

**Project guide**

# Swedish Metals & Minerals

**impact innovation**

Research and innovation  
for greater material output  
– with a smaller footprint

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# 1 General description

The project guide is intended to facilitate the management and follow-up of projects within the program Swedish Metals & Minerals and can be applied from the moment project funding is granted. Templates for project documents will be available on the program website.

The four main deliverables of the program are

- Project summary
- Decision notice (and any amending decisions)
- Mid-term report
- Final report

The documents are used for the monitoring and planning of the program and should be stored in the program's archive located in Jernkontoret's document management system PIAplus. The documents provided can be cleared of all confidential information.

In addition, the projects together with a program representative (Program Contact) are expected to hold a start meeting and a final meeting.

## 2 The program organization

The Swedish Metals & Minerals program is a research and innovation program within Impact Innovation. The program's mission is to ensure a sustainable and resilient metal and mineral supply for the societal transition. The program consists of several different parties, which are described below.

### 2.1 Funding Agencies

The program's funding agencies are the Swedish Energy Agency, Formas and Vinnova. Projects that are granted funding in a call are processed by the agency that handled the call. Procedures and conditions may differ between the agencies, *so pay attention to the specific conditions that apply to each project.*

### 2.2 Program Steering Committee

The Steering Committee is the highest decision-making party of the program and is responsible for the implementation of the program description for Swedish Metals & Minerals.

### 2.3 Mission Control

Mission Control is advisory to the program's Steering Committee and thus to the program. Mission Control is appointed by the Steering Committee to provide a complete overview, content and direction of the program.

### 2.4 Program Director

The Program Director is responsible for the implementation of the program vis-à-vis the program Steering Committee and the funding agencies. The Program Director convenes and reports to the program Steering Committee and is responsible for ensuring that decisions taken are implemented. The Program Director is responsible for the day-to-day running of the program Swedish Metals & Minerals.

## 2.5 Program Contact

The Program Contact is appointed by the program for each project. The tasks of the Program Contact include, inter alia:

- Present the program and conditions at the project start meeting.
- Participate in the final project meeting.
- Participate in project meetings if necessary.
- Check that project documentation is prepared and stored according to procedures (see section 3).
- Assist the project in case of delays or other problems.
- Keep overall track of the project deliverables. Alert the program if significant deviations from the project plan occur.
- Include the project in overall program analyses that are prerequisites for program implementation.
- Inform project managers about program activities.
- Conduct post-project evaluation and lessons learned feedback.

## 2.6 Project Coordinator

The Project Coordinator is the legal entity responsible for the project and the funding agencies. The coordinator executes the application in his/her name, receives and distributes the disbursed funding to the other project partners.

## 2.7 Project Manager

The Project Manager is appointed by the Project Coordinator and is normally employed by the Project Coordinator, although it is not a requirement. The Project Manager submits the application to the funding agency. The Project Manager is required to:

- Call to a project start meeting as soon as possible after funding is granted in consultation with the Program Contact.
- Be responsible for reporting the project to the program and funding agencies.
- Represent the project towards the program.
- Manage the project according to plan and within the project budget
- Take actions in case of deviation from the project plan.

# 3 Routine description

The routines are applied after the project has been granted funding.

## 3.1 Start-up phase

### 3.1.1 Create project site

The project's Program Contact ensures that the project is registered in Jernkontoret's document management system PIAplus and that the Project Manager receives an invitation.

### 3.1.2 Conduct a start meeting

The Project Manager convenes a start meeting with the project team in consultation with the Program Contact.

### 3.1.3 Establish project agreements

The funding agencies may require agreements between project partners. The project agreement regulates the relationship between the project partners. Project partners are free to adapt project agreements to their own needs.

*A helpful tip! One of the program's funding agencies, Vinnova, has a contract guide that can be helpful. The Program Contact can also be asked for help and tips.*

The agreement should regulate: budget and commitments, project organization, confidentiality, management of background information, management of project results and rights, publication and changes in the project consortium.

## 3.2 Implementation period

### 3.2.1 Implement project work

The Project Manager monitors that the project is running according to plan and takes action in case of deviations. If action is required, the project manager can turn to the program contact for discussion.

### 3.2.2 Reporting to funding agencies

Project Managers report project results and project costs in the agency portal according to the project terms.

### 3.2.3 Reporting to program

The Project Manager is responsible for archiving program documentation in PIAPlus. The Program Contact can assist with archiving. The Project Manager is responsible for ensuring that the project participates in the program's conferences as requested by the program.

*A helpful tip! In addition to the project summary, mid-term report and final report, progress and interim reports, notices, minutes, and other project documents can also be archived in PIAPlus.*

### 3.2.4 Manage changes

Certain types of changes to the project require a decision by the funding agencies, such as changes to the project budget, consortium composition, Project Manager or duration.

The Program Contact must be notified if the project is delayed or at risk of being delayed, as well as if there is a risk that the project will not meet reasonable expectations.

### **3.3 Finalization phase**

#### **3.3.1 Conduct a final meeting**

The Project Manager calls to a final meeting of the project team in consultation with the Program Contact.

#### **3.3.2 Final report to funding agency**

The Project Manager is responsible for final reporting of the project in the agency portal according to the terms of the project. Please note that the project's internal and technical reports do not need to be submitted to the funding authorities.

#### **3.3.3 Final report to program**

The Project Manager is responsible for reporting the results of the project according to the program's template and responding to any final interviews and/or questionnaires from the program.

The reporting to the program consists of two parts: a standard final report following, which should not include confidential information, and an appendix in which the project answers a number of program-specific questions.

The project's internal technical reports do not need to be submitted to the program but they must be traceable for the parties involved in the project. Therefore, the program's report appendix also requests a list of these internal reports.

If the agencies require reporting according to their own template, that template replaces the program's report template (although the program's appendix is still needed). The program contact will provide the specific final report template required by the program, if needed. It can also be found on the program website.

#### **3.3.4 Final report to Impact Innovation**

If the funding agencies require a public report/summary, this will be stated in the call conditions. That report must follow the authorities' template and replaces the final report to the program mentioned above.