKIT. Importantly, StratKIT shows what can be done for increased sustainability in different organizational settings and through different business models in collaboration with food business stakeholders. In-house organizations are represented by PP6, PP7, PP8, PP14, AO2, AO7, publicly owned companies by AO8 and privately owned commercial companies by PP10 and AO10. Furthermore, StratKIT can change the attitudes of local, regional and even national public sector bodies by making visible what they can achieve through their role as policy designers. 935 / 1,000 characters

4.4. WP leader

PP 5 - IFAU Institute for Food Studies and Agroindustrial Development

Please select

4.5. Partner involvement

The main contribution to the development of the Toolkit will be provided by project partners PP1, PP2, PP4,PP5, PP13 and PP15 with the lead of PP5, whose task is to crystallize and systematize the conceptually linked practical knowledge of all other PPs. The testing of the tentative Toolkit content on 'paper' or 'in real life', based on professional evaluation or one's experiences – is carried out by PP6 – PP11 and PP14. Some pilots have already 'flesh on bones'; PP9 reaches to pilots of market collaboration and LEAN through their membership basis of more than 100 public procurement and catering service units, PP6 in Denmark will benefit from synergy with Circular PP as they look into decrease and recycling of food packaging; PP7 in Poland will study how to improve working with disabled persons in catering services. PP8 has expressed their aim in strategy developments, in collaboration with PP10. PP14 have not yet defined their focus, and this allows the tentative Toolkit and mutual comparisons to suggest locally relevant pilots. Obviously, there are practical-technical, market-based commercial, policy, educational and social (e.g. participatory) applications available for the PPs funded by StratKIT (PP6, PP7, PP8, PP9, PP10, PP14). Piloting of the Toolkit will be carried out in all StratKIT countries.

1,323 / 3,000 characters

PP 1 - University of Helsinki
PP 2 - Stockholm Environment Institute Tallinn Centre
PP 4 - agrathaer
PP 5 - IFAU Institute for Food Studies and Agroindustrial Development
PP 6 - Municipality of Aarhus
PP 7 - Municipality of Rybnik
PP 8 - Tallinn City Government
PP 9 - Finnish Professional Catering Association
PP 10 - Baltic restaurants Estonia
PP 11 - Central Denmark EU-Office
PP 12 - WITHDRAWAL (01/01/2020) Estonian Regional and Local Development Agency
PP 13 - The Herzen State Pedagogical University of Russia
PP 14 - Council of municipalities of Sankt Petersburg
PP 15 - Warsaw University of Life Sciences

4.6. Reserved partner involvement

0 / 3,000 characters

4.7. Associated organisations involvement

StratKIT AOs have in general a strong interest and/or readiness for sustainability applications, leadership and dissemination roles while working on these efforts on their own cost. Because AOs have less binding connection with StratKIT, their willingness to contribute to WPs comes from their understanding that they benefit from the successive results of WP2, WP3, WP4 and WP5. AOs typically represent future and sustainability-oriented entities, which have societally important roles in the sector and therefore are obliged to operate according to their sustainability reputation. These AOs also engage themselves on their own cost in sustainability developments which converge with StratKIT, and thus may benefit both the project and their own developments. Procurement and catering services are run by AO2, AO7 and AO8, and AO7 is already committed to renewal of premises which may offer useful knowledge for Sustainability Toolkit. AO2 and AO8 are watchful in terms of Toolkit to offer them interesting solutions. AO1 and AO3 have a regional approach and discuss about supporting food business stakeholders' possibilities to collaborate with public procurement and catering services. AO3's interest regards increasing the acceptability of vegetarian food by customers, as they have connections with several educational institutions. AO4, AO5, AO6 and AO9 have a professional role in contributing to StratKIT by sharing knowledge from and to their members; the motivation of these organizations to participate in StratKIT is their need to be up to date in sustainability developments. Therefore, disseminating the Sustainability Toolkit is important for them. Furthermore, AO9 is part of the new national non-profit research and procurement consortium 'Keino' ('Means' in English) for sustainable public procurement which collects all solutions and disseminates these on their web pages. AO10 has the interest e.g. to consumer communication about local, organic and vegetarian food through videos, in connection with university education.

AO 1 - Regional Council of South Ostrobothnia
AO 2 - City of Seinäjoki Food Service department
AO 3 - Ministry of Justice, European Affairs and Consumer Protection of the State of Brandenburg
AO 4 - ICLEI Europe: Local Governments for Sustainability
AO 5 - Savo Consortium for Education, Developement Services
AO 6 - Dep. of food and nutrition, and sport science, University of Gothenburg
AO 7 - Municipality of Kauniainen, Catering and cleaning services
AO 8 - Espoo Catering Ltd
AO 9 - Motiva
AO 10 - Line-Service (Cafe Botanika)

2,043 / 3,000 characters

Activities, outputs and responsibilities

WP 4 Group of activities 4.1

4.13. Group of activities leader

PP 5 - IFAU Institute for Food Studies and Agroindustrial Development

A4.1

Title

Operational Implementation workshops

38 / 250 characters

Description of the group of activities

To focus on the practical implementation of operations needed for changes towards sustainability, the domains of the Dynamic Sustainability Model are taken as a springboard to be complemented by in-depth approaches. National operational implementation workshops will be organised with close collaboration with AOs, as well as invited public sector and food business stakeholders and other experts in the sector. It is within these workshops that the tentative Toolkit will be developed. This will be dealt with and amended with PPs', AOs' and food business stakeholders' pragmatic knowledge of the processes, costs, administrative procedures and behavioural changes towards increased sustainability. Some of the practicalities inherent in these changes have already surfaced during WP3 interviews and workshops; they will be further elaborated here. The essential activity of the implementation workshops is thus firstly, to document the processes of the sustainability efforts already done in the near past entailing their often complex and time- consuming pragmatic specifics, and secondly, similarly report the ones in progress and thirdly, to inspire (modified) applications with (to some extent) expected processes.

The knowledge collected can be divided into:
1) 'certain' knowledge of the sustainability measures already implemented.
2) work in progress and thus may not yet reveal all aspects of results.
3) sustainability measures which have been planned and/or decided to be implemented as based on inspiration of the Sustainability Toolkit.
4) the futures methodologies resulting in generic outline of probable measures towards sustainability in StratKIT countries, as perceived by workshops' participants.

After the national Operational Implementation workshops have been organized and documented with the lead of PP5 and by PP1-PP4, PP13 and PP15 to produce national tentative Sustainability Toolkits, they are collected and presented at a BSR level workshop in Aarhus to discuss the results; also new knowledge presented at the event will be added to the tentative Sustainability Toolkit. In the next phase (GoA4.2), some of the sustainability efforts in progress (some PPs have already decided this orientation for StratKIT, as 2) and those efforts chosen by other PPs, inspired by the Toolkit as 3) will grow into StratKIT pilots; it is to be expected that all activities for increased sustainability cannot be included as pilots but they will be selected in agreement with participants.

StratKIT will run all together six pilots. Additionally, the aim of operational implementation workshop on the BSR level is to look into future application of the Toolkit and foresee the changes towards sustainability it could bring in the short (less than year), medium (1-3 years) and long (more than 4 years) term. This workshop may deploy futures methodologies such as pictures or paths towards probable or positive futures

2,940 / 3,000 characters

State aid relevant? ✔

O 4.1

Output Title

Report from national and BSR Operational Implementation workshops

65 / 250 characters

Output Description

The Operational Implementation workshops on the national and the BSR level use the documentary means to collect the real-life knowledge about sustainability measures in given external, internal and operational contexts of the StratKIT units, to be deployed as tentative Toolkit material and organized according to the Dynamic Sustainability Model (O3.4). The workshops also include public sector and business stakeholders to construct the big picture for feasibility of changes towards sustainability by those working in the external context, with an intended participation quota of the business sector (20-30% at the national level workshops). Through these workshops, PP1, PP2, PP4, PP5, PP13 and PP15 will tag the pragmatic knowledge into national Sustainability Toolkit. The workshops will show how attractive and/or feasible particular domains and their measures are by participants of public procurement and catering services. This result will be shown geographically in terms of external, internal and operational contexts in StratKIT countries. Indirectly, these results also indicate the perceived value of the Sustainability Toolkit.

The national Operational Implementation workshops are organized and documented by PP9 and PP1 – FI, PP8 – EE, PP13 and PP14 – RU, PP7 and PP15 – PL, PP4 – DE, PP11 – DK, while the BSR workshop will be organised in Denmark by PP5. The reported analytical conclusions and recommendations from the events will be amended into the tentative Sustainability Toolkit under GoA4.2, and later, to the main output O4.3.

1,557 / 2,000 characters

Main Output ☐

Investment ☐

4.16. Timeline

	A4.1	O4.1
Period 1	☐	☐
Period 2	☐	☐
Period 3	✔	☐
Period 4	✔	✔
Period 5	☐	☐

WP 4 Group of activities 4.2

4.13. Group of activities leader

PP 1 - University of Helsinki

A 4.2

Title

Piloting and evaluation of the tentative Sustainability Toolkit

64 / 250 characters

Description of the group of activities

This task builds upon GoA4.1 as it concentrates on piloting the tentative Sustainability Toolkit. Project partners PP1, PP2, PP4,PP5, PP13, PP15 follow the pilots and evaluate the usefulness of the Toolkit with PP6-PP11 and PP14, participating in the piloting.

The aims in piloting have been expressed by
-PP4 (as respond to the interests of AO3)- new vegetarian recipes and increaseed appreciation of more sustainable meals (Germany)
-PP6- developing the waste management according to EU Circular Economy Strategy and the Plastics regulations (Denmark)
-PP7- more sustainable social businesses in the public procurement and catering services (Poland)
-PP8- new strategies on the local level and respective formulations (Estonia)
-PP9- deployment of market sounding and other new procurement methods are expected to improve tendering procedure, LEAN processing to decrease the number of food items and increased purchases of organic food (Finland)

StratKIT actions may influence the final focus of the above pilots, which can, depending on circumstances, present plans for short, medium or long term implementation.

As the toolkit includes two basic tools (Tool no.1 and Tool no.2) it is foreseen that the Diagnostic Guidance (#1) suits better for those in positions of decision making in different levels of public procurement and business administration. The Supportive Guidance (#2) specifies the more detailed measures and their processes and is more suitable for those leading on the operational level.

The pilots to be implemented and evaluated will be agreed in the national workshops (GoA3.3) in terms of their usefulness for the respective units and shared pragmatic value for StratKIT countries, as estimated by PP6-PP11 and PP14. The evaluation criteria for usefulness will be set with the piloting units but it is clear that they deal with eight operative aspects and ask whether the tentative Toolkit:
-includes relevant and supportive knowledge content in the EU and global screening report,
-supports by knowledge content the comprehension of sustainability domains 1-9,
-enables sustainability strategy formulation regarding sustainability domains within the unit,
-makes possible choices for sustainability measures among one or more sustainability domains
-offers support for more detailed planning multi-actor sustainability measures within domains 1-9,
-backs up negotiations regarding changes in internal contexts
-displays knowledge of initiatives and conferences about public procurement and catering services and
-inspires plans for changes for sustainability in short, medium or long term.

After the trial period, a (structured) interview and possibly a questionnaire about the relevance and usefulness follow as documentation of the performance of the Toolkit.

2,810 / 3,000 characters

State aid relevant? ☑

O 4.2

Output Title

Evaluation paper on piloting the tentative Sustainability Toolkit

66 / 250 characters

Output Description

The evaluation paper follows the generic structure of the tentative Sustainability Toolkit. The evaluation paper, outlining the user experience of the domain-tagged administrational and pragmatic knowledge regarding the processes by PPs and AOs, will be authored by PP1, PP2, PP4, PP5, PP13 and PP15. This evaluation pertains to the use of the tentative Sustainability Toolkit Tool no 1. and Tool no. 2 for the first time and for a rather short period. The user experience is categorized as eight aspects for those in decisional positions and for those leading work 'on the shop floor'. In general, the evaluation pertains to relevance and usefulness of the tentative Toolkit in helping to outline current sustainability developments in the sector, comprehending the options possible for own unit and taking a strategic approach for planning the changes for sustainability. The generic appeal and inspirational quality of the Toolkit is also very important. Evaluation paper summarises the analysis about Toolkit's usefulness, by displaying achievements and constrains identified during the piloting. The evaluation paper will be internal to the coalition and the participants who contributed it, and to the so far unknown number of participants who contributed in piloting the Toolkit. The evaluation paper is an interim report and will outline the summary of piloting the toolkit in respective countries and languages by respective project partners PP1, PP2, PP4,PP5, PP13, PP15 only with summary in English. It will directly support the development of the Sustainability Toolkit under O4.3.

1,593 / 2,000 characters

Main Output ☐
Investment ☐

4.16. Timeline

	A 4.2	O 4.2
Period 1	☐	☐
Period 2	☐	☐
Period 3	☑	☐
Period 4	☑	☑
Period 5	☐	☐

WP 4 Group of activities 4.3

4.13. Group of activities leader

PP 5 - IFAU Institute for Food Studies and Agroindustrial Development

A4.3

Title

Development of the Sustainability Toolkit

42 / 250 characters

Description of the group of activities

Based on the successively elaborated outputs within WP4, the tentative Sustainability Toolkit has been piloted and the user experiences have been collected in a structured interim report. It gives the basis for correcting, amending and adding to the tentative Toolkit and thus producing the final Sustainability Toolkit (O4.3). While the Toolkit displays the structure of Tool no. 1, Diagnostic Guidance as well as Tool no. 2, Supportive Guidance, based on the Dynamic Sustainability Model (O3.4), it will be 'refilled' with factual knowledge and animated with unit specific features according to interim report (O4.2).

The Tools no. 1 and 2 also display the external contexts, the governance and business stakeholders, in their relational role contributing to developments with public procurement and catering services. The Tool no. 1 will enable many comparisons between goodness of various organizational forms, alignments with regulations and inspiration for initiatives. The Tool no. 2 aims to highlight how much work the many practical details require in order to changes be carried out for sustainability. Thus, the Tools no. 1 and 2 deal with real decision-making processes, working hours, costs, behavioural changes and the timeline which were needed to make changes for sustainability to happen The Toolkit will be developed in national languages and summaries, as well as pictorial and graphic presentations with figures.

The Toolkit will be constructed by the PP1, PP2, PP4, PP5, PP13 and PP15 in collaboration with all other PPs, as well as the AOs participating in this work. The construction work includes face-to-face meetings with the units of public procurement and catering services, as well as public sector and business stakeholders according to perceived needs when making corrections towards 'easy-to-read' Toolkit. While the initial texts are developed in national languages, the final Sustainability Toolkit will be in English as it is meant for international usage.

1,996 / 3,000 characters

State aid relevant? ☑

O 4.3

Output Title

Sustainability Toolkit for public procurement and catering services

68 / 250 characters

Output Description

The Sustainability Toolkit is a document which enables easy, and more consistent but customized approaches for sustainable public procurement and catering services in BSR countries. The Toolkit consists of the Tool no. 1, the Diagnostic Guidance, and Tool no. 2, Supportive Guidance. The Tool no. 1 allows graphic identification of external, internal and operative contexts, including sustainability domains of the Dynamic Sustainability Model (O3.4). Tool no. 2 Supportive Guidance continues with the specifics of these domains. It will add pragmatic and detailed knowledge by
1) increasing awareness / knowledge of guidance systems such as recent procurement directive, other EU level, regional and national documents,
2) focusing on effectiveness of organizational structures and business models,
3) studying opportunities available by organizational strategies and structures including positions and tasks, particularly pointing to decision making and funding of activities, g
4) changing served menus,
5) finding applicable knowledge sources for environmental concepts such as carbon footprints, eutrophication and biodiversity with their reflections in the practice,
6) inserting new methods into tendering procedure and procurement criteria,
7) dealing in new (circulatory) ways with food waste management and premises,
8) upgrading communication with the customers and finally,
9) working with other still unidentified domains which may emerge during mapping.

O4.3 will be shared as a main StratKIT output for PPs, AOs and all those who participated in its production, including governance and business stakeholders. The proper dissemination takes place by WP5 through multiple levels and digital media. O4.3 will be sent to EC GPP initiative with the intention to be listed among the publications on their web-page. This way, not only a long-term accessibility is provided, but the range of potential readers is highly increased.

1,955 / 2,000 characters

Main Output ☑

Investment ☐

4.14. Target group(s) and use of the main output

The Sustainability Toolkit for sustainable public procurement and catering services is firstly particularly meant to benefit PPs, AOs and governance and business stakeholders who have been active within StratKIT. They look for many benefits, such as sharing with and learning from others in the same profession, checking their routes towards increased sustainability, avoiding mistakes, choosing profitable paths and speeding up their progress towards sustainability. Furthermore, they also compare themselves with others and seek balancing costs and savings in new ways. An important organizational and business move can be informed choice of structure or company mode, as well as adoption of new procurement methods and criteria. This represents new opportunities for ecological food and recycling businesses which build up local connections with public procurement and catering services units. Finally, one main output is organizational or business visibility, and professional satisfaction of the societal role promoting more sustainable food systems. These uses of the main output, the Sustainability Toolkit, are also the ones which appeal to invited participants, contacts in administrational positions and food stakeholder businesses. The documents will be widely disseminated, firstly within the partnership, then beyond partnership using the wide range of channels planned under WP5. A printed copy of the outcome will be posted to all relevant ministries (mapped in GoA2.2) in all BSR countries. Through the whole Period 5, a support person will be named among StratKIT staff, who will answer inquires and questions about the Sustainability Toolkit as every-day basis. The user group of the Sustainability Toolkit becomes better defined when WP5 dissemination has created visibility among audiences of the StratKIT and BSR countries as well as the EU and wider global interest groups. O4.3 is scheduled for the end of Period 4.

1,939 / 2,000 characters

4.16. Timeline

	A4.3	O4.3
Period 1	☐	☐
Period 2	☐	☐
Period 3	☑	☐
Period 4	☑	☑
Period 5	☐	☐

Work package 5

4.1. Title

Harmonizing sustainability efforts in the BSR

46 / 250 characters

Work package budget	25%

4.2. Aim of the WP

StratKIT has established and facilitated a BSR sustainable public procurement and catering services network through its activities in WP1-WP4. WP5 allows the dissemination of the StratKIT outputs for sustainable procurement and catering services by
-establishing BSR network
-creating unified principles
-establishing digital knowledge platform
-digital interactive interface Toolkit
-presenting main outputs in various national and international events and professional publications.

WP5 will help to intensify the tuning and harmonizing of regional BSR collaboration that promotes the development of sustainable public procurement and catering services. This is achieved by displaying knowledge resources, policies and practical approaches in BSR area on the digital platform. The collaborative network of public procurement and catering services professionals continues and extends to reach new professionals through the BSR network and platform.

The platform presents the Sustainability Toolkit as an open source for learning and contacting relevant voluntary organizations, businesses and professionals. WP5 looks after continuity/ownership of the project results e.g. the Sustainability Toolkit, for which public bodies with stable dissemination position could volunteer. Such public bodies could be ministries and regional governments, GPP initiative, and some PPs and AOs. WP5 also transforms the document version of the Sustainability Toolkit into a digital interactive tool, in order to provide an easy-access, user friendly alternative.

WP5 works with procurers and catering service professionals (from public and business sector) to jointly develop voluntary sustainable procurement and catering principles (O5.2, on the generic level) for BSR countries. Furthermore, the StratKIT results and the Toolkit will be disseminated at already existing national and international events and professional publications.

