



Deliverable 2.1

RuralBioUp Handbook for data mapping and assessment

Project Title

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Abstract	The deliverable presents the template that will be used in WP2 to collect and analyse the existing data and information on six selected categories of aspects to consider when implementing bioeconomy solutions, with a focus on small-scale solutions in rural areas.
Keywords	Bioeconomy, mapping, data

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02	14/12/2022	Kevin Ryan, Mari Saar	Implementation of “financial support” sheet, improvement of all the sheets (drop-down menus, common columns, etc.)



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1 Executive Summary

RuralBioUp project aims at supporting innovators to scale-up inclusive and small-scale biobased solutions in rural areas. To this end, one of the specific objectives of the project is to map, harmonize, integrate and match existing data, scientific and practical knowledge in one digital tool to support stakeholders in taking informed decisions and ease the uptake of solutions according to regional resources.

The ***RuralBioUp One-Stop Shop*** will match information at regional level about available biomass, business models, and market applications, technologies, information on nutrient recycling and soil improving, practical knowledge and financial opportunities.

In task 2.1, a template to ease the collection of such existing data and knowledge has been developed, so to ensure the uniformity of information and data to be collected, ease their comparison, clustering, and harmonization within the RuralBioUp One-Stop Shop tool.

The template has been structured according to 6 categories: *i*) biomass; *ii*) business model and market applications; *iii*) technologies; *iv*) knowledge on nutrient recycling and soil improving; *v*) practical knowledge and training resources; *vi*) financial support opportunities.

This document presents the final template that will be used to collect data and information, as well as a methodology to carry out the mapping activities, defining how to identify and describe the sources of data and knowledge and how to collect them.



2 Introduction

The scope of the template developed in Task 2.1 is to have a common tool for the collection of the available data on the six different identified categories.

The collected data and information will be then used to implement the RuralBioUp One-Stop-Shop as well as to implement activities and give inputs for the RuralbioUp regional Hubs.

The data and information will be collected starting from different sources, such as European projects (Horizon, Interreg, LIFE, ecc.), national or regional projects, scientific publications, on-line platforms, and tools, etc.

To this end, the template will also collect a long list of sources to be used for the assessment of existing materials and information on the different considered categories. Since the objective of RuralBioUp is to develop a useful tool for supporting the deployment of bioeconomy for small-scale solutions in rural areas, from the initial long list of sources only those related the main topic of the project will be selected and eventually used to collect, analyse, and harmonize the data.



3 Template to collect data

3.1 Structure

The template has been created as an excel file, in order to facilitate the collection, analysis and harmonization of the collected data (activities of task 2.2), as well as to be useful for the population of the online platform “RuralBioUp One-Stop-Shop”.

The file presents eight working sheets and one sheet dedicated to the lists of origin for the columns where a drop-down list is present.

The eight working sheets are dedicated to the six categories of data and info considered and to the sources of such data and information:

1. i) Biomass: in this sheet information and data regarding biomass availability will be collected
2. ii) BM and market application: in this sheet information and data regarding existing business models and market application will be collected
3. iii) Technologies: in this sheet information and data regarding available technologies will be collected
4. iv) Soil: in this sheet information and data regarding knowledge on nutrient recycling and soil improving will be collected
5. v) Knowledge: in this sheet information and data regarding practical knowledge and training resources will be collected
6. vi) Finan. Support: in this sheet information and data regarding financial support opportunities will be collected
7. Sources_EU projects: in this sheet a list of EU-funded projects (Horizon, Interreg, LIFE, ecc.) presenting information and data on the six previous categories will be implemented
8. Sources_other: in this sheet a list of all the other sources different form EU project and useful to collect information and data will be implemented

3.1.1 The considered categories

Each category presents specific column related to the data of interest, but there are some columns that are present in all the six categories and are those related to the source of the information/data, as reported below in Table 1.



Table 1: Common columns to identify the sources of the info/data

Source Partner	Source Information of	Name Information (EU Project)	Name Information (other sources)	Name Contact of	Link to RuralBioUp partner	a Link to information	Notes
The name of the partner filling in the info. It can be chosen from a drop-down list with the names of the RuralBioUp partners	It can be chosen from a drop-down list: <ul style="list-style-type: none"> • EU project • National project • Regional project • Online material • Publication • Other 	It can be chosen among the list of EU project (column B of the “Sources_EU Projects” sheet	It can be chosen among the list of other sources (column B of the “Sources_other” sheet	If available, name of a contact related to the source of info	If any, indication of RuralBioUp partner(s) linked to the source (participation to a project, contact with authors, ecc.)	Link to the specific source of information (for instance, to a project deliverable)	Any note or comment helping in the data analysis

The specific columns related to each category has been identified keeping in mind that the collected data will be used to populate the RuralBioUp One-stop-Shop, as well as to implement the activities foreseen in the RuralBioUp hubs. In the following chapters an explanation of the considered aspects for each category is reported.

