

SUBCONTRACT AGREEMENT
(hereinafter referred to as the "Contract")

concluded by and between

company name: [EIT Food CLC North-East / EIT Food CLC South]

registration number, name of the register:
having its registered seat at:
VAT number:
represented by:
(hereinafter referred to as "CLC"),

and

organisation name:

registration number, name of the register:
having its registered seat at:
VAT number:
represented by:
(hereinafter referred to as "Subcontractor")

(CLC and Subcontractor hereinafter collectively referred to as the "**Parties**")
on the below mentioned day in accordance with the following terms and conditions:

I. Subject of the Contract

- 1.1. The Contract is concluded in order to implement the project *EIT Food RIS Consumer Engagement Labs*. (KAVA no.20073)
- 1.2. CLC orders from Subcontractor and Subcontractor undertakes to complete the certain action tasks described in Annex I to the Contract (referred to as "Annex I"). The works to be completed by Subcontractor are hereinafter collectively referred under the name of "**Services**" and individually under the name of "**Service**".
- 1.3. Subcontractor is aware of the action tasks the Services are necessary for and confirms having familiarized itself with the contents of the *Call for expressions of interest to participate in EIT Food RIS Consumer Engagement Labs* and excerpts from *EIT Food Framework Partnership Agreement* (referred to as "FPA"), published online by EIT Food as part of the subcontractor selection procedure.
- 1.4. When implementing the Contract, the Subcontractor acts as Consortium member 1: scientific organization / Consortium member 2: food retailer / food producer / Consortium member 3: startup company [*select as appropriate*].
- 1.5. Subcontractor declares to have working relations with other members of the consortium which jointly submitted the application within the *Call for expressions of interest to participate in EIT Food RIS Consumer Engagement Labs* and declares the willingness to jointly work on the preparation and implementation of the Labs, as well as on the subsequent selection and market introduction of at least 1 new product that will result from the Consumer Engagement Labs process in their country.

II. Completion of the Services

- 2.1. Subcontractor shall organize the Services in ... [country name] in such a manner as to ensure that they are completed according to the written guidelines prepared by University of Warsaw as project leader and any further requirements of CLC, and shall proceed in accordance with the instructions of CLC. In case of any doubt, Subcontractor is obliged to contact CLC and require CLC's decision on the doubtful issues.
- 2.2. Subcontractor guarantees the expert execution of the Services in first class quality. Subcontractor shall notify CLC immediately if it cannot complete the Services either in whole or in part according to the requirements, or if sees any problems that can cause delay in completion.
- 2.3. When performing the Services, Subcontractor shall use its own tools and materials, as well as work forces.
- 2.4. Subcontractor is entitled to involve subcontractors only with the prior written consent of CLC. Subcontractors need to be selected taking into account the best value for money criterion or, if appropriate, the lowest price. In doing so, Subcontractor must avoid any conflict of interest in the meaning of art. 41 FPA. If Subcontractor involves any subcontractors, then Subcontractor shall be liable for any and all works performed by these subcontractors as if Subcontractor has performed those works itself.
- 2.5. The Subcontractor shall maintain continuous communication with the CLC and University of Warsaw as project leader during the completion of Services.
- 2.6. CLC shall issue a Performance certificate (referred to as "Performance Certificate") after completion of Services by the Subcontractor in a proper and timely manner. In case certain tasks described in Annex I are not implemented properly or timely, they will not be included in the Performance Certificate. In such case, the article 3.2 applies.
- 2.7. Subcontractor ensures that the CLC, the European Institute of Innovation and Technology, the European Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can carry out checks, reviews, audits, investigations on the Subcontractor and evaluations related to Subcontractor collaboration and an evaluation of the impact of the Services. Subcontractor definitely accepts these obligations and ensure that the above-mentioned entities can exercise their rights under Articles 28 and 29 of the FPA which are extended to Subcontractor.
- 2.8. Subcontractor ensures that it complies with certain obligations under the FPA. The obligations that are extended to Subcontractor are as follows:
 - avoiding conflicts of interest (see Article 41),
 - maintaining confidentiality (see Article 42),
 - promoting the action and give visibility to the EU funding (see Article 44),
 - liability for damages (see Article 52).FPA provisions referring to KIC Partner shall be binding *mutatis mutandis* for the Subcontractor. In case of doubt, Subcontractor shall act according to the CLC's instructions related to the above obligations.

III. Service fee, terms of payment

- 3.1. The gross funding of 8,000€ (Consortium member 1: scientific organization) / 6,000€ (Consortium member 2: food retailer/food producer) / 6,000€ (Consortium member 3: startup company) [select as appropriate] (hereinafter the "Service Fee") shall be paid to Subcontractor to cover the costs of project involvement in 2020, including all costs incurred related to the completion of Services. Subcontractor has no right to claim for any additional costs, reimbursements or fees on any legal ground except for the Service Fee fixed in this Contract. The here fixed Service Fee is due in whole only if the Subcontractor fully fulfils the Services.

- 3.2. Consortium member 1 can apply for an advance payment of up to 30% of the Service Fee one month prior to the dates of the first workshop (referred to as “Advance Payment”). CLC shall pay the amount of the Advance Payment to Consortium member 1 via bank transfer to the bank account indicated in the point 3.7 within 14 working days after CLC has received the application for the Advance Payment. Consortium member 1 will confirm the reception of the Advance Payment by issuing a proper invoice. The amount of the Advance Payment shall then be deducted from the Service Fee. In case of non-performance, the Advance Payment shall be refunded to CLC within 14 days from the date that Consortium member 1 receives an official request for refund sent by CLC.
- 3.3. The Subcontractor may account for indirect costs of the project up to 2% of the Service Fee. The division into direct and indirect costs of the project remains an internal matter of the Subcontractor and does not affect the overall amount or modalities of transferring the Service Fee by CLC.
- 3.4. Payments are linked to implementation of Services described in Annex I. The Service Fee might be reduced by the percentage of an amount corresponding to the level of a difference between the specific agreed performance target and the level of the actual performance. In all cases, the grounds for payment of the Service Fee or its reduction is the Performance Certificate referred to in article 2.6.
- 3.3. Once University of Warsaw as project leader accepts the Subcontractor report mentioned in Chapter IV and CLC issues the Performance Certificate, the Subcontractor shall submit an invoice. CLC shall pay the amount of the invoice to Subcontractor via bank transfer to the bank account indicated in the point 3.7 within 30 working days when CLC receives the invoice from the Subcontractor. CLC is entitled to reduce the due amount on the grounds of Articles 3.2 and 6.4.
- 3.4. Subcontractor shall indicate the following data on the invoice:
 Organisation name:
 Address:
 VAT:
 Invoice title: Implementation of the project EIT Food RIS Consumer Engagement Labs (KAVA no. 20073) in [*insert country name*] according to subcontract agreement dated [*insert date*]
- 3.5. Payment by the CLC to the Subcontractor shall be made to the following bank account:
 Organisation name:
 Statutory address (street name and number, zip code, city town, country):
 VAT number:
 IBAN:
 BIC/SWIFT code:
 Bank name:
 Bank address:
 With reference: EIT Food RIS Consumer Engagement Labs

IV. Reporting

- 4.1. Subcontractor shall submit to the CLC a detailed report. The report shall contain description of the work performed and description of results achieved, based on a report template provided by the University of Warsaw as project leader and containing all the required data and information, as specified in Annex I. Consortium member 1 shall submit the report by 17/7/2020. Consortium members 2 and 3 shall submit the report by 30/10/2020. Any deviation from the Annex I shall be justified.
- 4.2. Subcontractor shall co-operate with the CLC to provide all information as is required to fulfil the reporting obligations towards EIT Food and the EIT.

- 4.3. Subcontractor shall submit the supporting documents regarding Services enumerated in Annex I together with the report.
- 4.4. The Subcontractor shall introduce to the market one new product co-created by consumers participating in the Labs session by 30/6/2021. Costs of development and marketing of this product are not covered by this Contract and remain the sole responsibility of the Subcontractor. The Subcontractor is required to cooperate with the CLC and University of Warsaw as project leader to provide the evidence required by EIT Food and the EIT confirming the market introduction of the new product.
- 4.5. Failure to introduce to the market one new product described above will result in CLC reclaiming 100% of the payments previously made to the Subcontractor in accordance with Article 3 of this Contract on the basis of non-performance.