1,932 / 2,000 characters

4.3. Communication strategy in WP

No.	Communication aim	Target group(s)
1	Receive input from	StratKIT outputs, especially the Sustainability Toolkit, embody the views of a large number of researchers, experts, public authorities, procurers, caterers and businesses representatives from and beyond the StratKIT partnership. WP5 aims to build up the open platform in a way which allows other public and private organizations, incl. catering service providers, to add their sustainability measures in a structured way. This would extend the platform by adding new cases, documents, pictures and diagrams in the 'age of Facebook and Instagram'. WP5 will be actively browsing for relevant outcomes from other ongoing projects, e.g. Circular PP as well as for new dissemination channels. 689 / 1,000 characters
2	Raise awareness among	In addition to professional circles, which have been listed previously, the public authorities connected with these, educational institutes, suppliers (of food, energy, equipment, construction, logistics) and customers probably will perceive the difference. This is supported on the local level by displaying in the premises of a particular public procurement and catering service unit the StratKIT results, e.g. the site's own sustainability tree. The awareness of the nature of sustainability may grow steadily by observers as the site continues on its path towards increased sustainability in a visible and foreseen way. Finally, this awareness spreads around persons connected with the events and of course through the digital platform to reach BSR citizens widely. This WP is highly focused on communication and dissemination the project's outcomes ensuring the uptake and long-term impacts of the project. 912 / 1,000 characters
3	Change attitude of	In addition to public procurers and caterers, decision-makers and relevant higher public sector policy creating bodies are called to pay attention to changes needed towards increased sustainability. Both O5.4 and O5.5 are meant to suggest a wide range of stakeholders (from public and business sectors) a number of practical developments. Good examples also create interest and negative or stagnant attitudes can be renewed as BSR principles are applied. When given plausible grounds the changes are usually accepted, sometimes with procrastination, sometimes liked and even loved, depending on the change. The acceptance of the change may also reflect appreciation of public policies and policy makers whereby sustainable procurement and catering services are seen as a laudable cause for spending taxpayers' expensive money. One of the impacts will be the changed attitude of targeted SMEs, which will be now equipped with adequate knowledge and encouragement to tender for public food procurement. 1,000 / 1,000 characters

4.4. WP leader

PP 4 - agrathaer

Please select

4.5. Partner involvement

PPs and AOs are involved in this work package. Many activities reach outside the StratKIT consortium to build stakeholder network at the regional and BSR level, and to harmonize and to disseminate the results. All PPs will disseminate the project information and outputs via the channels defined in the dissemination plan, as well as via other channels, if relevant. PP4 as the WP leader will be responsible for the general dissemination in the internet (including social media), and will receive a periodic dissemination report from each partner. Finally, all PPs will be screening local and national events for their relevance to the project, where most relevant, participation in those events will be supported. PP11 will be responsible to keep track on events in Brussels, as well as to organise the final project event (summer 2021, Brussels). Regardless the online platform, several of the partners (e.g. PP1, PP2, PP7, PP11) will create a sub-page to be inserted into their own organisation's web-pages, allowing the StratKIT outputs to be found long after the end of the project. PP11 will be in contact with EC GPP (Green Public Procurement) team in order to have both on-going information of StratKIT events and outputs available on the EC pages long after the end of the project.

1,292 / 3,000 characters

PP 1 - University of Helsinki
PP 2 - Stockholm Environment Institute Tallinn Centre
PP 4 - agrathaer
PP 5 - IFAU Institute for Food Studies and Agroindustrial Development
PP 6 - Municipality of Aarhus
PP 7 - Municipality of Rybnik
PP 8 - Tallinn City Government
PP 9 - Finnish Professional Catering Association
PP 10 - Baltic restaurants Estonia
PP 11 - Central Denmark EU-Office
PP 12 - WITHDRAWAL (01/01/2020) Estonian Regional and Local Development Agency
PP 13 - The Herzen State Pedagogical University of Russia
PP 14 - Council of municipalities of Sankt Petersburg
PP 15 - Warsaw University of Life Sciences

4.6. Reserved partner involvement

0 / 3,000 characters

4.7. Associated organisations involvement

The AOs as a channel for dissemination outside the project partnership will be particularly involved in WP5. Their work means they deploy StratKIT results and many minor outputs using their communication channels and networks/memberships, particularly if they are part of a large organization or a business which operates on multiple sites. Of StratKIT AOs, especially AO3, AO4, AO5, AO6, AO9, and AO10 are such 'multi-connectors'. While AO4 publishes in English, AO3 uses German, AO6 Swedish, AO5 and AO9 Finnish and AO10 both English and Russian.

548 / 3,000 characters

AO 1 - Regional Council of South Ostrobothnia
AO 2 - City of Seinäjoki Food Service department
AO 3 - Ministry of Justice, European Affairs and Consumer Protection of the State of Brandenburg
AO 4 - ICLEI Europe: Local Governments for Sustainability
AO 5 - Savo Consortium for Education, Developement Services
AO 6 - Dep. of food and nutrition, and sport science, University of Gothenburg
AO 7 - Municipality of Kauniainen, Catering and cleaning services
AO 8 - Espoo Catering Ltd
AO 9 - Motiva
AO 10 - Line-Service (Cafe Botanika)

Activities, outputs and responsibilities

WP 5 Group of activities 5.1

4.13. Group of activities leader

PP 4 - agrathaer

A 5.1

Title

Establishing and facilitating BSR sustainable procurement and catering network

79 / 250 characters

Description of the group of activities

Based on the stakeholder mapping (GoA2.2), stakeholder network will be established at the BSR and the national levels via organised events and the discussions across the project (GoA2.3, GoA2.5, GoA3.3 and GoA4.1). From these meetings and collaborations onward, during the project, PPs, AOs and other participants, will be networking in the sense of knowing others on the sector, in dialogue and cooperation. The professionals will be encouraged to share views and have relevant questions answered from the 'insider perspective'. In some countries/ regions, this could be the first network oriented towards sustainable public food procurement between public sector and business stakeholders. Whenever with a newsletter, event invitation or with a project output, the members of the network will be approached electronically and their contact information will be listed (with given permission) on the online platform. PP1 will invite partners of Circular PP to join the network.

Networked professionals tend to keep mutual ties as they benefit from others' advices and support. In practice, this was the case with INNOCATs 'School catering procurement city interest group'. StratKIT, inspired by that example, as a part of an international networking exercise, will set-up an own group, under a working name, European sustainable food procurement City Interest Group. The aim will be to set-up an international group consisting of municipalities with different level of experience towards sustainable food procurement. The Group would consisted of maximum 10 members, out of which four would be by represented by StratKIT partners (PP6, PP7, PP8, PP14), and the majority of all members will represent BSR region. The Group's activities will be both of a practical and strategic nature e.g. they will produce an Action Plan (to be included in O5.2) for progressively mainstreaming sustainable food procurement across BSR and Europe. In the practical sense, the cities shall use the group as a means for sharing know-how and experiences between procurers from different countries with the aim of applying new measures towards sustainability through their own purchases. From a strategic point of view, the Group shall be used as a way of channelling new approaches to national government counterparts and for advancing the sustainable food agenda at the EU level. The purpose of going beyond the partnership, as well as potentially, beyond BSR region is to bring in new, and preferably long-lasting connections and maximise the diversity of scenarios to enhance learning. The creation of the above group, as a part of the BSR sustainable procurement and catering network will be outsourced by PP1. The members of the group will sign a common letter of intent, with listed aims and actions. All members of the Group, regardless their geographical location, will automatically become the members of the BSR sustainable procurement and catering network.

2,951 / 3,000 characters

State aid relevant? ☑

O 5.1

Output Title

BSR sustainable procurement and catering network

49 / 250 characters

Output Description

The members of a professional network who know each other and have forged beneficial professional connections may feel the need for a suitable platform or frame for their discussions and visibility for promoting professional ambitions. However, first the initial connection between different organisations must be lunched. BSR sustainable procurement and catering network is formed through the lifetime of the project, as soon as the both public and business stakeholders are recognised. Thus first the network consists of StratKIT PPs and AOs, it is then constantly developed, by adding new members (new contacts). In the end, the BSR sustainable procurement and catering network is expected to include few hundreds of members, both from public and private sector. One of the advantages of being member of the network will be a first-hand information (e.g. via newsletter) and invitation to project events.

The network together with the knowledge platform ensures the transnational cooperation and learning, uptake of innovative sustainable procurement and catering approaches and continuity/ownership of the project results. It also helps to harmonize the principles/polices and public catering approaches in BSR area. PP1, PP2, PP4, PP5, PP13, and PP15 will act as national information points for new members during the project's lifetime, as the establishing and development of the network corresponds the project's lifetime. The main output, prepared by PP4, will be a documentation of network's members and activities as well as a plan suggesting future cooperation, after the project has ended.

European sustainable food procurement City Interest Group is planned to be designated part of the network. With the main difference, that the network is open for all new members, while the Group will be pre-selected and more administratively maintained than the network. One course see the Group as a sample of the network that will be used in analytical parts of the project.

1,984 / 2,000 characters

Main Output ☑

Investment ☐

4.14. Target group(s) and use of the main output

The main participants of this transnational network are procurers, catering service providers and public sector and business stakeholders, representing StratKIT, BSR and even EU countries. As the sector is actually very large – including both public and contracted organizations, with (tens of) thousands of employees per country, the potential expansion of this network is significant. Therefore, the network can substantially benefit the target group – the professionals on the sector – while strengthening the ties with suppliers and customers. The BSR network offers also the attraction of widening the employees' domestic horizon to nearby public food cultures for sustainability, with the promise of a number of new applications. The network will give an opportunity to strengthen the on-going connections, as well as to build a new ones. For example, if a small food supplier joins the network, she/he can find new connections to local public canteens or procurers. This in theory and in practice, can result in new, sustainability promoting, business connections that would benefit all members of that specific food chain. All PPs will be responsible for inviting relevant stakeholders to join the network through the project. Finally, through wide web-based and event-led publicity, EU and even global level attention and further application may be achieved by the Sustainability Toolkit. It seems to represent a new theoretically based and highly pragmatic approach allowing users to view, analyse and decide their ways into increased sustainability.

The network activities may be limited to the project lifetime, however the actual continuation plan is strongly based on the network's members and it will be discussed during GoA4.1. As a one solution for a long-term results, the BSR network could be (fully or partially) at the end of the project joined, if applicable, to existing network of similar interest.

1,925 / 2,000 characters

4.16. Timeline

	A 5.1	O 5.1
Period 1	☐	☐
Period 2	☑	☐
Period 3	☑	☐
Period 4	☑	☐
Period 5	☑	☑

WP 5 Group of activities 5.2

4.13. Group of activities leader

PP 7 - Municipality of Rybnik

A 5.2

Title

Development of harmonized voluntary sustainable procurement and catering service principles for BSR

100 / 250 characters

Description of the group of activities

The harmonized voluntary sustainable procurement and catering service principles are to be forged within StratKIT collaboration during WP2-WP4, to be agreed upon and disseminated in WP5. Part of the principles will be, developed by the European sustainable food procurement City Interest Group in GoA5.1, Action Plan for progressively mainstreaming sustainable food procurement – taking school meals as an example - across BSR and Europe. While their formulation needs to follow principles of increased sustainability, the standards themselves will be dynamic and allow the necessarily uneven compliance. This is due to the contextual limitations such as the underdeveloped organic market, financial strictures on equipment and access to renewable energy. Therefore, the voluntary principles can visibly emphasize and simultaneously suggest more achievements as part of a plan for betterments towards increased sustainability; they do not require similar implementations for all. However, the Dynamic Sustainability Model (O3.4) and Sustainability Toolkit (O4.3) give a clear structure for further developments and highlight the BSR common principles. These will help municipal, regional and national governments to push towards the goal; the timeframe may vary from short to long term. PP7, in co-operation with PP15, will use the outputs from WP2-WP4 to form the set of principles. The document will be first evaluated by PP1, PP2, PP4, PP5, PP13 and in the end by the General Assembly. The WP5 dissemination work increases the visibility of these voluntary principles for more sustainable procurement and catering policies.

