



ProSUM Information Network Terms of Reference

Introduction

The purpose of the ProSUM project is to improve the knowledge base on secondary sources of raw materials, in particular Critical Raw Materials (CRMs). Therefore, the project will disseminate information widely in a comprehensive, systematic, and objective way, to ensure maximum impact of the project during its life-span and sustainable benefits to its stakeholders after the end of the project.

The ProSUM Information Network is being established to provide the mechanism to communicate and interact effectively between the Project Consortium and a wide range of target stakeholders who we anticipate will benefit from the intelligence and data which the project provides.

This document sets out what the Information Network will do, how it will be managed, and what is expected from members.

Information Network Purpose

The Information Network will be used to:

- Widely disseminate information on the project and its progress to the wider community operating in the field of mineral resources (in a broad sense, including urban and mining wastes actors) in the EU, including public authorities, end users, other interested third parties and the general public.
- Enhance awareness and visibility of the matters connected to the European Raw Materials policy, the European Raw Materials Initiative, the European Innovation Partnership on Raw Materials, and the new European Institute of Innovation on Raw Materials, related to secondary raw materials.
- Enable coordination and collaborative work by allowing actors in the value chain to work together to identify opportunities to enhance data gathering which meets their needs, uses harmonised methodologies and is presented in consistent interoperable formats.
- Raise awareness by collating best available data on materials arising in the EU, including their stocks and flows, and producing additional data on product and waste composition.
- Assist in the development of the EU-Urban Mine Knowledge Data Platform.
- Allow for better presentation and harmonisation of data as well as improved coverage and accessibility of data for the future for a wide range of possible end users.
- Facilitate standardisation by identifying the potential for new standards and statistics.
- Support policy dialogue through the provision of state-of-the-art data on CRM arisings in the target products and their waste streams and mining wastes, which for the first time will be networked, interoperable and harmonised with primary raw materials thus supporting the EU Raw Materials Knowledge Base objective of the EIP on Raw Materials.
- Support the identification of further research opportunities.

The communication objectives for the Information Network are to:



- Ensure that stakeholders are aware of the project, understand its aims and objectives and the results it will deliver.
- Raise general awareness of project activities to contribute to the multiplication of potential end users of the project results and increase the added value and impact of the project.
- Develop a desire amongst stakeholders to input to the project and to take up the project findings.
- Compile a set of recommendations setting out what legislative, policy, research and infrastructure changes could be made to improve the knowledge base, enhance the availability of CRMs and provide for effective uptake of the project results.
- Support the scientific discussions and exchanges on the development and achievement of the project's work packages.
- Support the identification and recruitment of participants and relevant experts that would benefit from and contribute to the project's activities.
- Promote and diffuse the deliverables developed by the project during the whole period of the project (more intensively in the latter years).

Management and Maintenance of the Information Network

The Information Network will be managed and maintained by the WEEE Forum. Its operation will evolve in line with the phase of the project:

1. Information – the first phase is focused on raising awareness of the project, recruiting stakeholders to the IN and ascertaining end user information needs;
2. Involvement – the second phase activities include working with stakeholders to meet their information needs, improve the knowledge base and provide user friendly outputs;
3. Engagement – during the third phase working with stakeholders to take up the project findings and recommendations and develop the Information Network and EU-Urban Mine Knowledge Data Platform as sustainable, operational services.

Individuals and organisations from target stakeholder groups are being invited to join the Information Network and include:

- Data Providers that have access to data which is necessary to map the urban mine and mining wastes for CRMs;
- Future Changers that can radically alter the way CRMs are used and generated;
- Implementers that will use the outputs of the project to increase CRM collection, recycling and recovery rates, for example through changes in collection and dismantling techniques, or investment in CRM end-processing capacity;
- Policy Makers that also have the ability to be Future Changers but through changes in policies and legislation;
- And Knowledge Improvers that can influence the market through the research and development of new knowledge and intelligence.

In managing the Information Network, the WEEE Forum will ensure that:

- The project and its findings are actively communicated to the stakeholder community;
- Sufficient opportunities are created for members to contribute ideas, expertise and data to the project;



- And the Information Network is successful and has a life beyond the term of the project.

To take account of the varying needs and roles of members and stakeholders, two levels of membership will be offered: Member and Special Interest Member.

All Members

Members or individuals for whom the data and intelligence produced by the project will assist in improving their knowledge base. They are potential end users of the data but are less likely to be concerned with the primary activity of data production. These members will be actively engaged to ensure their end user needs are met.

These members will:

- Be consulted on end user requirements;
- Be invited to Annual Conferences;
- Have access to results and findings as they arise;
- Receive project updates;
- Participate in the LinkedIn group;
- Be invited to take part in discussion platforms on the ProSUM website;
- And act as consultees for draft reports, recommendations and protocols (either by correspondence or at meetings/events).

Special Interest Members

Members or individuals who have a high interest in data production, management and use. These individuals will actively participate in data sharing, data harmonisation and the development of methodologies and standards to produce 'better' data. The provision and use of data on secondary raw materials, particularly, CRMs is integral to their 'day job'.

In addition to the dissemination and communication with all members these individuals are likely to:

- Provide data to the project;
- Directly utilise the data from the EU-Urban Mine Knowledge Data Platform in their activities;
- Be involved in the production of data and, therefore, have an interest in the protocols and methodologies produced;
- Be involved in the generation of statistics for secondary raw materials;
- