

JUST2CE

A Just Transition to Circular Economy



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D7.1 PROJECT REFERENCE MANUAL & QUALITY PLAN



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Coordinator: Universitat Autònoma de Barcelona (UAB)

Associated Beneficiaries:

1. UNIVERSITAT AUTÒNOMA DE BARCELONA
2. UNIVERSIDADE DE VIGO
3. THE UNIVERSITY OF SHEFFIELD
4. UNIVERSITA DEGLI STUDI DI NAPOLI PARTHENOPE
5. CENTRO DE ESTUDOS SOCIAIS
6. UNIVERSITY OF LEEDS
7. UNIVERSITY OF CAPE TOWN
8. KENTRO EREVNON NOTIOANATOLIKIS EVROPIS ASTIKI MI KERDOSKOPIKI ETAIREIA
9. AGENCIA DE RESIDUS DE CATALUNYA
10. KUMASI HIVE
11. SCIENTIFIC AND INDUSTRIAL RESEARCH AND DEVELOPMENT CENTRE
12. AFRICAN CIRCULAR ECONOMY NETWORK
13. ENERGY@WORK SOCIETA' COOPERATIVA A R.L.



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PROJECT No. 101003491

Just2ce will assess the current state of transition towards the circular economy in relevant economic sectors and analyse possible transition scenarios, as well as their outcomes and impacts. It will identify the key factors that can stimulate or hinder this transition. Natural resources are extracted and transformed into products, which are eventually discarded. As many natural resources are finite, it is important to keep materials in circulation for as long as possible. This makes the transition to circular economy more vital than ever but is a responsible, inclusive, and socially just transition to a circular economy possible or even desirable? What technical, political, and social factors can enable or hamper such transformation? The EU-funded JUST2CE project will answer these questions. It will explore the economic, societal, gender and policy implications of the circular economy paradigm. The project's findings will shed light on how to ensure democratic and participatory mechanisms when designing and managing such technology.

History Chart

Version	Date	Implemented by
V2.1	23/11/2022	UAB
V2.0	29/11/2021	UAB
V1.2	26/11/2021	QAM + All
V1.1	17/11/2021	UAB
V1.0	15/09/2021	UAB

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Executive Summary

This Project Reference Manual & Quality Plan is written in the framework of WP7 – Project Management (Task 7.1 Setting up the Management structure and procedures) of the JUST2CE project under Grant Agreement No 101003491.

This Project Reference Manual & Quality Plan is intended to support partners in the effective and efficient administration, procedural and financial management of the project. It focuses on project implementation procedures, structures and coordination and sets out key responsibilities for EC engagement and interaction. The Project Reference Manual & Quality Plan aims to support the achievement of project objectives, the effective management of partner progress and the timely delivery of project results.

This Project Reference Manual & Quality Plan sets out :

- The procedures and standards to be used in the JUST2CE project ;
- The key roles and responsibilities ;
- How the project will be carried out, measured, monitored, accounted for and safeguarded during its implementation ;

The initial version of this Project Reference Manual & Quality Plan will be submitted as deliverable D7.1 (November 2021, M3), but will be updated throughout the duration of the project as required.

The terms and provisions of the EC Grant Agreement (and its annexes) and the JUST2CE Consortium Agreement will prevail in the event of any inconsistency with recommendations and guidelines defined in the present Project Reference Manual & Quality Plan.

Note that this Project Reference Manual & Quality Plan does not express the opinion of the European Commission and does not, in any case, replace the European Commission documentation. This Project Reference Manual & Quality Plan expresses only the authors' views.

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List of abbreviations

AB	<i>Advisory Board</i>
C	<i>Coordinator</i>
CO	<i>Confidential</i>
D	<i>Deliverable</i>
DOI	<i>Digital Object Identifier</i>
EC	<i>European Commission</i>
FR	<i>Final Report</i>
GA	<i>Grant Agreement</i>
IAR	<i>Internal Activity Report</i>
IFR	<i>Internal Financial Report</i>
MR	<i>Mid-term Report</i>
MB	<i>Management Board</i>
MM	<i>Meeting Minutes</i>
PB	<i>Plenary Board</i>
PC	<i>Project Coordinator</i>
PMO	<i>Project Management Office</i>
PU	<i>Public</i>
QAP	<i>Quality Assurance Procedures</i>
RI	<i>Risk</i>
RV	<i>Review</i>
PR	<i>Periodic Report</i>
TM	<i>ask team member</i>
TL	<i>Task Leader</i>
WP	<i>Work Package</i>
WPL	<i>Work Package Leader</i>
QCB	<i>Quality Control Board</i>
QAM	<i>Quality Assurance Manager</i>

1 Introduction

1.2 Main objectives : how to us this document

This document describes the general project management plan and establishes the basis for the project supporting and control processes. It aims at providing JUST2CE beneficiaries with practical information and guidelines about the management structures and reports. It describes the methodology to be followed, defines the roles and responsibilities of the beneficiaries involved in the deliverable production and makes reference to the relevant templates that will be used during the Project Management.

The JUST2CE beneficiaries have a Grant Agreement that specifies how the project is organized and managed, and includes the contributions required by each beneficiary. UAB will manage the project and act as the interface of the JUST2CE project to the European Commission, in particular to finalize, sign and implement the Grant Agreement with the Commission. The management principle is to set-up agreed processes among the beneficiaries in order to monitor the activities and reach the objectives, by containing the risk and resolving any conflicts on a priority basis. The following figure shows the main objectives of the management in the JUST2CE.

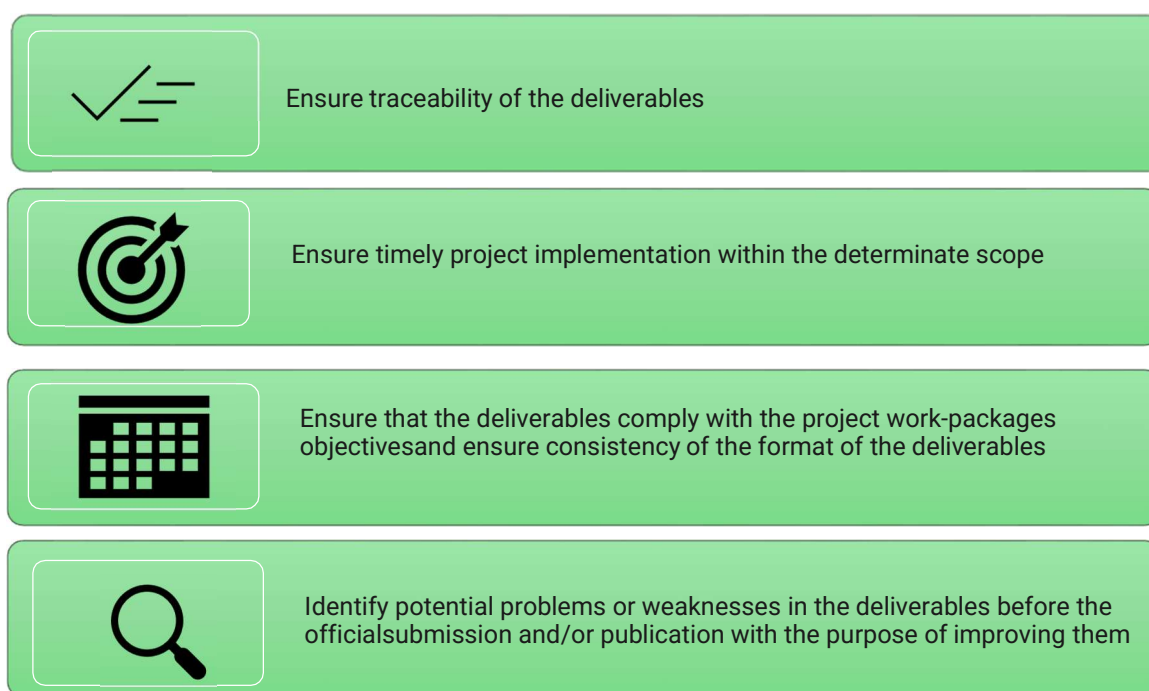


Figure 1 Main objectives of the JUST2CE Project Reference Manual

The project management is expected to be transparent as well as strict enough to keep the project progress in synchronization with the work plan. Quality aspects include the reporting of the project progress (both, financial and technical) and timely resolutions of technical and financial issues.

The Project Reference Manual & Quality Plan does not cover internal documents or procedures aimed at supporting Dissemination activities. Publications guidelines, events participation, templates...will be described in detail in the

corresponding Deliverables “D6.1 Dissemination, Communication and Exploitation Plan” and “D6.3 Dissemination and Communication Package” to be submitted in M6

1.2 Project Reference Documents

Table 1. Reference Documents of the JUST2CE project.

Title	Title
GA	Grant Agreement
Annex 1	Grant Agreement, Annex 1: “Description of the action”.
CA	Consortium Agreement
Annex 2	Estimated budget for the action
Annex 3	Accession form for beneficiaries
Annex 4	Financial statement for beneficiaries
Annex 5	Model for the certificate on the financial statements
Annex 6	Model for the certificate on the methodology

2 Management structures: roles and responsibilities

The project organizational structure has been designed to offer maximum flexibility and operational capability towards objective achievement. Two considerations have helped to define the structure setting process. These two considerations have influenced the proposed project management structure by considering the need for constant mutual understanding through the project implementation process by:

- Defining a fully functional structure, minimizing as much as possible the management expenditures (both in cost and time allocations) but assuring an implementation approach based on continuous feedback, monitoring and assessment of the outputs to be generated by the Consortium.
- Making sure that full involvement of all beneficiaries is achieved, by offering an adequate platform for strategic planning and decision-making on project related issues.

The project management structure is represented in Figure 2 below. The figure shows the relationship between the different governance groups.

Tasks included in every WP are not just a sub-division of the work, but they constitute the key elements of the project with a significant degree of autonomy, jointly contributing to the goals of the project.

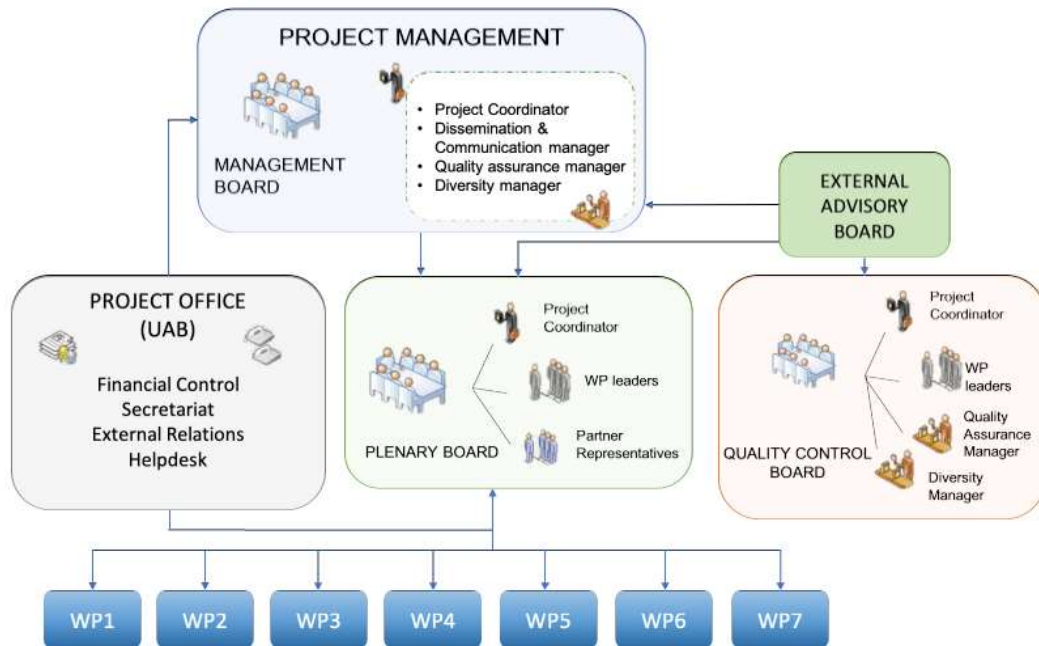


Figure 2 Management structure of Just2ce

The Management structure of JUST2CE and its procedures are key to ensuring the successful implementation of the project and achieving its goals.

The structure distinguishes two different levels of management, ensuring a simple hierarchy but at the same time an effective management, the strategic and the operational level. Two main committees with two complementary management figures have been developed in order to ensure a proper monitoring process in both steering and execution levels:

1. The Plenary Board led by the Project Coordinator and comprised of one representative of each WorkPackage (Work Package Leaders).
2. The Quality Control Board led by the Project Coordinator and comprised of one representative of each Work Package (Work Package Leader), the Quality Assurance Manager and the Diversity Manager.

2.1 Plenary Board

The Plenary Board (PB) is a group led by the PC and consists of one representative of each Work Package (WorkPackage Leaders), all major Contractors, representing all different types of Partners. Is the ultimate and main decision body of the project and the aim of this group is to supervise the project's progress. The PB is in charge of the supervision about all relevant technical and administrative issues, such as redirection of work in a WP, major transfer of resources across WP or Partners, technological choices, changes in time plans, inclusion of a new Partner, substitution or exclusion of existing Partner, resolution of conflict between different WP.

The Plenary Board monitors the project by updating and assessing the Gantt chart and the monitoring indicators. The main objective of this Board is to ensure the correct progress of the project with the technical quality it requires, and all reports and documents are delivered with the expected quality.

The PB will monitor and control the project's technical strategy, which includes, for example, verification of achieved objectives, control of deviations, the application of contingency measures and the establishment of corrective actions. For that, the main tasks of the EB are listed below:

- Control and monitor the technical work of the project.
- Take decisions about the technical schedule of the project.
- Assure the technical planning and the coherence of the results. If necessary, assist on the revision of certain deliverables and be consulted for any issue in the strategy of technical tasks of the project.
- Reporting to the Consortium any potential technical risk and the planning of mitigation measures as required.

Table 2. Plenary Board

WP	Partner	Name	Email
	UAB / UVIGO	Mario Pansera	mario.pansera@uab.cat
WP1	CES / USC	Stefania Barca	sbarca@ces.uc.pt
WP2	UAB	Martin Frias	martin.frias@uab.cat
WP3	SEERC	Dilay Celebi	dgonidis@seerc.org
WP4	USFD	Andrea Genovese	a.genovese@sheffield.ac.uk
WP5	ULEEDS	Marco Veronese	m.Passarella@leeds.ac.uk
WP6	ARC	Magalí Outters	moutters@scprac.org
WP6	ARC	Alessandro Miraglia	amiraglia@scprac.org
WP7	UAB	Noelia Donado	noelia.donado@uab.cat
WP7	UAB	Montse Paredes	montserrat.paredes@uab.cat
	UNIPARTH	Renato Passaro	renato.passaro@uniparthenope.it
	UCT	Kosheek Sewchurran	kosheek.sewchurran@gsb.uct.ac.za
	Kumasi Hive	Jorge Appiah	jorgeappiah@kumasihive.com
	SIRDC	Cephas Mandizvidza	cmandizvidza@sirdc.ac.zw
	ACEN	Sally Kasner	sally.kasner@acen.africa
	E@W	Luigi D'Oriano	luigi.doriano@energyatwork.it

Each Task Leader (TL) reports directly to a Work Package Leader (WPL) who is in charge of managing the Work

Package as a self-contained entity. The scope of this responsibility includes the technical coordination and supervision of the Work Package, planning and control of the necessary activities, preparation of all relevant deliverables, collection of contributions from the beneficiaries participating in the task and participation in all meetings planned within the Work Package. The WPL assists the PC and shall inform the PC of any quality assurance related problems immediately.

The PB will meet every 3 months to monitor the project progress and 5 face-to-face Consortium meetings:



Figure 3 Consortium meetings planned.

If the global pandemic situation does not allow it, they will be convened in online format.

Additionally, extraordinary meetings may be organised if any critical issue needs to be discussed and a decision made in accordance.