1,631 / 3,000 characters

State aid relevant? ☑

O 5.2

Output Title

BSR sustainable procurement and catering service principles

59 / 250 characters

Output Description

The set of commonly developed and agreed voluntary sustainable catering principles is based on the Dynamic Sustainability Model (O3.4) and Sustainability Toolkit (O4.3) which cater to customized measures towards increased sustainability. This document will probably be short, pragmatic and easy to understand. It will be published in national StratKIT languages and in English. It will be disseminated by WP5 activities such as events, fairs, seminars and web-based media. It will be added to the O5.5.

503 / 2,000 characters

Main Output ☐

Investment ☐

4.16. Timeline

	A 5.2	O 5.2
Period 1	☐	☐
Period 2	☑	☐
Period 3	☑	☐
Period 4	☑	☑
Period 5	☐	☐

WP 5 Group of activities 5.3

4.13. Group of activities leader

PP 4 - agrathaer

A 5.3

Title

Development of a dissemination plan and corporate design

56 / 250 characters

Description of the group of activities

Dissemination plan requires the identification of target groups and the relevant messages/contents to convey to them as well as setting up a time frame for dissemination and communication activities. The dissemination develops gradually during WP2-WP4 and will be expanded by lists of relevant professionals, by the elaborated content (Dynamic Sustainability Model (O3.4), Sustainability Toolkit (O4.3)) and by the scheduled WP5 events in each StratKIT country and finally in Brussels. Additionally, appropriate dissemination and communication channels need to be identified and a corporate project design needs to be developed (a logo, to be used in addition to the BSR one in flyers, websites, templates for posters, presentations, etc.). PP4 will prepare a preliminary dissemination plan to be discussed at KOM, for which one topic will be the implementation of StratKIT corporate design, to be discussed and agreed upon by PP1-PP15 and AOs. The communication beyond the partnership will be planned in detail involving defined means in the O5.3 (e.g. newsletter, social media, online platform). Any advices and recommendations from MA/JS communication officers will be taken into account. PP4 will take Circular PP into account as one of the dissemination channels in the dissemination plan.

1,295 / 3,000 characters

State aid relevant? ☑

O 5.3

Output Title

StratKIT dissemination plan and corporate design

48 / 250 characters

Output Description

The specific plan to disseminate the project results to generate interest and recognition as well as a corporate design to enhance the projects visibility will be developed in the first period and finalised early in the second one. PP4 works with PPs and AOs to develop outcomes matching the information and visual needs of procurers and catering service providers, local/regional/national public sector and business stakeholders collaborating in StratKIT. The plan will include the use of an online common calendar, where each partner will have a possibility to inform others about their/known national or international events. The events (outside project) will be evaluated among the Steering Committee and if recognised as important, StratKIT representation will be present together with dissemination material. The draft version of the dissemination and communication plan will be presented at the KOM. The final output delivered by PP4 will set the guidelines to be followed by all PPs and as a recommendation to AOs through the project lifetime.

1,052 / 2,000 characters

Main Output ☐

Investment ☐

4.16. Timeline

	A 5.3	O 5.3
Period 1	☑	☐
Period 2	☑	☑
Period 3	☐	☐
Period 4	☐	☐
Period 5	☐	☐

WP 5 Group of activities 5.4

4.13. Group of activities leader

PP 4 - agrathaer

A 5.4

Title	Development of an online knowledge platform

44 / 250 characters

Description of the group of activities

The online platform will be created to present the Dynamic Sustainability Model (O3.4), with EU regulations, strategies and policies as well as with country specific ones, best practices and the Sustainability Toolkit (both O4.3 and its interactive form O5.5) in an open, structured and easily accessible way. Depending on collected and produced new knowledge (WP2-WP4) it will aim at including more specific products such as:
- a collection of sustainable recipes for meals for selected public catering services (e.g. schools) from different BSR countries,
- a set of sustainable menus matching nutrition criteria,
- a wiki to help understand the sustainability domains,
- recorded video material provided by the project,
- projects' publications and outputs,
- dissemination materials (e.g. videos, leaflets),
- a map to locate PPs and AOs (according to agreement),
- a list of networking organisations from both public sector and business stakeholders (according to agreement)

The main language of the online platform will be English. Some topical content and information can possibly be available in all BSR languages (thus, going beyond the StratKIT countries). Other social media channels of the project (e.g. Facebook, Twitter) or even external content can be easily linked to the platform. The development of the platform and its content will be an iterative process involving all PPs; however PP4 will be the partner responsible for the output. The platform segments will be approved by the General Assembly (all PPs). PP4 will distribute the access link to the online knowledge platform to the Circular PP partners (by that time Circular PP project ends, however communication with individual organisations is expected).

1,788 / 3,000 characters

State aid relevant?	✔

O 5.4

Output Title	StratKIT online open knowledge platform

39 / 250 characters

Output Description

Easy access and clearly structured open web-based platform is developed by IT professionals to make the project outputs available not only for StratKIT PPs and AOs but for other BSR public sector stakeholders, (public) procurement and catering professionals and interested parties, business stakeholders, customers and politicians. The content will be provided in English and to a limited extent in the languages of StratKIT and possibly the BSR. The platform will also have an intranet role (only for PPs), supporting the implementation of the project work. The platform will be classified as finalised once all the main outputs of the project are there available, thus, even when it's expected to start running from period 1, the final output is marked for period 5. In order to provide the access to the project outputs after the end of the project, several online sources will be deployed e.g. main output will be sent to EC GPP initiative, will be available at PP1's web-pages, as well as the documents' authors will be advised to upload the documents into e.g. ResearchGate or LinkedIn portals.

1,101 / 2,000 characters

Main Output	✔
Investment	☐

4.14. Target group(s) and use of the main output

The target group, public procurers and catering service providers, public sector and business stakeholders as well as other groups such as consumers will find the StratKIT online open knowledge platform as a reliable source of knowledge and documents. Moreover, it works as a source of contact information which helps interested parties to look for more information or answers to questions. In other words, the platform will be a virtual meeting place with a local, national and international character. However, the information pertaining to persons and organizations as well as presence in this virtual platform is voluntary. Finally, the knowledge platform can support learning of more sustainable operations and their argumentations; this increases the informed decision making in public procurement and catering services. As such the knowledge platform is meant to be an information source for all main stakeholder groups and target groups in BSR area, EU and globally

English language is essential to reach the widest audience. However, due to the fact that target groups may represent very different educational backgrounds in different countries, StratKIT will provide the most important information in StratKIT and possibly BSR native languages. These translations will be provided by the national PPs.

1,314 / 2,000 characters

4.16. Timeline

	A 5.4	O 5.4
Period 1	✔	☐
Period 2	✔	☐
Period 3	✔	☐
Period 4	✔	☐
Period 5	✔	✔

WP 5 Group of activities 5.5

4.13. Group of activities leader

PP 4 - agrathaer

A 5.5

Title

Preparation of user friendly, interactive Sustainability Toolkit interface

75 / 250 characters

Description of the group of activities

Having the Sustainability Toolkit, a set of sustainability principles, or a Dynamic Sustainability Model in printed form is important for some users, while others prefer an interactive, user-friendly online tool. This task will include an external IT and design specialists (BL4), who will transform the Sustainability Toolkit (O4.3) into interesting, sophisticated but simple tool to be easily reached via any web-browser. The process of designing the interface will start in line when working on the Sustainability Toolkit itself (WP4). Current vision of the output includes introductory video(s) with at least subtitles in different languages, a set of evaluating questions to the user, to show the user her/his/their ranking in terms of sustainability. This is meant to raise interest for continuing the learning about the Sustainability Toolkit and starting to consider implementation. The material reporting pilot activities from GoA4.2 together with their evaluation (O4.2) will be included in order to inform the user of the potential outcomes/opportunities/difficulties. The voluntary principles from O5.2 will also be added to the interface.

The main content will be the Sustainability Toolkit entailing its background knowledge such as the Dynamic Sustainability Model. The BSR geographic orientation will be clear in order to strengthen the 'social movement' on the sector and within societies in general. The design process will follow the GoA4.3 very closely, so that already a draft of O4.3 can be used as preliminary data for a beta version of O5.5. PP4 will lead the activity with strong cooperation with Steering Group. PP6-PP11 and PP14, together with AOs will be asked to test run the interface for possibly necessary upgrading. PP4 will distribute the access link to the online toolkit to the Circular PP partners (by that time Circular PP project ends, however communication with individual organisations is expected).

1,944 / 3,000 characters

State aid relevant? ✔

O 5.5

Output Title

StratKIT online interactive Sustainability Toolkit

51 / 250 characters

Output Description

The main output of the project (O4.3) will reach its best, professional and modern media form. Only a well-developed, professional, user-friendly interface can meet the criteria diverse target group needs simultaneously. The final version will be ready early in period 6, but before that, PPs and also AOs and selected key stakeholders can comment the draft output already in period 5. Dissemination of the finished output will be a crucial activity for all PPs. The output will be available at the online platform (O5.4), selected PPs home web-pages, as well as GPP web-page and other, selected suitable external online platforms providing long-term accessibility to the output.

All PPs and AOs will be focused on the dissemination and implementation of O5.5 in the period 5. It will be in detail presented to wide range of international audience during the final project event in Brussels.

895 / 2,000 characters

Main Output ✔

Investment ☐

4.14. Target group(s) and use of the main output

The diverse target group will deploy the interactive toolkit if it can offer a positive learning experience and inspire for action. This means it needs to be a quick and educating source of structured information, both science-based and pragmatic advices as well as interesting ideas. It is well understood that in high level organizational and decision-making positions the knowledge needs of a person can be different than the ones of the one 'on the shop floor', let alone the individual customer; however, all of them exercise their impact on increasingly sustainable food system. Special customization for the main target subgroups (thus the several questions whereby the tool can recognise the type of the target as e.g. public sector stakeholders and policy makers, service providers, food suppliers etc.) should support its effective use. The systemic changes can start with very small 'inspirational' issues and end up with a plan to deploy the Sustainability Toolkit across operations, which normally requires organizational or business administrational level decisions. The multilingual option will be available to the extent possible in StratKIT. However, the full strength of the tool will be presented in English. Actively during the period 5, and also after the end of the project, PP1 will be acting as a contact person in case of questions and inquiries. The usage of the output by public authorities beyond the partnership and even beyond the BSR region is assured by the body of European sustainable food procurement City Interest Group (part of O5.1).