3.1.1.1 Biomass



This sheet will collect the existing data on biomass regional availability in rural areas. The data will be then analyzed and harmonized leveraging on the Biomass Matrix Tool developed in the ENABLING project ("Enhance New Approaches in BioBased Local Innovation Networks for Growth", GA774578): ITABIA, partner in ENABLING, will use the tool to organize the collected data in a useful manner.

The information on available bio-based feedstocks collected with the RuralBioUp template, and their explanation, are reported in Table 2.

Table 2: Assessment of biomass availability

<p>Type of Biomass Considered</p>	<p>It indicates the kind of feedstock as macro-area. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Agro-forestry dedicated crops • Agro-forestry residues • Zootechnical/Animal agriculture <p><i>This list is also used to identify the feedstocks for the technologies (column "Feedstock (general)" of the "iii) technologies" sheet)</i></p>
<p>Specific biomass</p>	<p>It indicates more specifically the type of biomass. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Annual Grassy Crops • Fruit and berry residues • Herbaceous crops • Lignocellulosic residues • Lignocellulosic Tree Crops • Manure / Slurry • Oil Crops • Olive milling wastewater • Other



	<ul style="list-style-type: none"> • Perennial Grassy Crops • Seeds • Straw • Waste wool • Wine dregs • Woody crops <p><i>This list is the same used in the column “Feedstock (specific)” of the “iii technologies” sheet, to make easier to link available feedstocks with available technologies using them.</i></p>
<p>Plant</p>	<p>If the info is available, it indicates the precise plant. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Oak • Pine • Willow • Cardoon (<i>Cynara cardunculus</i> L) • Grain sorghum • Sweet sorghum • Hemp • Wheat • Grape • Berries • NA
<p>Geographical coverage</p>	<p>It indicates the geographical coverage of the data/information. It can be chosen from a drop-sown list:</p> <ul style="list-style-type: none"> • local • regional • national • EU



	<ul style="list-style-type: none"> • international
Covered countries	It allows to insert as free text the specific countries considered
Covered regions	It allows to insert as free text the specific regions considered
Kind of information	<p>It describes the format of the data/information. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Project Deliverable • Publication • Web platform/tool • Website • Presentation • Other

The lists of origin for the drop-down menu related to “Specific biomass” and “Plant” can be modified, adding new choices, in order to have comprehensive lists.

3.1.1.2 BM and Market Application

This sheet will collect available information and data on business models and market application and will help in analysing and identifying those with higher potential application for small-scale applications in rural areas.

The information on available business models and market application are collected with the RuralBioUp template using 13 different inputs of data/information, which will collect the general description as well as the market data, as reported in

Table 3.



Table 3: Assessment of business models and market application

Company Name	It allows to insert as free text the Company implementing the BM/market application
Country	It allows to insert as free text the related Country
Product/Service	<p>It indicates the general indication of the product/Service. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • sustainable packaging • biobased material • biobased chemical • fuel from biogas • fuel from wood
Sector	<p>It indicates the linked macro-sector. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • animal agriculture • agriculture • plant agriculture • forestry <p><i>This drop-down list is used also for the “sector” information related to iii) “technologies”</i></p>
Company Description	It allows to insert as free text a short description of the Company implementing the solution



Partners	It allows to insert as free text a short description the other stakeholders/partners involved in value chain
Activities	It allows to insert as free text a short description the other stakeholders/partners involved in value chain
Resources	It indicates the resources need to implement the solution. It can be inserted as free text
Cost Structure	It allows to insert as free text a short description of the different kind of costs to be considered for implementing the solution
Revenue Streams	It allows to insert as free text a short description of the different kind of revenues
Value Proposition	It allows to insert as free text a short description of the value proposition for the identified business model/market application
Market	It allows to insert as free text a short description the possible markets targeted by the solution
Channels	It allows to insert as free text a short description of the different distribution/marketing channels

The list of origin for the drop-down menu related to “Product/service” can be implemented in order to offer all the possible choices.

3.1.1.3 iii) technologies

This sheet will collect available information and data technologies that can be easily replicated or adapted for small-scale solutions in rural areas.