2.2 Project Coordinator

The Project Coordinator (PC) represents the project and the consortium as a whole by managing and monitoring the overall project performance, ensuring the successful implementation of technical and business objectives, promoting project visibility and collecting the consolidated periodic reports presented to the PB. The PC is responsible for resolving issues arising from the detailed project work programme and ensuring that effective solutions to any implementation problems or technical limitations are devised. He is also the chair of the PB meetings and the primary contact point for all formal communication between the project and the EC as well as external stakeholders.

Table 3. Project Coordinator

Partner	Name	Email
UAB	Mario Pansera	Mario.Pansera@uab.cat

2.3 Project Management Office

The Project Management Office will be coordinated by the PC. The Project Manager (PM) will oversee the communications between the consortium and will organize the consortium meetings held in Barcelona (Kick-off and Final meeting) and co-organize the other three meetings (M1, M10, M16, M22, M28 and M36). The PMO will bring to the PB any critical issue that needs to be discussed and requires a major decision for the development of the project.

The PMO will ensure that the deliverables are prepared and sent on time. To do so, the PMO will have direct contact with each WP leader who will be responsible for revising the technical and formal quality of each deliverable before the PMO performs a final revision of each document before submitting it to the EC. Moreover, the PMO will also assist in the GA and CA preparation, will create and manage the project's collaborative working space and ensure that the reports are done by the WP leaders by the end of the corresponding reporting periods.

The PMO will be in charge of the Financial Management of the project. The financial tasks include: (i) the overall budgetary management and coordination; (ii) the management of the payments received by the EC; (iii) the delivery of administrative and financial documents between the contractors and the EC; (iv) tracking project expenses and deviations by ensuring each partner provides the required resources and their work is consistent with their expenses; (v) to ensure all information from the different partners is gathered and complete for audits and the Financial Reporting to the EC.

Table 4. Project Management Office

Partner	Name	Email
UAB	Noelia Donado	Noelia.Donado@uab.cat
UAB	Montserrat Paredes	Montserrat.Paredes@uab.cat

2.4 Innovation Board

The IB will be responsible for managing the innovation activities. The main innovation activities will be deliverables (WP6) related to plan for the use and exploitation of foreground, for the dissemination and communication of results and for outlining potential new business models and innovative aspects of the project results.

Table 5. Innovation Board

Partner
UAB
USFD
E@W
ARC

2.5 Diversity Manager

The diversity manager is the project's advisory of gender and diversity matters. The main tasks of the Diversity Manager are described below:

- Ensure an appropriate communication strategy that takes account diversity and gender matters along the entire duration of the project.
- Assisting in the design of the protocol for the case study (WP2)
- Assisting in the design of the DSS design and the preparation of the policy briefing (WP4 and WP5)

Table 6. Diversity Manager

Partner	Name	Email
CES / USC	Stefania Barca	sbarca@ce.uc.pt

2.6 Quality Assurance Manager (QAM)

The QAM will be covered by the project coordinator in collaboration with the Quality Control Board (QCB).

The QAM will offer support to the technical decision-making process, especially regarding the fulfilment of the quality assurance process for technical monitoring and the review and approval of technical deliverables. The tasks of the QAM include the following:

Establishment of a quality management plan and coordination of quality checks of all deliverables with the consortium before their submission.

Establishment of a data management plan, coordination of data collection in the course of the project, consolidation and dissemination of data to external parties.

The Quality Control Board (QCB) is responsible for the coordination and supervision, regarding the implementation of the measures described in the Quality Plan (QP). Is composed by the PC, the Quality Assurance Manager (QAM), the DM and the WP leaders.

The purpose of the QP is to describe the actions and measures that the Consortium will take, to ensure the quality of the project and its full concordance with its contractual requirements.

Partner	Name	Email
USFD	Andrea Genovese	a.genovese@sheffield.ac.uk

2.7 Advisory Board

The Advisory Board (AB) is a committee composed by external experts that will monitor the quality of the project through the project's deliverables and activities and will provide complementary knowledge and networks to the consortium.

Table 7. Advisory Board

Name	
Richard Owen	Professor of Innovation Management at the University of Bristol, UK.
Ken Webster	Senior Lecturer at the University of Exeter Business school and Head of Innovation at the Ellen MacArthur Foundation in the UK.
Keren Mettle-Nunoo	Coordinator of the Entrepreneurship Education and Training Unit of the Centre for Entrepreneurship and Small Enterprise of the University of Cape Coast, Ghana.
Jenny Cargil	CEO of Strategy Execution Advisers and director of the Western Cape Delivery Support Unit and Green Economy in South Africa.
Patrick Schröder	Senior Research Fellow, Energy, Environment and Resources Programme at Chatham House.

They will be invited to specific sessions of the Consortium Meetings to discuss the project results and will meet the PC and PB to discuss the project results along the 3 years of the project.

2.8 Ethics Committee

The Ethics Committee will ensure that the project complies with the relevant ethical and data management regulations of the UE, member states and participating institutions as well as the code of conduct, guidelines and best practices of the relevant professional associations.

It is composed by partners representatives with experience and expertise in ethics, data protection and data management.

Table 8. Project Management Office

Partner	Name	Email
UAB	Mario Pansera (chair)	Mario.pansera@uab.cat

USFD	Emanuela Girei	e.girei@sheffield.ac.uk
CES / USC	Stefania Barca	sbarca@ces.uc.pt
UAB	Martin Frias	Martin.frias@uab.cat

3 Reports

The aim of this section is to describe the different categories of reports required for the Just2Ce project.

3.1 Categories of Reports

Two categories of reports exist in the JUST2CE project depending on their nature: Contractual Reports and Internal Reports.

3.1.1 Contractual Reports

Contractual reports are defined in the GA. They will be delivered to the EC. Beneficiaries will contribute to the preparation of these reports under the supervision of the PC and the PM. There are 3 categories of Contractual Reports (Deliverables, Periodic Report and Final Report):

- **Deliverables (D)**. All project deliverables are associated with a specific work package task. It will be the responsibility of the Work Package Leader to co-ordinate the drafting of the deliverable and ensure the receipt of inputs of other partners where necessary. Annex G provides an overview of all the deliverables, the lead partner and the deadlines for submission to the EC.
- **Periodic Reports (PR)**, one for each of the following 'reporting periods':
 - Reporting period 1: from month 1 to month 18
 - Reporting period 2: from month 19 to month 36

The annex B provides the templates.

This report must include the following:

- a 'technical report' containing:
 1. an explanation of the work carried out by the beneficiaries;
 2. an overview of the progress towards the objectives of the action, including milestones and deliverables identified in GA Annex 1.

This report must discuss the deviation between the actual results and the work plan expected in accordance with Annex 1. The report must detail the exploitation and dissemination of the results and – if required in GA Annex 1 – an updated 'plan for the exploitation and dissemination of results'. The report must indicate the communication activities.

3. a summary for publication by the H2020 programme (Summary of the context and overall objectives of the project. The summary for publication should be written as a "stand-alone" text, in a language easily understandable by a broader public and must not contain any confidential data)
 4. the answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact;
- a 'financial report' containing:
 1. an 'individual financial statement' (see GA Annex 4) from each beneficiary, for the reporting period concerned. The individual financial statement must detail the eligible costs (actual costs, unit costs and flat-rate costs; see Article 6) for each budget category (see GA Annex 2).

The beneficiaries must declare all eligible costs, even if – for actual costs, unit costs and flat-rate costs – they exceed the amounts indicated in the estimated budget (see GA Annex 2). Amounts which are not declared in the individual financial statement will not be taken into account by the EC.

If an individual financial statement is not submitted for a reporting period, it may be included in the periodic financial report for the next reporting period.

Each beneficiary must certify that:

- the information provided is full, reliable and true;
 - the costs declared are eligible (see GA Article 6);
 - the costs can be substantiated by adequate records and supporting documentation (see GA Article 18) that will be produced upon request (see GA Article 17) or in the context of checks, reviews, audits and investigations (see GA Article 22)
2. An explanation of the use of resources and the information on subcontracting (see Article 13) and in-kind contributions provided by third parties (see GA Articles 11 and 12) from each beneficiary, for the reporting period concerned;
 3. a 'summary financial statement', created automatically by the electronic exchange system (F&T portal), consolidating the individual financial statements for the reporting period concerned and including the request for interim payment.
- **Final Report (FR)**, in addition to the periodic report, the PC must submit the final report within 60 days following the end of the last reporting period.

The final report must include the following:

- a 'final technical report' with a summary for publication containing:
 1. an overview of the results and their exploitation and dissemination;
 2. the conclusions on the action, and
 3. the socio-economic impact of the action;

- a 'final financial report' containing:
 1. a 'final summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance.

The individual financial statements of the last reporting period must also detail the receipts of the action (see GA Article 5.3.3).

2. a 'certificate on the financial statements' (drawn up in accordance with GA Annex 5) for each beneficiary, if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see GA Article 5.2 and Article 6.2).

3.1.2 Internal Reports

Internal reports are key tools that serve to monitor the development of the project in terms of activities, use of resources as well as to document other activities during the project (i.e. internal documents). The Project Reference Manual & Quality Plan only addresses the **Internal Activity Report (IAR)** and **Internal Financial Report (IFR)**.

- **Internal Activity Reports (IAR)** include a detailed description of the work progress and achievements for every WP and the related statement on the use of resource (including person-months expended and an explanation of personnel costs, subcontracting and any major direct costs incurred by each beneficiary for the period). They are updated by each beneficiary 6 months before PR delivery. IAR dissemination status should be strictly confidential (CO). They have issued versions, but they do not need to be reviewed in a formal process. The release dates of the IARs are:

- IAR1: month 12 (01/09/2022)
- IAR2: month 30 (01/03/2024)

The IAR is structured in 8 sections, corresponding to each WP in the project. Within each WP section, the reporting of activities presents the following structure:

- Work package objective
- Progress summary for each Task defined in the Annex 1 during the reporting period. For each Task a table is provided with:
 - a) a short description of the task, b) significant results and c) deviations and corrective actions.

For more details on the IAR structure, see *Annex E* of this Project Reference Manual & Quality Plan.

The relationship among Contractual Reports and Internal Reports is represented in the following figure. At the end of each period a Periodic Report is submitted. The Periodic Report includes information from both categories of reports: Deliverables submitted during the period and Internal Activity Reports.

- **Internal Financial Report (IFR)** are key tools that serve to monitor the development of the project in terms of use of resources as well as to document other financial issues during the project. Each Beneficiary should elaborate the corresponding IFR, including a detailed description of the use of resources, the person-months devoted

and an explanation of personnel costs, subcontracting and any major direct costs incurred for the period. IFRs dissemination status should be strictly CO. Due to the duration of the project, 2 IFR will be necessary on M12 and M30.

The IFR is structured in several categories according to the nature of the costs. For more details on the IFR structure see *Annex F* of this Project Reference Manual & Quality Plan.

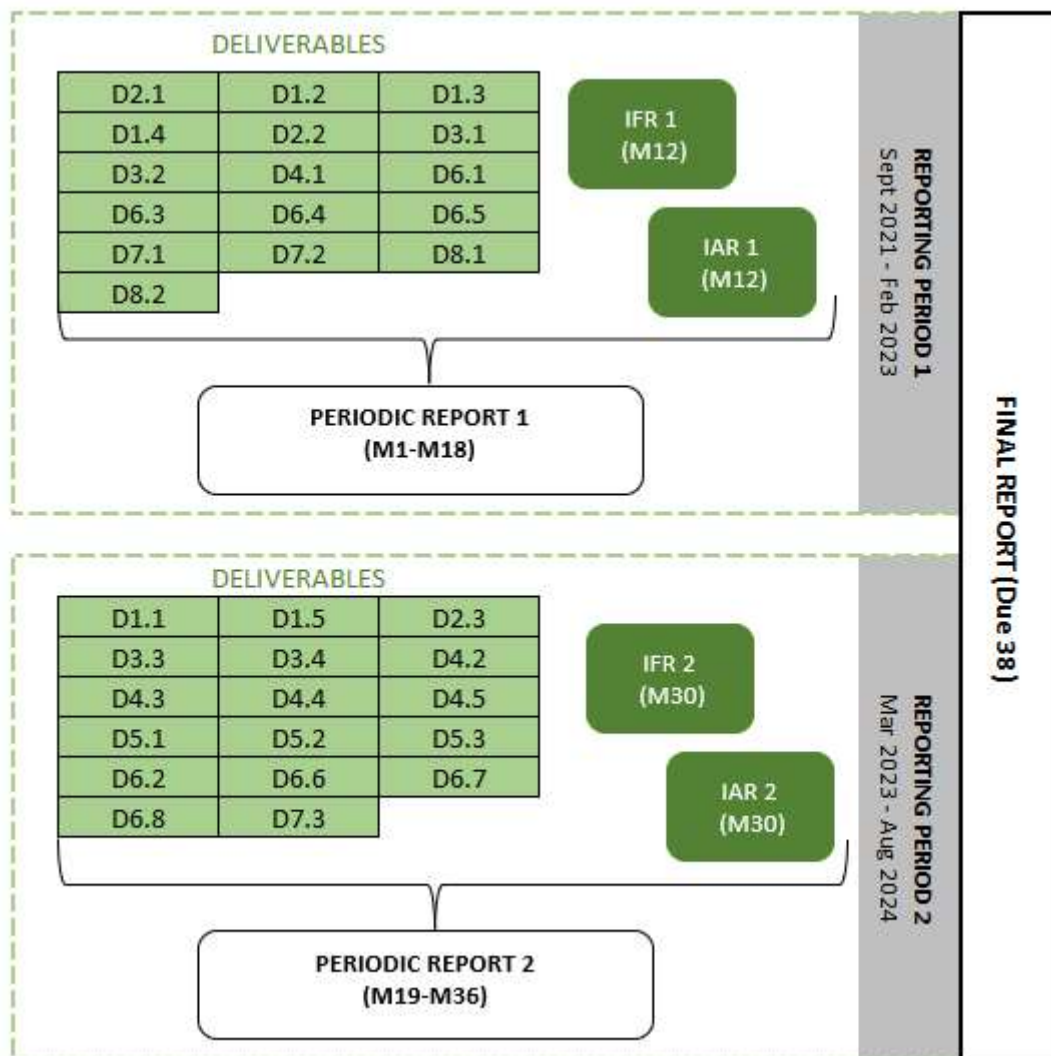


Figure 4 The relationship amongst different report categories.

3.2 Preparation & Quality assurance procedures

A procedure for preparation and quality assurance of the project reports has been defined with the aim to monitor the elaboration of the reports. The procedure entails several stages that can only be considered passed when the report has been reviewed successfully. Careful planning of the required time schedule for these review iterations is an integral

task for the deliverable author.

The following Table depicts the generic report maturity process and describes the 3 phases required to produce a particular report: 1. Preparation, 2. Revision, 3. Validation and Release.

Peer review will be the main mechanism for providing quality assurance. Each report will be subject to a peer review by at least one expert. Before issued to the EC, final approval of the quality of the report will be made by the PC. Finally, the report is released by the PC. The PC, the report author, and the QCB will jointly maintain the due dates and check the contents if it meets the overall objectives and covers the scope.

Table 9. Stages of the generic report maturity process

Partner	Name	Email
1	PREPARATION	Adoption of the template, agreement on a document structure and content input.
2	REVISION	Complete, structured and condensed document, prepared in first draft version by the respective author, to be reviewed by the QCB and the PC.
3	VALIDATION and RELEASE	Reviewed and updated complete document in second draft version, to be validated by the PC. Complete document in final version, to be released by the PM and submitted to the EC.

Reports and Deliverables should have a consistently styled cover sheet and structure, based on the templates contained in this document.

The cover should contain:

- Document identifier, title, version, date, author, and dissemination status.
- H2020 EC funding

All pages should be numbered, and the document identification number should be included in the footer. They should also use the page layout (headers) suggested in the same Annex. Furthermore, they should abide to the following rules: • Have a list of abbreviations used within the deliverable • Have a table of contents • Start with a one-page Executive Summary or Abstract • Include a References section at the end of the document • Include all technical details and other information in Annexes

Procedure details for D, PR, FR and IFR are explained in the following sections.

3.2.1 Deliverables

This section describes the process of how the production of D is managed and controlled and when reviews shall be performed.