V. Duration of the Contract, termination

- 5.1. The Parties agree to conclude this Contract as from the date of its signature by both Parties. The Contract ends on 30/06/2021.
- 5.2. If either party is guilty of a serious breach of its obligations under this Contract in a manner which cannot be resolved, or where the breach could be resolved but is not resolved within 8 days (after receiving a notice from the other party requesting that the breach should be resolved), the other party will be entitled to terminate this Contract immediately without payment of any compensation. Either Party is entitled to terminate the Contract with immediate effect if the other party becoming insolvent, or going under liquidation or bankruptcy procedure.
- 5.4. It is regarded as a serious breach of the Contract especially if,
the CLC
– shall not pay the Service Fee or its proportional part,
the Subcontractor
– acts contrary to the CLC's interest,
– does not provide the CLC with necessary information,
– violates its confidentiality obligations,
– falls into delay with completing any of its obligation, or provides defaulted services, causing consequences on the CLC or jeopardize the goal under Annex I, or due to the repeatedly fulfilment, defaulted actions Subcontractor loses the CLC's confidence,
– there shall be a final decision brought by any court or authority related to the Subcontractor's any professional activity.
- 5.5. The Parties hereby establish that the regulations applicable naturally beyond the period of this Contract (e.g. confidentiality, warranty regulations, etc.) shall be applied after the termination of the Contract.

VI. Representations and warranties, penalty

- 6.1. Subcontractor represents and warrants that Subcontractor and, if relevant, its subcontractors possess all skills, workforce, material and tools and have acquired all possible licenses necessary to perform the Service and operates and acts according to all relevant law regulations. Subcontractor represents and warrants that the Services will be performed in compliance with this Contract, written methodological instructions provided by University of Warsaw as project leader as well as the CLC's requirements.

- 6.2. Subcontractor represents and warrants that its fulfilment does not violate any third party intellectual property rights, and exempts CLC from any liabilities arising from third party claims. Any responsibility arising from this matter will fall upon Subcontractor.
- 6.3. Subcontractor represents and warrants that the fulfilment of the Services is performed in accordance with relevant national and EU legal provisions on data protection. Subcontractor will ensure compliance with national and organizational regulations concerning the collection and processing of personal data while implementing the Services. Any responsibility arising from this matter will fall upon Subcontractor.
- 6.4. In case if Subcontractor breaches the regulations of this Contract, CLC is entitled for a penalty payment from the Subcontractor. The extent of penalty is as follows:
- Delayed fulfilment: 0,5% of the Service Fee per day for the delayed period and another 10% of the Service Fee if the defective fulfilment jeopardises the successful completion of the Services or causes damages (extra costs) to CLC.
- Defective fulfilment: 30% of the value of the service(s) in question and another 15% of the Service Fee if the defective fulfilment jeopardises the successful completion of the Services or causes damages (extra costs) to CLC.
- Non-fulfilment (including the case when CLC terminates this contract due to the Subcontractor's default fulfilment): 30% of the Service Fee.
- 6.5. In case if Subcontractor does not properly complete the Services, or the CLC suffer any lost due to the Subcontractor's action or omission, Subcontractor is also obliged to cover CLC's damages.
- 6.6. Subcontractor has no rights or obligations vis-à-vis the EIT Food ivzw, the European Commission nor the European Institute of Innovation and Technology. However the Subcontractor can be audited by the European Commission, the European Institute of Innovation and Technology, the European Court of Auditors (ECA), the European Anti-Fraud Office (OLAF) and the Court of Auditors.
- 6.7. If Subcontractor breaches any of its obligations under Articles 2.7 and 2.8, the Subcontractor shall not be entitled to the Service Fee. Subcontractor assumes the risks of the EIT approval procedure, the non-approval or rejection of fees and cannot claim for any damages, any indemnities. If the fees are rejected by any entitled entity, CLC is not obliged to reimburse Subcontractor's fees, costs or damages.

VII. Intellectual property regulations

- 7.1. The Parties state that Subcontractor might create or participate in creation of intellectual properties during the completion of the Services. The Parties agree that any kind of intellectual properties shall be transferred by Subcontractor to CLC without any territorial or time limit and with the right to all manners of usage and utilization including but not limited to reproduction, distribution and revision.
- 7.2. The counter-value of such rights is included in the Service Fee or partial Service Fee. The property rights shall be acquired by CLC upon payment of the Service Fee.
- 7.3. In order to enable the market introduction by the Subcontractor of at least 1 new product as a result of the Consumer Engagement Labs process, any necessary intellectual property rights shall be transferred by CLC to the Subcontractor in a form of a license or right of use under any patent or patentable right, copyright, trademark or other proprietary right, whichever proves the most suitable.

