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Quality Management Plan

Deliverable D8.2

Version V2

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Project website	https://battereverse.eu	
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Change Log

Version	Description of change
V0	Initial version
V1	Revised version
VF	Final version submitted on the EU portal (31 May 2023)
V2	New version, following the (19/12/2024) Project Officer requested revision

List of project partners

1 **CEA**
2 **EIT KIC Urban Mobility SL**
3 **Fundacio Eurecat:**
4 **Frontier Innovations EE**
5 **Bax Innovation Consulting SL**
6 **Skoda Auto AS**
7 **TES SBS**
8 **DENIOS SE**
9 **Siec Badawcza Lukasiewicz Poznanski Instytut Technologiczny**
10 **Betteries AMPS GmbH**
11 **Renault SAS**

N° Chrono: CTREG/23-018

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Deliverable abstract

This deliverable document, D8.2 Quality management plan[1], is a deliverable of the BATTEREVERSE Project, which is funded by the European Union's HORIZON EUROPE Program under Grant Agreement, project number 101103706. This deliverable identifies the main bodies of the project and establishes the decision-making procedures to be followed by the participants. Therefore, this deliverable specifies the main guidelines for the execution, monitoring and control of the project. Five main topics are addressed: 1) Project governance structure, 2) Project Management Plan, 3) Project progress evaluation, 4) reporting procedure and 5) Communication provisions.

Glossary:

AB: Advisory Board
CA: Consortium Agreement
CST: Coordination Support Team
D: Deliverable
EB: Executive Board
EC: European Commission,
GA: Grant Agreement
IPR : Intellectual Property Result
PCO: Project Coordinator
PGA: Project General Assembly
PMT: Project Management Team
PO: Project Officer
WP: WorkPackage
WPL: WorkPackage Leader
IPR: intellectual property rights

[1] **The "D8.2 Quality Management Plan" deliverable has been prepared, trying to reach the best quality and secure methodology for the project coordination to follow the Grant Agreement expectation (governance, project management plan, critical risks, project progress evaluation, reporting procedures, management meetings, and communications). For this reason, this project has checked the quality management plan of several European projects and chosen to use a standard methodology already developed in NENU2PAHR (Grant Agreement number No 887474) and ASTRABAT (Grant Agreement number 875029), following EU recommendations. We acknowledge these previous work performed. Ad hoc modifications were added to comply with the Grant Agreement conditions for Battereverse (Grant Agreement number 101103706), and this work reflects the claimed personal costs for the D8.2 deliverable realisation.**

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1. Objectives

1.1. Purpose of the deliverable

The deliverable **D8.2** is part of the **WP8**, Project coordination workpackage, and is mainly associated to the **Tasks 8.2.** Technical coordination, and **Task 8.1**, Administrative, financial and contractual follow-up, **Task 8.3** Open RDM for internal communication.

The objectives of the **WP8** are:

- To ensure that the project reaches its objectives in a given contractual timeframe and budget,
- To ensure strategic and technical coordination,
- To manage and monitor project resources (personnel, budget, equipment, etc.),
- To perform quality control and risk management,
- To perform project reporting to the European Commission,

To sustain and facilitate regular communication internally and with the European Commission,

- This work package sets out the 'ethics requirements' that the project must comply with.

The objective of the WP8 is to ensure that the contract terms are followed and when necessary updated. CEA, as coordinator of the project, will act as the main contact point with the EC organizing meetings with EC officer, when required. Marianne Chami is the project coordinator (PCO). CEA will distribute EC funds amongst partners according to the GA.

1.2. Scope of the document

Other project administrative documents that are relevant for the management workpackage are:

- Grant Agreement (GA),
- Consortium Agreement (CA).

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Both documents are available in the BATTEREVERSE's collaborative participant portal (see **D8.1: Project repository**).

This deliverable is based on the initial work definition and role assignment done on legal documents (GA and CA) and serves as a reference for partners about the procedures, templates and practices to be applied during the project lifetime.

This deliverable addresses the following parts:

D8.2 part 1, describes the purpose and the scope of the deliverable

D8.2 part 2, describes the **governance structure** and procedures, inherited from the GA and consolidated here, including definition of roles (project and technical management, general assembly, executive board, etc.), organization of meetings and information flow.

D8.2 part 3 reports the **project management plan**. Tasks are identified, and relationships between tasks and role assignment is done per each task and deliverable.

D8.2 part 4 relates the progress evaluation based on deliverables, milestones and risk management, allowing assuring the proper resource spending and project planning.

D8.2 part 5 outlines the **reporting procedure** agreed among BATTEREVERSE partners.

D8.2 part 6 reports, the **communication flows and methods**. CEA will set-up and maintain an **collaborative e-room** (**D1.1**) to share information and to facilitate internal communications among project partners

2. BATTEREVERSE governance structure

Under this section, the management structure of BATTEREVERSE is explained. This document covers:

- The internal role assignment,
- Partners' duties and, how all the constituent elements of the structure interact both internally and with external entities,
- The relations with the EC handling all issues related to the funding of the project.

2.1. Organizational structure and decision-making

Figure 1 gives the schematic view of the overall organization of the project, detailing interaction between functions of the governance groups.