1. Preparation

The D author may provide a tentative document structure, contents overview and a preliminary abstract for coordination between the beneficiaries working on that document. The document structure will be mainly derived from the tasks described in the Annex 1 Description of the Action but may be enhanced if necessary. The tasks will be detailed into actual activities with responsible and contributing team members. These activities will comprise all the preparatory work (literature research, reading, presentations and discussions, research team meetings) necessary to gain the insights and results required for the D.

During the PREP stage, the Task Leader (TL) shall guarantee that each D accomplishes its preliminary objectives and reach the scope it should cover based upon the Project Work Plan. If the author of the D is not the TL, the first complete draft version of the deliverable should be accepted by the TL prior to its submission to the reviewers (RV stage). If necessary, the TL will transmit the deliverable author any relevant comments and suggestions.

Also, the Work Package Leader (WPL) will control the progress achieved for each of the deliverables included in their respective WP.

The template for D provides the following information on the first page (title page): Document identifier, title, version, date, author, and dissemination status.

Template file for Deliverables can be found in this Project Reference Manual & Quality Plan's *Annex A*.

2. Revision

The RV stage starts when the D author uploads a complete draft version for review to the corresponding WP Teams folder.

Additionally, the author shall send a notification via email informing that the draft is ready for review to the PC and appointed reviewer (QAM). Access to the draft document should be provided with a link to Teams/SharePoint, instead of attaching the file in the email.

Other beneficiaries are welcome to provide a review as well. Each reviewer provides a review after **one week**. The reviews shall be content-oriented, qualitative, and not too extensive.

Reviews to be completed through Word Revision mode (track changes).

Reviews should serve as a basis for information exchange. The author may also point out particular questions to the reviewers to actively solicit specific feedback on certain issues. The author in turn provides feedback to the reviewers (author's comments on the review). A discussion may then be needed to settle open issues (by phone, email, personal meetings).

In order to reach the VAL & REL stage, the D author incorporates the 2nd round of corrections. The D author should upload to Teams the final version of the D with the agreed changes and inform the PC for final approval.

3. Validation and release

The PM now checks if the deliverable meets the formal requirements regarding the file format, naming and versioning schemes. The PC will provide feedback to the author of the D regarding any deviation from the guidelines. In parallel, the PC checks the deliverable and informs the PM via email about the acceptance (release authorization).

The PC finally prepares the release version, adopts the title page and performs the PDF conversion for final release. The PM then forwards the documents to the EC, thereby reaching the final REL stage.

The following figure shows the stages and timings of Deliverable preparation.

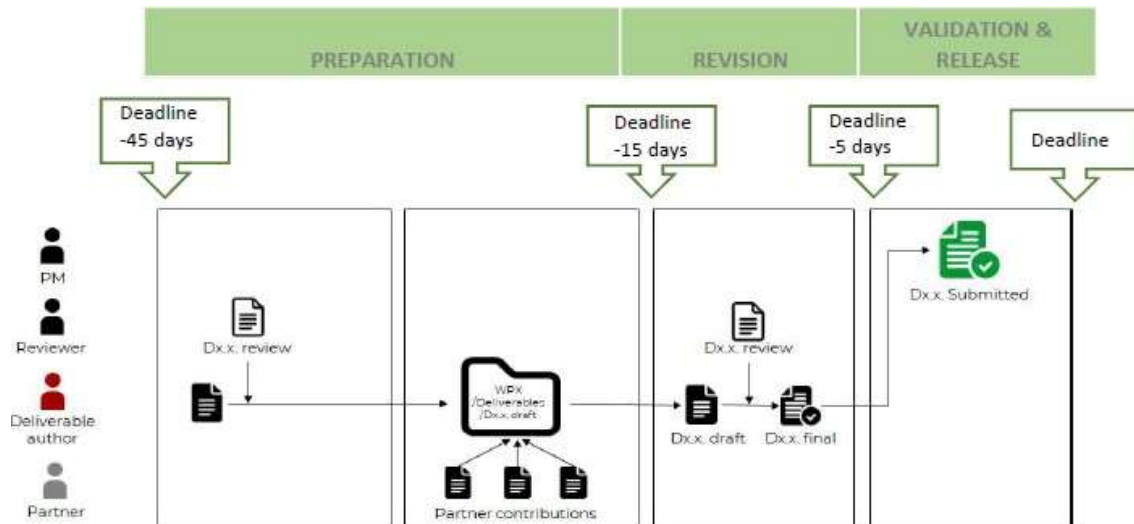


Figure 5 Preparation and Quality assurance procedure for Deliverables.

3.2.2 Periodic Report

This section describes the process of how the production of the PR is managed and controlled and when reviews shall be performed. PR shall contain the necessary information for the EC to evaluate the state of implementation of the project, the respect of the work plan, the financial situation of the project and whether the project's objectives have been achieved or are still achievable.

- Periodic reports **must** be submitted on M20 and M38 (within 60 days after end of Reporting period)
 - The technical part should contain a concise statement of the tasks undertaken and a forecast for the next reporting period. Any problems encountered during the period and possible deviations from project plans must be covered.
 - The financial part is a Report generated automatically by the IT tool (F&T portal) based on the information entered through the Periodic Reporting module. Includes Individual financial statements (Annex 4 to the GA) and Explanations on the use of resources and the information on subcontracting and in-kind contributions provided by third parties. The required structure is available in this Project Reference Manual & Quality Plan's *Annex D*.

The Periodic report must be accompanied by the deliverables due in the reporting period as well as other relevant annexes (such as feasibility studies, networking reports, maps, all technical and financial documentation requested by the EC in previous letters, etc.).

1. Preparation

The required structure for PR (technical part) and other comments for its preparation are provided in this manual

Annex B1 and B2.

PR are responsibility of the PC, with the collaboration of the corresponding WPLs and TLs. Each WPL is in charge of creating a Teams folder (One Drive folder) structure to collect contributions. Since the PR (technical part) information is structured in WP sections, the template file is the same for all WPs (see *Annex C*).

Each WPL should create a subfolder into their WP Teams folder containing the template.

WPL should inform TL about the file via email, asking for contributions. In Figure 5, beneficiary contributions are represented by the bottom row of documents. Contributions should be done through different files uploaded to the subfolder or in specific parts of the template document, depending on the instructions given by the WPL. After the deadline for contributions, the WPL integrates the inputs and may ask the beneficiaries for more information if necessary.

2. Revision stage

WPL merges all inputs from TL and other WP beneficiaries in order to create the first version that will be reviewed by the PC.

3. Validation stage

The PM merges all WPs' reviewed progress reports into a single PR for PC review.

3.2.3 Final Report

This section describes the process of how the production of FR is managed and controlled and when reviews shall be performed.

The PC will make sure that it describes or contents:

- The project objectives, key deliverables and outputs.
- The background, problems and objectives (as foreseen in the proposal) and the expected longer-term results(as anticipated at the start of the project).
- The project management process, the working method, the problems encountered, the partnerships and their added value, including comments on any significant deviations from the work plan.
- Technical progress per Action, main deviations, problems and corrective actions implemented.
- Evaluation of Project Implementation and analysis of benefit.
- Project Specific Indicators.
- Comments on the financial report.

1. Preparation

The required structure for PR and other comments for its preparation are provided in *Annex B1 and B2*.

FR is responsibility of the PC, with the collaboration of the corresponding WPLs and TLs. Each WPL is in charge of creating a Teams folder structure to collect contributions. Since the FR information is structured in WP sections, the template file is the same for all WPs (see *Annex C*).

Each WPL should create a subfolder into their WP Teams folder containing the template.

WPL should inform TL about the file via email, asking for contributions. In Figure 5, beneficiary contributions are represented by the bottom row of documents. Contributions should be done through different files uploaded to the subfolder or in specific parts of the template document, depending on the instructions given by the WPL. After the deadline for contributions, the WPL integrates the inputs and may ask the beneficiaries for more information if necessary.

2. Revision stage

WPL merges all inputs from TLs and other WP beneficiaries in order to create the first version that will be reviewed by the PC.

3. Validation stage

The PM merges all WP reviewed progress reports into a single FR for PC review.

3.2.4 Internal Activity Reports

This section describes the process of how the production of the IAR is managed and controlled and when reviews shall be performed. They shall contain the necessary information to evaluate the state of implementation of the project, the respect of the work plan and whether the project's objectives have been achieved or are still achievable. This report will remain confidential within the consortium.

- Internal activity reports ***must*** be submitted on M12 and M30.
- The IAR should contain a concise statement of the tasks undertaken and a forecast for the next reporting period. Any problems encountered during the period and possible deviations from project plans must be covered.

1. Preparation

The required structure for IAR and other comments for its preparation are provided in this handbook's *Annex E*.

IAR are responsibility of the PC, with the collaboration of the corresponding WPL. Each WPL is in charge of creating a Teams folder structure to collect contributions. Since the information is structured in WP sections, the template file is the same for all WPs (see *Annex C*).

Each WPL should create a subfolder into their WP folder containing the WP Progress template (*Annex C*). Then the WPL should inform the partners about the file via email, asking for contributions. In Figure 5, partner contributions are represented by the bottom row of documents. Contributions should be done through different files uploaded to the subfolder or in specific parts of the template document, depending on the instructions given by the WPL. After the deadline for contributions, the WPL integrates the inputs and may ask the beneficiaries for more information if

necessary.

2. Revision stage

WPL merges all inputs from TL and other WP beneficiaries in order to create the first version that will be reviewed by WPL and PC.

3. Validation stage

The PM merges all WPs' reviewed progress reports into a single IAR final version for PC review.

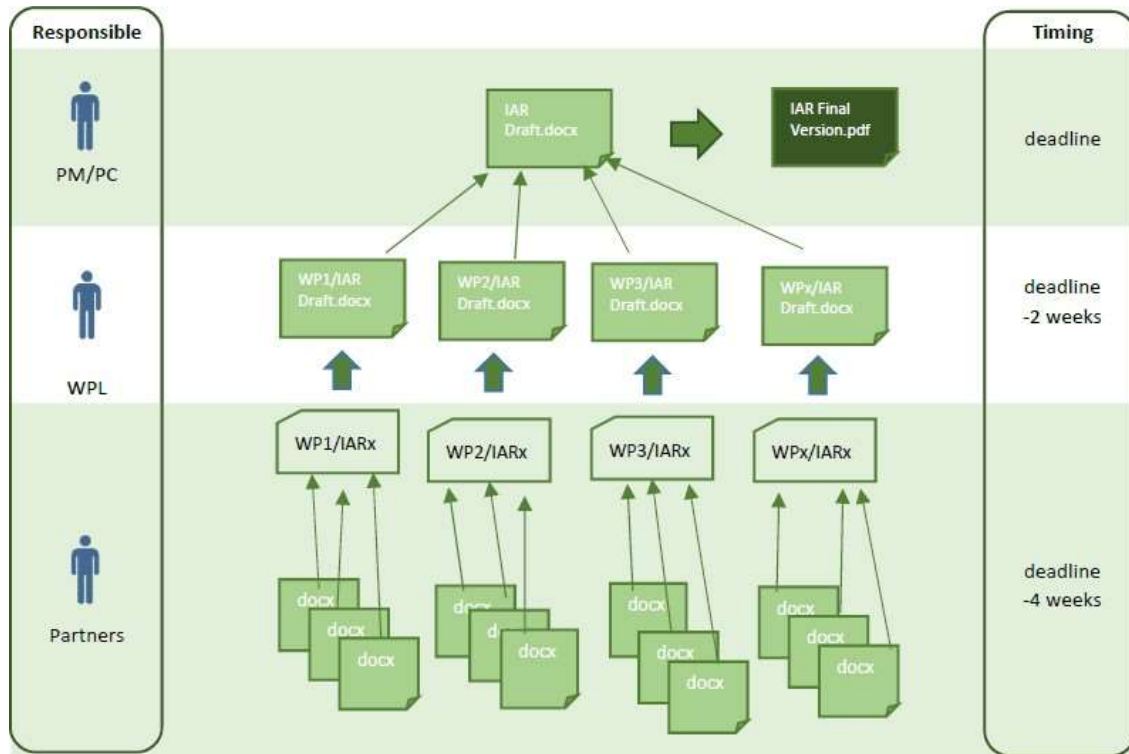


Figure 6 Preparation and Quality assurance procedure for IAR, PR and FR.

3.2.5 Internal Financial Reports

This section describes the process of how the production of IFR is managed and controlled and when reviews shall be performed. This report will remain confidential within the consortium.

1. Preparation

Each Beneficiary will be responsible of generating the corresponding financial report according with their activities and costs generated. Each Beneficiary is in charge of creating an IFR using the template provided in this handbook's *Annex F*. Once the IFR is filled, the Beneficiary sends the document to the PM.

2. Revision

The Beneficiary's IFR is reviewed by the PMO to check out that all corresponding fields have been filled properly.

3. Validation

Once the IFR from the beneficiary is validated by the PM/PC, IFR will be saved.

Reports			Submission deadline	
Periodic Report 1 (M1-M18)	PR	EC	M20	30/04/2023
Periodic Report 2 (M19-M36)	PR/FR	EC	M38	31/10/2024
Internal Activity Report 1	IAR	Internal	M12	31/08/2022
Internal Activity Report 2	IAR	Internal	M30	29/02/2024
Internal Financial Report 1	IFR	Internal	M12	31/08/2022
Internal Financial Report 2	IFR	Internal	M30	29/02/2024

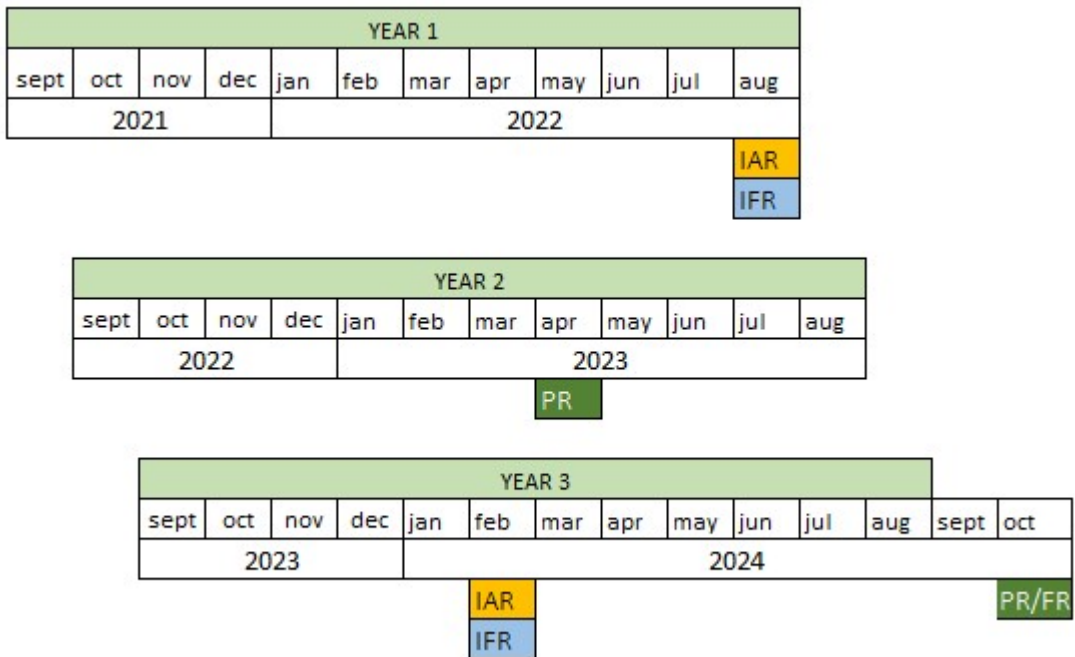


Figure 7 Reports deadlines summary.

