



### **SCRREEN3**

#### *Coordination and Support Action (CSA)*

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### **Project Quality Plan**

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Requirements and procedural regulations needed for a sound and uniform management of the project.

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## **PROJECT QUALITY PLAN**

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## **DELIVERABLE 18.1 (V1)**

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### **WP18 Project Management**



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AUTHORS	REVIEWERS
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## EXECUTIVE SUMMARY

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The present document is the Project Quality Plan (PQP) for the project SCREEN3 of the Horizon Europe 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 SCREEN3, concerning information management, document publication, quality assurance, project organisation and contact information.

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## **LIST OF ABBREVIATIONS AND ACRONYMS**

CA – Consortium Agreement

D – Deliverable

EC – European Commission

EU – European Union

GA – General Assembly

HEU – Horizon Europe – the 9th framework Programme of the EC for research, technological development and innovation activities.

IPR – Intellectual Property Right

WP – Work package

WPL – Work package leader

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# 1 INTRODUCTION

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## 1.1 PURPOSE

The Project Quality Plan of SCRREEN3 describes how quality will be managed throughout the project.

## 1.2 APPLICATION AND VALIDITY

The requirements contained in this Project Quality Plan (PQP) apply to all actors engaged in SCRREEN3. Revisions become valid from the date of issue.

## 1.3 ADMINISTRATION

LGI is responsible for the administration of the quality plan. Proposals for changes or additions must be submitted to LGI, which updates and publishes revisions of the PQP. All revisions must be approved by the coordinator. Each new item will be indicated in the revised document by a revision number.

## 2 SCRREEN3 PROJECT ORGANISATION

### 2.1 OVERALL ORGANISATION

SCRREEN3 is a lump sum EU funding project bringing together 14 partners, 8 affiliated entities and one associate partner, coordinated by BRGM. The project coordinator (COO) acts as project leader and is responsible for the sound and uniform management of the project. He is assisted by LGI, who acts as Project Manager Officer (PMO).

BE/AE nr	BE/AE name	Acronym
1 - CO	Bureau de Recherches Géologiques et Minières	BRGM
2 – BEN	Commissariat à l’Energie Atomique et aux Energies Alternatives	CEA
3 – BEN	EIT Raw Materials GmbH	EIT RM
4 – BEN	EuroGeoSurveys	EGS
4.1 – AE	Geosphere Austria - Bundesanstalt Fur Geologie, Geophysik, Klimatologie Und Meteorologie	Geosphere
4.2 – AE	Geoloski Zavod Slovenije	GeoZS
4.3 – AE	Agencia Estatal Consejo Superior De Investigaciones Cientificas	IGME
4.4 – AE	Istituto Superiore Per La Protezione E La Ricerca Ambientale	ISPRA
4.5 – AE	Statny Geologicky Ustav Dionyza Stura	SGUDS
4.6 – AE	Nederlandse Organisatie Voor Toegepast Natuurwetenschappelijk Onderzoek Tno	TNO
5 – BEN	Enco	ENCO
6 – BEN	Agenzia Nazionale Per Le Nuove Tecnologie, L'energia E Lo Sviluppo Economico Sostenibile	ENEA
7 – BEN	Fraunhofer Gesellschaft Zur Forderung Der Angewandten Forschung Ev	FHG
8 – BEN	Geologian Tutkimuskeskus	GTK
9 – BEN	LGI Sustainable Innovation	LGI
10 – BEN	Ethnicon MetsoVion Polytechnion	NTUA
11 – BEN	Mineral Processing And Extractive Metallurgy For Mining And Recyclinginnovation Association	PROMETIA
11.1 – AE	Amphos 21 Consulting	Amphos 21
11.2 – AE	Politecnico Di Torino	POLITO
12 – BEN	Rare Earths Industry Association	REIA
13 – BEN	Universiteit Leiden	ULEI
14 – BEN	Teknologian Tutkimuskeskus Vtt Oy	VTT
AP	Entwicklungsfonds Seltene Metalle	ESM

