



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



D10.6 Effective consortium communication mini-review

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List of abbreviations and definitions

Abbreviation	Definition
AMD	Amendment (to grant agreement)
CA	Consortium agreement
Co	Coordinator
EC	EU Commission
GA	Grant agreement
M	Month/s
MoM	Minutes of meeting/s
PO	Project Officer from the EU Commission
PP	Participant portal
RP	Reporting period
TELCO	Telephone/video conference/s





Executive Summary

The communication strategy adopted from the very beginning of the project by the Coordinator was meant to keep all partners fully informed about project status and all other relevant issues. This promoted and facilitated the collaboration between the different partners.

Then, an open information flow managed by the Coordinator was established with the aim of promote the synergy and engagement between the research groups. This including, mainly, the project website, the internal project platform, as well as frequent remote and face-to-face discussions.





1 Introduction

The communication strategy adopted from the very beginning of the project by the Co was meant to keep all partners fully informed about project status and all other relevant issues, thus facilitating the collaboration between the different partners.

Then, an open information flow managed by the Co was established with the aim of promote the synergy and engagement between the research groups. This was realised mainly by numerous teleconferences with the whole consortium as well as several face-to face meetings, particularly during the first months of the project, in order to attain a common vision of the project aims and establish a strategy towards the accomplishment of the project's deliverables towards the EC.

Other tools were also created, like the project website, and the internal project platform for exchange of documents, as well as collection and storage of reports, presentations, deliverables, minutes of meetings and other administrative documents.

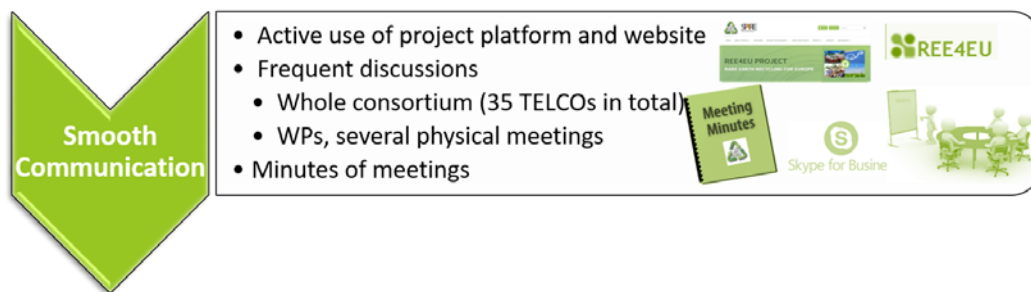


Figure 1. Summary of the different tools used in the REE4EU project to ensure a smooth and effective consortium communication

2 Communication Tools

2.1. Project website

The external project website was created and managed by partner PNO-Italy Ciaotech (third linked party of partner PNO-Innovation). The consortium took advantage of the often updates of "Events", gathering relevant Conferences and Workshops in the field of recycling, critical raw materials, etc. Likewise, partners informed the Co and the website responsible on events to be included in the website, usually at the consortium TELCOs.



Figure 2. Snapshot of the REE4EU's project website, www.ree4eu.eu





2.2. Project platform

The exchange of documents and information among partners was done through the project platform e-Room.

The Co created this platform from the very beginning of the project, where templates, internal presentations, presentations in dissemination/communication events, communication material (electronic) of the project (poster, brochures, roll-ups, Newsletters, etc), MoM, deliverables, other reports, contract documents (AMD, CA, updated GA, decisions, etc) were deposited for all partners consultation or use.

2.3 Frequent Discussions

The whole consortium attended a total of 35 TELCO during the 4 years of project lifetime. The Co arranged the TELCO to discuss with the whole consortium the progress of the action, prepare progress/review meetings, and update all partners on the work and other special events. Likewise, the partners reported issues than might had raised. The agenda was sent together with the call for meeting, and MoM were prepared gathering the most important points of discussion, and further actions. The documents were uploaded at the project platform after being reviewed by all partners.

The frequent-TELCO-routine facilitated the discussions and the communication between partners. At the same time, it was a very important tool for the Co to follow up the progress of the action, and to identify implementation risks.

Moreover, several technical meetings, both face-to-face as well as TELCOs between WPs and partners, took place during the project lifetime. An overview is given in D10.4. During the consortium TELCO, the whole consortium, was informed on the outcomes and actions. Moreover, MoM were prepared in most of the cases, and deposited in the project platform.

All reports and documents being available to all partners, and the clear and fluid communication was instrumental to create an inspiring and engaged consortium, devoted to the successful accomplishment of the project goals and obligations towards the EC.

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