1,572 / 2,000 characters

4.16. Timeline

	A 5.5	O 5.5
Period 1	☐	☐
Period 2	☐	☐
Period 3	✔	☐
Period 4	✔	☐
Period 5	✔	✔

WP 5 Group of activities 5.6

4.13. Group of activities leader

PP 4 - agrathaer

A 5.6

Title

Further dissemination activities

32 / 250 characters

Description of the group of activities

A range of measures and channels will be used to get a broad distribution of the project results at the regional, national, BSR and EU level, enhancing authorities' and practitioners' capacity to innovate and transform their procurement and catering services into more sustainable ones. The dissemination take place from WP2 until WP5 and their content follows the tasks and outcomes of the particular WPs.

To promote and communicate the project and its harmonized results, various channels will be addressed, according to O5.3. The online efforts will be combined at the online knowledge platform described in GoA5.4. Among the planned general communication and dissemination activities are:
- At the regional and national scale, the PPs providing texts/giving interviews in professional magazines and local newspapers (e.g. TrueTaste magazine (FI), The Catering Professional magazine (FI, PP9), GV Compakt (DE), Verpflegungsmanagement (DE) and many others to be identified);
- Presentations and posters at (professionals/policy) meetings, seminars, fairs or conferences (for example EcoProcura, Ateria (FI, a detailed description below), Bundeskongress Schulverpflegung (DE), FairFriends – Nachhaltigkeitsmesse (DE), and many others) can carry the messages of the project from the regional scale up to the EU level.
- A project specific sessions on a reputable international events on sustainability (subcontracted by PP7), as well as during Annual Strategic Planning Leaders Forum in Russia (subcontracted by PP13)
- Active interaction with existing relevant ongoing projects (e.g. Circular PP, all PPs) and networks (e.g. ERRIN, ERIAFF, PP11) mapped in WP2, e.g. via exchange of newsletters, joining mailing lists, as well as mutual event invitations.
- Limited printed dissemination material (leaflets, roll-ups, professional magazines and open access journals, all PPs)
- A final dissemination event, presenting the projects results will be organised in Brussels (responsible partner PP11).

For example, in Finland there is the annual Ateria conference which is free to attend and would present one opportunity for BSR sustainable procurement and catering network to meet with usually about 1000 visitors. PP1 and PP9 will suggest a BSR session to be organized there. It is a great opportunity to meet the business representatives who are actively aiming at cooperation with public sector.

As an important example, Procura+ Seminars (the event of the Procura+ network of European public authorities that connect, exchange and act on sustainable and innovation procurement), are recognised as important events gathering public authorities. This seminar is expected to be not only one of the bidding hosts for StratKIT sessions, but it will be an important event to attend by selected StratKIT PPs on yearly basis.

Each PP will be expected to contribute to this task according to their own connections, knowledge and budget.

2,975 / 3,000 characters

State aid relevant? ✔

O 5.6

Output Title

Target-group specific, multi-level dissemination activity report

65 / 250 characters

Output Description

PP4 will periodically collect from all PPs a list and a summary of their communication and dissemination activities at all levels; local, regional, national and international. During the lifetime of the project, those periodic summaries of dissemination activities will help plan the future dissemination actions as well as will potentially increase the audience for the project outcomes. All of those, together with a summary from the final dissemination event organised by PP11 in Brussels, will be combined under one dissemination activity report that will be delivered to MA/JS.

582 / 2,000 characters

Main Output ☐

Investment ☐

4.16. Timeline

	A 5.6	O 5.6
Period 1	✔	☐
Period 2	✔	☐
Period 3	✔	☐
Period 4	✔	☐
Period 5	✔	✔

5. Output indicators

5.1. Obligatory output indicator

Number	Obligatory output indicator	Description	
O1	Documented learning experience	The piloting of various sustainability models and practices in public catering will involve project partners, end-users, external experts and municipal officials. There will be different pilots in different countries, but they will be discussed and developed both in national and transnational meetings during/before the implementation. The aim is to enhance partners' and other experts' knowledge on sustainability issues during the project. After the pilots, the results will be presented in different occasions both to all PPs and AOs and the representatives of public sector catering service providers outside the project consortium. A survey of sustainable procurement and catering services will be carried out among the experts in the field and reported in StratKIT countries where this is feasible. The pilots will be evaluated in cooperation with external professionals to StratKIT. The description of the pilots and their summaries will be available at the online platform. 983 / 1,000 characters	
O2	Documented learning experience	The Sustainability Toolkit will be a result of all the work carried out during the StratKIT project together with PPs and AOs, other stakeholder groups and end-users. The development of the toolkit is a process of continuous further learning and the final aim is to increase persons' capacity to work in a sustainable way in public catering. The viability of the Sustainability Toolkit will be piloted partly in planning, partly in implementation, in each participating country will test the validity of the toolkit. All relevant PPs, active in public procurement and catering services, are to provide evaluation of their operation's sustainability in terms of the Sustainability Toolkit. Furthermore, these collaborators will evaluate the applicability of the toolkit and give feedback. The evaluation report will outline the main conclusions of the toolkit testing and proposes the final contents, applications and format of the toolkit. 941 / 1,000 characters	

5.2. Project specific output indicators

Number	Output indicator	Mark in case output indicator not relevant	Description	Target value in number
P1	No. of local/regional public authorities/institutions involved	☐	Public authorities involved in the project as PPs at local level: Municipality of Aarhus (PP6), Municipality of Rybnik (PP7), Municipality of Tallinn (PP8) and regional level: Central Denmark EU Office (PP11), Council of municipalities of Sankt Petersburg (PP14). 265 / 1,000 characters	5
P2	No. of national public authorities/institutions involved	☑	 0 / 1,000 characters	0
P3	No. of enterprises receiving support	☐	agrathaer (PP4), IFAU (PP5), Baltic restaurants Estonia (PP10) receive support. PP4 and PP5 collaborate as trained extension professionals (expanding concepts into practice) on the sector. They work particularly in WP4 and WP5, respectively. PP10 is operating procurement and catering services in collaboration with local authorities in Tallinn and Riga. They represent the Estonian and Latvian service providers with the ability and willingness to move towards sustainability in their operations in these countries. PP10 thereby aligns with the role of PP6, PP7 and PP8. 572 / 1,000 characters	3
P4	No. of enterprises receiving non-financial support	☐	Business representatives, with emphasis on catering service providers, but also to some extend food chain suppliers, will find StratKIT as a mediator in communication and understanding the public sector representatives responsible for the procurement processes. StratKIT aims at involving at every national meeting a quota of business sector representatives being 20-30%. During the participation in national and BSR events, participants receive a non-financial support by e.g. dialogue, professional match-making, scientific advises, and increased knowledge. The number of one hundred is a modest forecast based on the expected event participants, AOs, as well as already existing broad business networks of StratKIT ensuring the dissemination and communication of the main outputs. 785 / 1,000 characters	100
P5	No. of enterprises cooperating with research institutions	☐	In StratKIT there are five enterprises (PP4, PP5, PP10, AO8 and AO10) which are directly in day-to-day collaboration with research institutions (PP1, PP2, PP13, PP15, AO6). However, during the mapping activities in WP2 as well as general communication, a wide number of e.g. public catering service providers will be targeted (e.g. via interview or survey). Having 6 countries, the number of enterprises taking part in the knowledge-transfer is estimated at 120. The list of the enterprises concerned will be made under the O5.6. The business representatives, especially SMEs, will learn the mechanisms of sustainable public procurement that will encourage them to answer the public tenders. For example, StratKIT can be seen as new communication channel between public authorities and their local SMEs representing sustainable food chain. Bigger companies, already operating on the public procurement services increase their capacity for sustainability e.g. via using the Sustainability Toolkit. 1,000 / 1,000 characters	120
P6	No. of documented newly developed market products and services	☑	 0 / 1,000 characters	0
P7	Amount of private investments matching public support in innovation or R&D projects	☑	 0 / 1,000 characters	0
P8	Amount of documented planned investments to be realised with other than the Programme funding	☑	 0 / 1,000 characters	0

6. Budget

6.1 External expertise and services

Item No.	Contract specification	Investment item?	Group of activities no.	Contracting partner	Planned contract value	Planned award procedure
1	Kick-of-meeting (Helsinki, Finland) - room rental, catering 59 / 100 characters	No	WP1	1. University of Helsinki	3,000.00	No procurement
2	2nd Project Meeting (Tallinn, Estonia) - combined with GoA2.5 61 / 100 characters	No	WP1	2. Stockholm Environment Institute Tallinn Centre	800.00	No procurement
3	3rd Project Meeting (Rybnik, Poland) - combined with GoA3.3 59 / 100 characters	No	WP1	7. Municipality of Rybnik	800.00	No procurement
4	4th Project Meeting (Aarhus, Denmark) - combined with GoA4.1 60 / 100 characters	No	WP1	5. IFAU Institute for Food Studies and Agroindustrial Development	800.00	No procurement
5	5th Project Meeting (Müncheberg, Germany) - room rental, catering 65 / 100 characters	No	WP1	4. agrathaer	3,000.00	No procurement
6	5 x Audit (First Level Control) and 5 x Second Level Control 61 / 100 characters	No	WP1	1. University of Helsinki	10,600.00	Open national tender
7	5 x Audit (First Level Control) 31 / 100 characters	No	WP1	4. agrathaer	5,000.00	Bid-at-three
8	5 x Audit (First Level Control) 31 / 100 characters	No	WP1	5. IFAU Institute for Food Studies and Agroindustrial Development	7,500.00	Bid-at-three
9	5 x Audit (First Level Control) 31 / 100 characters	No	WP1	6. Municipality of Aarhus	5,068.00	Bid-at-three
10	5 x Audit (First Level Control) 31 / 100 characters	No	WP1	9. Finnish Professional Catering Association	5,000.00	Bid-at-three
11	5 x Audit (First Level Control) 31 / 100 characters	No	WP1	11. Central Denmark EU-Office	8,000.00	Bid-at-three
12	5 x Audit (First Level Control) 31 / 100 characters	No	WP1	13. The Herzen State Pedagogical University of Russia	7,500.00	Bid-at-three
13	5 x Audit (First Level Control) 31 / 100 characters	No	WP1	14. Council of municipalities of Sankt Petersburg	7,500.00	Bid-at-three
14	External expert consultation to support the national mapping 60 / 100 characters	No	GoA2.2	13. The Herzen State Pedagogical University of Russia	2,500.00	No procurement
15	National stakeholder meetings (1 in each country incl room rent and catering) 77 / 100 characters	No	GoA2.3	1. University of Helsinki	1,500.00	No procurement
16	National stakeholder meetings (1 in each country incl room rent and catering) 77 / 100 characters	No	GoA2.3	2. Stockholm Environment Institute Tallinn Centre	1,000.00	No procurement
	Total				299,168.00	