Table 1: List of SCRREEN3 participants

All project activities are broken down into **19 work packages**:

- **WP1&2** cover the management of the expert network to cover all materials screened in the CRM 2023 assessment.
- **WP3** focuses on data handling to identify the required data, data sources and agree on the trade CN codes to consider.
- **WP4&5** are dedicated to the development of the factsheet digital tool, including a raw materials database.
- The raw materials to be screened are split into 7 Work Packages (**WP6 to WP12**).
- Polishing phase of the factsheets is planned in **WP13**.
- **WP14&15** support value chain analyses by collecting and prioritising topics, and producing papers on agreed subjects.
- The communication and dissemination of the project are addressed in **WP16&17** while the management of the project is addressed in **WP18&19**.

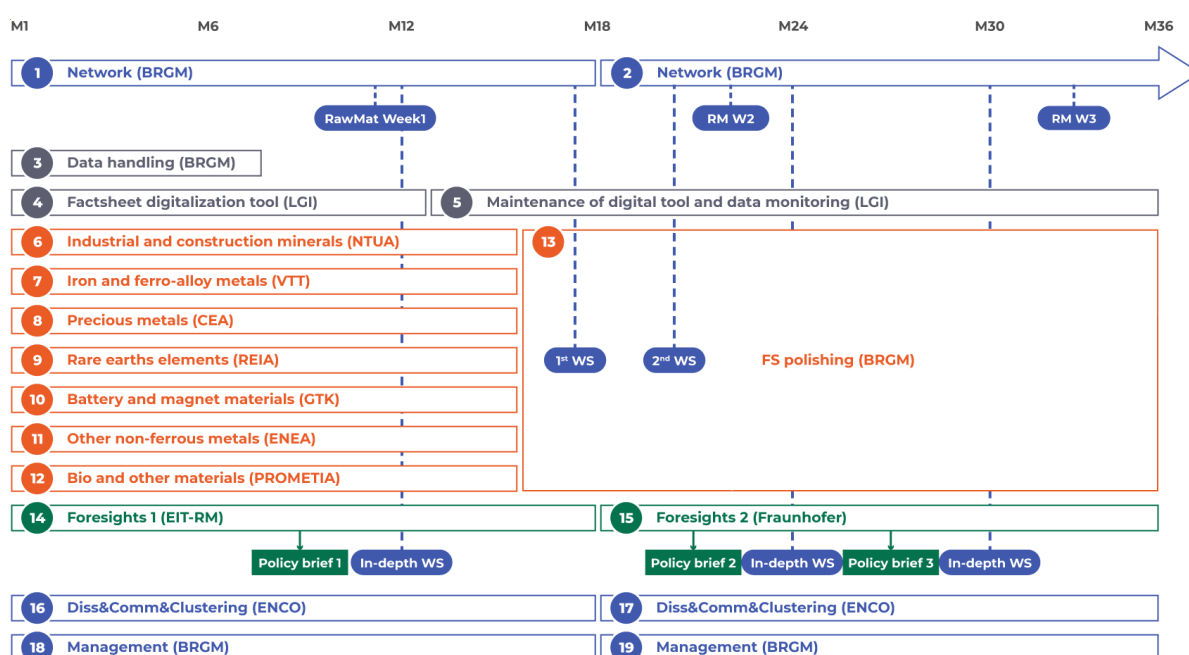


Figure 1: SCRREEN3 Work Packages

## 2.2 PROJECT MANAGEMENT AND GOVERNANCE

The overall governance structure of the project is described below.