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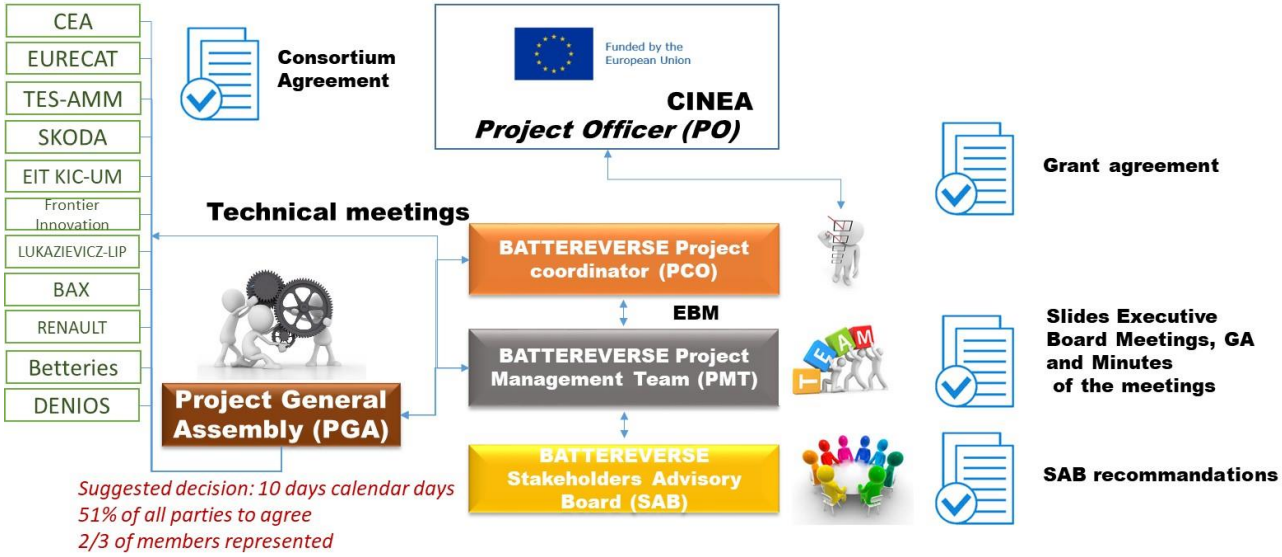

Figure 1 Schematic view of the overall organisation of the project

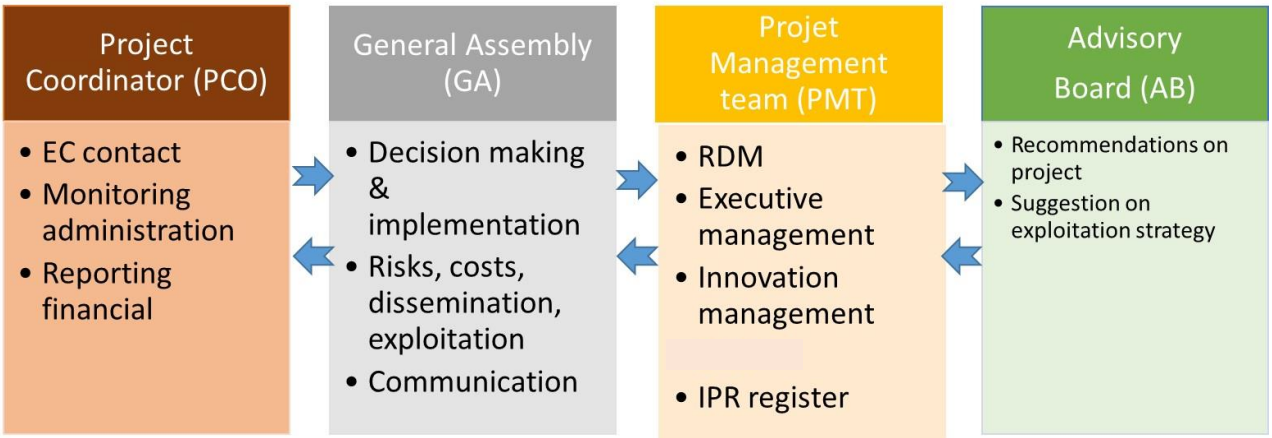

Figure 2 Project management structure with decisions activity

- The **European Commission (EC)** is represented by the Project Officer (PO) ABELLO GARCIA Bernardo Luis, involved in the framework of the **HORIZON-CL5-2022-D2-01-10**. **Communication between the project consortium and the commission is handled via the PCO.**

The project management structure involves the following members:

- The **Project Coordinator (PCO)**, Marianne Chami, (Tableau 1) representing the legal entity acting as the intermediary between the Parties and the EC. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the GA and the CA.

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- The **General Assembly (PGA)** shall be the ultimate decision-making body of the Consortium and handle strategic and technical decision-making. (see part 2.3).
- The **Project Management Team (PMT) is in charge of the technical development and will be completed by the EB**. The PMT integrates IPR manager, communication manager, and ethic manager.

Partner	Who	What
CEA	PCO, M. Chami	EC and BBO communication/General Assembly organisation in collaboration with the partner where meeting is organised/deliverable check and up-load/e-room/ Advisory board Management/ Project Handbook and Risk management control/Executive meeting organisation , minutes. Ethic manager.
CEA	IPR Manager, Marie Curtil	IPR
CEA	RDM Leader, Yann Tanguy	Data management plan , Research data management
EIT	Communication manager, Monica Castanets	Industrial contact management/workshop, event/external communication
	WP Leader	Executive and innovation management

Tableau 1: Project management team

- The Executive Board (EB) (Tableau 2) shall be responsible for the overall execution of the project and for the implementation of the decisions made by the General Assembly (GA) (see part 2.3),
- The Work Package Leaders (WPL) are member of the Executive board, are responsible at the Work Package level, for the scientific coordination, the knowledge management and the communication intra-consortium,
- The Advisory Board (AB) will advise the Executive board regarding scientific, technical, and exploitation issues (see part 2.5).

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Commissariat à l'énergie Atomique	Fundacio Eurecat	EIT KIC Urban mobility SL	Lukasiewicz	Frontier Innovations
CEA	**EUT**	**EIT-UM**	**L-PIT**	**FRO**
WP8 LEADER : CEA **PCO** **Marianne Chami** 	**WP3 LEADER : EUT** **Luis miguel Martins** 	**WP7 LEADER : EIT-UM** **Monica Castaneda** 	**WP1 LEADER : L-PIT** **Martyna Zielinska** 	**WP2 LEADER : FRO** **Kostas Christidis** 
WP5 LEADER : CEA **Maxime Montaru** 	**WP4 LEADER : EUT** **Nestor Garcia** 		**WP6 LEADER : L-PIT** **Witold Statkiewicz** 	

Tableau 2 : WPLeaders

2.2. The project coordinator (PCO) and the coordination support team (CST)

The Project Coordinator (PCO) is Marianne Chami. The PCO will oversee the technical, financial and administrative coordination of the project. CEA provides a Coordination support team (CST) addressing the technical and scientific aspect (Nicolas Guillet, Maxime Montaru, Yann Tanguy, Léandro Cassarino,), financial aspect (Julie Farrugia) and legal aspect (Marie Curtil).
The CST is under the responsibility of the PCO and is in constant communication with the PGA and with the EB. The CST will propose templates for official communication inside the consortium and towards EC services and different tools to manage properly the project incomes and outcomes.
The key responsibilities of the PCO and CST are to:

- Serve as the intermediary between the beneficiaries and the EC. In particular, PCO will transmit to the EC all documents and correspondences related to the project,
- Ensure that all payments are made to beneficiaries as specified in the GA,
- Be responsible of the efficient administration of the project,
- Monitor the compliance by beneficiaries with their obligations under the grant agreement,
- Inform the other beneficiaries and the EC of any event liable that substantially affect the project,
- Propose the agendas and organise the official meetings to be held in the course of the Project,
- Verify the correct implementation of the project plan and adopt appropriate measures to correct any deviations from schedule,

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- Record results of the project for IPR management (confidential IPR register),
- Record results for external dissemination (project handbook),
- Do minutes of the PGA meetings and EB meetings.