Item No.	Contract specification	Investment item?	Group of activities no.	Contracting partner	Planned contract value	Planned award procedure
17	National stakeholder meetings (1 in each country incl room rent and catering) 77 / 100 characters	No	GoA2.3	7. Municipality of Rybnik	1,000.00	No procurement
18	National stakeholder meetings (1 in each country incl room rent and catering) 77 / 100 characters	No	GoA2.3	4. agrathaer	1,000.00	No procurement
19	National stakeholder meetings (1 in each country incl room rent and catering) 77 / 100 characters	No	GoA2.3	5. IFAU Institute for Food Studies and Agroindustrial Development	1,000.00	No procurement
20	National stakeholder meetings (1 in each country incl room rent and catering) 77 / 100 characters	No	GoA2.3	13. The Herzen State Pedagogical University of Russia	1,000.00	No procurement
21	Participation of 1-2 Finnish experts at the BSR round table (traveling and accommodation) 89 / 100 characters	No	GoA2.5	1. University of Helsinki	1,200.00	No procurement
22	European sustainable food procurement City Interest Group - speakers for moderated session 90 / 100 characters	No	GoA2.5	1. University of Helsinki	3,000.00	No procurement
23	Organisation of BSR stakeholder round table Tallinn (catering costs) 69 / 100 characters	No	GoA2.5	2. Stockholm Environment Institute Tallinn Centre	2,500.00	No procurement
24	Participation of 1-2 Polish experts at the BSR stakeholder round table(traveling and accommodation) 100 / 100 characters	No	GoA2.5	7. Municipality of Rybnik	1,000.00	No procurement
25	Participation of 1-2 German experts at the BSR stakeholder round table (traveling and accommodation) 100 / 100 characters	No	GoA2.5	4. agrathaer	1,000.00	No procurement
26	Participation of 1-2 Danish experts at the BSR stakeholder round able (traveling and accommodation) 99 / 100 characters	No	GoA2.5	5. IFAU Institute for Food Studies and Agroindustrial Development	1,000.00	No procurement
27	1-3 experts from Baltic countries at the BSR stakeholder round table (traveling and accommodation) 99 / 100 characters	No	GoA2.5	10. Baltic restaurants Estonia	1,000.00	No procurement
28	Organisation of BSR stakeholder round table Tallinn (venue costs) 65 / 100 characters	No	GoA2.5	2. Stockholm Environment Institute Tallinn Centre	2,000.00	No procurement
29	Field trip - technical arrangement of a visit to one public catering premises 78 / 100 characters	No	GoA2.5	2. Stockholm Environment Institute Tallinn Centre	1,000.00	No procurement
30	1 expert from Russia at the BSR stakeholder round table (traveling and accommodation) 85 / 100 characters	No	GoA2.5	13. The Herzen State Pedagogical University of Russia	600.00	No procurement
31	External expert consultation to evaluate expansion models report 64 / 100 characters	No	GoA3.2	13. The Herzen State Pedagogical University of Russia	2,500.00	No procurement
	Total				299,168.00	

Item No.	Contract specification	Investment item?	Group of activities no.	Contracting partner	Planned contract value	Planned award procedure
32	Co-creation and co-innovation national workshop (1 in each country incl room rent and catering) 96 / 100 characters	No	GoA3.3	1. University of Helsinki	1,500.00	No procurement
33	Co-creation and co-innovation national workshop (1 in each country incl room rent and catering) 96 / 100 characters	No	GoA3.3	2. Stockholm Environment Institute Tallinn Centre	1,000.00	No procurement
34	Co-creation and co-innovation national workshop (1 in each country incl room rent and catering) 96 / 100 characters	No	GoA3.3	15. Warsaw University of Life Sciences	1,000.00	No procurement
35	Co-creation and co-innovation national workshop (1 in each country incl room rent and catering) 96 / 100 characters	No	GoA3.3	4. agrathaer	1,000.00	No procurement
36	Co-creation and co-innovation national workshop (1 in each country incl room rent and catering) 96 / 100 characters	No	GoA3.3	5. IFAU Institute for Food Studies and Agroindustrial Development	1,000.00	No procurement
37	National co-creation and co-innovation workshop (venue rental and moderator) 78 / 100 characters	No	GoA3.3	14. Council of municipalities of Sankt Petersburg	2,000.00	No procurement
38	Organisation of co-innovation and co-creation BSR workshop (Poland) (room and catering) 89 / 100 characters	No	GoA3.3	7. Municipality of Rybnik	3,700.00	No procurement
39	1-2 Finnish experts at the Co-innovation and co-creation BSR workshop (traveling and accommodation) 100 / 100 characters	No	GoA3.3	1. University of Helsinki	1,000.00	No procurement
40	European sustainable food procurement City Interest Group - speakers for moderated session 90 / 100 characters	No	GoA3.3	1. University of Helsinki	3,000.00	No procurement
41	1-2 Estonian experts at the Co-innovation and co-creation BSR workshop (traveling and accommodation) 100 / 100 characters	No	GoA3.3	2. Stockholm Environment Institute Tallinn Centre	1,000.00	No procurement
42	1-2 German experts at the Co-innovation and co-creation BSR workshop (traveling and accommodation) 99 / 100 characters	No	GoA3.3	4. agrathaer	1,000.00	No procurement
43	1-2 Estonian experts at the Co-innovation and co-creation BSR workshop (traveling and accommodation) 100 / 100 characters	No	GoA3.3	10. Baltic restaurants Estonia	1,000.00	No procurement
44	2-3 Danish experts at the Co-innovation and co-creation BSR workshop (traveling and accommodation) 98 / 100 characters	No	GoA3.3	11. Central Denmark EU-Office	2,000.00	No procurement
	Total				299,168.00	

Item No.	Contract specification	Investment item?	Group of activities no.	Contracting partner	Planned contract value	Planned award procedure
45	1 Russian expert at the Co-innovation and co-creation BSR workshop (traveling and accommodation) 96 / 100 characters	No	GoA3.3	14. Council of municipalities of Sankt Petersburg	600.00	No procurement
46	Translation to Russian and printing costs of Main Output 57 / 100 characters	No	GoA3.4	13. The Herzen State Pedagogical University of Russia	1,000.00	No procurement
47	Operational Implementation national workshops (1 in each country incl room rent and catering) 93 / 100 characters	No	GoA4.1	4. agrathaer	1,000.00	No procurement
48	Operational Implementation national workshops (1 in each country incl room rent and catering) 93 / 100 characters	No	GoA4.1	15. Warsaw University of Life Sciences	1,000.00	No procurement
49	Operational Implementation national workshops (1 in each country incl room rent and catering) 93 / 100 characters	No	GoA4.1	8. Tallinn City Government	1,000.00	No procurement
50	Operational Implementation national workshops (1 in each country incl room rent and catering) 93 / 100 characters	No	GoA4.1	9. Finnish Professional Catering Association	1,000.00	No procurement
51	Operational Implementation national workshops (1 in each country incl room rent and catering) 93 / 100 characters	No	GoA4.1	11. Central Denmark EU-Office	1,500.00	No procurement
52	Operational Implementation national workshops co-organised with PP14 (venue rental costs) 91 / 100 characters	No	GoA4.1	13. The Herzen State Pedagogical University of Russia	600.00	No procurement
53	Operational Implementation national workshops co-organised with PP13 (catering and a moderator) 97 / 100 characters	No	GoA4.1	14. Council of municipalities of Sankt Petersburg	1,400.00	No procurement
54	Organising Operational Implementation BSR workshop in Denmark (venue costs) 75 / 100 characters	No	GoA4.1	5. IFAU Institute for Food Studies and Agroindustrial Development	2,500.00	No procurement
55	Organising Operational Implementation BSR workshop in Denmark (moderator and catering costs) 94 / 100 characters	No	GoA4.1	6. Municipality of Aarhus	3,000.00	No procurement
56	1-2 Finnish experts at the Operational Implementation BSR workshops (travel and accommodation) 95 / 100 characters	No	GoA4.1	1. University of Helsinki	1,200.00	No procurement
57	European sustainable food procurement City Interest Group - speakers for moderated session 90 / 100 characters	No	GoA4.1	1. University of Helsinki	4,000.00	No procurement
58	1-2 Estonian experts the Operational Implementation BSR workshops (travel and accommodation) 93 / 100 characters	No	GoA4.1	2. Stockholm Environment Institute Tallinn Centre	1,000.00	No procurement
	Total				299,168.00	

Item No.	Contract specification	Investment item?	Group of activities no.	Contracting partner	Planned contract value	Planned award procedure
59	1-2 Polish experts the Operational Implementation BSR workshops (travel and accommodation) 91 / 100 characters	No	GoA4.1	7. Municipality of Rybnik	1,000.00	No procurement
60	1-2 German experts the Operational Implementation BSR workshops (travel and accommodation) 91 / 100 characters	No	GoA4.1	4. agrathaer	1,000.00	No procurement
61	2 Danish experts the Operational Implementation BSR workshops (travel) 71 / 100 characters	No	GoA4.1	5. IFAU Institute for Food Studies and Agroindustrial Development	500.00	No procurement
62	1-2 Russian experts at the Operational Implementation BSR workshops (travel and accommodation) 95 / 100 characters	No	GoA4.1	14. Council of municipalities of Sankt Petersburg	1,200.00	No procurement
63	Field trip - technical arrangement of a visit to one public catering premises 78 / 100 characters	No	GoA4.1	5. IFAU Institute for Food Studies and Agroindustrial Development	1,000.00	No procurement
64	External expert consultation fee on evaluation of the Russian pilot 67 / 100 characters	No	GoA4.2	13. The Herzen State Pedagogical University of Russia	1,600.00	No procurement
65	Services connected with piloting activities: e.g. tailored prints, paper/on-line surveys 88 / 100 characters	No	GoA4.2	1. University of Helsinki	3,500.00	No procurement
66	Translations of the main output to BSR languages (except Russian) 65 / 100 characters	No	GoA4.3	1. University of Helsinki	4,000.00	No procurement
67	Translations of the main output to Russian 42 / 100 characters	No	GoA4.3	13. The Herzen State Pedagogical University of Russia	1,000.00	No procurement
68	European sustainable food procurement City Interest Group - external expertise 78 / 100 characters	No	GoA5.1	1. University of Helsinki	25,000.00	Bid-at-three
69	Field trip supporting creation of sustainable catering principles during the 3th Project Meeting. 98 / 100 characters	No	GoA5.2	7. Municipality of Rybnik	1,000.00	No procurement
70	Printed information material - limited amount of paper printouts to support the communication 94 / 100 characters	No	GoA5.3	4. agrathaer	3,300.00	No procurement
71	Professional online knowledge platform - including intranet. 61 / 100 characters	No	GoA5.4	4. agrathaer	25,000.00	Bid-at-three
72	translation to Russian of Main Output (online knowledge platform) 1st invoice 77 / 100 characters	No	GoA5.4	13. The Herzen State Pedagogical University of Russia	500.00	No procurement
73	translation to Russian of Main Output (online knowledge platform) 2nd invoice 77 / 100 characters	No	GoA5.4	14. Council of municipalities of Sankt Petersburg	500.00	No procurement
	Total				299,168.00	