The information on available bio-based technologies are collected with the RuralBioUp template as reported in Table 4



Table 3.

Table 4: assessment of existing bio-based technologies

Category	<p>It indicates which kind of technology is implemented. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Biochemical • Thermochemical • Chemical • Thermal
Name of technology	It allows to insert as free text the name of the considered technology
Sector	<p>It indicated the macro-sector where the technology is applicate/applicable. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • animal agriculture • agriculture • plant agriculture • forestry
Feedstock (general)	<p>It indicates the macro-kind of feedstock used. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Agro-forestry dedicated crops • Agro-forestry residues • Zootechnical/Animal agriculture



	<p><i>This list is the same used in the “i) biomass” sheet, to make easier to link available feedstocks with available technologies using them</i></p>
<p>Feedstock (specific)</p>	<p>It gives a more specific indication of the used feedstock. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Annual Grassy Crops • Fruit and berry residues • Herbaceous crops • Lignocellulosic residues • Lignocellulosic Tree Crops • Manure / Slurry • Oil Crops • Olive milling wastewater • Other • Perennial Grassy Crops • Seeds • Straw • Waste wool • Wine dregs • Woody crops <p><i>This list is the same used in the “i) biomass” sheet, to make easier to link available feedstocks with available technologies using them</i></p>
<p>TRL</p>	<p>It indicated the technology readiness level of the technology. It can be chosen from a drop-down list, where the considered TRLs are between 6 and 9 (avoiding considering lower TRLs which don’t allow for an easy and almost immediate transferability of the technology)</p>



Pre-treatment	It allows to insert free text to indicate if any pre-treatment is needed and, if so, which kind
Post-treatment	It allows to insert free text to indicate if any post-treatment is needed and, if so, which kind
Description	It allows to insert free text to shortly describe the technology
Product	It allows to insert free text to indicate the final product(s) obtained
Benefits	It allows to insert free text to indicate the main benefits of the technology
Limitations	It allows to insert free text to indicate the main limitation of the technology

3.1.1.4 iv) soil

This sheet will collect available information and data regarding the presence of possible integrated systems for recycling of the nutrients to soil improvement, as well as good practices to maintain or improve soil's health.

The information on these available practices within the RuralBioUp template will be collected as reported in Table 5.

Table 5: assessment of practices and systems for soil improvement

Description	It allows to insert free text to shortly describe the practices
Geographical coverage	It indicates where the solution/system has been developed/applied. It can be chosen from a drop-down list: <ul style="list-style-type: none"> • local



	<ul style="list-style-type: none"> • regional • national • EU • international
Covered countries	It allows to insert free text to indicate the specific country(ies) considered
Covered regions	It allows to insert free text to indicate the specific region(s) considered
Target audience	It allows to insert free text to indicate the target audience of the information
Kind of information	<p>It describes the kind of information. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Project Deliverable • Publication • Web platform/tool • Website • Presentation • Other

3.1.1.5 v) knowledge

This sheet will collect available knowledge, like coaching, training, mentoring materials and tools on different aspects of circular bioeconomy.

The information on the knowledge resources will be collected within the RuralBioUp template as reported in Table 6



Table 6: assessment of practical knowledge and training resources

Organization providing the knowledge	It allows to insert free text to indicate who is providing the knowledge
Trainers/coaches names	It allows to insert free text to indicate, if available, the names of trainers/coaches
General label	<p>It allows to distinguish among two main labels:</p> <ul style="list-style-type: none"> • bioeconomy specialized course/coaching • transversal/absorptive capacity/supporting course
Main topic	<p>It indicates the main topic covered, following the topics of interest already identified in the proposal. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Intro to bioec. - what is bioeconomy? • Intro to bioec. - key principles of sustainability • Intro to bioec. - Relevant policies • Intro to bioec. - EU bioec. ecosystem • Technical - nutrient recycling • Technical - bioec. in agriculture&forestry sector • Technical -best practices in different value chains • Technical -technological trends in bioec. • Technical - innovation in bioec. & "DNSH" principles • Raising awarness - how to increase awareness • Raising awareness - tools&methods to communicate bioec.