2.3. The Project General Assembly (PGA)

The General Assembly shall handle strategic and technical decision-making, and deals with global strategy and policy. It consists of one representative for each beneficiary. The Tableau 3 gives the composition of the PGA of BATTEREVERSE project. Each partner has one vote. Delegates may be appointed on exceptional situations when representatives cannot attend the meetings. The PCO shall chair all meeting of the PGA. Its meeting will be held every 6 months for decision making concerning risks, contingency plans, budget reallocation, consortium changes, conflict resolution, etc.

The role of the GA will be to make a high-level decisions concerning every aspect of the project life:

- Technical re-orientations proposed by the participants,
- Validation of funds allocation (received and distributed by the Coordinator),
- Possible changes in the consortium,
- Resolutions of conflicts on technical, financial and strategic issues.

CEA	EUT	TES	SKO	EIT-UM	L-PIT	BAX	REN	BETT	DEN	FRO
Marianne Chami	Luis Miguel Martins	Farouk Tedjar	Catherine Lee Oppenheimer	Monica Castaneda	Martyna Zielinska	Piotr Grudzien	Pierre Bernard	Nuria Gonzalez	J. Jar	Kostas Christidis

Tableau 3 : General Assembly of BATTEREVERSE

2.4. The Executive Board (EB)

The EB is constituted by all the WPL (Tableau 2) and is led by the PCO :

- The EB shall be responsible for the overall execution of the project and for implementing the decisions made by the PGA. The EB will meet every month (and when needed). Then according to the needs, the coordinator will review the schedule,
- The objective is to monitor the work progress towards the initial plan, the achievement of deliverables and milestones, and the use of the resources and effort. It will also be in charge of preparing the periodic reports and will help with the organization of project meetings (finding suitable dates, circulating the agenda, consolidating the minutes, etc.),

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- Each WPL will be in charge of sending to the PCO consolidated minutes on their WP and on technical discussions within 1 week after the meeting. Then, the coordinator will integrate these inputs in a final document.

2.5. The Intellectual Property Result (IPR)management

IPR management will be addressed during each PGA (same representative than for the GA).

A None Disclosure Agreement (NDA) was negotiated and signed by the project partners during the project set-up. A Consortium Agreement based on the NDA and DESCA is signed between each partner.

The IPR manager, Marie Curtil (CEA), will advise the EB regarding all issues related to knowledge management and strategy of exploitation.

Processes surrounding IPR Management are treated in the Annex 1 of the Grant Agreement as well as in the Consortium Agreement.

2.6. The Advisory Board (AB)

As part of the project, the AB was not yet established; it will be initiate during the first months of the project. Each technical WP leader will identify at least 1 member of the AB to support, evaluate their tasks (battery passport approach, technical discharge approach, regulations,…).

The AB will advise the EB regarding scientific, technical and exploitation issues. The Advisory Board will be composed of representation of stakeholders of the topics addressed in the BATTEREVERSE project.

This body will participate on 3 General meetings: at the 6 months technical meeting, at midterm and at the end of the project.

A Non-disclosure Agreement will be signed between the CEA and each person involved in the Advisory Board in order to respect the confidentiality policy of the project.

The Advisory Board is only a consultative board for the PGA.

3. Project Management Plan

The BATTEREVERSE project is a 42-month Research and Innovation Action project. The BATTEREVERSE project is structured into 6 Technical Work Packages and 2 additional Work

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Packages dedicated to management, dissemination and ethic. The overall activities will take place as illustrated in figure 3.

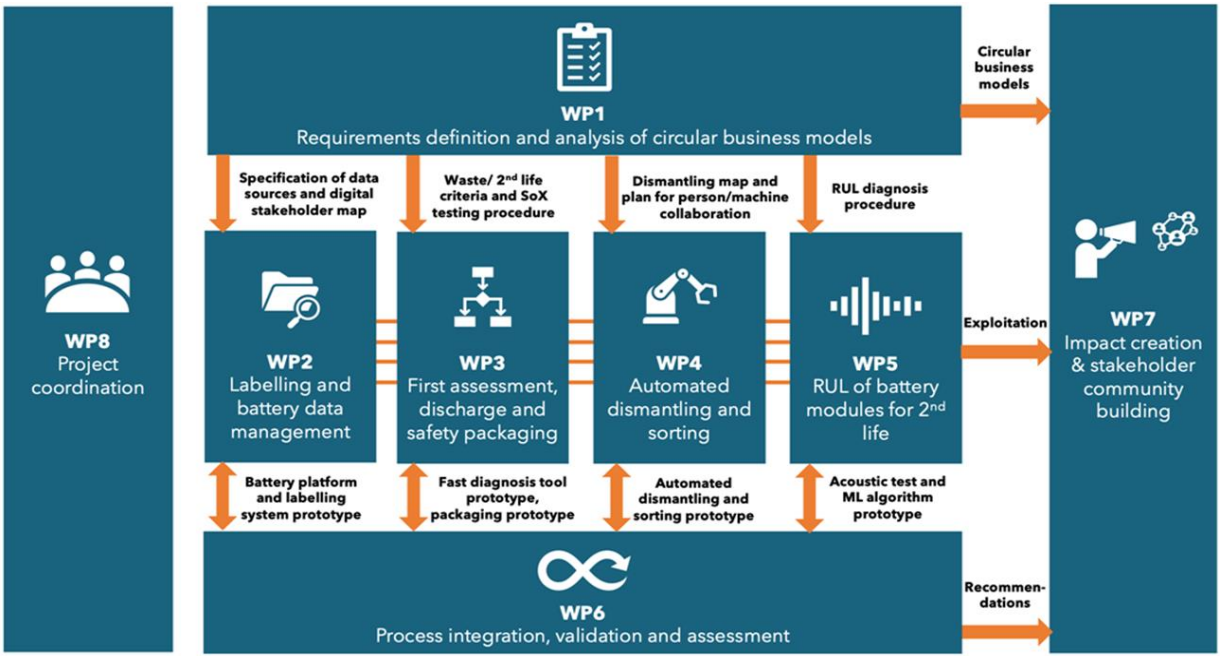

Figure 3: diagram of BATTEREVERSE project

The diagram outlines the interdependencies between the WPs, whereas the GANTT chart of the project provides the time schedules.

