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To : ILPS members

From : ILPS Board and Executive Director

Issued. : November 18<sup>th</sup>, 2025

**SUBJECT : Status update – project overview: description, target, milestone plan, budget requirements  
Project group #1 - Webinar**

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**2<sup>nd</sup> Status update - Project overview:**  
**description, target, milestone plan, budget requirements**  
Project group #1 – Webinar

**Participants & Roles:**

The project group comprises five active companies: AAK, Bunge, Shankar-Europe, RF Solutions and Sternchemie. The Chair role is jointly held by Sternchemie and Bunge, while Shankar-Europe serves as Secretary. The ILPS Vice-President participates as the representative of both the Board and the Executive Director.

**Project Progress:**

To date, eight project meetings have been held. The objective of the project is to develop and deliver a series of interconnected webinar modules, each approximately 45–60 minutes including a Q&A session, to enhance knowledge and understanding of lecithin phospholipids and their applications.

ILPS volunteers responsible for developing the module content have been requested to finalize their contributions by the end of October 2025. The project team will subsequently review the content to avoid duplication and provide feedback.

Once this review is completed, presentations will be recorded and edited to ensure they are webinar ready. The original target for launching the webinars in Q4 '25 has been postponed to Q1 2026.

**Volunteer Engagement:**

Volunteers from within the ILPS network are currently developing content for all defined webinar modules. In parallel, an AV partner has been selected to provide technical support for the online webinars.

Discussions are ongoing with several marketing and communications bureaus to manage promotion of the webinars to reach the widest possible international audience of stakeholders.

**Webinar Hosting Platform & Budget:**

The webinars will be delivered via a professional platform, with BAARS-AV selected out of 3 companies for technical support. Their services include live support, subtitling and making all webinar modules accessible on the ILPS website.

The costs for webinar registration, providing access codes, hosting, support, subtitling, recording, and editing have been determined, while marketing and communications expenses are still being defined.

The estimated total cost for the six-module webinar series is €11,000–€14,000.

The ILPS Board has agreed that these costs will be covered from the ILPS bank account.

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