

Table of content

Acronyms and abbreviations.....	2
Summary	2
Introduction	3
Purpose	3
Application and validity.....	3
Decision-making process: Project bodies and actors.....	3
Collaborative web platform of the project (Flexx)	4
Diffusion List.....	5
Meetings	5
Information management.....	5
General information.....	6
Preparation of contractual technical document (deliverables, milestones)	6
Preparation of other technical documents	8
Preparation of contractual reporting document.....	8
Publications.....	9

ACRONYMS AND ABBREVIATIONS

Acronym	Full name
SCREEN	Solutions for CRITICAL Raw materials - a European Expert Network
WP	Work package
WPL	Work package leader
PMO	Project Management Office
PR	Periodic report
FR	Financial Report
QA	Quality assurance
PQP	Project Quality Plan
EG	Expert Group
KMr	Knowledge Manager
ExCom	Executive Committee
GB	Governing Board
Flexx	Electronic Content Collaboration Platform
CA	Consortium Agreement

SUMMARY

The present document is the Project Quality Plan (PQP) for the project SCREEN2 of the Horizon 2020 Programme. It describes requirements and procedural regulations intended to establish a uniform approach to the completion of the project. It is to be used as a guide for participants in SCREEN2, concerning information management, document publication, quality assurance, project organisation and contact information.

INTRODUCTION

PURPOSE

The Project Quality Plan of SCRREEN2 will describe how quality will be managed throughout the project.

APPLICATION AND VALIDITY

The requirements contained in the present document apply to all personnel engaged in SCRREEN2. Revisions are valid from the date of issue.

DECISION-MAKING PROCESS: PROJECT BODIES AND ACTORS

There are several governing bodies in the project, comprised of different actors, as summarised below:

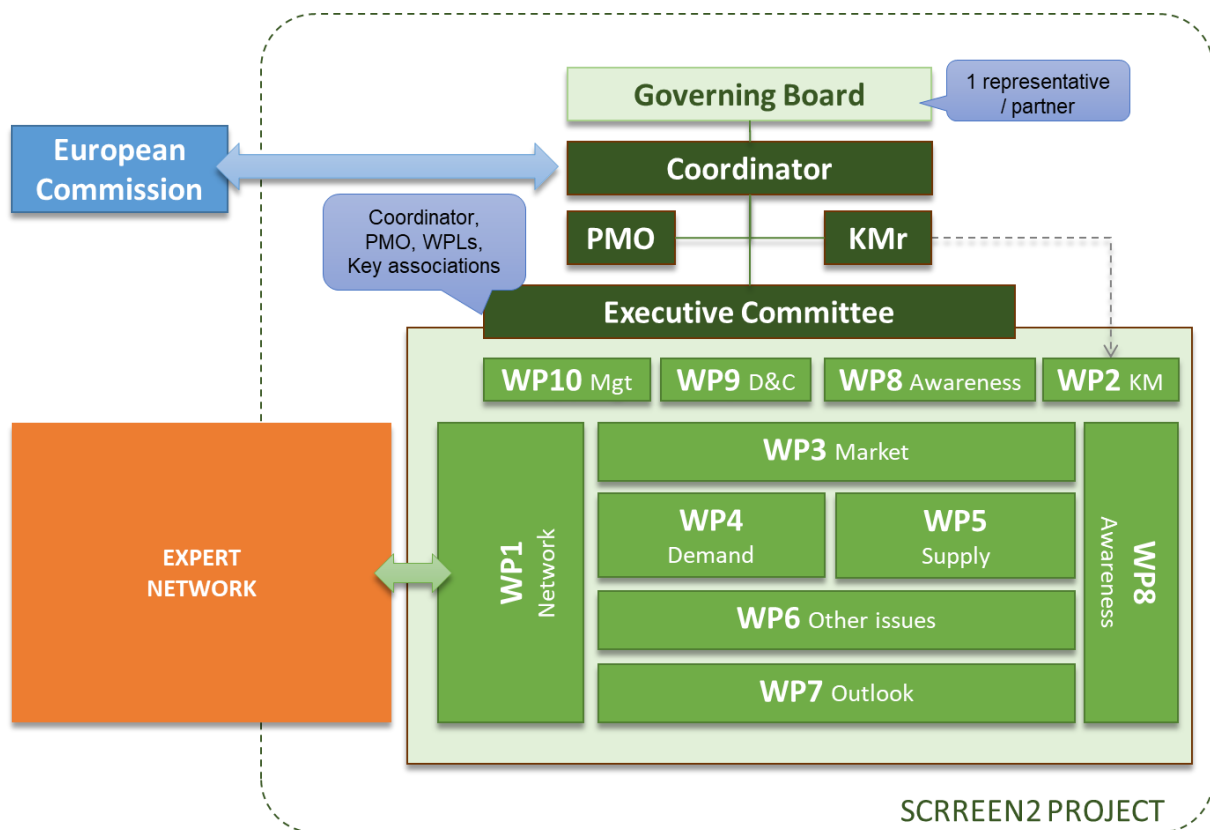


Figure 1: The decision-making process

This governance structure guarantees that each member is represented throughout project implementation and also facilitates project progress. The roles and responsibilities of the different project management bodies and actors are detailed in the Grant agreement and its annexes.

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For SCRREEN2 the project bodies are the following:

- Coordinator
- Governing Board
- Executive Committee
- WP leaders

Further details on decision-making processes and procedural regulations are provided in the consortium agreement signed by all beneficiaries of SCRREEN2.

In addition, every partner shall appoint a Primary Contact whose role is to ensure that all relevant information about the project is available to all contributors in the given organisation and he/she shall make sure that the contact list of his organisation is up to date (see 5.1). The Primary Contact will be solicited for all inquiries where no other contact is provided for the task in question.

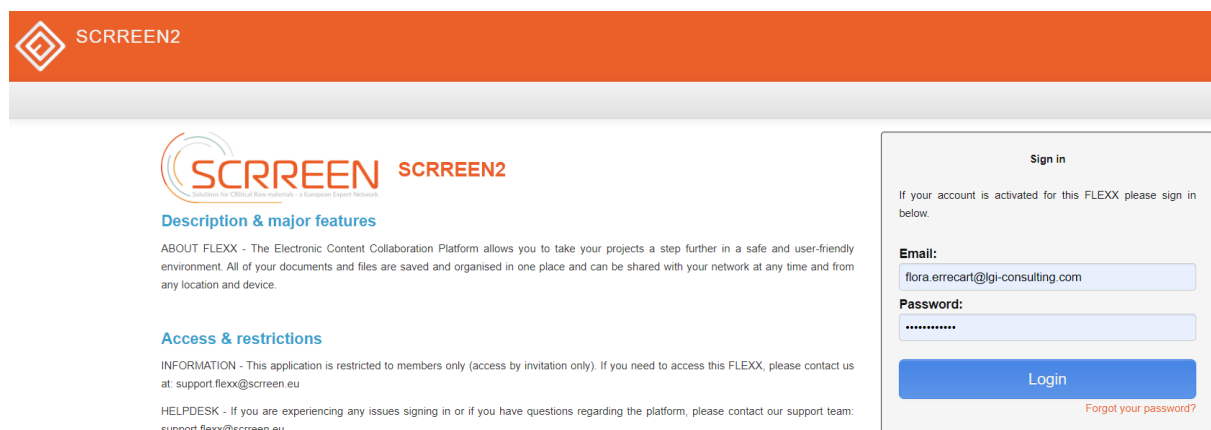
COLLABORATIVE WEB PLATFORM OF THE PROJECT (FLEXX)

The SCRREEN2 collaborative platform will be used for internal exchanges and publication of reports and deliverables – these documents shall be uploaded and updated at:

<https://app.flexx.camp/screen2>

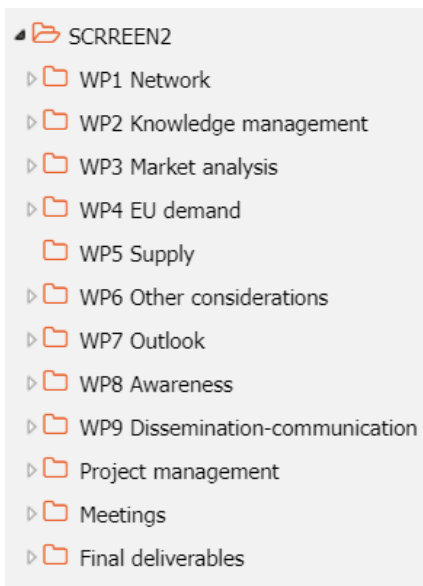
The platform is maintained by LGI (PMO). LGI is responsible for account creation and the management of user permissions. All related requests shall be addressed to LGI at:

contact@screen.eu



The screenshot shows the SCRREEN2 FLEXX platform interface. At the top, there is a navigation bar with the SCRREEN2 logo and name. Below this, the main content area is divided into two columns. The left column contains the SCRREEN logo and the text 'SCRREEN2' followed by 'Solutions for CRITICAL Raw materials - a European Expert Network'. Below this, there are sections for 'Description & major features', 'Access & restrictions', and 'HELPDESK'. The right column contains a 'Sign in' form with fields for 'Email' (containing 'flora.errecart@lgi-consulting.com') and 'Password', a 'Login' button, and a 'Forgot your password?' link.

The folder tree of the project is shown below (updates to this initial folder structure will be made in the course of project implementation as necessary).



DIFFUSION LIST

The “User Directory” on Flexx makes it easier to:

- Find information about the project consortium (“who is who”)
- Write emails to members or groups of members (e.g. financial admins, WP3 contributors, etc.)

Using the diffusion lists on Flexx replaces contact lists in Excel which may exist in multiple versions on multiple computers locally. Since every partner is invited on Flexx, they all have a User Directory profile created, allowing them to send emails directly from the platform. Each project body shall have its own diffusion list, and any number of lists can be created on demand.

MEETINGS

Several types of meetings may be organised during the project (periodic or ad hoc technical progress meetings, etc.) by either the coordinator or by the WP leaders. After a consultation between the participants involved, an item containing at least: meeting date, meeting location and preliminary agenda should be made available as soon as possible in Flexx. Each meeting, the organiser must write the minutes, make them available on the collaborative project platform and notify the necessary consortium members electronically.

INFORMATION MANAGEMENT

Information used or generated by the project may take many forms. This chapter will describe the internal procedures for document preparation in a quality-oriented approach. Documents produced in the project fall into several categories:

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- Contractual technical documents including technical deliverables and milestones. These are either public or restricted to project participants and the EC
- Other technical documents including non-contractual reports, support documents and progress meeting minutes restricted to project participant and the EC
- Contractual reporting documents including administrative & financial documents restricted to project participants and the EC

GENERAL INFORMATION

The main principle regarding document preparation and internal dissemination is that each beneficiary applies their own Quality Assurance (QA) procedures for the preparation of their contributions to project documents. If such procedures are not normally applied by the beneficiary, the project templates should be used and further guidelines can be provided by the project management office upon request.

Templates to be used for project documents are available in Flexx at:

<https://app.flexx.camp/mso/ecm/screen2-ecm-folder-10120>

All SCRREEN2 documents should be named as follows: SCRREEN2 – Tn.ii– vj Short Title

Where:

- **T** is the document type: “D” for deliverables, “MS” for milestones, “Min” for minutes, “R” for reports and “O” for other documents
- **n** is the work package number
- **ii** is an incremental number for this WP and this type of document, which is delivered by the WPL (2 digits, except for deliverables, for which there is only 1 digit, as defined in Part B of Annex 1 to the GA)
- **j** is an incremental number for the version of the document (starting at 1.0).

To ensure that documents are of the highest quality, the validation process is to be implemented using Flexx, as described in Section 0.