The Workplan tables and detailed implementation are listed in Tableau 4

Participant	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total Person-Months
1 - CEA	0.50	0.50	12.00		44.50	3.00	3.00	16.00	79.50
2 - EUT	18.00		26.00	53.00		19.00	2.00	3.00	121.00
3 - TES RECUPYL SAS	3.00		5.00	33.00		4.00	3.00	1.00	49.00
4 - ŠKODA AUTO a.s.	7.00	10.00	6.50	1.50	2.00	4.50	2.00	1.00	34.50
5 - EIT-UM	4.00	1.00				2.00	28.00	2.00	37.00
6 - FRO	1.00	26.00	1.00			4.00	2.00	3.00	37.00
6.1 - FRIC	1.00	20.00			8.00				29.00
7 - L-PIT	21.00	21.00				37.00	2.00	2.00	83.00
8 - Bax & Company	14.00	2.00				7.00	20.00	1.00	44.00
9 - RENAULT SAS	0.20				4.10	0.20	0.30		4.80
10 - BETTERIES AMPS	3.00	2.00		1.00	8.00	3.00	2.00	1.00	20.00
11 - DENIOS SE	3.00		10.00			3.00	2.00	1.00	19.00
Total Person-Months	75.70	82.50	60.50	88.50	66.60	86.70	66.30	31.00	557.80

Tableau 4 : Effort by WPs

Each WP is summarized in the following lines. Each WP is presented with its own GANTT chart as described below.

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WP1 Requirements definition and data analysis of circular BMS

The main goal of WP1 is to define the main requirements for the technical advancements in the project (WP2-WP5), as well as establish a baseline RL model for comparison with the next-generation process demonstrated in WP6. WP1 directly contributes to achieving Obj. 7 of the project and indirectly to Obj. 1-5 of the GA.

Work Package Number	WP1	**Lead Beneficiary**	7. L-PIT
Work Package Name	Requirements definition and analysis of circular BMs		
Start Month	1	**End Month**	12

W**P2 Labelling and battery data management**

The objective of WP2 is to prepare the prototype and test functionality of the BDS platform with the function of a battery passport to enable tracking of the battery status across all RL steps and functional use of both unique battery data and big data by stakeholders in the battery value chain. Through interaction with the SAB, the activities in WP2 will be aligned with the progress in implementation of the NBR and ongoing projects in the field of labelling and battery passport, to ensure relevance of the BatteReverse developments. This work package will base on the input WP1: TDP (D1.1) outlining requirements for the battery passport and the available primary and secondary data sources, and DT of the AS-IS model (D1.4) as the basis for the data access policies. The outputs of this work package will support the AI based battery characterisation method developed in WP3 and preparation of the next generation integrated RL model in WP6. WP2 contributes to achieving Obj. 1 of the GA.

Work Package Number	WP2	**Lead Beneficiary**	6. FRO
Work Package Name	Labelling and battery data management		
Start Month	7	**End Month**	30

WP3 First assessment, DCH and safe packaging of the battery pack

The main goal of WP3 is to develop a universal battery diagnostic tool allowing to perform an efficient initial assessment and discharge at the authorised car workshops, as well as to develop a cost-efficient safety packaging for transportation of Li-ion batteries from the workshop to the recycling/repurposing facility. WP3 starts with the technical and legal requirements defined in T1.1, focusing on the packaging and transportation steps. Moreover, the selection of packaging will be supported with the acoustic diagnosis method providing early detection of TR, developed in T3.2. The output of WP3 will be a demonstration of a safe and cost-efficient packaging and transportation process. WP3 will contribute to achieving Obj. 2 and Obj. 3 of the GA.

Work Package Number	WP3	**Lead Beneficiary**	2. EUT
Work Package Name	First assessment, DCH and safe packaging of the battery pack		
Start Month	7	**End Month**	30

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WP4 Automated dismantling and sorting

The main goal of the work package is to design, implement and validate at lab and industrial level an automated system to open, dismantle and sort battery pack components with reduced exposure time of humans to the batteries and therefore decreased health risks and associated labour costs. WP4 will base its activities on the technical development plan (D1.1), which maps the battery dismantling and sorting process, as well as identifies possible human-robot collaborations. The dismantling activities will be linked with the BDS platform developed in WP2 by identification of the dismantling manuals, and by uploading information on the location of connectors for specific types of batteries. The prototype of the opening, dismantling and sorting system will be demonstrated as part of WP6. WP4 will contribute to achieving Obj. 4 of the GA.

Work Package Number	WP4	**Lead Beneficiary**	2. EUT
Work Package Name	Automated dismantling and sorting		
Start Month	7	**End Month**	30

WP5 RUL assessment of battery modules for 2nd life

The main goal of WP5 is to develop a hybrid ML-based method of battery characterisation, combining the assessment of usage data, battery testing during DCH and an innovative method of acoustic diagnosis, aiming to increase the decision speed between waste and 2nd life. The activities within this work package will follow the technical development plan defined in T1.1. WP5 will also use the data models developed in WP2 for the characterisation based on battery usage information, while the dismantling methods developed in WP4 will help in the application of battery DCH and acoustic diagnosis.

Work Package Number	WP5	**Lead Beneficiary**	1. CEA
Work Package Name	RUL assessment of battery modules for 2nd life		
Start Month	5	**End Month**	30

WP6 Process integration, validation and assessment

The main goal of this WP is to demonstrate an integrated next-gen RL process for the improved efficiency, safety and sustainability of Li-ion battery treatment. WP6 will leverage the results of WP1: the analysis of circular BMs will be the basis of developing the TO-BE digital twin. The pilot will use the prototypes of technical solutions prepared in WP2-WP5. The main output of this work package – recommendations for RL optimisation – will we used for dissemination activities in WP7. WP6 contributes to achieving Obj. 6 of the GA.