- 7.4. The Parties shall sign by December 2020 a detailed agreement pertaining to provisions in articles 7.1, 7.2 and 7.3, listing the intellectual property concerned, which will be specified after the Subcontractor has submitted written contributions in the form of report specified in Annex I.
- 7.5. Subcontractor will obtain consent of persons participating in the Services to make sound and image recordings in the course of providing the Services and to enable CLC and University of Warsaw to use the images of these persons for the purpose of research and promotion of the project.

VIII. Confidentiality

- 8.1. The expression "Confidential Information" means any and all information, know-how, particulars, registers, notes, drawings, plans, analysis, including any kind of such verbal communication that has been recorded afterwards in any way, in relation to CLC, the Contract, the Annex I, the Services, particularly, but not limited to, its production systems etc., provided to Subcontractor either before the signing of this Contract or thereafter.
- 8.2. Subcontractor undertakes to use the Confidential Information exclusively for the fulfilment of Services. The disclosure of Confidential Information and materials shall not result in any obligation to grant the Recipient any rights therein.
- 8.3. Subcontractor shall not disclose nor make the Confidential Information accessible to any third persons. Subcontractor further undertakes to disclose the Confidential Information only to its employees, auditors, tax- or legal experts and to those subcontractors approved by CLC who have a need to know such information for their work and undertakes to take all necessary and useful measures in order to have the Confidential Information protected by such persons with at least the same degree of care it uses for protection of its own proprietary and confidential information. Subcontractor shall ensure that its subcontractors undertake a confidentiality obligation with the same content as included in this Contract.
- 8.4. The obligations as per this section shall not apply to any information which the recipient can prove,
- (a) is at the time of disclosure already in the public domain or becomes available to the public through no breach by the recipient of this Contract;
 - (b) is received by the recipient from a third party free to lawfully disclose such information to recipient;
 - (c) was in the recipient's lawful possession prior to receipt from the discloser as evidenced by written documentation;
 - (d) is independently developed by the recipient without the benefit of any of the Confidential Information as evidenced by written documentation;
 - (e) is approved for release by written agreement of the discloser;
- 8.5. In the case of a breach of this section, CLC may claim the 30% of the Service Fee as penalty and the eventual damages caused by Subcontractor from Subcontractor. This section shall perpetually survive the termination or the expiration of this Contract and bind the Parties after.

IX. Force Majeure

- 9.1. If by reason of Force Majeure, either party is unable to perform or there are delays by such party in the performance of any such obligation, then in the event that Force Majeure affects such party's obligations, such party's performance of any such obligation shall be suspended as long as the Force Majeure continues and the time for performance of that obligation shall be extended accordingly, and the party otherwise in default shall not in any event be liable to the other party for any loss or damage whatsoever and howsoever arising (whether direct or indirect loss or damage) incurred or suffered or for any breach of any of the terms of the Agreement by reason of such Force Majeure.

- 9.2. In case Force Majeure does not make performance impossible but delays it, the performance date is elongated with the delay period caused by Force Majeure.
- 9.3. If either party's performance of its obligations is affected by Force Majeure it shall forthwith notify the other party of the nature and extent thereof. Damage and loss deriving from late or no notification shall be borne by the defaulting Party.

X. Communication and branding

10.1. The Parties designate the following contact persons for communication with respect to this Contract:

For CLC:	For Subcontractor:
Name:	Name:
Phone:	Phone:
E-mail:	E-mail:

The Parties hereby undertake to inform the other Party in writing without delay about any change in the contact persons. The consequences arising from the non-fulfilment of this obligation shall be for the defaulting Party. There is no need to amend this Contract in case of any change in the contact persons or their data.

10.2. Subcontractor shall send original invoices and other documentation (if necessary) to the following address:

.....

10.3. All information necessary for the fulfilment of the Services shall be delivered through e-mail and phone or personal consultation. The Parties agree that the termination letter and any warning letter sent to the other party in connection with a breach of contract may only be communicated to the other Party in writing and shall be sent to the other Party by registered mail.