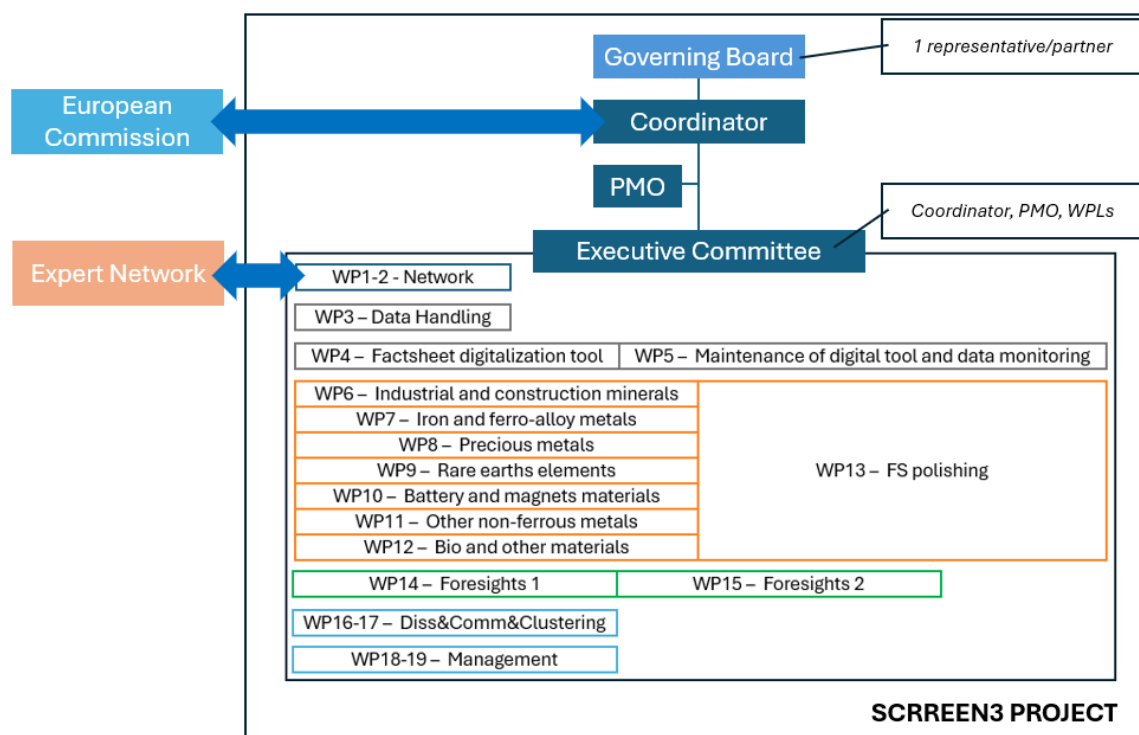


Figure 2: Governance structure of SCRREEN3

The roles and responsibilities of the different project management bodies are detailed in the Grant Agreement (GA) and in the Consortium Agreement (CA) and summarised below.

Body	Who	Role
Governing Board	All partners (at least 1 representative per partner)	Ultimate decision-making body of the consortium
Executive Committee	WPLs, COO, PMO (in support)	Supervisory body for the execution of the Project
Coordinator	COO (BRGM)	Legal entity acting as the intermediary between the Parties and the EC
Project Management Office	PMO (LGI)	Assists the Executive Committee and the Coordinator

Table 2: Roles and responsibilities of the Project Management bodies

Further details on decision-making processes and procedural regulations are provided in the consortium agreement.

## 3 COLLABORATIVE PLATFORM OF THE PROJECT

### 3.1 FLEXX PLATFORM

The SCRREEN3 online collaborative platform (FLEXX), restricted to SCRREEN members, will be used for internal exchanges, publication of reports and deliverables and will allow partners to follow the project's activities and monitor the project progress. A user guide is available on the platform and has been shared with the partners. The SCRREEN3 FLEXX platform is accessible on the following link: <https://app.flexx.camp/scrreen3>

The platform is managed by LGI (PMO) who is responsible for account creation and right access configuration. Any request for accessing the platform should be sent to [contact@scrreen.eu](mailto:contact@scrreen.eu).



Figure 3: SCRREEN3 FLEXX

The content of the SCRREEN3 FLEXX platform is shown below. Updates will be made in the course of the project implementation if necessary.