4 Document control

Table 10. Document types

Document type	Convention	File name example
Deliverable [D]	[D#]- [org] _ [short title]. [extension]	D7.2-UAB_Data management plan.docx
Periodic Report [PR]	[PR#]- [org] - [yyyy] - [mm]. [extension]	PR1-UAB-2023-02.docx
Internal Activity Report [IAR]	[IAR#]- [WP#]-[yyyy] - [mm]. [extension]	IAR1-WP1-2022-09.docx
Internal Financial Report [IFR]	[IFR#]- [org]-[yyyy] - [mm]. [extension]	IFR1-UAB-2022-09.docx
Review [RV]	RV-[org] _ [DocID] rev [Rev#]. [extension]	RV-UAB_D8.2-UABrev01.docx

File format	
MS Office (.docx, .pptx)	Draft versions
PDF	Final versions

Reports and Deliverables will be produced in Microsoft Word: working drafts and editable working copies will be supplied to partners as Word documents. The PMO will make a final release version as a PDF file. This PDF version will also be made available to partners and will be regarded as the definitive version of the Report or Deliverable.

5 Meetings

Efficient means of communication, fixed project physical meetings and virtual meetings will be organized to guarantee a constant control, monitoring and coordination among the beneficiaries and towards the project governance body. To guarantee a constant control in physical meetings, each participant will have to sign a meeting attendance list; there's a template available in this handbook's *Annex 1*. Control of the virtual meetings will be also ensured through the appropriated means.

5.1 Categories of meetings

There are different meeting categories depending on their nature and objectives. The organizer responsible for each category of meeting, attendants, format a

nd frequency are detailed in the following table.

Table 11. Meeting categories

Meeting category	Organizer	Attendants	Format	Frequency
Review meetings	UAB	EC Officer, external evaluators and WPL	Physical*	M21 and M37(to be confirmed byEC)
Consortium meetings	UAB	All Consortium	Physical*	M1, M10, M21, M28, M34 final
Plenary Board meetings	UAB	WP leaders	Virtual	Every 3-4 Months

**if pandemic situation does not allow it they will be convened in online format*

5.2 Procedures

In this section the established procedure for carrying out Physical and Virtual meetings is explained. See below Figure 6 representing the procedures for Physical and Virtual meetings.

1. Notice

Date and location for the Physical and Virtual meetings should be agreed in advance with attendants via Doodle polls, unless the periodicity has been defined beforehand (monthly, bimonthly...). Once a date is defined the organizer should notice the meeting attendants via email. Each meeting category has a specific periodicity defined in Table 19.

2. Preparation

Meeting Agendas are created collaboratively within WP members. Beneficiaries contribute to the agendas in order to report the status of work and issues to be discussed.

Agenda may be updated until 1 week before the meeting.

3. Execution

During the meeting, two types of documents may be used: Presentations and working documents. Presentations not only serve as meeting documentation but are an important building blocks for dissemination (e.g. slides from conference presentations, conference posters...). The Presentations template can be found in this Project Reference Manual & Quality Plan's *Annex H*.

4. Post-processing

The meeting organizer is responsible for the creation of the meeting minutes. Meetings minutes contain the agenda, a summary of the topics covered during the meeting and, most importantly, the actions agreed by the members. The meeting organizer is also in charge of uploading the document to MS Teams and share the link among beneficiaries for a final review.

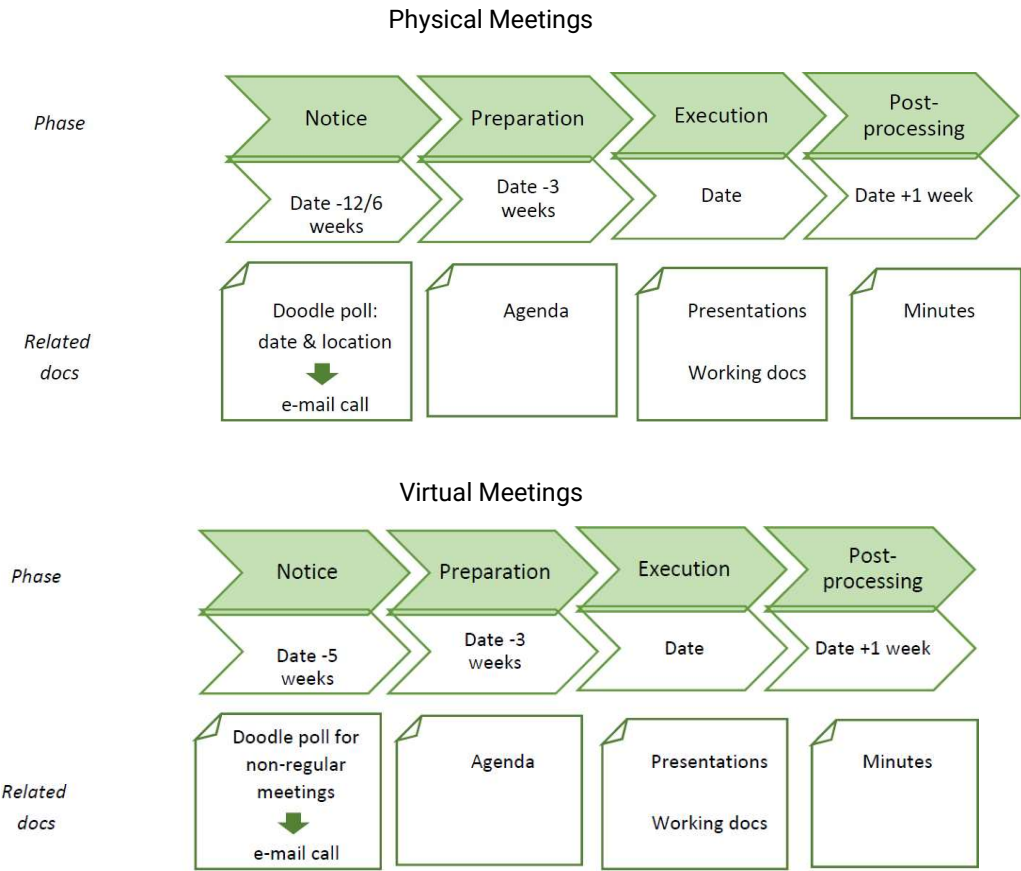


Figure 8 Meeting procedure for Physical and Virtual meetings

6 Risk Management

Risk management is a project management tool to assess and mitigate events that might adversely impact the project, in order to increase the likelihood of success. This section presents the process for implementing proactive risk management. Risk management deploys methods for identifying, analyzing, prioritizing, and tracking risk drivers.

The purpose of the described procedures for risk management process pursues to find, quantify and handle risks that could jeopardize the work programme of project. In order to support the achievement of the project's overall objectives, the purpose of quality assurance process is to ensure the quality and timely delivery of the project's various components.

6.1 Definitions

Risk is a measure of the inability to achieve overall project objectives and has two components:

- Probability of failing to achieve a particular outcome
- Consequences of failing to achieve that outcome

Types of Risks

A **Technical Risk** is the risk associated with the evolution of the research results affecting the level of performance necessary to meet the requirements of the GA Annex 1.

A **Cost Risk** is associated with the ability of the project to achieve its cost objectives as determined in the GA Annex1 and Annex 2.

- Risk that the cost estimates and objectives are not accurate and reasonable
- Project execution will not meet the cost objectives as a result of a failure to mitigate technical risks

Schedule Risks are those associated with the adequacy of the time estimated and allocated for the development, production, and fielding of the system. Two risk areas bearing on schedule risk are:

- Schedule estimates and objectives are not realistic and reasonable
- Program execution will fall short of the schedule objectives as a result of failure to mitigate technical risks.

Management Risks are those associated with the project management activities.

Legal risks are those associated with actions that are or consequences of which are legal in nature.

Risk Rating

Risk Rating is the value that is given to a risk event based on the analysis of the likelihood/probability and consequences of the event. For each identified risk, the PC in collaboration with the impacted partners will estimate the likelihood and the impact of consequences on the project (Low/Medium/High). The Risk Rating will be assigned using the Risk Matrix presented in Figure 7.

Impact	Hig	Medium	High	Critical
	Medi	Low	Medium	High
	Lo	Low	Low	Medium
		Low	Medium	High
		Probability		

Figure 9 Risk Rating Matrix

Risk ratings of *Low*, *Moderate*, or *High* are based on the following criteria:

- **Low Risk:** Has little or no potential for increase in cost, disruption of schedule, or degradation of performance. Actions within the scope of the planned project and normal management attentions should result in controlling acceptable risk.
- **Moderate Risk:** May cause some increase in cost, disruption of schedule or degradation of performance and/or quality. Special action and management attention may be required to control acceptable risk.
- **High Risk:** Likely to cause significant increase in cost, disruption of schedule, or degradation of performance and/or quality. Significant additional action and high priority management attention will be required to control acceptable risk. This type of risk may be subject to a report to EC.

6.2 Risk Management and Responsibilities

The identified risks will be collected to a risk register, to which all partners have access in Teams. The risk register will be kept up-to-date by the Coordinator, but each beneficiary has the responsibility to report immediately to their respective TL and the PC any identified risk situations that may conflict with the project objectives or their successful completion and add the risks to the risk register. Changes in time schedule of deliverables or in the allocated budget must be reported to the corresponding Task Leader and to the Project Coordinator. Each beneficiary is given the possibility to address new identified risks in the PB meetings. In case of problems or delays, the PB will be consulted and it can install task forces to implement the necessary corrective actions. It will establish risk mitigation plans to reduce the impact of the risk occurring. The coordinator is responsible for monitoring the identified risks together with the WPLs and TLs to ensure that appropriate risk-handling measures are in place. The risks and the need for further mitigation measures are evaluated in each PB meeting.

Risks that pose a significant threat to the project or are likely to result in a significant alteration to the planned work, timeline or cost are defined as critical. Follow-up of risks (i.e. monitoring and control) shall be the responsibility of the appropriate WP leader, who will be expected to keep the coordinator informed and maintain the risk register as required.

Conflicts will be solved at the lowest level possible, and preferably amicably. If an agreement cannot be reached at a Task or WP level, then the Project Coordinator will mediate. If that is not satisfactory, then the PB will take a decision, and if necessary will ask for the authorization of the EC. The rights, obligations, relationships and procedures within the Consortium are formalized in the Consortium Agreement (CA), which all the beneficiaries have signed before the start of the project. The procedures concerning the settlement of unsolved disputes are described in the article 11.8 of the CA.

6.3 Risk Management Process

Figure 8 shows, in general terms, the overall risk management process that will be followed. Each of the risk management functions shown in Figure 8 is discussed in the following paragraphs, along with specific procedures for executing them.

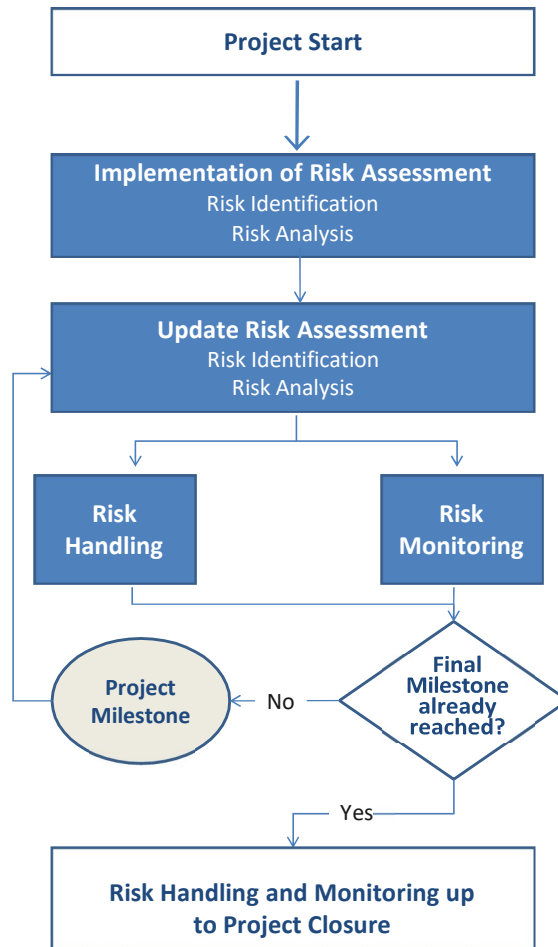


Figure 10 Risk Management Process

6.4 Risk Assessment

Risk assessment includes the identification of critical risk events/processes, which could have an adverse impact on the project, and the analysis of these events/processes to determine the likelihood of occurrence/process variance and consequences. Risk assessment is an iterative process. Each risk assessment is a combination of risks identified/analyzed in the previous phase and the identification/analysis of risks on current milestones according to the GA Annex 1.

6.4.1 Risk Identification

Risk identification is the first step in the assessment process. The basic process involves searching through the entire project plan to determine those critical events that would prevent the project from achieving its objectives. Risks will be identified by all individuals in the project, particularly by the Task Leaders.

The basic procedure of identifying risks consists of the following steps:

1. Understand the requirements and the overall project quality and performance goals. Examine the operational (functional and environmental) conditions under which the values must be achieved by referring or relating to the GA Annex 1.
2. Identify the processes and activities (tasks) that are needed to produce the results.
3. Evaluate each activity/task against sources/areas of risk.

6.4.2 Risk Handling

After the project's risks have been identified and assessed, the approach to handle each significant risk must be developed. There are essentially four techniques or options for handling risks:

- Avoidance (application of tasks in order to avoid the risk event)
- Control (watch the environmental conditions for influences to an already assessed risk)
- Transfer (application of tasks to set a risk to a lower level)
- Acceptance (the consequences of the risk event are accepted)

Results of the evaluation process and how to handle shall include:

- What must be done
- Level of effort required and estimated costs
- Proposed schedule showing the proposed start date
- Time phasing of significant risk reduction activities, including completion date
- Their relationship to significant Project activities/milestones
- The person responsible for implementing and tracking risk handling measurements (usually the responsible Task Leader)

6.4.3 Risk Monitoring

Risk monitoring systematically tracks and evaluates the performance of risk-handling actions. It is part of the Project Manager's and the Task Leaders' function and responsibility and will not become a separate discipline. Essentially, it compares predicted results of planned actions with the results actually achieved to determine the status and the need for any change in risk-handling actions.

6.5 Potential Risks and Contingency Plans

Several potential risks of the Just2ce project have been identified and evaluated before the start of the project. A detailed description is provided in the Annex 1, Part B. The proposed contingency plans are summarized in Table 20.

Table 12. Global risks and corresponding contingency plans for the Just2ce project

Description of risk (indicate level of likelihood: Low/Medium/High)	WP	Proposed risk-mitigation measures
A partner leaves the consortium before the end of the project (Low)	All	All partners are closely involved in the conception and development of the JUST2CE project. Each partner expressed their motivation and devotion to the success of the project. However, unforeseen circumstances may lead to a partner leaving the consortium. Should this be the case, the project management team will involve all WP leaders to discuss their options to take over the tasks or involve new partners.
A partner is unable to produce work on time (Low)	All	Each consortium partner has experience in delivering work on time. Partners have been consulted in setting out the timeline for the JUST2CE project. However, should it become clear that timely contribution is at stake, early mitigation is essential. Options are: have another representative from the partner organisation, take over the work, or assist in completing the work. In extreme cases, it may be necessary to remove work from the partner organisation.
A partner is unable to effectively work together with other partners or stakeholders (Low)	All	Should there be an issue in cooperation between partners, the project management team will find the underlying issue. The project management team will work together with WP leaders to mediate with partners.
A partner is unable to effectively work together with other partners or stakeholders (Low)	All	The risk for this task is likely to be low as most partners have experience in working on this type of project. However, a revision cycle is included in the project quality assurance plan in order to ensure high quality documents.
Deliverables are late or milestones are missed (Medium)	All	A timely delivery is essential, and all consortium partners are dedicated to the timeline. Consortium members are consulted and informed of the project timeline. Should the risk occur of a deadline to be missed, earlier mentioned strategies may apply. However, the management structure will help mitigate the risk of falling behind schedule.
Disagreement among beneficiaries and partners,	All	Projects with international teams run the risk of diverging in their development paths. This risk is mitigated by holding regular face to




over project implementation details (Low)		face/online meetings as well as scheduled consortium conference calls and ad hoc contact via email or other methods.
Delay in collecting data in the case studies (Medium)	WP2	Despite unexpected events that can always affect data collection, the consortium members have established robust agreements with the local partner organisations. The fieldwork will be conducted under the aegis of the local partners. This will minimise the risk of delay in data collection.
Delay in recruiting stakeholders for focus groups, workshops and other engagement exercises (Medium)	WP3, WP6	Early engagement with industrial partners and their networks; early engagement with civil society organisation, academic institutions, and trade associations (Chambers of Commerce) for participants' recruitment.
Impossibility of fulfilling the obligations due to a supervening situation	WP1, WP2, WP3, WP4, WP6, WP7	Unforeseen circumstances due to a civil war in the Tigray region make it impossible for the Ethiopian Institute of Technology to continue in the consortium. The project management team will engage all WP leaders to discuss their options for taking over tasks or involving new partners.