10.4. Unless the CLC requests or agrees otherwise or unless it is impossible, any communication activity related to the specific action (including in electronic form, via social media, etc.) as well as any infrastructure, equipment and major results funded by the specific grants must:

- (a) display the EIT Food logo as adopted by EIT Food;
- (b) follow the relevant EIT Food and EIT RIS (Regional Innovation Scheme) Visual identity, guidelines and templates.

XI. Miscellaneous provisions

11.1. This Contract and its Annexes constitute the entire agreement of the Parties in the subject matter and supersede any other agreement in this regard. The Parties explicitly exclude the application of the general terms and conditions of any of the Parties.

11.2. This Contract shall not be considered modified, altered, changed or amended in any respect unless in writing by an authorized representative of both Parties hereto.

11.3. If any one or more of the provisions contained in this Contract or any document executed in connection herewith shall be invalid, illegal, or unenforceable in any respect under any applicable law, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired. In such case the parties hereto oblige themselves to use their best efforts to achieve the purpose of the invalid provision by a new legally valid stipulation.

11.4. This Contract may not be assigned by Subcontractor without the prior written consent of the CLC.

11.5. The provisions of the law regulations relevant at the CLC's registered seat shall apply to the Contract. Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination, shall be settled finally and binding and under exclusion of the ordinary jurisdiction by the court operating at the CLC's registered seat. The language to be used in the proceeding shall be the court's official language.

After reading and interpreting this Contract, the Parties hereby sign this Contract as it is fully in accordance with their contractual intent.

Dated:

Signed on behalf of CLC:

Signed on behalf of Subcontractor:

Name:

Name:

Position:

Position:

Signature:

Signature (and stamp, if applicable):

Annex I. Tasks of the Subcontractor, as defined in the “Call for expression of interest to participate in EIT Food RIS Consumer Engagement Labs”

Description of EIT Food RIS Consumer Engagement Labs

EIT Food RIS Consumer Engagement Labs is an activity implemented by EIT Food partners in 2019-2020 and led by University of Warsaw. Consumer Engagement Labs are pre-competitive co-creation sessions carried out by a relatively coherent group of consumers in a joint, physical place and limited in time, focused on development of new product concepts. The Lab methodology was developed by University of Warsaw in 2019 and the project involves other academic and industrial partners of EIT Food. In 2019, the Labs were piloted in Poland, Lithuania, Portugal and Spain, engaging senior consumers. In 2020, the project will be rolled-out to 6 further countries of Southern, Central and Eastern Europe. The interactive methodology of Labs uses design thinking and gamification to engage consumers, stimulate creativity and foster the acceptance of new products. It allows non-experts to modify product features without the need to master specialist vocabulary or understand ingredients/manufacturing methods. This collective exercise yields non-obvious, counter-intuitive combinations of product features and be attractive for consumers involved in the co-creation. Selected activities of EIT Food RIS Consumer Engagement Labs will be implemented with the support of dedicated subcontractors. EIT Food Co-Location Centres (CLCs) North-East and South together with University of Warsaw organized an open call to select consortia consisting of subcontractors, using clear and transparent selection criteria, and each local consortium consists of 3 organisations operating in the same country.

Contractual tasks of the Subcontractor: Consortium member 1 - Scientific organisation

1. Responsibility for the organisation and delivery of the Consumer Engagement Labs session in country of operations in April-June 2020, using the methodology and involving at least 3 expert facilitators;
2. Ensuring involvement of other members of the consortium (food retailer/food producer and startup company) in the session of Consumer Engagement Labs;
3. Selection of senior consumers-participants of the Labs session using an open call, with short, written applications from consumers and selection controlling for gender, education levels and urban/rural location to ensure diversity, and ensuring the participation in the Labs session of 15 consumers matching the criteria;
4. Communication with consumers-participants of the Labs session in the local language;
5. Ensuring the signatures of attendance lists and legal consent forms by consumers-participants of the Labs compliant with GDPR, organizational procedures for personal data protection and EIT reporting requirements;
6. Translation of Labs session scripts and materials between English and the local language;
7. Organisation of the Labs sessions for a group of around 15 consumers in April-June 2020 (two physical meetings) including: workshop logistics, workshop venue, and ensuring compliance with health and safety requirements;
8. Facilitation of the Labs session based on guidance provided by project partners, workshop scripts and materials;
9. Preparation of the Labs session’s audio-visual recording, transcript of the recording, written documentation and translation of Labs transcript and session results into English;
10. Involvement in the process of selecting new product/service co-created by consumers to be commercialised jointly by food retailer/food producer and startup company as the outcome of the Consumer Engagement Labs process;
11. Conducting 6 in-depth qualitative interviews with 4 local food companies (not participating in the consortium) and 2 companies-members of the consortium to gain insights into challenges of consumer