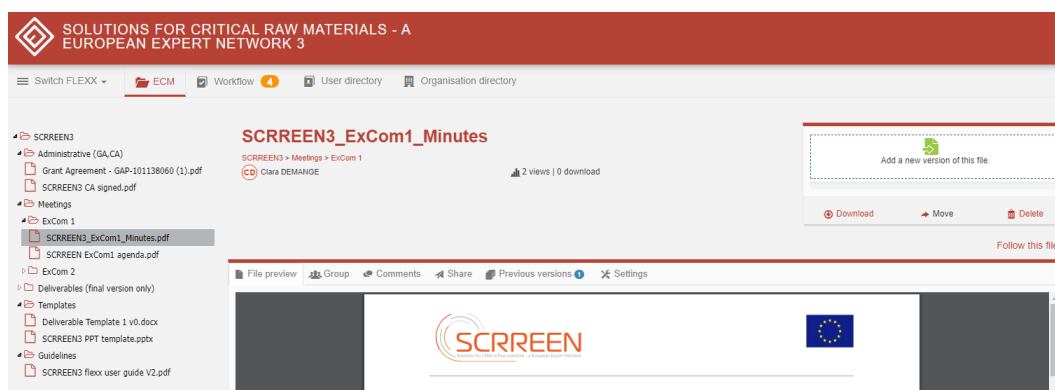


Figure 4: FLEXX folder tree

## 3.2 TEAMS

A dedicated Teams was created for the project. Restricted to the consortium bodies, it enables a smooth communication between partners, collaborative work on live documents, and monitoring of tasks and deliverables. Each WP has its own channel, which is managed by the WPLs.

- **Contact list:**

The project contact list is available on Teams and is managed by the PMO/COO with the collaboration of all partners. Because of the dynamic nature of the project and the expected evolution of staff involved in the project, the list is expected to be updated regularly.

The contact list includes a general list with all members of the consortium, one list for the ExCom members and one list for the Governing Board members.

- **Monitoring table:**

In order to monitor the progress of the project and the completion of tasks and deliverables, a monitoring table is available on Teams and must be updated by the partners on a regular basis. It has been set up to make sure the project is properly implemented and to anticipate any deviations quickly in the context of the lump sum system, which is based mainly on the finalisation of a WP to trigger payment of the grant.

WP	Task	Nature (item, deliverable, milestone)	Name	due date	submission/realisation date d	lead partner	Contribution to the completion of the WP (in %)	% completion of this ite	Progress %	Complete YES/NO
WP1	1.1	Item	A call for applications for the selection of the experts for Validation WS				5	50%	2,50	NO
WP1	1.1	Deliverable	D1.1 Status of the expert network	M3		ENEA	10	0%	0,00	YES
WP1	1.2	Item	Invite new experts to join the network.				5	40%	2,00	NO
WP1	1.2	Item	Ensure a regular update of the expert profiles.				5	10%	0,50	YES
WP1	1.3	Deliverable	D1.2 Summary report in depth workshop #1	M15		BRGM	10		0,00	NO
WP1	1.1	Deliverable	D1.3 Status in the expert network	M14		ENEA	10		0,00	NO
WP1	1.3	Milestone	M1 In depth workshop #1	M15		LGI	20		0,00	NO
WP1	1.3	Milestone	M2 First Validation Workshop	M17		LGI	35		0,00	NO
WP2	2.1	Item	A call for applications for the selection of the experts for Validation WS				5	100%	5,00	YES

Figure 5: SCRREEN3 Monitoring table



## 4 MEETINGS

Different types of meetings can be organised during the project (periodic or ad hoc technical progress meetings) by either the coordinator or by WP leaders. All rules of meetings are detailed in the Consortium Agreement.

At the beginning of the project, the Kick-Off Meeting (KoM) was held in Brussels and remotely on 10-11 January 2024. It was decided during the KoM to plan ExCom meetings remotely every two months (1st Friday of the month from 10:00 to 11:30, every 2 months).