7 Management tools

To address different needs regarding project development, such as document storage, coordination, collaborative work, communication, progress control, etc.

The table shows the different tools defined to be used for different purposes.

Table 13. Management tools in Just2ce project

Name	Aim
 Microsoft Teams	Meeting and work environment
 Doodle®	Event scheduling, Polls
 OneDrive	File hosting service

8 List of annexes

- Annex A: Deliverables- template
- Annex B1: Periodic Technical Report (Part A)
- Annex B2: Periodic Technical Report (Part B)- template
- Annex C: WP Progress- template
- Annex D: Periodic Financial Report
- Annex E: Internal Activity Report- template
- Annex F: Internal Financial Report- template
- Annex G: Deliverables chart
- Annex H: PowerPoint presentation- template
- Annex I: Meeting Minutes-template
- Annex J: Risk register

Annex A: Deliverables- template

JUST2CE

A Just Transition to Circular Economy



Ref. Ares(2021)101003491- 15/09/2021

Deliverable XXX

Project title A JUST TRANSITION TO THE CIRCULAR ECONOMY

Version 1.0

Authors

TITLE OF THE DELIVERABLE

SUBTITLE 20PT LOREM IPSUM ORIA DIPSUME



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

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Version

Dissemination status

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Topic: Understanding the transition to a circular economy and its implications on the environment, economy and society

Project Duration: 2021/09/01 – 2024/08/31

Coordinator: Universitat Autònoma de Barcelona (UAB)

Associated Beneficiaries:

1. UNIVERSITAT AUTÒNOMA DE BARCELONA
 2. UNIVERSIDADE DE VIGO
 3. THE UNIVERSITY OF SHEFFIELD
 4. UNIVERSITA DEGLI STUDI DI NAPOLI PARTHENOPE
 5. CENTRO DE ESTUDOS SOCIAIS
 6. UNIVERSITY OF LEEDS
 7. UNIVERSITY OF CAPE TOWN
 8. KENTRO EREVNON NOTIOANATOLIKIS EVROPIS ASTIKI MI KERDOSKOPIKI ETAIREIA
 9. AGENCIA DE RESIDUS DE CATALUNYA
 10. KUMASI HIVE
 11. SCIENTIFIC AND INDUSTRIAL RESEARCH AND DEVELOPMENT CENTRE
 12. AFRICAN CIRCULAR ECONOMY NETWORK
 13. ENERGY@WORK SOCIETA' COOPERATIVA A R.L.
-



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

PROJECT No. 101003491

Just2ce will assess the current state of transition towards the circular economy in relevant economic sectors and analyse possible transition scenarios, as well as their outcomes and impacts. It will identify the key factors that can stimulate or hinder this transition. Natural resources are extracted and transformed into products, which are eventually discarded. As many natural resources are finite, it is important to keep materials in circulation for as long as possible. This makes the transition to circular economy more vital than ever but is a responsible, inclusive, and socially just transition to a circular economy possible or even desirable? What technical, political, and social factors can enable or hamper such transformation? The EU-funded JUST2CE project will answer these questions. It will explore the economic, societal, gender and policy implications of the circular economy paradigm. The project's findings will shed light on how to ensure democratic and participatory mechanisms when designing and managing such technology.

History Chart

Version	Date	Implemented by
V2.0		
V1.1		
V1.0		

Disclaimer



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Executive Summary

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Table of Contents

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i. Title level 2 - Lorem ipsum	4
ii. Title level 2 - Lorem ipsum	5
a. Title level 3 - Lorem ipsum	6
2. Title goes here	7
i. Lorem ipsum	7

List of abbreviations

MN01	<i>Mmm Nnnn Speaker</i>
MN02	<i>Mmm Nnnn Speaker</i>
MN03	<i>Mmm Nnnn Speaker</i>

[1] Title goes here (Heading level 1) - Lorem Ipsum 20 pt

[1.1] Title level 2 - Lorem ipsum 14 pt

Body text 9,5 pt - Tium que consenist aut labori cus re, sentemos volutaqui reperspeles suscium et verfero dit labor alicaectem et, sit que net, nimpori adioem. Um quae dolum ea es et imusam.

- **Bullet point - Level 1 – 9,5 pt** - Derite am unt quist am
- Secae vellenienda cones sumquae.
 - **Bullet point - Level 2 - 8,5 pt** ssi dolupta testia sum nis dunderis et voluptaturi ipsam que eum nimus aut auda nostibus sus sum suntia consedi onsequi doluptatur, sae pro tem corerchit as aut quamet.

[1.1.1] Title level 3 - Lorem ipsum dolorem 12 pt

Body text - Roboto - Body text 9,5 pt - Tium que consenist aut labori cus re, sentemos volutaqui reperspeles suscium et verfero dit labor alicaectem et, sit que net, nimpori adioem. Um quae dolum ea es et imusam¹.

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[1.1.1.1] Title level 4 - 11 pt

Body text 9,5 pt - Tium que consenist aut labori cus re, sentemos volutaqui reperspeles suscium et verfero dit labor alicaectem et, sit que net, nimpori adioem. Um quae dolum ea es et imusam¹.

Usapel ipsumquam volectaeste reptam harum fugiat venit quate simus di int rest eatatet doluptur suntinimus.

- **Bullet point - Level 1 - 9,5 pt** - Derite am unt quist am
 - **Bullet point - level 2 - 8 pt** ssi dolupta testia sum nis dunderis et voluptaturi ipsam que eum nimus aut auda nostibus sus sum suntia consedi onsequi doluptatur, sae pro tem corerchit as aut quamet.
- **Bullet point level 1 - Body text 9,5 pt** - Iqui consenis etum nulpa posae.
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[1.1.2] Title level 3 - Lorem ipsum dolorem

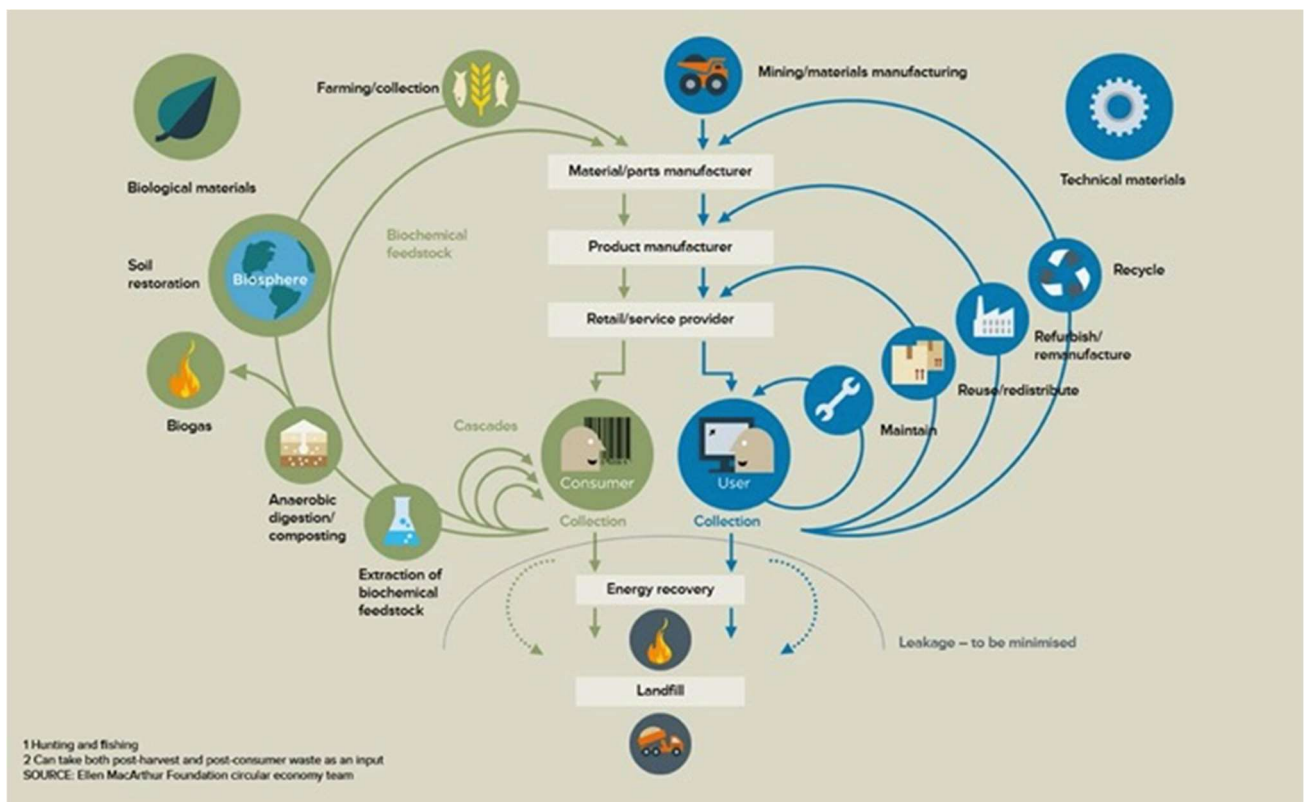
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1. Numbering list - Iqui consenis etum nulpa posae. Periam exerum laccum que cor resed et.
2. Numbering list - qui consenis etum nulpa posae.
3. Numbering list - Iqui consenis etum nulpa posae.

[1.2] Title level 2 - Lorem ipsum 14 pt

Body text - Roboto - Body text 9,5 pt - Tium que consenist aut labori cus re, sentemos volutaqui reperspeles suscium et verfero dit labor alicaectem et, sit que net, nimpori adiorem. Um quae dolum ea es et imusam.

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Picture 1 Lorem ipsum

[1.3] Title level 2 - Lorem ipsum 14 pt



Body text - Roboto - Body text 9,5 pt - Tium que consenist aut labori cus re, sentemos volutaqui reperspeles suscium et verfero dit labor alicaectem et, sit que net, nimpori adiozem. Um quae dolum ea es et imusam.

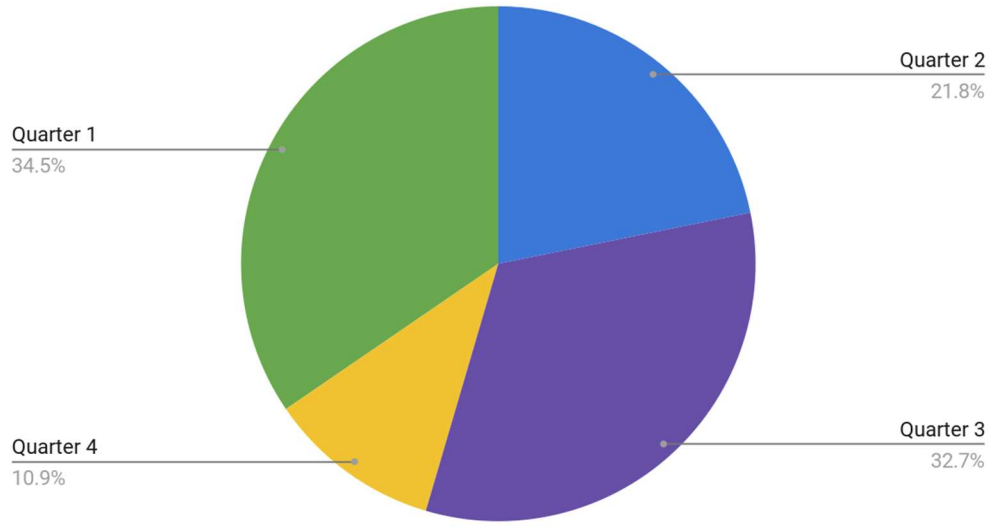
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¹ Lorem ipsumHitatem corporae cor maxime velendam sum atur? Qui dolores tiaspel invelignis et asit doloratquos none evel es archit, veribus doluptatiam, quiam ut maiossum es perspero ipienis adit ulparum nobisque quas a que providus

Lorem Ipsum



[2] Title goes here (Heading level 1)

[2.1] Lorem ipsum 14 pt

Body text 9,5 pt - Tium que consenist aut labori cus re, sentemos volutaqui reperspeles suscium et verfero dit labor alicaectem et, sit que net, nimpori adioem. Um quae dolum ea es et imusam.

- **Bullet point - Level 1 - 9,5 pt** - Derte am unt quist am
- Secae vellenienda cones sumquae.
 - **Bullet point - level 2 - 8 pt** ssi dolupta testia sum nis dunderis et voluptaturi ipsam que eum nimus aut auda nostibus sus sum suntia consedi onsequi doluptatur, sae pro tem corerchit as aut quamet.

Table 1. Example

Title	Title
Lorem	Body text 9,5 pt
Lorem	Body text 9,5 pt
Lorem	Body text 9,5 pt

Table 2. Example

Title	Title
Lorem	Body text 9,5 pt
Lorem	Body text 9,5 pt
Lorem	Body text 9,5 pt

Lorem Ipsum Table

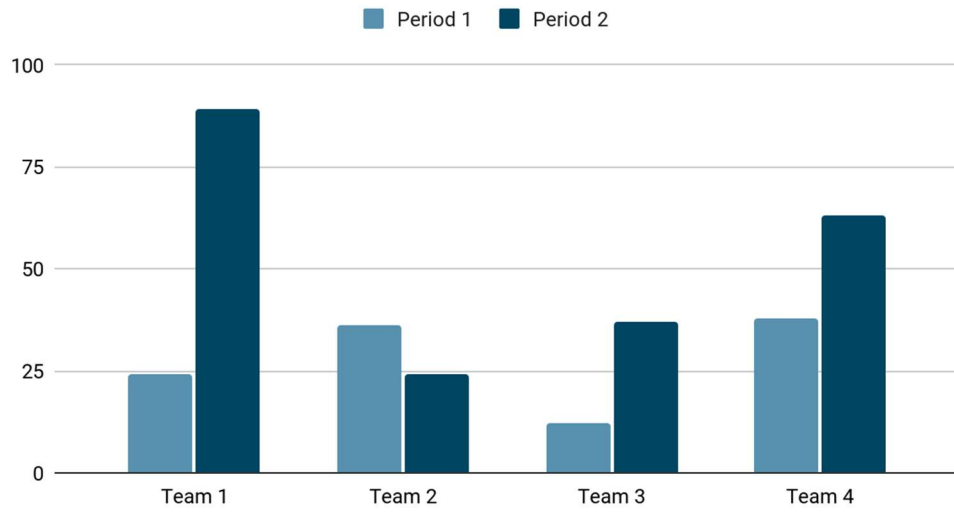


Figure 1 Lorem ipsum



Picture 1 Lorem ipsum



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

JUST2CE

A Just Transition to Circular Economy

Annex B1: Periodic Technical Report (Part A) - template

JUST2CE

A Just Transition to Circular Economy



Ref. Ares(2021)101003491- 15/09/2021

Project title A JUST TRANSITION TO THE CIRCULAR ECONOMY

Version 1.0

Authors

PERIODIC TECHNICAL REPORT

Period covered by the report: from [dd/mm/yyyy] to [dd/mm/yyyy]
Period report: [1st] [2nd]



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

Document identifier

Version

Dissemination status

Periodic Technical Report

Grant Agreement n°: 101003491

Project acronym: JUST2CE

Project title: A JUST TRANSITION TO THE CIRCULAR ECONOMY

Topic: Understanding the transition to a circular economy and its implications on the environment, economy and society

Project Duration: 2021/09/01 – 2024/08/31

Coordinator: Universitat Autònoma de Barcelona (UAB)

Associated Beneficiaries:

1. UNIVERSITAT AUTÒNOMA DE BARCELONA
 2. UNIVERSIDADE DE VIGO
 3. THE UNIVERSITY OF SHEFFIELD
 4. UNIVERSITA DEGLI STUDI DI NAPOLI PARTHENOPE
 5. CENTRO DE ESTUDOS SOCIAIS
 6. UNIVERSITY OF LEEDS
 7. UNIVERSITY OF CAPE TOWN
 8. KENTRO EREVNON NOTIOANATOLIKIS EVROPIS ASTIKI MI KERDOSKOPIKI ETAIREIA
 9. AGENCIA DE RESIDUS DE CATALUNYA
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 12. AFRICAN CIRCULAR ECONOMY NETWORK
 13. ENERGY@WORK SOCIETA' COOPERATIVA A R.L.
-



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

PROJECT No. 101003491

Just2ce will assess the current state of transition towards the circular economy in relevant economic sectors and analyse possible transition scenarios, as well as their outcomes and impacts. It will identify the key factors that can stimulate or hinder this transition. Natural resources are extracted and transformed into products, which are eventually discarded. As many natural resources are finite, it is important to keep materials in circulation for as long as possible. This makes the transition to circular economy more vital than ever but is a responsible, inclusive, and socially just transition to a circular economy possible or even desirable? What technical, political, and social factors can enable or hamper such transformation? The EU-funded JUST2CE project will answer these questions. It will explore the economic, societal, gender and policy implications of the circular economy paradigm. The project's findings will shed light on how to ensure democratic and participatory mechanisms when designing and managing such technology.