	<ul style="list-style-type: none"> • Raising awareness - education in bioec. • Innovation&funding - funding opportunities • Innovation&funding - venture capitalist&private finance cycle in bioec. • Innovation&funding - how to pitch • Innovation&funding - innovation support and tech transfer • Innovation&funding - methods to increase collaboration in bioec. field
<p>Level</p>	<p>It indicates the level of the knowledge material, it can be chosen form a drop-down list:</p> <ul style="list-style-type: none"> • Beginner • Intermediate • Advanced
<p>Typology</p>	<p>It indicates which kind of material is presented. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Training • Coaching • Mentoring
<p>Format</p>	<p>It indicates the format used to deliver the knowledge. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Video • Webinar • Informationheet/document • Interactive platform/tool • Online course • Guidelines



Language

It indicates the language of the material. It can be chosen from a drop-down list:

- Bulgarian
- Croatian
- Czech
- Danish
- Dutch
- English
- Estonian
- Finnish
- French
- German
- Greek
- Hungarian
- Irish
- Italian
- Latvian
- Lithuanian
- Maltese
- Polish
- Portuguese
- Romanian
- Slovak
- Slovenian
- Spanish



	<ul style="list-style-type: none"> • Swedish
Length	It indicated the duration of the video/webinar. It allows to insert the duration as hh:mm
Fees (if yes, amount)	It indicates if the material is free of charge or if there is a fee to use it. It allows to insert free text (No/Yes, XXX,XX €)
Target Audience	<p>It indicated the audience targeted by the material. There are two columns dedicated to the target audience in order to highlight if different audience are addressed.</p> <p>It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Citizens • Primary producers • Entrepreneurs • Policy makers • Investors • Public administrations • Schools (teachers) • Schools (students) • Practitioners
Geographical coverage	<p>If it is the case, it indicates the geographical coverage of the material. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • local • regional • national • EU



	<ul style="list-style-type: none"> • International
Covered regions/countries	It allows to insert free text indicating, if the case, the covered countries a/o regions.

3.1.1.6 vi) financial support

This sheet will collect available information about financial support opportunities, and that will be collected within the RuralBioUp template as reported in Table 7. Table 6

Table 7: Assessment of financial support opportunities

Name of the financial support	It allows to insert as free text a short name/description of the financial support
Organization/source providing the financial support	It allows to insert as free text the reference to the source of the financial instrument
Source Country	It allows to insert as free text the country of the source of support
Geographical coverage of the support	<p>It indicates the geographical coverage of the support. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • local • regional • national • EU • international



	<ul style="list-style-type: none"> • cross-country
Covered regions/countries	It allows to insert as free text the covered regions a/o countries
Type of financial support	<p>It indicates the typology of financial support. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • grant • loan • venture capital • prize
Beneficiaries	<p>It indicates who can access to the financial support. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • SMEs • Enterprises • Research centres/universities • Public or public equivalent bodies • Private no-profit entities • Consortiums
Eligible activities	It allows to insert as free text a short description of the supported activities
Eligible costs	It allows to insert as free text a short indication of the typology of expenditures eligible
Eligible budget (min-max)	It allows to insert the budget range
Other requirements	It allows to insert as free text a short indication of other requirements, if any



Opening date	It allows to insert the date of opening of the opportunity
Deadline	It allows to insert the deadline to access to the opportunity

3.1.2 The list of sources

Since the scope of the template is to assess and collect already available information, a list of sources to be used will be implemented. On the template, two different sheets will be used, one dedicated to European projects, an one to all the other kind of sources (publications, national or regional projects, online platforms, etc.).

The sheet dedicated to European projects is described in Table 8.

Table 8: Long list of european projects as sources of information and data

Name	The project name (free text)
Website	Link to the project website
Programme	The Programme under which the project has been funded (free text)
Starting date	The starting date of the project
Ending date	The ending date of the project



RuralBioUp partner linked to the project (if any)	The name of the RuralBioUp partner (if any) somehow linked to project
Kind of linking	<p>The typology of connection between RuralBioUp partner and the project. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • Lead partner • Partner • Associated partner • Author • Other
Available information and data	<p>It allows to indicate for which of the six categories the project implemented information/data:</p> <ul style="list-style-type: none"> • Biomass • BM & Market • Technologies • Soil • Knowledge • Financial Support
Notes	It allows to insert free text for possible comments or notes

In the sheet, the column “ending date” is structured to directly indicate how “old” the project is, to facilitate the selection of reliable and up-to-date data. The rationale beyond this first selection has been identified as follow:

- Ongoing projects: they will be taken in consideration by direct contact, in order to understand if they have, or are working on, data, information, or materials that can be used in the RuralBioUp activities



- Projects ended not longer than 3 years (therefore ended in 2020-2021-2022): the information coming from those projects will be considered reasonably up to date.
- Project ended from 3 to 5 years (so ended in 2018-2019): the information coming from those projects will be not considered for the implementation of RuralBioUp One-Stop-Shop, with the exception of specific materials that RuralBioUp partners will consider still useful and reliable
- Projects ended more than 5 years ago: they will not be considered as sources in RuralBioUp project

Starting from the initial long list of Projects, a shorter list will be identified and used to collect the data and information.