After each meeting, the minutes are prepared by the PMO who make them available on the collaborative web platform (FLEXX) in the folder “Meetings” and notify the consortium members.

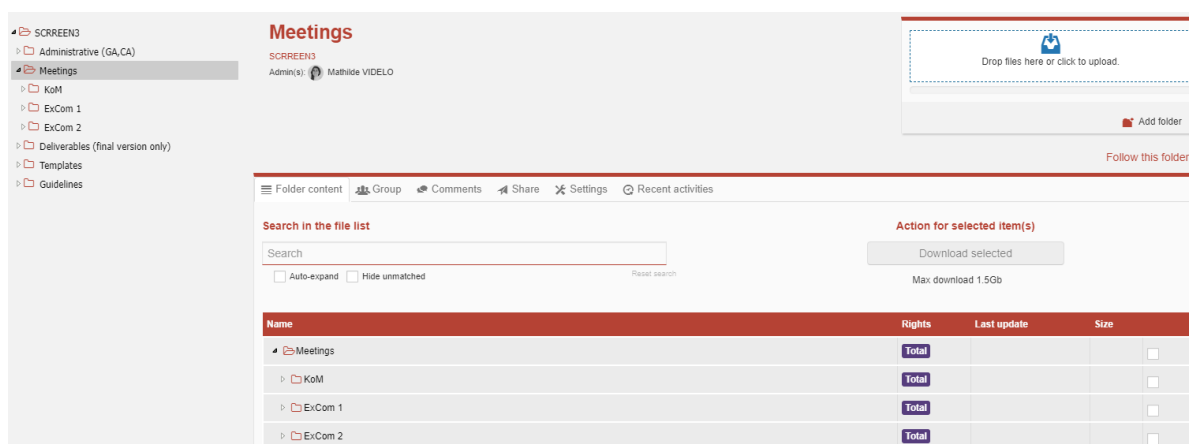


Figure 6: FLEXX Meetings folder

## 5 INFORMATION MANAGEMENT

This section describes the project internal processes for document preparation in a quality-oriented approach. The documents produced as part of the project fall into different categories:

- Contractual technical documents, including technical deliverables and milestones, can be public or restricted to the SCRREEN3 participants and the EC. The validation process is described below.
- 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.

### 5.1 GENERAL INFORMATION

The general principle regarding document preparation and internal dissemination is that each beneficiary applies its own Quality Assurance (QA) procedures to prepare its contribution to SCRREEN3 documents. If the beneficiary is not obliged to use internally controlled guidelines and templates, these shall be provided by the project management office and should be used for all documents. All SCRREEN3 templates to be used for project documents are available in FLEXX.

### 5.2 CONTRACTUAL TECHNICAL DOCUMENTS (DELIVERABLES, MILESTONES)

The Workflow tool of FLEXX allow a quality assurance process for contractual technical documents by enabling:

- The internal review of contractual technical documents (e.g. deliverables) when available on the platform
- The monitoring of the project progress in terms of milestones and deliverables
- A more streamlined process for publishing and approving deliverables

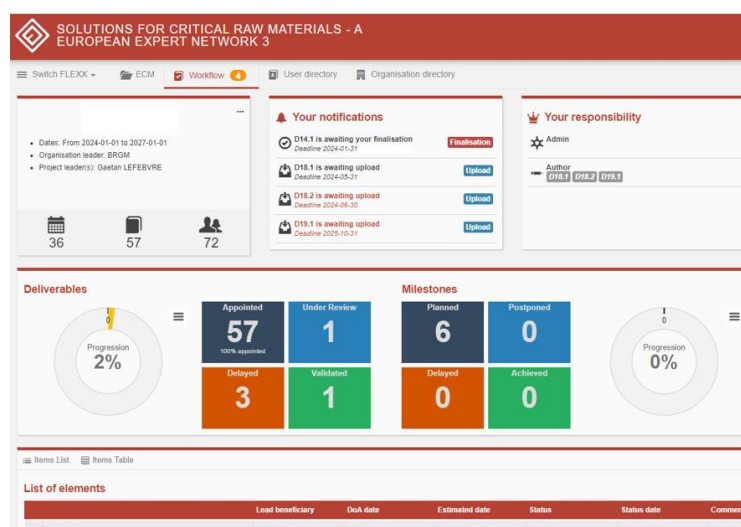


Figure 7: SCRREEN3 Workflow tool

The different steps necessary to issue a deliverable are presented below:

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. two months before the delivery date, as a general rule, a draft should be ready one month before the submission deadline). The SCRREEN3 deliverable template is available on FLEXX.
2. After gathering and consolidating all contributions, the main author issues the draft version of the report with its own procedures and then uploads the draft deliverable into 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 into the Workflow, and the process starts again until the WP leader validates the document.
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 finalised following a final quality 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. Final version of deliverables are available on the “Deliverables (final version only)” folder on FLEXX.

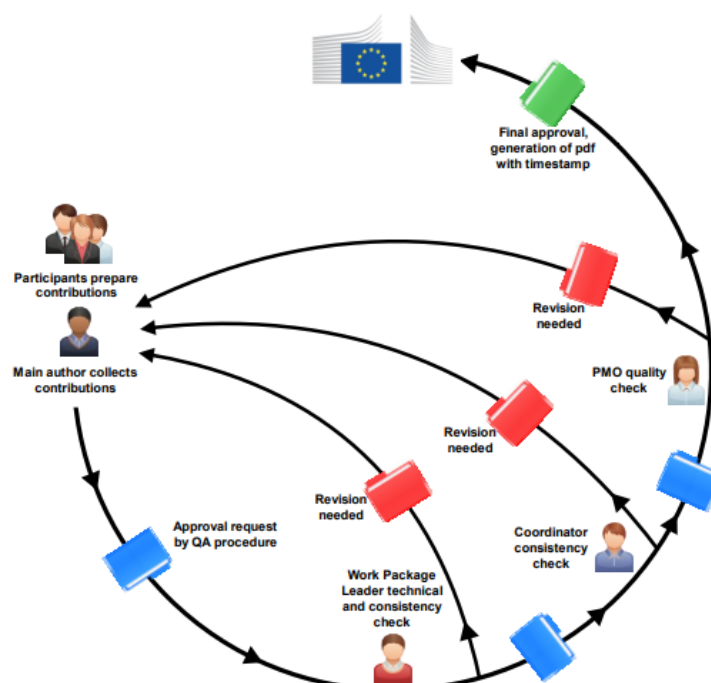


Figure 8: Workflow validation process for the deliverable submission

### 5.3 OTHER TECHNICAL DOCUMENTS

This section provides guidance on the preparation of other technical documents, non-contractual reports, supporting documents and minutes of progress meetings. For these documents, the steps are similar to those described in the previous section, but the process is simplified.

The partners can use their own Quality Assurance (QA) procedures for the preparation of SCRREEN3 documents. Alternatively, SCRREEN3 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 available in FLEXX.

### 5.4 PREPARATION OF CONTRACTUAL REPORTING DOCUMENT

According to the Grant Agreement, the coordinator is responsible for issuing the periodic reports to the EC. The reporting is divided into two parts for lump sum projects: the Technical Part and the Status of Work Packages.

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.



Figure 9: Reporting process

## 6 PUBLICATIONS

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The beneficiaries can submit articles to peer-reviewed journals or present communications at conferences on the studies performed in SCRREEN3. 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 Europe Research and Innovation Programme under grant agreement No 101138060".

For presentations to conferences, it is strongly recommended to use the SCRREEN3 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 Europe support. The following acknowledgement of the Commission's support shall be included:

"This project has received funding from the European Union's Horizon Europe Research and Innovation Programme under grant agreement No 101138060".

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.