History Chart

Version	Date	Implemented by
V2.0		
V1.1		
V1.0		

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TO BE COMPLETED IN THE EC F&T PORTAL (PART A)

Information to be entered in the IT tool through the Continuous Reporting module.

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List of abbreviations

MN01	<i>Mmm Nnnn Speaker</i>
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MN02	<i>Mmm Nnnn Speaker</i>
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MN03	<i>Mmm Nnnn Speaker</i>
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1. Summary for publication

This section is structured in three sub-sections that must be completed on-line with suitable quality to enable direct publication by the Commission/Agency. It should be easy to read i.e. written in a language easily understandable by a broader public, thereby promoting the dissemination and supporting the exploitation of EU funded results. It should preferably not exceed 7480 characters (equivalent to two pages of a text document). This part must not contain any confidential data.

The summary for publication must be drafted as a "stand-alone" text. No references should be made to other parts of the report. References can be made only to publicly available information.

Beside the summary filled within the tool, diagrams or photographs illustrating and promoting the work of the project can be provided (only as images)³.

You can add pictures

Summary of the context and overall objectives of the project

This section must be completed on-line (see above).

Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far

This section must be completed on-line (see above).

Progress beyond the state of the art, expected results until the end of the project and potential impacts (including the socio-economic impact and the wider societal implications of the project so far)

This section must be completed on-line (see above).

2. Deliverables

Del. no.	Deliverable name	WP no.	Lead beneficiary	Type	Dissemin. level	Delivery date from Annex 1	Actual delivery date	If deliverable not submitted on time: Forecast delivery date if appropriate	Status	Comments
[deliverable number]	[deliverable name]	[WP number]	[beneficiary short name]	[R] [DEM] [DEC] [OTHER]	[PU] [CO] [CI]	[month number]	[dd/mm/yyyy]	[insert dd/mm/yyyy]	[Not submitted] [Request for revision] [Not assessed yet] [Not valid] [Accepted]	[insert comments]

(*) Data in colored fields will be prefilled by the IT tool.

3. Milestones

Milest. no.	Milestone title	Related WP(s) no.	Lead beneficiary	Achievement date from Annex 1	Means of verification	Achieved	If not achieved Forecast achievement date	Comments
[mileston enumber]		[x]		[dd/mm/yyyy]	[Delivered D.X]	[YES/NO]	[insert dd/mm/yyyy]	[insert comment ifneeded]

(*) Data in colored fields will be prefilled by the IT tool.

4. Ethical Issues (if applicable)

Ethic deliverables	Due date of the compliance of the ethic deliverables	Report of the independent ethics advisor/ advisory board if applicable	Comments
[requirement as in Annex 1]	[dd/mm/yyyy]	[Submitted]	[insert comment

(*) Data in colored fields will be prefilled by the IT tool.

5. Critical implementation risks and mitigation actions

At the end of each period beneficiaries should give the state of play of every risk identified in Annex 1 and if necessary give new mitigation measures.

Foreseen Risks

The following table lists the Risks identified in Annex 1. The table is read-only and it is provided as a reference for the State of Play table below.

Risk Number	Description of Risk	Work Packages Concerned	Proposed risk-mitigation measures

Unforeseen Risks

Risk Number	Description of Risk	Work Packages Concerned	Proposed risk-mitigation measures

States of the Play for Risk Mitigation

Risk Number	Period	Did you apply risk mitigation measures?	Did your risk materialise?	Comments
[risk number]	[period number]	[YES] [NO]	[YES] [NO]	[insert comment if needed; mandatory if the risk mitigation measures have not been applied]

(*) Data in colored fields will be prefilled by the IT tool.

6. Dissemination and exploitation of results

6.1. Scientific publications

Publications accessible via OpenAIRE will be displayed automatically. Beneficiaries will only need to check if the publications are linked to the project.

In case of publications not registered via OpenAIRE, the beneficiary encodes the Digital Object Identifier (DOI) and all the rest of information is completed automatically.

Type of scientific publication	Title of the scientific publication	DOI	ISSN	Authors	Title of the journal or equivalent	Number, date	Publisher	Place of publication	Year of publication	Relevant pages	Public & private publication ⁴	Peer-review	Is/Will open access provided to this publication
[Article in journal] [Publication in conference proceeding/ workshop] [Books/Monographs] [Chapters in books]	[insert title of the publication]	[insert DOI reference]	[insert ISSN or eISSN number]	[insert authors' name]	[insert title of the journal]	[insert number of the journal] [insert month of the publication] [insert year of the publication]	[insert name of the publisher]	[insert place of publication]	[insert year of the publication]	[insert first page of the publication] - [insert last page of the publication]	[YES] [NO]	[YES] [NO]	[Yes - Green OA [insert the length of embargo if any]] [Yes - Gold OA [insert the amount of processing charges in EUR if any]] [NO]

(*) Data to be completed only if DOI not available.

⁴ Both the joint publications coming from academic and corporate project participants as well as joint publications of project participants with academic/corporate organisations outside the consortium (as long as they are related to the funded project) should be reported.

6.2. Dissemination and communication activities

List only activities directly linked to the project.

Type of dissemination and communication activities	Number
[Organisation of a Conference]	[insert number of activities]
[Organisation of a workshop]	[insert number of activities]
[Press release]	[insert number of activities]
[Non-scientific and non-peer reviewed publications (popularised publications)]	[insert number of activities]
[Exhibition]	[insert number of activities]
[Flyers]	[insert number of activities]
[Training]	[insert number of activities]
[Social media]	[insert number of activities]
[Web-site]	[insert number of activities]
[Communication campaign (e.g radio, TV)]	[insert number of activities]
[Participation to a conference]	[insert number of activities]
[Participation to a workshop]	[insert number of activities]
[Participation to an event other than a conference or workshop]	[insert number of activities]
[Video/film]	[insert number of activities]
[Brokerage event]	[insert number of activities]
[Pitch event]	[insert number of activities]
[Trade fair]	[insert number of activities]
[Participation in activities organised jointly with other H2020 project(s)]	[insert number of activities]
[Other]	[insert number of activities]
Total funding amount	[insert amount in EUR]

Type of audience reached In the context of all dissemination & communication activities (‘multiple choices’ is possible)	Estimated Number of persons reached
[Scientific Community (higher education, Research)][Industry]	[insert number]
[Civil Society]	[insert number]
[General Public][Policy makers]	[insert number]
[Medias]	[insert number]
[Investors]	[insert number]
[Customers]	[insert number]
[Other]	[insert number]

(*) One row per type of activity selected from the drop-down menu in the IT tool.

6.3. Intellectual property rights resulting from the project

Type of IP Rights	Application reference	Date of the application	Official title of the application	Applicant(s)	Has the IPR protection been awarded?	If available, official publication number of award of protection
[Patent] [Trademark] [Registered design] [Utility model] [Other]	[Option for international applications of patents [insert IP international organisation code] [insert serial number]] [Option for national applications of patents [insert country code (two letters)] [insert serial number]] [Option for other registered IPR [insert application reference country code (two letters) or organisation code] [insert alphanumeric identifier]]	[insert dd/mm/yyyy]	[insert title of the application]	[insert beneficiary(ies) name]	[YES] [NO] [No applicable]	[Option for patents [insert code (two letters referring to a country or organisation)] [insert serial number]] Option for rest [insert official publication number]

(*) By encoding the application reference part of the data will be automatically completed

6.4. Innovation

Explanation on the terminology used can be found in the Online Manual.

[Option for LEIT, and societal challenges, including FTI, JUs and SME Instrument

Does the project include the following activities and if so how many of each?

Activities developed within the project	Number
Prototypes	[insert number]
Testing activities (feasibility/demo)	[insert number]
Clinical trials	[insert number]

Will the project lead to launching one of the following into the market (several possible):

New product (good or service)	[YES] [NO]
New process	[YES] [NO]
New method	[YES] [NO]

How many private companies in your project have introduced or are planning to introduce innovations (within the project lifetime or 3 years thereafter):

	Total Number of companies	Number of SMEs
Companies introducing innovation(s) new to the market	[insert number]	[insert number of SMEs]
Companies introducing innovation(s) only new to the company	[insert number]	[insert number of SMEs]

7. Impact on SMEs

SME Name	Turnover of the company at the beginning of the project/most recent accountability period from the beginning of the project	Number of employees at the beginning of the project/ most recent accountability period from the beginning of the project	Turnover of the company at the most recent accountability period	Number of employees at the most recent accountability period
[insert name of SME]	[insert amount from database (pre-filled if information is available, otherwise the user will need to enter the information manually)]	[insert amount from database (pre-filled if information is available, otherwise the user will need to enter the information manually)]	[insert amount]	[insert number]

(*) Data in colored fields will be prefilled by the IT tool.

[Option mandatory for all projects not opting out of the extended 'Open research data pilot' (now covering all of Horizon 2020)]

8. Open Research Data

More information on Data Management Plans (DMPs) in the Online Manual.

Digital Object Identifier, DOI (if available)	Title/Identifier (if no DOI available)	Is this dataset Openly accessible⁵?	Is this dataset re-usable⁶	If the dataset is linked to a publication, specify the DOI of the publication
[insert DOI reference]	[insert title or identifier]	[YES] [NO]	[YES] [NO]	[insert DOI reference of the publication]

⁵ Accessible means Open Access defined as free of charge access for anyone via Internet. Answer "yes" if the open access to the data is already established or if it will be established after an embargo period.

⁶ Re-usability has 2 aspects: 1) technical: the technical standards used are compatible 2) legal: the necessary rights are in place for other users to use the dataset.

9. Gender

Gender of researchers and other workforce⁷ involved in the project

Beneficiaries	Number Women researchers ⁸ (all levels, incl. postdocs and PhD students)	Number Men researchers ⁸ (all levels, incl. postdocs and PhD students)	Number Women in the workforce other than researchers	Number Men in the workforce other than researchers
[insert name of beneficiary]	[insert number]	[insert number]	[insert number]	[insert number]

(*) Data in colored fields will be prefilled by the IT tool.

Gender dimension in the project

Does the project include a gender dimension in research content⁹? [YES] [NO]

⁷ Figures must be provided in Head Count.

⁸ Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods. (Frascati Manual (2015): §5.35).

⁹ Gender dimension in research content means taking into account as relevant the biological characteristics and the social and cultural features of women and men in the content of the research itself. It does not refer to the gender balance in research team participating to the research project.

Annex B2: Periodic Technical Report (Part B)- template

(Template available at EC F&T portal at the end of each reporting period and submitted through the Periodic reporting module)

JUST2CE

A Just Transition to Circular Economy



Ref. Ares(2021)101003491- 15/09/2021

Project title A JUST TRANSITION TO THE CIRCULAR ECONOMY

Version

Authors

PERIODIC TECHNICAL REPORT (PART B)

Period covered by the report: from [dd/mm/yyyy] to [dd/mm/yyyy]

Period report: [1st] [2nd]



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

Document identifier

Version

Dissemination status

Periodic Technical Report (Part B)

Grant Agreement n°: 101003491

Project acronym: JUST2CE

Project title: A JUST TRANSITION TO THE CIRCULAR ECONOMY

Topic: Understanding the transition to a circular economy and its implications on the environment, economy and society

Project Duration: 2021/09/01 – 2024/08/31

Coordinator: Universitat Autònoma de Barcelona (UAB)

Associated Beneficiaries:

1. UNIVERSITAT AUTÒNOMA DE BARCELONA
2. UNIVERSIDADE DE VIGO
3. THE UNIVERSITY OF SHEFFIELD
4. UNIVERSITA DEGLI STUDI DI NAPOLI PARTHENOPE
5. CENTRO DE ESTUDOS SOCIAIS
6. UNIVERSITY OF LEEDS
7. UNIVERSITY OF CAPE TOWN
8. KENTRO EREVNON NOTIOANATOLIKIS EVROPIS ASTIKI MI KERDOSKOPIKI ETAIREIA
9. AGENCIA DE RESIDUS DE CATALUNYA
10. KUMASI HIVE
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V2.0		
V1.1		
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i. Title level 2 - Lorem ipsum	4
ii. Title level 2 - Lorem ipsum	5
a. Title level 3 - Lorem ipsum	6
4. Title goes here	7
i. Lorem ipsum	7

List of abbreviations

MN01	<i>Mmm Nnnn Speaker</i>
MN02	<i>Mmm Nnnn Speaker</i>
MN03	<i>Mmm Nnnn Speaker</i>

1. Explanation of the work carried out by the beneficiaries and Overview of the progress

- Explain the work carried out during the reporting period in line with the Annex 1 to the Grant Agreement.
- Include an overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones, and a summary of exploitable results and an explanation about how they can/will be exploited².

(No page limit per workpackage but report shall be concise and readable. Any duplication should be avoided).

1.1 Objectives

List the specific objectives for the project as described in section 1.1 of the DoA and described the work carried out during the reporting period towards the achievement of each listed objective. Provide clear and measurable details.

1.2 Explanation of the work carried per WP

1.2.1 Work Package 1

Explain the work carried out in WP1 during the reporting period giving details of the work carried out by each beneficiary/linked third party involved.

1.2.2 Work Package 2

Etc.

1.3 Impact

Include in this section whether the information on section 2.1 of the DoA (how your project will contribute to the expected impacts) is still relevant or needs to be updated. Include further details in the latter case

¹ Beneficiaries that have received Union funding, and that plan to exploit the results generated with such funding primarily in third countries not associated with Horizon 2020, should indicate how the Union funding will benefit Europe's overall competitiveness (reciprocity principle), as set out in the grant agreement.

2. Update of the plan for exploitation and dissemination of result (if applicable)

Include in this section whether the plan for exploitation and dissemination of results as described in the DoA needs to be updated and give details.

3. Update of the data management plan (if applicable)

Include in this section whether the data management plan as described in the DoA needs to be updated and give details.

4. Follow-up of recommendations and comments from previous review(s) (if applicable)

Include in this section the list of recommendations and comments from previous reviews and give information on how they have been followed up.

5. Deviations from Annex 1 and Annex 2 (if applicable)

5.1 Tasks

Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning.

5.1 Use of resources

Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1, especially related to person-months per work package.

Include explanations on transfer of costs categories (if applicable).

Include explanations on adjustments to previous financial statements (if applicable)

5.2.1 Unforeseen subcontracting (if applicable)

Specify in this section:

- a) the work (the tasks) performed by a subcontractor which may cover only a limited part of the project;
- b) explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project;
- c) the confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests.

5.2.2 Unforeseen use of in kind contribution from third party against payment or free of charges (if applicable)

Specify in this section:

- d) the identity of the third party;
- e) the resources made available by the third party respectively against payment or free of charges
- f) explanation of the circumstances which caused the need for using these resources for carrying out the work.