Work Package Number	WP6	**Lead Beneficiary**	7. L-PIT
Work Package Name	Process integration, validation and assessment		
Start Month	7	**End Month**	40

WP7 Impact creation & stakeholder community building

The main goal of WP7 is to broaden the impact of the BatteReverse results beyond the consortium itself by appropriate documentation, publication, and promotion towards different stakeholders. All

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BatteReverse partners under the coordination of EIT-UM will communicate and disseminate the projects results to a wide range of target groups including the public, making use of a set of target-group adapted and tailor-made communication tools. At the same time special attention and effort will be dedicated to the "internal" exploitation of the generated know- how. The exploitation strategy will focus on the different technological innovations within the project. WP7 will ensure that the results are competitive and are in accordance with current policy and market developments so that the project outcomes are relevant beyond the project's completion. This WP contributes to achieving Obj. 1 of the GA.

Work Package Number	WP7	**Lead Beneficiary**	5. EIT-UM
Work Package Name	Impact creation & stakeholder community building		
Start Month	1	**End Month**	42

WP8 Project coordination

This WP lead by the coordinator CEA is focused on ensuring a proper coordination and supervision of all activities according to the workplan and budget and directed towards the overall project objectives. Thus, this work package sets out the procedures and tools to manage the project:

- To ensure that the project reaches its objectives in a given contractual timeframe and budget,
- To ensure strategic and technical coordination,
- To manage and monitor project resources (personnel, budget, equipment, etc.),
- To perform quality control and risk management,
- To perform project reporting to the European Commission,
- To sustain and facilitate regular communication internally and with the European Commission.

Work Package Number	WP8	**Lead Beneficiary**	1. CEA
Work Package Name	Project coordination		
Start Month	1	**End Month**	42

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4. Critical risk for implementation and project progress evaluation

4.1. Project progress evaluation

The Project progress evaluation will be done during the Executive Board meetings.

Three indicators will be followed (see part B of the GA) : the Deliverable status, the Milestone status, and the KPI achievement. The GA reports the deliverable list, the milestone list and the KPIs considered in the project.

Moreover, occurrence of any deviation in the project progress will be followed. The main expected risks, both scientific and managerial ones, have been identified during the proposal set-up and are reported in of the GA.

4.2. Project amendment

Any modifications regarding the project work plan in the Description of Work, or in the Partner's budget, or regarding the representatives authorized to sign contractual documents shall be communicated to the Coordinator. These modifications shall be validated by the EB and the PGA and, whenever necessary, the contract amendment will be requested by the PCO to the PO.

5. Reporting procedures and management meetings

5.1 Template documents

The templates reported in the Tableau 5 are available on the BATTEREVERSE collaborative platform at **Project documents (figure 4)**.

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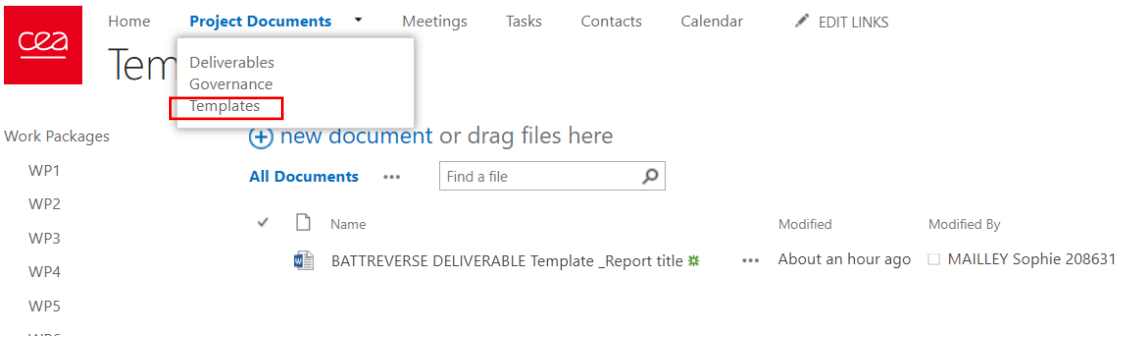

Figure 4: Screen shot of the BATTEREVERSE page to find templates

Template type	Document identifiers
Deliverable	BATTEREVERSE _D#.#_M#_v# D for deliverable, M for month of delivery, v for the number of the version (to x, final) Example : BATTEREVERSE _D1.2_M2_v1 (deliverable 1.2 of WP 1, due at month 2, version 1)
Meeting agenda	BATTEREVERSE _yymmdd_Place_Subject_Agenda_v# V for the number of the version (0 to x, final) Example: BATTEREVERSE _200123_Grenoble_Kick-off_vfinal
Presentation	BATTEREVERSE _yymmdd_meeting_subject_name_v# V for the number of the version (o to x, final)
Meeting minutes	BATTEREVERSE _yymmdd_Place_subject_Minutes_V# V for the number of the version (o to x, final)
Commission submission	BATTEREVERSE _Communication-request_Partnername_yymmdd

Tableau 5 : List of template used in BATTEREVERSE

Notice, the chart frame of the BATTEREVERSE project was not yet available at the deliverable 8.1 submission.

5.2. Deliverables

Several deliverables per work package are scheduled and described in the DoA (Annex 1 to the Grant Agreement). They will be produced throughout the lifetime of the project. The collaborative platform has a management page with all the list of deliverable and deliverable date.

5.2.1. Deliverables Production

The Work Package Leader is in charge of:

- Coordinating the complete and proper realization of the deliverable,

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- Defining the content and controlling the consistency of the content according to the initial purpose of the deliverable;
- The author (main beneficiary), in charge of gathering the needed data from involved Partners and producing the deliverable;
- Identify 2 reviewers, the WPL and the Coordinator, or any other partner named by the Coordinator, in charge of:
- Ensuring the scientific and technical adequacy of the deliverable content to the project objectives, and the contribution of the deliverable to the realization of these objectives,
- Ensuring that the deliverable is in accordance with the state of the art,
- Ensuring the deliverable meets the quality requirements for dissemination to the EC,
- Ensuring the deliverable is completed in due time.