Item No.	Contract specification	Investment item?	Group of activities no.	Contracting partner	Planned contract value	Planned award procedure
74	Interactive, online interface for the Toolkit - IT and design costs 67 / 100 characters	No	GoA5.5	4. agrathaer	33,000.00	Bid-at-three
75	translation of Main Output (online interactive Sustainability Toolkit) 70 / 100 characters	No	GoA5.5	13. The Herzen State Pedagogical University of Russia	1,000.00	No procurement
76	Organization of project-specific sessions at two international events 69 / 100 characters	No	GoA5.6	7. Municipality of Rybnik	10,000.00	Bid-at-three
77	Dissamination event in Brussel (including space rental, refreshemt, translators) 80 / 100 characters	No	GoA5.6	11. Central Denmark EU-Office	13,500.00	Bid-at-three
78	Organising a StratKIT session during a selected stakeholder event in Russia 75 / 100 characters	No	GoA5.6	13. The Herzen State Pedagogical University of Russia	4,500.00	No procurement
79	Services connected with piloting activities: e.g. tailored prints, paper/on-line surveys 88 / 100 characters	No	GoA4.2	8. Tallinn City Government	2,500.00	No procurement
80	External expertise for mapping and other activities. 53 / 100 characters	No	WP2	7. Municipality of Rybnik	6,200.00	Bid-at-three
81	External expert for pilot training for cooks and measuring food waste. 71 / 100 characters	No	GoA4.2	7. Municipality of Rybnik	27,000.00	Bid-at-three
	Total				299,168.00	

6.2 Equipment

Item No.	Category		Investment item?	Group of activities no.	Contracting partner	Planned contract value	Planned award procedure
	Category	Additional Specification					
1	Please select	0 / 100 characters	Select		Please select	0.00	Please select
	Total					0.00	

There is no investment selected.

There is no investment selected.

6.4 Expenditure for specific project activities (e.g. expenditure for large research activities on sea etc.)

This section is activated only in the exceptional cases defined in the Programme Manual and after a sucessful consultation with the JS.

6.5 Breakdown of planned project costs per budget line & per partner

Partner	BL1 - Staff costs	BL2 - Office & administration	BL3 - Travel & accommodation	BL4 - External expertise & services	BL5 - Equipment	BL6 - Infrastructure & works	BL7 - Specific project activities	Total project budget
PP 1 - University of Helsinki	295,040.00	44,256.00	18,000.00	62,500.00	0.00	0.00	0.00	419,796.00
PP 2 - Stockholm Environment Institute Tallinn Centre	208,387.31	31,258.10	6,703.00	10,300.00	0.00	0.00	0.00	256,648.41
PP 3 - DELETED: implementation (withdrawal) CentrumCSR.PL Foundation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PP 4 - agrathaer	156,200.00	23,430.00	10,000.00	75,300.00	0.00	0.00	0.00	264,930.00
PP 5 - IFAU Institute for Food Studies and Agroindustrial Development	148,000.00	22,200.00	6,800.00	15,300.00	0.00	0.00	0.00	192,300.00
PP 6 - Municipality of Aarhus	128,100.00	19,215.00	5,000.00	8,068.00	0.00	0.00	0.00	160,383.00
PP 7 - Municipality of Rybnik	52,096.46	7,814.47	8,469.48	51,700.00	0.00	0.00	0.00	120,080.41
PP 8 - Tallinn City Government	45,700.00	6,855.00	4,000.00	3,500.00	0.00	0.00	0.00	60,055.00
PP 9 - Finnish Professional Catering Association	75,000.00	11,250.00	7,750.00	6,000.00	0.00	0.00	0.00	100,000.00
PP 10 - Baltic restaurants Estonia	37,400.00	5,610.00	6,000.00	2,000.00	0.00	0.00	0.00	51,010.00
PP 11 - Central Denmark EU-Office	80,551.52	12,082.73	10,000.00	25,000.00	0.00	0.00	0.00	127,634.25
PP 12 - WITHDRAWAL (01/01/2020) Estonian Regional and Local Development Agency	4,812.69	721.90	297.00	0.00	0.00	0.00	0.00	5,831.59
PP 13 - The Herzen State Pedagogical University of Russia	85,000.00	12,750.00	8,000.00	24,300.00	0.00	0.00	0.00	130,050.00
PP 14 - Council of municipalities of Sankt Petersburg	50,000.00	7,500.00	8,000.00	13,200.00	0.00	0.00	0.00	78,700.00
PP 15 - Warsaw University of Life Sciences	64,495.29	9,674.29	3,000.01	2,000.00	0.00	0.00	0.00	79,169.59
Total	1,430,783.27	214,617.49	102,019.49	299,168.00	0.00	0.00	0.00	2,046,588.25

6.6 State aid expenditure

Partner	Country	Legal status	Funding source	Total [in EUR]	Co-financing rate	Total costs of NOT State Aid relevant activities [in EUR]	Total costs of State Aid relevant activities [in EUR]	Co-Financing rate for the State Aid relevant activities	State Aid Instrument
PP 1 - University of Helsinki	Finland	Bodies governed by public law	ERDF	419,796.00	75.00 %	419,796.00	0.00	0.00 %	De-minimis
PP 2 - Stockholm Environment Institute Tallinn Centre	Estonia	Bodies governed by public law	ERDF	256,648.41	85.00 %	256,648.41	0.00	0.00 %	De-minimis
PP 3 - DELETED: implementation (withdrawal) CentrumCSR.PL Foundation	Poland	Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)	ERDF	0.00	85.00 %	0.00	0.00	0.00 %	De-minimis
PP 4 - agrathaer	Germany	Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)	ERDF	264,930.00	75.00 %	0.00	264,930.00	75.00 %	De-minimis
PP 5 - IFAU Institute for Food Studies and Agroindustrial Development	Denmark	Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)	ERDF	192,300.00	75.00 %	0.00	192,300.00	75.00 %	De-minimis
PP 6 - Municipality of Aarhus	Denmark	National (governmental), regional and local public authorities	ERDF	160,383.00	75.00 %	160,383.00	0.00	0.00 %	De-minimis
PP 7 - Municipality of Rybnik	Poland	National (governmental), regional and local public authorities	ERDF	120,080.41	85.00 %	120,080.41	0.00	0.00 %	De-minimis
PP 8 - Tallinn City Government	Estonia	National (governmental), regional and local public authorities	ERDF	60,055.00	85.00 %	60,055.00	0.00	0.00 %	De-minimis
PP 9 - Finnish Professional Catering Association	Finland	Bodies governed by public law	ERDF	100,000.00	75.00 %	100,000.00	0.00	0.00 %	De-minimis
PP 10 - Baltic restaurants Estonia	Estonia	Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)	ERDF	51,010.00	85.00 %	0.00	51,010.00	85.00 %	De-minimis
PP 11 - Central Denmark EU-Office	Denmark	National (governmental), regional and local public authorities	ERDF	127,634.25	75.00 %	127,634.25	0.00	0.00 %	De-minimis
PP 12 - WITHDRAWAL (01/01/2020) Estonian Regional and Local Development Agency	Estonia	Associations formed by one or several bodies governed by public law as defined under b)	ERDF	5,831.59	85.00 %	5,831.59	0.00	0.00 %	De-minimis
PP 13 - The Herzen State Pedagogical University of Russia	Russian Federation	Bodies governed by public law	ENI_RU	130,050.00	85.00 %	130,050.00	0.00	0.00 %	De-minimis
PP 14 - Council of municipalities of Sankt Petersburg	Russian Federation	Associations formed by one or several regional or local authorities as defined under a)	ENI_RU	78,700.00	85.00 %	78,700.00	0.00	0.00 %	De-minimis
PP 15 - Warsaw University of Life Sciences	Poland	Bodies governed by public law	ERDF	79,169.59	85.00 %	79,169.59	0.00	0.00 %	De-minimis
Total ERDF				1,837,838.25		1,329,598.25	508,240.00		
Total ENI				104,375.00		104,375.00	0.00		
Total RUSSIA				104,375.00		104,375.00	0.00		
Total ENI + RUSSIA				208,750.00		208,750.00	0.00		
Total				2,046,588.25		1,538,348.25	508,240.00		