Annex C: WP Progress- template

JUST2CE

A Just Transition to Circular Economy



Ref. Ares(2021)101003491- 15/09/2021

Project title A JUST TRANSITION TO THE CIRCULAR ECONOMY

Version 1.0

Authors

WP [N°] PROGRESS

PERIOD FROM [DD/MM/YYYY] TO [DD/MM/YYYY]



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

Document identifier

Version

Dissemination status

WPx – Progress

Grant Agreement n°: 101003491

Project acronym: JUST2CE

Project title: A JUST TRANSITION TO THE CIRCULAR ECONOMY

Topic: Understanding the transition to a circular economy and its implications on the environment, economy and society

Project Duration: 2021/09/01 – 2024/08/31

Coordinator: Universitat Autònoma de Barcelona (UAB)

Associated Beneficiaries:

1. UNIVERSITAT AUTÒNOMA DE BARCELONA
2. UNIVERSIDADE DE VIGO
3. THE UNIVERSITY OF SHEFFIELD
4. UNIVERSITA DEGLI STUDI DI NAPOLI PARTHENOPE
5. CENTRO DE ESTUDOS SOCIAIS
6. UNIVERSITY OF LEEDS
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9. AGENCIA DE RESIDUS DE CATALUNYA
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11. SCIENTIFIC AND INDUSTRIAL RESEARCH AND DEVELOPMENT CENTRE
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13. ENERGY@WORK SOCIETA' COOPERATIVA A R.L.



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

PROJECT No. 101003491

Just2ce will assess the current state of transition towards the circular economy in relevant economic sectors and analyse possible transition scenarios, as well as their outcomes and impacts. It will identify the key factors that can stimulate or hinder this transition. Natural resources are extracted and transformed into products, which are eventually discarded. As many natural resources are finite, it is important to keep materials in circulation for as long as possible. This makes the transition to circular economy more vital than ever but is a responsible, inclusive, and socially just transition to a circular economy possible or even desirable? What technical, political, and social factors can enable or hamper such transformation? The EU-funded JUST2CE project will answer these questions. It will explore the economic, societal, gender and policy implications of the circular economy paradigm. The project's findings will shed light on how to ensure democratic and participatory mechanisms when designing and managing such technology.

History Chart

Version	Date	Implemented by
V2.0		
V1.1		
V1.0		

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i. Lorem ipsum	7

List of abbreviations

MN01	<i>Mmm Nnnn Speaker</i>
MN02	<i>Mmm Nnnn Speaker</i>
MN03	<i>Mmm Nnnn Speaker</i>

1. Overview of the progress

Include an overview of the project results towards the objective of the action in line with the structure of the Annex1 to the Grant Agreement including:

Summary of deliverables and milestones

Summary of results and an explanation about how they can be exploited.

List the Specific objectives for the project as described in section 1.1 of the GA Annex 1 - part B) and describe the work carried out during the reporting period towards the achievement of each listed objective. Provide clear and measurable details.

Include details of the work carried out by each beneficiary/linked third party involved.

1.1 Summary of deliverables

Deliverable Number	Submission deadline	Actual Submission date	Reason for delay (if applicable)

1.2 Summary of milestones

Milestone Number	Achivement deadline	Actual Achivement date	Reason for delay (if applicable)

1.3 Explanation of the work carried per WPx

WP Tasks and Objectives	Technical progress and results
Task X.1.... Partners involved:	Describe briefly the activities carried out and the preliminary results obtained
Task X.2.... Partners involved:	

Include in this section whether the information on section 2.1 of the GA Annex 1-part B (how your project will contribute to the expected impacts) is still relevant or needs to be updated. Include further details in the latter case.

Expected Impacts

1.4 Impact

Impact description	Still relevant / Update needed (details)
El-1: More systemic policy decisions to further facilitate the transition to a safe, environmentally friendly, efficient and effective circular economy in selected sectors.	
El-2: Efficient and effective use of both primary and secondary resources in Europe, reducing waste generation, negative health impacts, environmental pollution and greenhouse gas emissions.	
El-3: Creating incentives to support the development of strategic governance mechanisms that enable the transition to a Circular Economy and contribute to the effective implementation of the Sustainable Development Goals in Europe.	
El-4: Creating new tools and methodologies oriented to companies, to consider social, environmental and economic aspects when they design circular business models.	

EI-5: New business opportunities for European industries and SMEs, with focus on jobs and wellbeing.

2. Deviations from Annex 1 (if applicable)

Explain the deviations from the GA, the consequences and the proposed corrective actions.

Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning.

Temporal Deviations

Task Number	Lead beneficiary	Description of the deviation	Impact on planning, resources and other tasks
-------------	------------------	------------------------------	---

Temporal Deviations

Task Number	Lead beneficiary	Description of the deviation	Impact on planning, resources and other tasks
-------------	------------------	------------------------------	---

3. Short-term Action Plan

Describe briefly the activities that will be performed during the next 6 months

Annex D: Periodic Financial Report

Individual financial statements (Annex 4 to the GA). Report generated automatically by the IT tool based on the information entered through the Periodic Reporting module.

print format A4 landscape

MODEL ANNEX 4 FOR H2020 GENERAL MGA — MULTI

FINANCIAL STATEMENT FOR [BENEFICIARY [name]/ LINKED THIRD PARTY [name]] FOR REPORTING PERIOD [reporting period]

	Eligible ¹ costs (per budget category)													Receipts				Additional information	
	A. Direct personnel costs			B. Direct costs of subcontracting	[C. Direct costs of fin. support]	D. Other direct costs			E. Indirect costs ²	[F. Costs of ...]			Total costs	Receipts	Reimbursement rate %	Maximum EU contribution ³	Requested EU contribution	Information for indirect costs:	
	A.1 Employees (or equivalent)	A.4 SME owners without salary			[C.1 Financial support]	D.1 Travel	[D.4 Costs of large research infrastructure]	D.5 Costs of internally invoiced goods and services		[F.1 Costs of ...]	[F.2 Costs of ...]			Receipts of the action, to be reported in the last reporting period, according to Article 5.3.3				Costs of in-kind contributions not used on premises	
Form of costs ⁴	Actual	Unit	Unit		Actual	Actual	Actual	Actual	Unit	Flat-rate ⁵	Unit	[Unit][Lump sum]							
	a	Total b	No hours	Total c	d	[e]	f	[g]	Total h	1=0,25 x (a+b+c+f+g)+ h x [i] ⁶ + [2] ⁶ - [g]	No units	Total [j]	Total [k]	k = a+b+c+d+[e]+f+g' ⁶ this is + [l]+[m]	l	m	n	o	p
[short name beneficiary/linked third party]																			

The beneficiary/linked third party hereby confirms that:
 The information provided is complete, reliable and true.
 The costs declared are eligible (see Article 6).
 The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
 For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

Please declare all eligible costs, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Only amounts that were declared in your individual financial statements can be taken into account later on, in order to replace other costs that are found to be ineligible.

¹ See Article 6 for the eligibility conditions

² The indirect costs claimed must be free of any amounts covered by an operating grant (received under any EU or Euratom funding programme; see Article 6.2.E). If you have received an operating grant during this reporting period, you cannot claim indirect costs unless you can demonstrate that the operating grant does not cover any costs of the action.

³ This is the theoretical amount of EU contribution that the system calculates automatically (by multiplying the reimbursement rate by the total costs declared). The amount you request (in the column 'requested EU contribution') may be less.

⁴ See Article 5 for the form of costs

⁵ Flat rate : 25% of eligible direct costs, from which are excluded: direct costs of subcontracting, costs of in-kind contributions not used on premises, direct costs of financial support, and unit costs declared under budget category F if they include indirect costs (see Article 6.2.E)

⁶ Only specific unit costs that do not include indirect costs

Report on Explanations on the Use of Resources

A report on explanations on the use of resources per beneficiary. The report is generated automatically with the information inserted by the beneficiary at the time the financial statements are completed in the IT tool.

Project Number	1011003491
Acronym	JUST2CE
Period Number	[1 st] [2 nd]
Period covered	From [dd/mm/yyyy] to [dd/mm/yyyy]

Beneficiary Number	[beneficiary number]
Beneficiary Short Name	[beneficiary short name]

Direct personnel costs

1 Direct personnel costs declared as actual costs (When direct personnel costs are reported in the financial statement, a pop-up window will appear in the IT tool requesting to give information of the amount on person months per WP).

Person months	Associated WP
[insert number pm]	WP1
[insert number pm]	WP2
[insert number pm]	(Etc.)

2 Direct personnel costs declared as unit costs (When direct personnel costs are reported as unit costs, including unit costs for SME owners without a salary and beneficiaries that are natural persons without a salary, in the financial statement, a pop-up window will appear in the IT tool requesting to give information on the amount of person months per WP).

Person months	Associated WP
[insert number pm]	WP1
[insert number pm]	WP2
[insert number pm]	(Etc.)

3 Use of in kind contribution from third party (When direct personnel costs are reported – as actual or unit costs - in the financial statement, the pop-up window used to give information on the amount of person months per WP will also request details about the use of in kind contribution from third party: the costs, the name and type of the third party and whether the costs were foreseen in Annex 1 or not. Further explanations are mandatory if costs were not foreseen in Annex 1).

Third Party name	Type	Foreseen in Annex 1	Explanations (if not foreseen in Annex 1)	Costs
[insert name]	[free of charge]	[YES/NO]	[insert comment]	[insert amount in EUR]
One row per third party				
TOTAL				[insert amount in EUR]

Direct costs of subcontracting

(When subcontracting costs are reported in the financial statement, a pop-up window will appear in the IT tool requesting to give information on the costs, description of the subcontract and if the subcontract was foreseen in Annex 1 or not. Further explanations are mandatory if subcontract not foreseen in Annex 1).

Description	Foreseen in Annex 1	Explanations (if not foreseen in Annex 1)	Costs
[insert comment]	[YES/NO]	[insert comment]	[insert amount in EUR]
One row per subcontract			
TOTAL			[insert amount in EUR]

Direct costs of providing financial support to third parties

(When subcontracting costs are reported in the financial statement, a pop-up window will appear in the IT tool requesting to give information on the costs, description of the subcontract and if the subcontract was foreseen in Annex 1 or not. Further explanations are mandatory if subcontract not foreseen in Annex 1).

Description	Costs
[insert comment]	[insert amount in EUR]
One row per item	
TOTAL	[insert amount in EUR]

Other direct costs:

- 1. Explanation of major actual cost items if the amount exceeds 15% of personnel costs;**
- 2. Unit costs for internal invoicing**

1 Other direct costs declared as actual costs: If actual costs declared under "other direct costs" are equal or less than 15% of claimed personnel costs for the beneficiary in each reporting period, no need to give any detail.

If actual costs declared under "other direct costs" are higher than 15% of claimed personnel costs for the beneficiary in each reporting period, major direct costs items need to be recorded in the pop-up window within the IT tool. The record of items must be up to the level that the remaining costs are below 15% of personnel costs, starting from the cost items of highest value in terms of cost amount. If costs were foreseen in the Annex 1 no further explanation is needed. If costs were not foreseen in Annex 1, further explanations are needed.

Short description	Category	Associated WP	Foreseen in Annex 1	Explanations (if not included in Annex 1)	Costs
[insert name]	[Travel] [Equipment] [Other goods & services]	[insert WP number]	[YES/NO]	[insert comment]	[insert amount in EUR]
One row per item					
TOTAL					[insert amount in EUR]

2 Other direct costs declared as unit costs (When unit costs for internally invoiced goods and services are reported in the financial statement, a pop-up window will appear in the IT tool requesting to give information on the costs and their description).

Short description	Associated WP	Foreseen in Annex 1	Explanations (if not included in Annex 1)	Costs
[insert name]	[insert WP number]	[YES/NO]	[insert comment]	[insert amount in EUR]
One row per item				
TOTAL				[insert amount in EUR]

Annex E: Internal Activity Report- template

JUST2CE

A Just Transition to Circular Economy



Ref. Ares(2021)101003491- 15/09/2021

Project title A JUST TRANSITION TO THE CIRCULAR ECONOMY

Version 1.0

Authors

INTERNAL ACTIVITY REPORT

Period covered by the report: from [dd/mm/yyyy] to [dd/mm/yyyy]

Period report: [1st] [2nd]



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

Document identifier

Version

Dissemination status

Internal Activity Report

Grant Agreement n°: 101003491

Project acronym: JUST2CE

Project title: A JUST TRANSITION TO THE CIRCULAR ECONOMY

Topic: Understanding the transition to a circular economy and its implications on the environment, economy and society

Project Duration: 2021/09/01 – 2024/08/31

Coordinator: Universitat Autònoma de Barcelona (UAB)

Associated Beneficiaries:

1. UNIVERSITAT AUTÒNOMA DE BARCELONA
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The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

PROJECT No. 101003491

Just2ce will assess the current state of transition towards the circular economy in relevant economic sectors and analyse possible transition scenarios, as well as their outcomes and impacts. It will identify the key factors that can stimulate or hinder this transition. Natural resources are extracted and transformed into products, which are eventually discarded. As many natural resources are finite, it is important to keep materials in circulation for as long as possible. This makes the transition to circular economy more vital than ever but is a responsible, inclusive, and socially just transition to a circular economy possible or even desirable? What technical, political, and social factors can enable or hamper such transformation? The EU-funded JUST2CE project will answer these questions. It will explore the economic, societal, gender and policy implications of the circular economy paradigm. The project's findings will shed light on how to ensure democratic and participatory mechanisms when designing and managing such technology.

History Chart

Version	Date	Implemented by
V2.0		
V1.1		
V1.0		

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i. Lorem ipsum	7

List of abbreviations

MN01	<i>Mmm Nnnn Speaker</i>
MN02	<i>Mmm Nnnn Speaker</i>
MN03	<i>Mmm Nnnn Speaker</i>

1 Explanation of the work carried out

Explain the work carried out during the reporting period in line with the Annex 1 (Description of Work) to the Grant Agreement.

2 Overview of the progress

Include an overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones, and a summary of exploitable results and an explanation about how they can/will be exploited.

2.1 Objectives

List the Specific objectives for the project as described in section 1.1 of the GA Annex 1- part B and describe the work carried out during the reporting period towards the achievement of each listed objective. Provide clear and measurable details.

2.2 Explanation of the work carried per WP

2.2.1 Work package 1

Explain the work carried out in WP1 during the reporting period giving details of the work carried out by each beneficiary/linked third party involved.

2.2.2 Work package 2

2.2.3 Work package 3

2.2.4 Work package 4...

2.3 Summary of Deliverables

Deliverable code	Expected submission date	Submission date	Reason for delay
Dx.x	[dd/mm/yyyy]	[dd/mm/yyyy]	[insert comment]

2.4 Summary of Milestones

Deliverable code	Due date	Achievement date	Reason for delay
Mx	[dd/mm/yyyy]	[dd/mm/yyyy]	[insert comment]

2.5 Impact

Include in this section whether the information on section 2.1 of the GA Annex 1-part B (how your project will contribute to the expected impacts) is still relevant or needs to be updated. Include further details in the latter case.

3 Update of the plan for exploitation and dissemination of result (if applicable)

Include in this section whether the plan for exploitation and dissemination of results as described in the GA needs to be updated and give details.

4 Update of the data management plan (if applicable)

Include in this section whether the data management plan as described in the GA needs to be updated and give details.

5 Follow-up of recommendations and comments from previous review(s) (if applicable)

Include in this section the list of recommendations and comments from previous reviews and give information on how they have been followed up.

6 Deviations from Annex 1 and Annex 2 (if applicable)

Explain the reasons for deviations from the GA, the consequences and the proposed corrective actions.

Tasks

Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning.