In order to guarantee homogeneity, every deliverable produced must be based on the BATTEREVERSE deliverable template. Deliverables shall not be the collection of uncorrelated contributions; they must form a consistent whole. They have to present project results synthetically, and cannot be a collection of publications. All references, list of publications, related work and technical details should be included in an Annex section at the end of the deliverable.

5.2.2. Deliverables Revision

Revision must be done by BATTEREVERSE identified reviewer and PCO using a different color (or using the modification mode – i.e. track changes). A revision systematically implies a change of the version, written up on the cover page (see BATTEREVERSE deliverable Template).

5.2.3. Deliverables Evaluation Process

In order to guarantee a timely production of the contractual documents, an evaluation process is in place, specifying the planning and actions to be followed. The deliverables have to be provided on the date of delivery mentioned in the Description of Action. In order to enable the deliverable evaluation process (illustrated Figure 2) and meet the delivery date, each deliverable shall be ready for evaluation by the reviewers 3 weeks before the due delivery date (see Figure 5):

- Two months before the due delivery date, the Coordinator provides to the WPL the template for the deliverable and reminds the instructions.
- 3 weeks before the deadline, the author shall send the deliverable to the reviewers.
- The reviewers have 5 working days to evaluate the deliverable, and communicate their comments to the author in order to let enough time to the author to implement changes.
- According to the recommendations received by the reviewers, the author has 5 working days to update the deliverable. The updated version is then communicated to the reviewers for validation, at the latest 5 working days before the deadline.
- The final version is always validated by the coordinator.
- The PCO will treat the deliverable as final, and will upload the file on the BATTEREVERSE collaborative platform with a particular label (Final Version).The PCO will also inform the Partners of the publication of the new deliverable.

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- The Coordinator will transmit the deliverable to the Commission.

When public (PU), the deliverable will be posted on the BATTEREVERSE website.

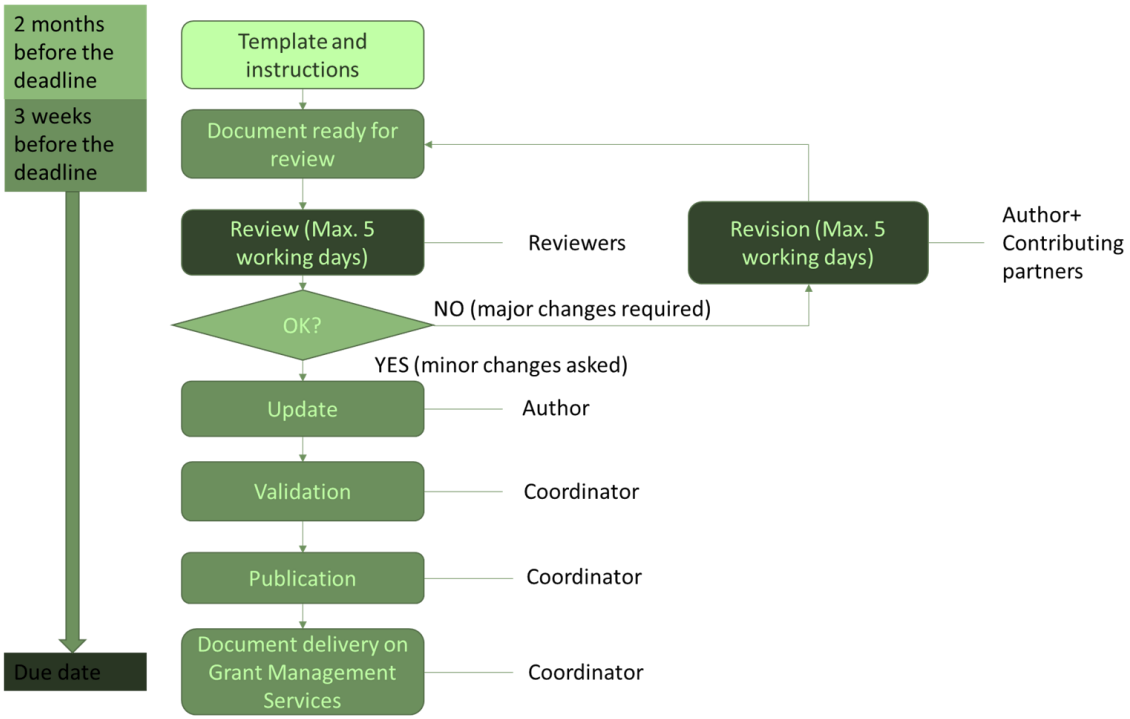

Figure 5: Battereverse deliverable evaluation process

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5.2.4. Gantt Chart

The Battereverse Gantt Chart is given Figure 6.