Partner	Country	Legal status	Funding source	Total [in EUR]	Co-financing rate	Total costs of NOT State Aid relevant activities [in EUR]	Total costs of State Aid relevant activities [in EUR]	Co-Financing rate for the State Aid relevant activities	State Aid Instrument
PP 1 - University of Helsinki	Finland	Bodies governed by public law	ERDF	419,796.00	75.00 %	419,796.00	0.00	0.00 %	De-minimis
PP 2 - Stockholm Environment Institute Tallinn Centre	Estonia	Bodies governed by public law	ERDF	256,648.41	85.00 %	256,648.41	0.00	0.00 %	De-minimis
PP 3 - DELETED: implementation (withdrawal) CentrumCSR.PL Foundation	Poland	Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)	ERDF	0.00	85.00 %	0.00	0.00	0.00 %	De-minimis
PP 4 - agrathaer	Germany	Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)	ERDF	264,930.00	75.00 %	0.00	264,930.00	75.00 %	De-minimis
PP 5 - IFAU Institute for Food Studies and Agroindustrial Development	Denmark	Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)	ERDF	192,300.00	75.00 %	0.00	192,300.00	75.00 %	De-minimis
PP 6 - Municipality of Aarhus	Denmark	National (governmental), regional and local public authorities	ERDF	160,383.00	75.00 %	160,383.00	0.00	0.00 %	De-minimis
PP 7 - Municipality of Rybnik	Poland	National (governmental), regional and local public authorities	ERDF	120,080.41	85.00 %	120,080.41	0.00	0.00 %	De-minimis
PP 8 - Tallinn City Government	Estonia	National (governmental), regional and local public authorities	ERDF	60,055.00	85.00 %	60,055.00	0.00	0.00 %	De-minimis
PP 9 - Finnish Professional Catering Association	Finland	Bodies governed by public law	ERDF	100,000.00	75.00 %	100,000.00	0.00	0.00 %	De-minimis
PP 10 - Baltic restaurants Estonia	Estonia	Bodies having legal personality, but not fulfilling criteria i and/or iii under category b)	ERDF	51,010.00	85.00 %	0.00	51,010.00	85.00 %	De-minimis
PP 11 - Central Denmark EU-Office	Denmark	National (governmental), regional and local public authorities	ERDF	127,634.25	75.00 %	127,634.25	0.00	0.00 %	De-minimis
PP 12 - WITHDRAWAL (01/01/2020) Estonian Regional and Local Development Agency	Estonia	Associations formed by one or several bodies governed by public law as defined under b)	ERDF	5,831.59	85.00 %	5,831.59	0.00	0.00 %	De-minimis
PP 13 - The Herzen State Pedagogical University of Russia	Russian Federation	Bodies governed by public law	ENI_RU	130,050.00	85.00 %	130,050.00	0.00	0.00 %	De-minimis
Total ERDF				1,837,838.25		1,329,598.25	508,240.00		
Total ENI				104,375.00		104,375.00	0.00		
Total RUSSIA				104,375.00		104,375.00	0.00		
Total ENI + RUSSIA				208,750.00		208,750.00	0.00		
Total				2,046,588.25		1,538,348.25	508,240.00		

Partner	Country	Legal status	Funding source	Total [in EUR]	Co-financing rate	Total costs of NOT State Aid relevant activities [in EUR]	Total costs of State Aid relevant activities [in EUR]	Co-Financing rate for the State Aid relevant activities	State Aid Instrument
PP 14 - Council of municipalities of Sankt Petersburg	Russian Federation	Associations formed by one or several regional or local authorities as defined under a)	ENI_RU	78,700.00	85.00 %	78,700.00	0.00	0.00 %	De-minimis
PP 15 - Warsaw University of Life Sciences	Poland	Bodies governed by public law	ERDF	79,169.59	85.00 %	79,169.59	0.00	0.00 %	De-minimis
Total ERDF				1,837,838.25		1,329,598.25	508,240.00		
Total ENI				104,375.00		104,375.00	0.00		
Total RUSSIA				104,375.00		104,375.00	0.00		
Total ENI + RUSSIA				208,750.00		208,750.00	0.00		
Total				2,046,588.25		1,538,348.25	508,240.00		

6.7 Planned project budget per funding source & per partner

Partner	Total Project Budget			of it not State Aid relevant Activities			of it State Aid relevant Activities		
	Total [in EUR]	Programme co-financing [in EUR]	Own contribution [in EUR]	Total costs of NOT State Aid relevant activities [in EUR]	Programme co-financing [in EUR]	Own contribution [in EUR]	Total costs of State Aid relevant activities [in EUR]	Programme co-financing [in EUR]	Own contribution [in EUR]
PP 1 - University of Helsinki	419,796.00	314,847.00	104,949.00	419,796.00	314,847.00	104,949.00	0.00	0.00	0.00
PP 2 - Stockholm Environment Institute Tallinn Centre	256,648.41	218,151.14	38,497.27	256,648.41	218,151.14	38,497.27	0.00	0.00	0.00
PP 3 - DELETED: implementation (withdrawal) CentrumCSR.PL Foundation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PP 4 - agrathaer	264,930.00	198,697.50	66,232.50	0.00	0.00	0.00	264,930.00	198,697.50	66,232.50
PP 5 - IFAU Institute for Food Studies and Agroindustrial Development	192,300.00	144,225.00	48,075.00	0.00	0.00	0.00	192,300.00	144,225.00	48,075.00
PP 6 - Municipality of Aarhus	160,383.00	120,287.25	40,095.75	160,383.00	120,287.25	40,095.75	0.00	0.00	0.00
PP 7 - Municipality of Rybnik	120,080.41	102,068.34	18,012.07	120,080.41	102,068.34	18,012.07	0.00	0.00	0.00
PP 8 - Tallinn City Government	60,055.00	51,046.75	9,008.25	60,055.00	51,046.75	9,008.25	0.00	0.00	0.00
PP 9 - Finnish Professional Catering Association	100,000.00	75,000.00	25,000.00	100,000.00	75,000.00	25,000.00	0.00	0.00	0.00
PP 10 - Baltic restaurants Estonia	51,010.00	43,358.50	7,651.50	0.00	0.00	0.00	51,010.00	43,358.50	7,651.50
PP 11 - Central Denmark EU-Office	127,634.25	95,725.68	31,908.57	127,634.25	95,725.68	31,908.57	0.00	0.00	0.00
PP 12 - WITHDRAWAL (01/01/2020) Estonian Regional and Local Development Agency	5,831.59	4,956.85	874.74	5,831.59	4,956.85	874.74	0.00	0.00	0.00
PP 13 - The Herzen State Pedagogical University of Russia	130,050.00	110,542.50	19,507.50	130,050.00	110,542.50	19,507.50	0.00	0.00	0.00
PP 14 - Council of municipalities of Sankt Petersburg	78,700.00	66,895.00	11,805.00	78,700.00	66,895.00	11,805.00	0.00	0.00	0.00
PP 15 - Warsaw University of Life Sciences	79,169.59	67,294.15	11,875.44	79,169.59	67,294.15	11,875.44	0.00	0.00	0.00
Total ERDF	1,837,838.25	1,435,658.16	402,180.09	1,329,598.25	1,049,377.16	280,221.09	508,240.00	386,281.00	121,959.00
Total ENI	104,375.00	88,718.75	15,656.25	104,375.00	88,718.75	15,656.25	0.00	0.00	0.00
Total RUSSIA	104,375.00	88,718.75	15,656.25	104,375.00	88,718.75	15,656.25	0.00	0.00	0.00
Total ENI + RUSSIA	208,750.00	177,437.50	31,312.50	208,750.00	177,437.50	31,312.50	0.00	0.00	0.00
Total	2,046,588.25	1,613,095.66	433,492.59	1,538,348.25	1,226,814.66	311,533.59	508,240.00	386,281.00	121,959.00

6.8 Spending Plan - per reporting Period

	EU partners (ERDF)	Russian partners (ENI / Russia)	Total
Period 1 **[Month 1-6]**	312,430.00	37,575.00	350,005.00
Period 2 **[Month 7-12]**	404,320.00	44,540.00	448,860.00
Period 3 **[Month 13-18]**	404,320.00	44,530.00	448,850.00
Period 4 **[Month 19-24]**	312,430.00	37,575.00	350,005.00
Period 5 **[Month 25-30]**	404,338.25	44,530.00	448,868.25
Total	1,837,838.25	208,750.00	2,046,588.25

6.9 Net-revenues

No.	Project Partner	Description	Amount [in EUR]	Source of revenues
1	Please select	0 / 100 characters	0.00	0 / 100 characters

7. Prepaparation costs

7.1 Preparation Costs

Would you like to apply for reimbursement of the preparation costs?	Yes

7.2 Other EU support of preparatory cost

Did you receive any other EU funds specifically designated to the development of this project application?	No

7.3 Payment request to reimburse Preparation cost

The project herewith applies for reimbursement of the preparation cost.

This reimbursement is based on a lump sum which means that no real cost have to be certified by the first level controller. Please note that for the lump sums no accounting documents proving expenditure will be required by the Programme. The only preconditions to receive this lump sum payment are:

- the approval of your application;
- the conclusion of the subsidy contract;
- no double financing of the preparation cost.

PP no.	PP name/country	Total cost	Co-financing rate	Reimbursement	Fund
1	Helsingin yliopisto (FI)	16,000.00	75%	12,000.00	ERDF
2	Stockholmi Keskkonnainstituudi Tallinna Keskus (EE)	4,000.00	75%	3,000.00	ERDF
3	DELETED: implementation (withdrawal) Fundacja CentrumCSR.PL (PL)	0.00	75%	0.00	ERDF
4	agrathaer GmbH (DE)	0.00	75%	0.00	ERDF
5	IFAU Instituttet for Fødevarestudier & Agroindustriel Udvikling (DK)	0.00	75%	0.00	ERDF
6	Aarhus Kommune (DK)	0.00	75%	0.00	ERDF
7	Masto Rybnik (PL)	0.00	75%	0.00	ERDF
8	Tallinna Linnavalitsus (EE)	0.00	75%	0.00	ERDF
9	Ammattikeittiöosaajat ry (FI)	0.00	75%	0.00	ERDF
10	Baltic restaurants Estonia (EE)	0.00	75%	0.00	ERDF
11	Midtjyllands EU-kontor (DK)	0.00	75%	0.00	ERDF
12	WITHDRAWAL (01/01/2020) Eesti Regionaalse ja Kohaliku Arengu Sihtasutus (EE)	0.00	75%	0.00	ERDF
13	федеральное государственное бюджетное образовательное учреждение высшего образования «Российский государственный педагогический университет им. А. И. Герцена» (RU)	0.00	75%	0.00	ENII/RU
14	Совет муниципальных образований Санкт-Петербурга (RU)	0.00	75%	0.00	ENII/RU
15	Szkoła Główna Gospodarstwa Wiejskiego w Warszawie (PL)	0.00	75%	0.00	ERDF
	TOTAL	**20,000**	**75%**	**15,000**	

7.4 Bank information

Name of the bank	Nordea Bank Plc
Address	Aleksanterinkatu 36, 00020 NORDEA
Country & Town	Finland / 00020 NORDEA
IBAN	FI23 1660 3000 0777 20
BIC (S.W.I.F.T.-Code)	NDEAFIHH
Internal reference	H9292
Holder of the account	University of Helsinki
Address	Yliopistonkatu 4 (PL 33), 00014 HELSINGIN YLIOPISTO
Country & Town	Finland / Helsinki