



REE4EU: Integrated High Temperature Electrolysis (HTE) and Ion Liquid Extraction (ILE) for a Strong and Independent European Rare Earth Elements Supply Chain

Project type: Innovation action
Start date of project: 01/10/2015 Duration: 48 months



D10. 5 Timely reports submission mini-review

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List of abbreviations and definitions

Abbreviation	Definition
Co	Coordinator
EC	EU Commission
M	Month/s
PO	Project Officer from the EU Commission
PP	Participant portal
RP	Reporting period





Executive Summary

The Coordinator, SINTEF, collected the corresponding technical and financial information from the different partners to create a report in preparation of each face-to-face progress meeting. These interim reports were compiled and adapted according to the requirements of the EU-Commission, and submitted at each of the period reporting periods.

Moreover, SINTEF was responsible of revising the reports, and subsequent submission to the EU-Commission.





1 Introduction

In order to establish good reporting routines, the Co team prepared and distributed templates from the very beginning of the project. All partners always followed the templates, then giving unified information, thus making it very easy to monitor the progress.

The interim technical reporting templates included both Power Point presentations to the face-to-face progress meetings, and Word document for the technical report. The last one had a similar distribution of contents as the requests from the EC to be sent at each RP as well as the information to be continuously updated in the PP (continuous reporting).

Moreover, the interim financial reporting templates were distributed to partners in the form of Excel spreadsheets, gathering the necessary information for the good financial monitoring of the action.

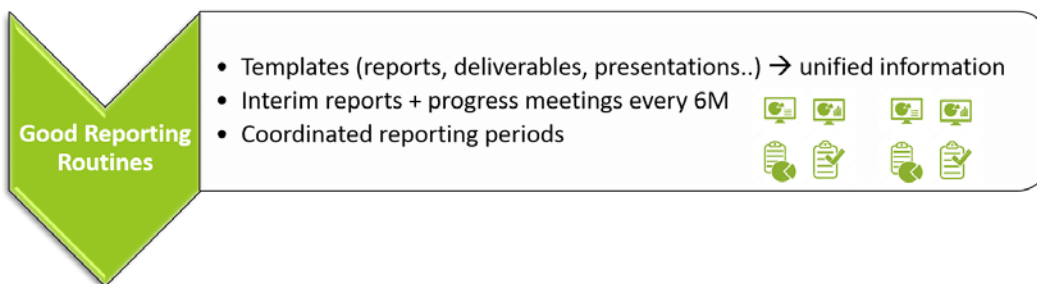


Figure 1. Summary of the different tools employed in the REE4EU project for ensuring good reporting routines

2 Timely Reports Submission

Table 1 gathers the different reports made during the whole project period. In the case of the 24M progress meeting (midterm) and RV2 at M33, both with the EC, the reports were forwarded to the PO prior to the meetings, so he could have a written update of the activities and deliverables.

All reports are gathered at the internal project platform, available to all partners.

Table 1. Overview of the different reports prepared during the whole project period

#	Period	Report category	Type of report
1	M1-M6	Technical	Interim report, to the Co
		Financial	
2	M7-M12	Technical	Interim report, to the Co
		Financial	
3	M1-M18	Technical	RP1 to the EC
		Financial	
4	M19-M24	Technical	Interim report, to the Co. Forwarded to the PO for the midterm meeting
		Financial	
5	M25-M30	Technical	Interim report, to the Co, forwarded to the PO for the RV2 at M33
		Financial	





6	M19-M36	Technical	RP2 to the EC
		Financial	
7	M37-M42	Technical	Interim report, to the Co
		Financial	
8	M37-M48	Technical	Final report to the EC
		Financial	

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