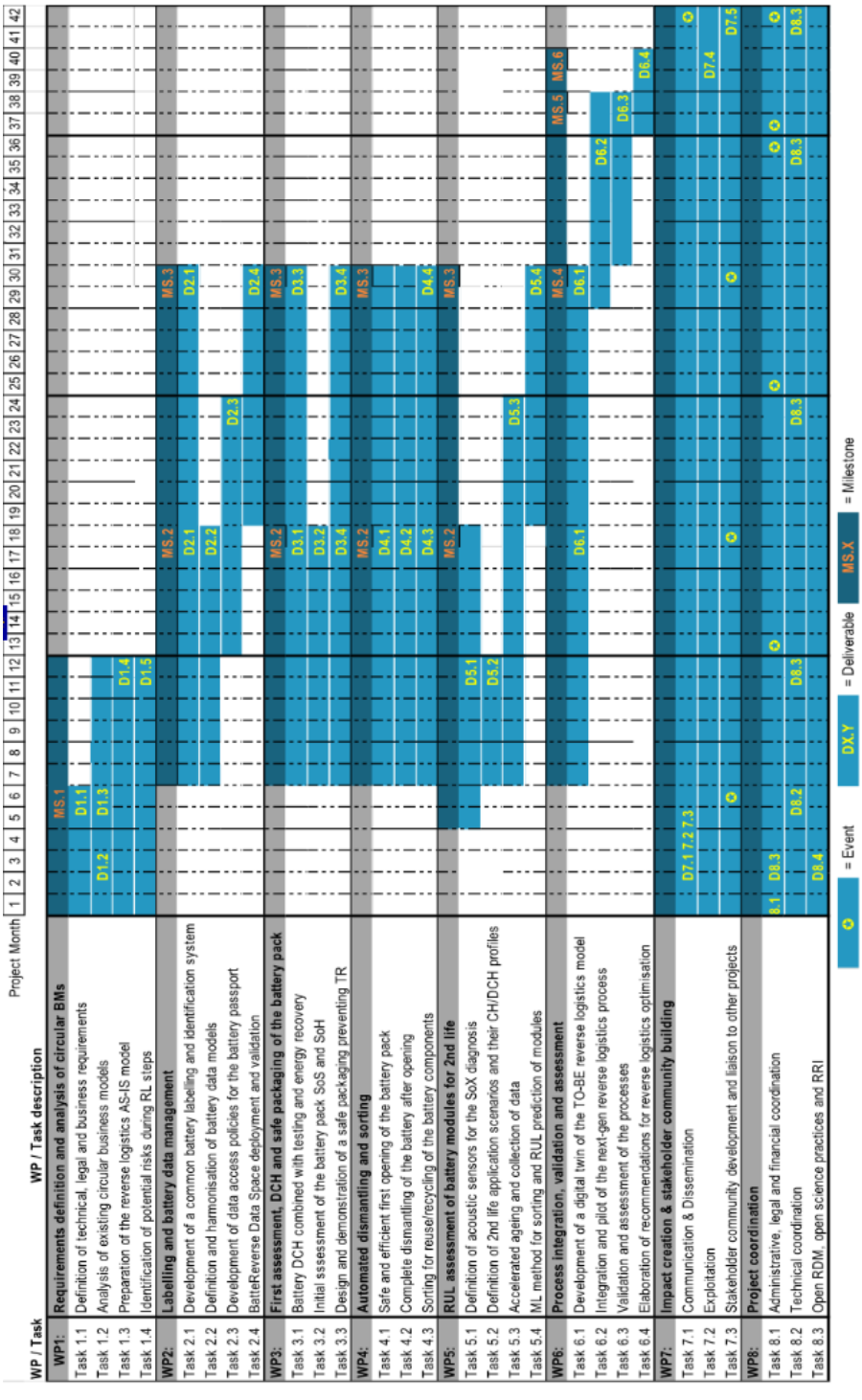

Figure 6: Battereverse deliverable evaluation process

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5.3. Management Reports

Periodic Report

The Periodic Report will be submitted at Month 18.
The Periodic Report consists of a report of the work performed per WP and the justifications about the main cost items per Partner, as well as an analysis at project level. It is a useful tool to keep track of project expenditures and to identify and foresee mitigation plan in case of major deviations.
This report has the following structure (following the guidelines provided by the European Commission):

- publishable Summary,
- project objectives, work progress and achievements, project management,
- deliverables and Milestones,
- explanation of the use of resources,
- financial statements – Summary financial report.

The timeline for the production of the Periodic Report is described in Figure 7 and set as follows:

- four weeks before the end of the reporting period, all Partners and WPL will be reminded to provide their contribution for the Periodic Report and will receive template and guidelines,
- partners and WPL will have five weeks to complete their contribution into the Periodic Report,
- consolidation of the received contributions will be done within 15 days by the Management team. Partners and WPL will be contacted in case of discrepancies,
- the Coordinator will review the Periodic Report, ask for improvements or validate it.

Once validate by the PCO, the Periodic Report will be provided will be uploaded on the BATTEREVERSE collaborative platform. The Coordinator will also inform the Partners of the finalization of this Periodic Reports (see Figure 77). The report of the period, will be done following the template of the Periodic Report Template provided by in the Funding & Tenders Portal Grant Management System. https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports/periodic-reports_en.htm

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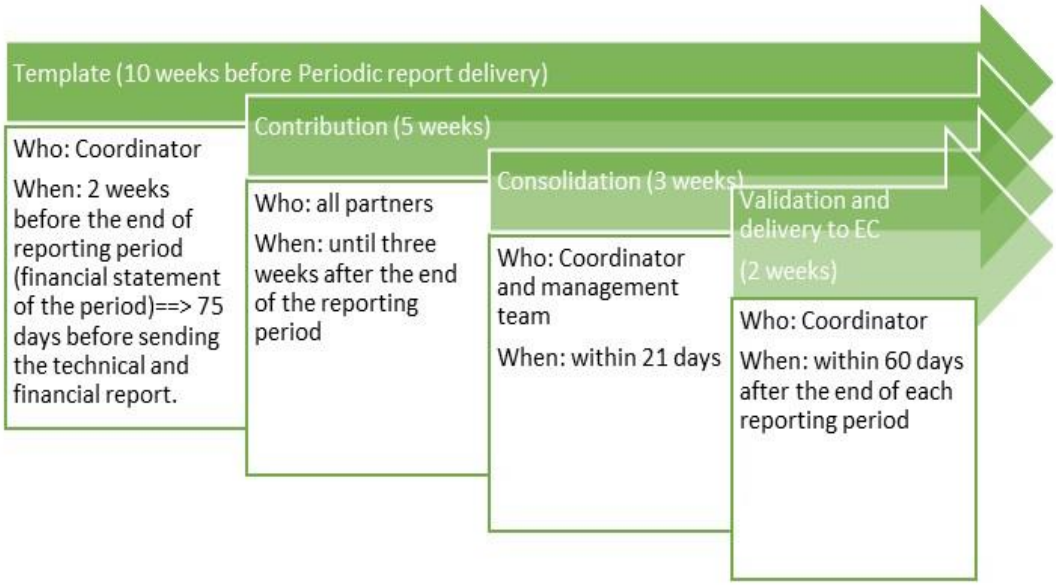

Figure 7: Timeline for PERIODIC Report production

5.4. Project Meetings

Meetings shall be either online or face-to-face meetings, and each meeting should have well defined objectives in the form of an agenda (using the BATTEREVERSE dedicated template). The agenda shall be made available at least 21 calendar days prior to the PGA meeting, and 7 calendar days prior to the EB meeting. Any agenda item requiring a decision by the members of the consortium must be identified as such on the agenda. Any member of the consortium may add an item to the original agenda by written notification to all of the other members up to the minimum of 14 calendar days for the PGA meeting, and 2 working days for the EB meeting.
The meetings should be announced no later than 45 calendar days preceding the PGA meeting, and 21 calendar days before the EB meeting.
Each meeting shall be recorded by meeting minutes (using the BATTEREVERSE dedicated template). The minutes of the meeting shall be written and circulated to the meeting participants within 10 days after the meeting. Minutes shall be revised according to the comments and amendments received. Without further notice the meeting minutes are considered approved 15 days after the first dissemination.
Some meetings are already planned on a regular basis:

- EB meetings: at least every 4 weeks,
- PGA meetings: at least every 6 months.