PREPARATION OF CONTRACTUAL TECHNICAL DOCUMENT (DELIVERABLES, MILESTONES)

The workflow tool on Flexx, developed by LGI, enables:

- The internal review of contractual technical documents (e.g. deliverables) as soon as they are available on the platform
- Monitoring project progress in terms of milestones and deliverables
- A more streamlined process for the publication and approval of deliverables while enforcing **appropriate quality assurance processes**

The various steps necessary to issue contractual technical documents are presented in the image below:

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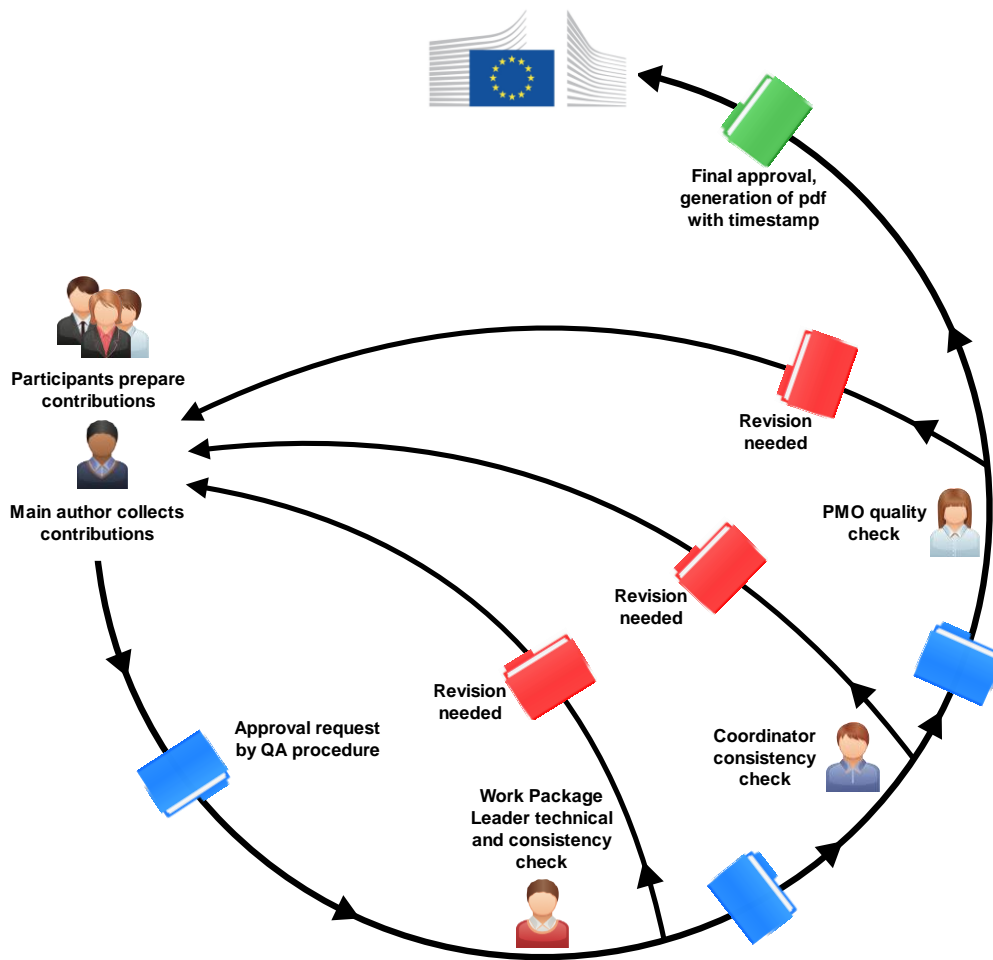


Figure 2: Workflow validation process for the deliverable submission

This deliverable preparation and validation process is as follows:

1. The main author, who is responsible for the elaboration of the document, asks all the involved participants to write their contribution to the document (c.a. 2 months before the delivery date).
2. After gathering and consolidating all contributions, the main author issues the draft version of the report with his/her own procedures. He/She then uploads the draft deliverable on the Workflow tool, also providing the abstract and the names of contributors.
3. The WP leader will receive an automated email stating that the deliverable is available for review. The WP leader then reviews the technical content of the document. If modifications are needed, the WP leader rejects the document and provides comments. Flexx automatically notifies the author that the deliverable needs to be improved. Once the updates are implemented, the main author uploads the revised deliverable on the Workflow, and the process begins anew until the WP leader validates the document.