Regarding sources different from European projects, they will be collected in the sheet “Sources_other”, as reported in Table 9.

Table 9: Long list of sources different from european project

Name	The name of the source
Short Description	It allows to insert short free text to briefly describe the source
Kind of source	<p>It indicates what kind of source is considered. It can be chosen from a drop-down list:</p> <ul style="list-style-type: none"> • National project • Regional project • Online material • Publication • Other



Last updated (Date)	For projects: it indicates the ending date For publications, web tools, etc., it indicates the date of publication (or the most recent update)
Link	It allows to insert the link to the source
Available information and data	It allows to indicate for which of the six categories the project implemented information/data: <ul style="list-style-type: none"> • Biomass • BM & Market • Technologies • Soil • Knowledge • Financial Support
Notes	It allows to insert free text for possible comments or notes

Also in this case, starting from an initial long list, a final list of sources will be identified and used to collect the data.



3.2 How to use the template

The template will be used by all RuralBioUp partners to create a long list of sources and by task leaders to collect the data and information on the six different categories.

3.2.1 Long list of sources

The sheets with initial list of sources will be sent to all partners to collect all the possible sources of information.

How to fill-in “Sources_EUProjects” sheet:

- **WHAT:** Here you can insert European projects, so projects funded under Horizon programme, Interreg programmes, Erasmus+, MSCA actions, LIFE, etc. Please note that projects funded under national or regional programmes do not have to be inserted here, but in the sheet “Sources_other”
- **HOW:** simply fill in the required information, taking into consideration that:
 - The link to the project must be active. For Horizon project, the link to the corresponding Cordis page can also be inserted
 - The name of the programme just indicates the general funding framework. No need to insert specific call or topic
 - Starting date – ending date: please insert the dates as DD/MM/YY. You don’t need to insert double digits; it means that for instance the date of January 1st, 2021, can be inserted as 1/1/21 (as well as 1/1/2021, 01/01/2021, 01/01/21).
 - RuralBioUp partner linked to the project: if you are directly or indirectly linked to the project, please insert here the info and select the kind of linking in the specific column.
 - Available info and data: just put an “x” in the corresponding cell(s). If you do not know the project very well and are not sure which kind of info/data are available, please insert a short note in the specific column
 - Notes: please indicate if you are not sure of the available info/data coming from the project, as well as if you want to specify something related to the project.

How to fill-in “Sources_other” sheet

- **WHAT:** Here you can insert projects funded under national or regional programmes, specific web pages (for instance, the JRC’s knowledge centre on bioeconomy webpage), publications, etc.
- **HOW:** simply fill in the required information, taking into consideration that:
 - The name and short description should give an indication of the source (for instance: name “ABC Economy”, short description “Irish project”)



- In the “kind of source” column you can choose among national project, regional project, online material, publication, and “other”. Please consider that if you select “other”, the short description of the source should let everyone understand of what the source is.
- Last update (date): since old data and information should not be considered very reliable and up to date, please indicate the date of publication, or the last update for online materials, or the ending date for regional or national projects, and so on. Don’t worry if the source is “old”: the selection of the final source list will be implemented later.
- Link: the link must land to an active page
- Available info and data: just put an “x” in the corresponding cell(s). If you are not sure which kind of info/data are available, please insert a short note in the specific column
- Notes: please indicate if you are not sure of the available info/data coming from the source, as well as if you want to specify something else.

3.2.2 Categories sheets

How to fill-in the information in the sheets related to the selected categories

The “Biomass” sheet will be implemented by ITABIA, task leader of Task 2.2 and of subtask 2.2.1 “*Assessing regional biobased feedstocks availability*”.