co-creation and commercialisation of new food products, based on interview scripts provided by University of Warsaw, and recording, transcribing and translating the interview transcripts into English;

12. Submitting by 17 July 2020 “Report on the Consumer Engagement Labs workshops” (including details on organisation of the Labs, data on participants, descriptions of the creative process with transcripts, translations and recordings of selected sessions, summaries of results, lessons learned and recommendations how to use the methodology in the future). Detailed instructions and report templates are provided by University of Warsaw.

Contractual tasks of the Subcontractor: Consortium member 2 - Food retailer/food producer

1. Involvement in the session of Consumer Engagement Labs in April-June 2020, including observation and identification of commercially feasible ideas for new products;
2. Covering the costs of catering for consumers participating in two days of Labs sessions, organised by consortium member 1 (lunch and refreshments for about 15 consumers, accompanied by moderators and organizers);
3. Offering tokens of gratitude for about 15 consumers participating in the Labs session (e.g. shopping vouchers, sets of food products), as consulted with consortium member 1, with a view to incentivize participation of consumers;
4. Planning for commercial exploitation of results of the Labs session by screening for commercially feasible product concepts, with the support of project partners;
5. Communicating with local media to ensure at least 2 non-paid printed publications in the local language (press or thematic magazines) describing the EIT Food RIS Consumer Engagement Labs (referring to EIT Food and the company) (other than publications that are accounted for by the remaining members of the consortium);
6. Selection of at least one new product co-created by consumers participating in the Labs session that will be commercialised jointly by food retailer/food producer and startup company, with commitment to introduce the product to the market in the first half of 2021, using the logo of EIT RIS (or other similar logo format, as defined by EIT/EIT Food) on packaging/marketing materials (confirmed by written description of the planned product/service and plans for commercialisation, delivered by 30 October 2020, and obligation to introduce the product/service in the first half of 2021); the development and marketing of the product will not be funded by this project and is the responsibility of the consortium member;
7. Submitting by 30 October 2020 “Report on the new product concept selected for commercialisation” (providing details of at least 1 new product concept selected for market introduction and commercialisation plans, involving food retailer/food producer and startup company). Detailed instructions and report templates are provided by University of Warsaw as project leader.

Contractual tasks of the Subcontractor: Consortium member 3 - Startup company

1. Involvement in the session of Consumer Engagement Labs in April-June 2020, including observation and identification of commercially feasible ideas for new products;
2. Supporting the consortium member 1 in the process of selecting senior consumers-participants of the Labs session using an open call to ensure diversity;
3. Planning for commercial exploitation of results of the Labs session by screening for commercially feasible product concepts, with the support of project partners;
4. Communicating with local media to ensure at least 2 non-paid printed publications in the local language (press or thematic magazines) describing the EIT Food RIS Consumer Engagement Labs (referring to EIT Food and the company) (other than publications that are accounted for by the remaining members of the consortium);

5. Selection of at least one new product co-created by consumers participating in the Labs session that will be commercialised jointly by food retailer, food producer and startup company, with commitment to introduce the product to the market in the first half of 2021, using the logo of EIT RIS (or other similar logo format, as defined by EIT/EIT Food) on packaging/marketing materials (confirmed by written description of the planned product and plans for commercialisation, delivered by 30 October 2020, and obligation to introduce the product in the first half of 2021); the development and marketing of the product will not be funded by this project and is the responsibility of the consortium member;
6. Submitting by 30 October 2020 “Report on the new product concept selected for commercialisation” (providing details of at least 1 new product concept selected for market introduction and commercialisation plans, involving food retailer/food producer and startup company). Detailed instructions and report templates are provided by University of Warsaw as project leader.