An agenda will be circulated to the participants prior to the date of the meeting by the coordinator (except for the WP meetings that are under responsibility of the WP leader). In order to record statements and decisions made, detailed minutes will be provided for members, once approved by

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the Chairman of the management body. Additional meetings or teleconferences may be held whenever necessary, defined by the Work Packages / tasks / activities. All meetings should be recorded on the project calendar on the BATTEREVERSE collaborative platform.

6. Communication provisions

6.1. Internal Communication tools

A key success factor in project management is to ensure that information circulates rapidly and efficiently to all the project's actors and stakeholders. To this end, the management relies on communication support tools.

6.1.1. BATTEREVERSE collaborative platform

A collaborative working platform dedicated to BATTEREVERSE has been set up to support efficient collaboration between the Partners. The BATTEREVERSE collaborative platform is available at :

https://battereverse.cea.fr/

Consortium members received connection codes to enter this i2i collaborative platform. The password shall be modified upon the first connection.

The BATTEREVERSE collaborative platform will be used for:

- communication: overall status of the project, announcements, …
- document repository, not only for the exchange of documents in progress, but also for storing final and validated reports or deliverables, and any valuable information produced or collected during the lifetime of the project;
- calendar: project meetings, events;

Any creation or deletion of folder should be done by the PCO. All Partners can upload files on the collaborative platform.

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6.1.2. Lists of contacts

The BATTEREVERSE collaborative platform contains a list of administrative, financial, legal and scientific BATTEREVERSE contacts.

6.1.3. Website

A project website will be designed in order to propose an attractive (WP7), convincing and succinct view of results, efforts, outcomes, applications, etc. This site will also allow each participant to present its company with pictures, videos, interviews, etc. All collaborators and stakeholders will be encouraged to provide a link to the website in order to drive appropriate traffic to the project site. Using these communication tools, all efforts will be made by the WP7 leader and PCO to support fluid information flow and to avoid information bottlenecks.

6.2. External communications: Publications and communications

6.2.1. Acknowledgement

All Scientific Papers and Articles to be published with relation to BATTEREVERSE activities shall include the following text:

“This project has received funding from European Union´s Horizon Europe Programme under grant agreement n°101103706. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Commission. Neither the European Union nor the granting authority can be held responsible for them”.

The communications may include the logo of EU emblem.

6.2.2. Process for validation of publications and communications

The following procedure shall apply when communications related to BATTEREVERSE are planned. The objective of this process is to check that the publication is within the project scope/activities, to keep track of the work disseminated, and to ensure that Intellectual Property rules defined in the Project Agreement are followed.

The project internal process to be followed in order to submit papers supported by (and acknowledging) BATTEREVERSE is described in Figure 8 and set as follows:

Before publication:

- prior notice of any planned publication shall be given to the coordinator in due time as agreed in the Consortium Agreement (at least 45 calendar days before the publication),
- the coordinator informs the whole consortium,

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- any objection to the planned publication shall be made to the coordinator, and to any Partners concerned within the time limit agreed in the Consortium Agreement (30 calendar days after receipt of the notice),
- any written form of agreement including emails will be considered, and the concerned Partner will have to be able to provide it if required. If no objection is made within the time limit agreed in the Consortium Agreement (30 calendar days after receipt of the notice), the publication is permitted,
- if an objection has been raised the involved Partners shall discuss how to overcome the justified grounds for the objection (for example by amendment to the planned publication and/or by protecting information before publication).

After acceptance:

- the author sends the final version to the Coordinator,
- the Coordinator posts the communication on the BATTEREVERSE collaborative platform,
- the Coordinator sends a copy to the EC.

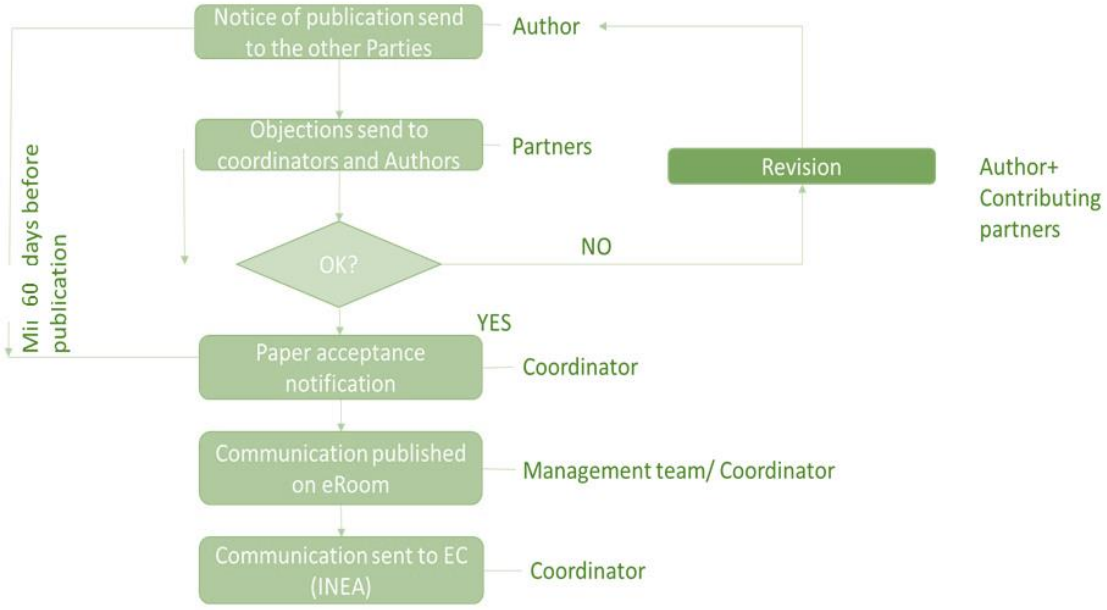

Figure 8: Publication process

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