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4. If/when the WP leader validates the deliverable, Flexx automatically notifies the Coordinator (next in line for review) that the deliverable can be reviewed. At this point the process above repeats until the coordinator validates the document as well. Once this happens, the PMO (LGI) is notified that the document can be finalized following a final check. Once this is done, Flexx will generate the cover pages (with logos, timestamps, etc.), and the document is ready for submission to the EC

N.B. a deliverable may also be reviewed by an external reviewer before submission to the EC.

PREPARATION OF OTHER TECHNICAL DOCUMENTS

This section provides guidance on the preparation of other technical documents, non-contractual reports, support documents and progress meeting minutes.

For these documents, the steps are similar to those described in the previous section but the procedure is simplified.

- The partners can use their own Quality Assurance (QA) procedures for the preparation of SCRREEN2 documents. Alternatively, SCRREEN2 templates can be used without any reference to the internal QA of the beneficiaries involved.
- The validation and the corresponding timestamp of the WPL and Project coordinator appear on the second page of the document.

In the case of joint meetings concerning more than one work package, all concerned WPLs shall approve the minutes.

The templates for meeting minutes and for other technical documents are included in the SCRREEN2 collaborative platform.

PREPARATION OF CONTRACTUAL REPORTING DOCUMENT

According to the Grant Agreement, the coordinator is responsible for issuing the periodic reports (financial report and activity report) to the EC. The procedure to prepare these reports starts from the top level of the project and goes down through the various management levels. The reporting is divided into a financial part and a technical part. To ensure high quality and timely reporting, the PMO will use the approach outlined below. Being responsible for the execution of the entire reporting process, the PMO will provide support to the coordinator to ensure the quality of this reporting.

For the financial part of the reporting, the illustration below describes the process:

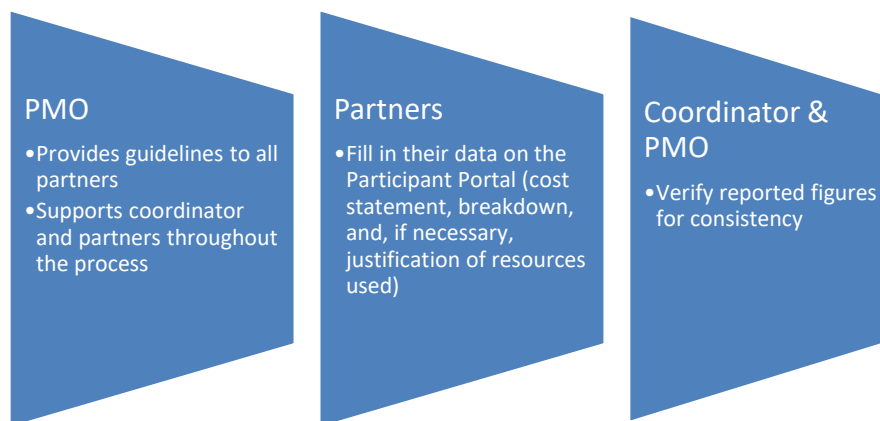


Figure 3: The financial reporting process

On the other hand, the reporting of the activities (project progress) the process is as follows:



Figure 4: The technical reporting process

PUBLICATIONS

The beneficiaries can submit articles to peer-reviewed journals or present communications at conferences on the studies performed in SCRREEN2. The submission rules are described in SECTION 8 of the Consortium Agreement.

For articles, the following acknowledgement of the Commission’s support shall be included: *“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 958211”.*

For presentations to conferences, it is strongly recommended to use the SCRREEN2 Power Point presentation template (available on the web collaborative platform). The minimum requirement is to use the project logo. Moreover, the EU logo should be added for acknowledgement of the Horizon 2020 support. The following acknowledgement of the Commission’s support shall be included:

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 958211

“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 958211”.

The submitted and final versions of the articles and communications must be uploaded in the collaborative web platform work folder of the relevant WP and then published in the “Publications” folder.

All partners shall take appropriate measures to engage with the public and the media about the project and to highlight the Community financial support. Any publicity, including at a conference or seminar or any type of information or promotional material, must specify that the project has received Community research funding and display the European emblem with appropriate prominence.