

## COOPERATION CHARTER

### 1 About the charter

Joining the BCE is free, but **commitment based**. This charter defines the cooperation between:

- the BIOREFINE CLUSTER EUROPE, referred as BCE
- the PROJECT CONSORTIUM, referred as MEMBER PROJECT

MEMBER PROJECTS agree to promote BCE's mission and objectives and get involved in BCE activities. This charter will be effective upon signature by both parties and can be modified or terminated by mutual consent.

### 2 Our mission

The Biorefine Cluster Europe interconnects projects and people within the domain of **bio-based resource recovery**, striving to contribute to a more sustainable resource management. The competence focus of the BCE lies within the biorefinery sector: the refinement of chemicals, materials, energy and products from bio-based waste streams.

### 3 Our goals

The BCE was initiated by Ghent University having in mind the following goals:

- Ensure the life span of **project** deliverables after the project end.
- Stimulate **interaction** between the projects involved.
- Foster **dissemination** and stakeholder outreach.
- Promote **business development** of bio-based resource recovery industries.
- Support the development of **circular economy policies**.
- Enhance **research** by identifying knowledge-gaps and stimulating the development of new projects.

## 4 Our network

The BCE network consists of:

- **Central Secretariat:** dealing with the daily management of the cluster.
- **International Steering Group (ISG):** all project coordinators of running (or recently finished) projects make up the ISG which meets once a year to discuss content collaborations that go beyond communication collaboration (such as joint reports, policy briefs, publications, joint researchers,...)
- **Ring of Communication Managers:** Communication managers make up their own community group to discuss communication collaboration opportunities. The ring is coordinated by the BCE Communication & Community Manager.
- **Projects consortium** of BCE member projects
- **BCE community groups** of experts across projects.

## 5 Our commitments

- Provide a **dedicated page** on BCE's website with information about the project.
- Use relevant **news and events** provided via the project coordinator or the communications officer to feed BCE's website and the monthly BioRefine Bulletin.
- Follow members activity on **social media** and reproduce content from their social media accounts.
- **Identify cooperation** opportunities from the communication plans and propose joint undertakings.
- Provide a **publications archive** on the BCE website enabling project communication managers and project coordinators to upload public project deliverables (with BCE's IT support and editorial review).
- Promote the development & organization of **joint events** between projects.
- **Promote member projects** at own and external events.
- Provide relevant BCE **marketing material** for members.
- Coordinate via the Central Secretariat the **International Steering Group (ISG)** and the **communication managers ring**.

## 6 Your engagement

- Include **BCE's logo** on the project website.
- Provide project information and logo for the **dedicated page** on the BCE website.
- Systematic sharing (at least once per month) of all project **news and events** via the project coordinator or the communications officer to feed the BioRefine Bulletin and the BCE website.
- Provide details of all project consortium members, which will be included in **BCE's mailing list** to receive all relevant BCE communications.
- Include different **BCE news** on the project newsletter or the project website (to be discussed according to the communication strategy of the project).

- Follow BCE's activity on **social media** and reproduce content from its social media accounts.
- Share **communication plans** with BCE's Communication and Community Manager (required deliverables & outputs).
- Upload project deliverables to the **publications archive** of the BCE website via the project communication manager or the project coordinator/s. (with BCE's IT support and editorial review).
- Contribute to the development & organization of **joint events** between BCE projects.
- Delegate a representative for the **International Steering Group (ISG)** and the **communication managers ring**.

## 7 Enhanced cooperation

The listed commitments are indicative, but not exhaustive. Collaboration opportunities between the BCE and its members projects can be further expanded, including the development of dissemination/communication activities, the enhancement of project support and cooperation, or the implementation of more targeted services for member projects. The BCE is a dynamic network open to constant evolution and member projects feedback is always welcome.

## 8 Contact details

### BCE contact information

Biorefine Cluster Europe

Erik Meers  
Coordinator

Address:

Telephone:

E-mail:

Date: \_\_/\_\_/\_\_\_\_

\_\_\_\_\_  
(signature)

### Member project contact information

Partner name:

Partner representative:  
Position:

Address:

Telephone:

E-mail:

Date: \_\_/\_\_/\_\_\_\_

\_\_\_\_\_  
(signature)