Annex F: Internal Financial Report- template

JUST2CE

A Just Transition to Circular Economy



Ref. Ares(2021)101003491- 15/09/2021

Project title A JUST TRANSITION TO THE CIRCULAR ECONOMY

Version 1.0

Authors

INTERNAL FINANCIAL REPORT

Period covered by the report: from [dd/mm/yyyy] to [dd/mm/yyyy]

Period report: [1st] [2nd]



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003491

Document identifier

Version

Dissemination status

Internal Financial Report

Grant Agreement n°: 101003491

Project acronym: JUST2CE

Project title: A JUST TRANSITION TO THE CIRCULAR ECONOMY

Topic: Understanding the transition to a circular economy and its implications on the environment, economy and society

Project Duration: 2021/09/01 – 2024/08/31

Coordinator: Universitat Autònoma de Barcelona (UAB)

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PROJECT No. 101003491

Just2ce will assess the current state of transition towards the circular economy in relevant economic sectors and analyse possible transition scenarios, as well as their outcomes and impacts. It will identify the key factors that can stimulate or hinder this transition. Natural resources are extracted and transformed into products, which are eventually discarded. As many natural resources are finite, it is important to keep materials in circulation for as long as possible. This makes the transition to circular economy more vital than ever but is a responsible, inclusive, and socially just transition to a circular economy possible or even desirable? What technical, political, and social factors can enable or hamper such transformation? The EU-funded JUST2CE project will answer these questions. It will explore the economic, societal, gender and policy implications of the circular economy paradigm. The project's findings will shed light on how to ensure democratic and participatory mechanisms when designing and managing such technology.

History Chart

Version	Date	Implemented by
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V1.1		
V1.0		

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List of abbreviations

MN01	<i>Mmm Nnnn Speaker</i>
MN02	<i>Mmm Nnnn Speaker</i>
MN03	<i>Mmm Nnnn Speaker</i>

Use of Resources & Gender

Use of Resources & Gender
1st Internal Financial report - period 01/09/2021 - 31/05/2022

Table 1- PM: Indicate in the table below the total number of person months (pm) involved in each WP of the project during the 1st reporting period.

Please check the number of pm planned in the DoA.

https://uab.sharepoint.com/:b:/s/JUST2CE756/EcU4YA5r3GFDow8CjJJoVm8BM4UWB80k_fmNsc0a6ymgQ?e=1NV13b

WP	Number of pm spent during the 1st internal reporting period (8 months)	Number of pm planned in the DoA for your organisation (including third parties when appropriate)	Remaining
WP1			0,00
WP2			0,00
WP3			0,00
WP4			0,00
WP5			0,00
WP6			0,00
WP7			0,00

Table 2- Gender of R&D participants involved in the project: please complete the table with the required numbers for the 1st period of the project

Please, fill in all the boxes					
Beneficiary	Number Women researchers (all levels, incl. postdocs and PhD students)	Number Men researchers (all levels, incl. postdocs and PhD students)	Number Women in the workforce other than researchers	Number Men in the workforce other than researchers	Total
					0

Other Direct Costs (only Eligible Costs)

Other Direct Costs (only Eligible Costs)

INSTRUCTIONS

Please list in the table below the travel costs incurred during the 1st Reporting Period. In the short description you have to indicate the name of the traveller, the reason of the travel, place and date of departure and arrival.

In case of deviation between the actual and the planned use of resources in DoA, please include explanations

All fields are mandatory. Please, fill in only the yellow cells.

Table- Other Direct Costs: explanation of Travel Costs (travel and subsistence costs)

	Beneficiary	Short description (Please, put the name of the traveller, reason of the travel, place and date of departure and arrival)	WP	Foreseen in the DoA (select Yes/No)	Explanation of deviation between actual and planned use of resources in DoA (if applicable)	Costs €
<i>Example</i>	<i>UAB</i>	<i>Mr X - Workshop Lund - Barcelona (Spain) 06-09 September 2021</i>	<i>1</i>	<i>Yes</i>		<i>400,00 €</i>
One line per item						
		Total				0,00 €

Deviations from the workplan (DoA)

Deviations from the workplan (DoA)

Include below explanations on deviations of the use of resources (costs, pm) between actual and planned use of resources as described in the DoA during the 1st period of the project (Annex 1 of the Grant Agreement).

a. Unforeseen subcontracting (if applicable)

Specify in this section:

- The work (the tasks) performed by a subcontractor that was not planned initially in the Grant Agreement (DoA section 4.2) which may cover only a limited part of the project;
- Explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project;
- The confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests.

However, please note that such a deviation should have been notified and accepted by the Project Officer or would have implied an amendment to the Grant Agreement, otherwise these costs can be rejected

b. Unforeseen use of in kind contribution from third party against payment or free of charge (if applicable)

Specify in this section:

- The identity of the third party that was not planned initially in the Grant Agreement (DoA section 4.2);
- The resources made available by the third party respectively against payment or free of charges;
- Explanation of the circumstances which caused the need for using these resources for carrying out the work.

However, please note that such a deviation should have been notified and accepted by the Project Officer or would have implied an amendment to the Grant Agreement, otherwise these costs can be rejected

Annex G: Deliverables chart

45 days before due date	15 days before Due date	5 days before Due date
Completed by:		

WP No	Del No.	Del Rel No.	Title	Author	Nature	Dissemination Level	Due Date (M)	Due Date to EC*	Template structure	1st complete draft	Review	Reviewer	Status	Submission Date
WP2	D6	D2.1	Multidimensional Framework for the Case Studies	UAB	Report	Public	3	30/11/2021	16/10/2021	15/11/2021	25/11/2021	QCB	Submitted	30/11/2021
WP7	D29	D7.1	Project Reference Manual & Quality Plan	UAB	Report	Confidential, only for members of the consortium (including the Commission Services)	3	30/11/2021	16/10/2021	15/11/2021	25/11/2021	QCB	Submitted	30/11/2021
WP8	D32	D8.1	H - Requirement No. 1	UAB	Ethics	Confidential, only for members of the consortium (including the Commission Services)	3	30/11/2021	16/10/2021	15/11/2021	25/11/2021	QCB	Submitted	23/11/2021
WP3	D9	D3.1	Training material and reports of the workshops	SEERC	Report	Public	6	28/02/2022	14/01/2022	13/02/2022	23/02/2022	QCB	Submitted	28/2/2022
WP7	D30	D7.2	Data Management Plan 1st version	UAB	Report	Public	6	28/02/2022	14/01/2022	13/02/2022	23/02/2022	QCB	Submitted	24/2/2022

WP8	D33	D8.2	GEN - NEC - Requirement No. 2	UAB	Ethics	Confidential, only for members of the consortium (including the Commission Services)	6	28/02/2022	14/01/2022	13/02/2022	23/02/2022	QCB	Submitted	28/2/2022
WP1	D4	D1.4	The report 'Labour in the Transition to the CE'	CES	Report	Public	12	31/08/2022	17/07/2022	16/08/2022	26/08/2022	QCB	Submitted	1/9/2022
WP3	D10	D3.2	Report "A framework to assess the transition towards a Circular Economy at a Macro-Level"	UAB	Report	Public	15	30/11/2022	16/10/2022	15/11/2022	25/11/2022	QCB	Submitted	31/10/2022
WP1	D2	D1.2	The report 'Gendered Innovation for Circular Economy'	CES	Report	Public	18	28/02/2023	14/01/2023	13/02/2023	23/02/2023		Pending	
WP1	D3	D1.3	The report 'Framing Circular Economy in the context of Global Environmental Justice Movement'	CES	Report	Public	18	28/02/2023	14/01/2023	13/02/2023	23/02/2023		Pending	
WP2	D7	D2.2	10 case studies reports	UAB	Report	Public	18	28/02/2023	14/01/2023	13/02/2023	23/02/2023		Pending	
WP4	D13	D4.1	Report: DSS Specification	USFD	Report	Public	18	28/02/2023	14/01/2023	13/02/2023	23/02/2023		Pending	
WP6	D21	D6.1	Dissemination, Communication and Exploitation Plan 1st version	ARC	Report	Public	18	28/02/2023	14/01/2023	13/02/2023	23/02/2023		Pending	

WP6	D23	D6.3	Dissemination and Communication Package	ARC		Report	Public	18	28/02/2023	14/01/2023	13/02/2023	23/02/2023		Pending
WP6	D24	D6.4	Open science and Open Access guidelines for JUST2CE	ARC	ORDP: Open Research Data Pilot		Public	18	28/02/2023	14/01/2023	13/02/2023	23/02/2023		Pending
WP6	D25	D6.5	Exploitation Strategy for JUST2CE 1st version	ARC		Report	Public	18	28/02/2023	14/01/2023	13/02/2023	23/02/2023		Pending
WP3	D11	D3.3	5 national reports of the future-oriented workshops	UAB		Report	Public	22	30/06/2023	16/05/2023	15/06/2023	25/06/2023		Pending
WP1	D1	D1.1	The eBook "Circular Economy for Social Transformation: multiple paths to achieve circularity"	UNIPARTH		Report	Public	24	31/08/2023	17/07/2023	16/08/2023	26/08/2023		Pending
WP1	D5	D1.5	Global Atlas of CE practices	SIRDC	Websites, patents filing, etc.		Public	24	31/08/2023	17/07/2023	16/08/2023	26/08/2023		Pending
WP2	D8	D2.3	Cross-case Comparison Report	UAB		Report	Public	24	31/08/2023	17/07/2023	16/08/2023	26/08/2023		Pending
WP3	D12	D3.4	Policy Briefs on Responsible Circular economy	ARC		Report	Public	24	31/08/2023	17/07/2023	16/08/2023	26/08/2023		Pending
WP4	D15	D4.3	Report: A roadmap/procedure proposal for	USFD		Report	Public	24	31/08/2023	17/07/2023	16/08/2023	26/08/2023		Pending

			DSS practical adoption											
WP5	D18	D5.1	Report: SFC Models for Macroeconomic assessment of the transition towards a CE	UNIVLE EDS	Report	Public	24	31/08/2023	17/07/2023	16/08/2023	26/08/2023		Pending	
WP4	D14	D4.2	Software: DSS Beta Version	E@WORK	Demonstrator	Public	27	30/11/2023	16/10/2023	15/11/2023	25/11/2023		Pending	
WP4	D16	D4.4	Report: DSS application examples and case studies	USFD	Report	Public	30	29/02/2024	15/01/2024	14/02/2024	24/02/2024		Pending	
WP4	D17	D4.5	Software: DSS Final Version	USFD	Demonstrator	Public	30	29/02/2024	15/01/2024	14/02/2024	24/02/2024		Pending	
WP5	D19	D5.2	Report: Scenario Analysis	UNIVLE EDS	Report	Public	30	29/02/2024	15/01/2024	14/02/2024	24/02/2024		Pending	
WP6	D27	D6.7	Public Engagement activities report	ARC	Report	Public	30	29/02/2024	15/01/2024	14/02/2024	24/02/2024		Pending	
WP5	D20	D5.3	2 Policy Briefs on SFC Models for CE	ARC	Report	Public	36	31/08/2024	17/07/2024	16/08/2024	26/08/2024		Pending	
WP6	D22	D6.2	Dissemination, Communication and Exploitation Plan final version	ARC	Report	Public	36	31/08/2024	17/07/2024	16/08/2024	26/08/2024		Pending	
WP6	D26	D6.6	Exploitation Strategy for JUST2CE Final version	ARC	Report	Public	36	31/08/2024	17/07/2024	16/08/2024	26/08/2024		Pending	
WP6	D28	D6.8	International Training reports Final Version	ARC	Report	Public	36	31/08/2024	17/07/2024	16/08/2024	26/08/2024		Pending	
WP7	D31	D7.3	Data Management Plan Final Version	UAB	Report	Public	36	31/08/2024	17/07/2024	16/08/2024	26/08/2024		Pending	

Annex H: PowerPoint presentation- template

Presentation Title

Subtitle

Author and date

JUST2CE
A Just Transition to Circular Economy



The JUST2CE project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 101002491



Section title

Subtitle



Section Title

Subtitle

- Bullet points

Agenda's title

Subtitle

Agenda's subject



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Thanks

Author

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Annex I: Meeting Minutes-template



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NAME MEETING

DDth Month 2022 · hh-hh:mm [CET] [CEST] TIME · Link: [\[insert link\]](#)

Participants

Speaker	Institution
Name	Partner
Name	Partner

Apologies

Speaker	Institution
Name	Partner
Name	Partner



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JUST2CE
A Just Transition to Circular Economy

1. 1 Agenda item description: [Speaker] (partner)

WP1 Presentation [LINK](#) [\[insert link\]](#)

Progress work:

1.2 Agenda item description: [Speaker] (partner)

WP1 Presentation [LINK](#) [\[insert link\]](#)

Progress work:

Annex J: Risk register

RISK MANAGEMENT TOOL

(1): High
/Medium/
Low

Foreseen risks

ID	Status	Type	Risk description	WP	Risk rating	Mitigation plan	Risk owner
R1	Active	Technical	Travelling disruption due to Covid19 pandemic (High)	WP2, WP3, WP6	High	The project management team will develop a protocol for remote working to minimise the disruption of travelling due to the pandemics. See also section 3.2.1. for more details.	UAB SEERC ARC
R2	Active	Technical	Delay in collecting data in the case studies. This is especially critical in some African countries like Ethiopia.	WP2	High	Despite unexpected events that can always affect data collection, the consortium members have established robust agreements with the local partner organisations. The fieldwork will be conducted under the aegis of the local partners. This will minimise the risk of delay in data collection.	UAB
R3	Active	Technical	Civil war in northern Ethiopia poses a critical risk for the participation of the University of Menkelle.	WP2	High	The coordinator will closely monitor the situation with the Ethiopian partner to guarantee the safety of the researcher. Travelling to Ethiopia from other partners will be avoided at least until the end of the emergency.	UAB
R4	Active	Legal	A partner leaves the consortium before the end of the project (Low)	WP1, WP2, WP3, WP4, WP5, WP6, WP7	Low	All partners are closely involved in the conception and development of the JUST2CE project. Each partner expressed their motivation and devotion to the success of the project. However, unforeseen circumstances may lead to	ALL

						a partner leaving the consortium. Should this be the case, the project management team will involve all WP leaders to discuss their options to take over the tasks or involve new partners.	
R5	Active	Technical	A partner is unable to produce work on time (Low)	WP1, WP2, WP3, WP4, WP5, WP6, WP7	Low	Each consortium partner has experience in delivering work on time. Partners have been consulted in setting out the timeline for the JUST2CE project. However, should it become clear that timely contribution is at stake, early mitigation is essential. Options are: have another representative from the partner organisation, take over the work, or assist in completing the work. In extreme cases, it may be necessary to remove work from the partner organisation.	ALL
R6	Active	Technical	A partner is unable to effectively work together with other partners or stakeholders (Low)	WP1, WP2, WP3, WP4, WP5, WP6, WP7	Low	A timely delivery is essential, and all consortium partners are dedicated to the timeline. Consortium members are consulted and informed of the project timeline. Should the risk occur of a deadline to be missed, earlier mentioned strategies may apply. However, the management structure will help mitigate the risk of falling behind schedule.	ALL

R7	Active	Technical	Disagreement among beneficiaries and partners, over project implementation details (Low)	WP1, WP2, WP3, WP4, WP5, WP6, WP7	Low	Projects with international teams run the risk of diverging in their development paths. This risk is mitigated by holding regular face to face / online meetings as well as scheduled consortium conference calls and ad hoc contact via email or other methods.	ALL
R8	Active	Technical	Delay in recruiting stakeholders for focus groups, workshops and other engagement exercises (Medium)	WP3, WP6	Medium	Early engagement with industrial partners and their networks; early engagement with civil society organisation, academic institutions, and trade associations (Chambers of Commerce) for participants' recruitment.	SEERC UAB ARC
R9	Active	Legal	Data Leak (Medium)	WP2	Medium	In current times, data leaks whether they are due to deliberate attacks or human errors, are increasingly likely. However, working with responsible and expert organisations, and an extensive data management plan that is compliant to GDPR, this risk can be mitigated.	UAB
R10	Active	Cost	Fluctuations in exchange rates causing unexpected budget constraints [Low]	WP1, WP2, WP3, WP4, WP5, WP6, WP7	Low	Flexibility in certain elements of the design (e.g., travel) that would enable the key activities and outputs to be minimally affected.	ALL
R11	Active	Legal	Security issues and political instability in the case studies countries (Low)	WP2	Low	To the date of the proposal submission, no major security issues have been identified in the participating countries. The ethical clearance procedure that will be implemented before the	UAB



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