Work Package 1: TRACE Collaborative Platform
A Path to Resilience 2025

Purpose of Work Package 1

Work Package 1 forms the collaborative backbone of TRACE Call 2025. It is designed to foster synergy, scalability, and shared learning across all funded projects.

It establishes common standards for learning and measurement as well as shared platforms for knowledge exchange and coordination (through TRACE Academy and the TRACE Data Space). While each project contributes to specific components of a circular system, WP1 ensures these contributions align, integrate, and evolve into scalable Proof-of-Concept Circular Economy Systems (PoC CE Systems).

Each project must allocate 2% of its TRACE funding to WP1 and appoint a **Principal Investigator (PI)** and a **Project Implementation Lead (PIL)** to lead contributions to this work package.

Together, the PI and PIL are responsible for ensuring their project contributes actively to WP1 by participating in cross-project collaboration, shared learning activities, data contributions, and implementation planning—thereby supporting the systemic ambition of the TRACE Partnership. The PI leads scientific coordination and reporting, while the PIL focuses on implementation and scaling. The PIL role is new and will be further discussed with PIs to clarify its relevance and responsibilities within each project.

1. Project Recruitment of Principal Investigator (PI)

To ensure strong systemic leadership, TRACE encourages the following:

- **The main contact person in the application should also serve as the Principal Investigator (PI) and must be assigned throughout the entire project period.**
- TRACE may request an interview with the PI. Topics may include:
    - Qualifications and motivation

- o   Experience with systemic leadership and collaboration
- o   Thoughts on data sharing and communication
- o   Approach to project initiation
- o   Thought on project implementation and the need for a Project Implementation Lead (see below)

Changes to the appointed PI require TRACE's approval and must be justified by the PI Organization. In the unlikely event that TRACE does not approve of the proposed PI, TRACE will contact the PI's Organization to discuss alternatives.

2. Project onboarding

The PI must participate in a half-day onboarding meeting that includes:

- Introduction to TRACE and the PI role
- Synergy expectations across projects
- Project reporting processes
- Use of TRACE Teams for document storage and sharing

Each project will be assigned to a dedicated TRACE Teams site. The PI is responsible for ensuring that all relevant documents and deliverables are uploaded to the dedicated TRACE Teams site.

The project must pay for one Microsoft Project License (Relevant to TRACE). The License is needed for updates in the Microsoft Project Gantt Chart in Teams.

3. Collaboration and Synergies

The PI must be part of the following:

- Participate in 2–3 full-day PI/PILmeetings per year
- Dedicate 1–2 full days per year for preparation and planning of cross-project collaboration
- Identify and contribute to cross-project opportunities
- Contribute to TRACE Academy (capacity-building and cross-project learning) by delivering 1 full-day session, including 1-2 additional days for preparation per year

4. TRACE Data Space

From 2025, TRACE will develop a Data Space focused on circular data sharing.
PIs will:

- Help shape the governance and design of the Data Space
- Recruit project partners to contribute relevant data
  Further details will be provided.

5. Communication

The PI is responsible for actively communicating project progress and results, including:

- Scientific publications
- Updates on TRACE's website, LinkedIn, or other platforms
- An operational communication plan must be developed, and the agreed deliverables must be met. TRACE's communication team will assist the PI
- The PI must ensure proper use of TRACE, EU, and Innovation Fund logos in project materials.

6. Reporting

The PI must submit progress reports twice a year using TRACE templates:

- **April report**: Includes scientific, synergy, and financial reporting for Innovation Fund Denmark. May require external audits.
- **October report**: Internal TRACE scientific and financial updates/reporting.

A final report must be submitted within four months of project completion, using the TRACE final report template.

Yearly partner survey – The project partners will receive a yearly partner survey from TRACE. The survey is used for collecting feedback and measuring the pulse from the ongoing Trace projects

7. Project Implementation Lead (PIL)

This role is new and will be further discussed with the PIs to determine the relevance and the PIL's role in the project.

Each project must appoint a PIL — typically from a private company or public organization — with a focus on implementation and scaling project results.

The PIL must be a part of the following:

- Participating in 1 full-day PI meeting per year
- Dedicate 1 full day per year for preparation and planning of cross-project collaboration
- Identify and contribute to cross-project opportunities
- Contribute to TRACE Academy by delivering 1 full-day session, including 1 additional day for preparation.

The PIL and PI share leadership and collaborate across the TRACE portfolio.
 PIL's duties include:

- Identifying implementation barriers or opportunities (e.g. regulatory, market, technical)
- Engaging key stakeholders (e.g. partners, investors, users)
- Structuring project results for adoption by others
- Ensuring project impact goals are met
- Help establish trust through shared commitment across the TRACE portfolio

The PIL must work closely with the PI and with other PIs/PILs across the TRACE project portfolio to decrease risk and help reach project impact goals