- **WHAT:** Using the source sheets, ITABIA will evaluate the available information and data and collect them in the “Biomass” sheet
- **HOW:** simply fill in the required information, taking into consideration that:
 - All the origin lists for the drop-down list columns (“Type of Biomass”; “Specific Biomass”; “Plant”; “Geographical coverage”; “Kind of information”; “Source Partner”) are present in the sheet “Lists”. In the case it is necessary to add choices to the lists “Specific Biomass” and “Plant”, it is possible to directly add the desired description in the free cells of the corresponding columns (Sheet “Lists”, cells B3-B29 and C3-C29)
 - The “source partner” will be mainly ITABIA, but during the revision and updating process all the partners will have the possibility to add or revise the file

The “BM and market applications” sheet will be implemented by IBF, leader of subtask 2.2.2 “*Assessing the value chain*”

- **WHAT:** using the source sheets, IBF will evaluate the available information and data and collect them.
- **HOW:** simply fill-in the required information, taking into consideration that:
 - All the origin lists for the drop-down list columns (“Product/Service”; “Sector”; “Kind of information”; “Source Partner”) are present in the sheet “Lists”. In the case it is necessary to add choices to the lists



“Product/service”, it is possible to add directly the desired description in the free cells of the corresponding column (Sheet “Lists”, cells A31-A49).

- The “source partner” will be mainly IBF, but during the revision and updating process all the partners will have the possibility to add or revise the file

The “technologies” sheet will be implemented by IBF, leader of subtask 2.2.2 “*Assessing the value chain*”

- **WHAT:** using the source sheets, IBF will evaluate the available information and data and collect them.
- **HOW:** simply fill-in the required information, taking into consideration that:
 - All the origin lists for the drop-down list columns (“Category”; “Sector”; “Feedstock (general)”; “Feedstock (specific)”; “TRL”; “Source Partner”; “Source of info”) are present in the sheet “Lists”. In the case it is necessary to add choices to the lists “Categories” and “Feedstock (specific)”, it is possible to add directly the desired description in the free cells of the corresponding column (Sheet “Lists”, cells A52-A70 and cells D52-D70).
 - The “source partner” will be mainly IBF, but during the revision and updating process all the partners will have the possibility to add or revise the file

The “soil” sheet will be implemented by SPRING, WP2 lead partner, with the support of IBF and ITABIA

- **WHAT:** using the source sheets, SPRING will evaluate the available information and data and collect them.
- **HOW:** simply fill-in the required information, taking into consideration that:
 - All the origin lists for the drop-down list columns (“Geographical coverage”; “Kind of information”; “Source Partner”; “Source of info”) are present in the sheet “Lists”. It should not be needed any implementation of the lists of origin for such drop-down menus.
 - The “source partner” will be mainly SPRING, but also ITABIA and IBF will have the possibility to directly implement this sheet during their assessments. Moreover, revision and updating process from all the partners will take place during the project duration.

The “knowledge” sheet will be implemented by CE, WP4 lead partner and leader of task T4.1 “*RuralBioUp portfolio of services to support Regional Hubs*”.

- **WHAT:** using the source sheets, CE will evaluate the available information and data and collect them.
- **HOW:** simply fill-in the required information, taking into consideration that:



- All the origin lists for the drop-down list columns (“General Label”; “Main topic”; “Level”; “Typology”; “Format”; “Language”; “Target audience”; “Geographical coverage”; “Source Partner”; “Source of information”) are present in the sheet “Lists”. In the case it is necessary to add choices to the list “Target audience”, it is possible to add directly the desired description in the free cells of the corresponding column (Sheet “Lists”, cells G88-G98).
- The “source partner” will be mainly CE, but during the revision and updating process all the partners will have the possibility to add or revise the file

The “financial support” sheet will be implemented by CE, WP4 lead partner and leader of task T4.1 “*RuralBioUp portfolio of services to support Regional Hubs*”.

- WHAT: using the source sheets, CE will evaluate the available information and data and collect them.
- HOW: simply fill-in the required information, taking into consideration that:
 - All the origin lists for the drop-down list columns “Geographical coverage of the support”; “Type of financial support”; “Beneficiaries”; “Source Partner”; “Source of information”) are present in the sheet “Lists”. In the case it is necessary to add choices to the list “Geographical coverage”, “Type of financial support”, “Beneficiaries”, it is possible to directly add the desired description in the free cells of the corresponding column (Sheet “Lists”, cells A114-A122, B114B-122, C114-C122)
 - The “source partner” will be mainly CE, but during the revision and updating process all the partners will have the possibility to add or revise the file



4 Conclusions

A template to collect and assess available information and data on the six selected categories related to the implementation of bioeconomy solutions for small-scale realities in rural areas has been developed.

The template will be used to collect and analyse different sources of information and different types of data, to be than used for the implementation of the RuralbioUp One-Stop-Shop and for the implementation of the activities within the RuralBioUp regional Hubs.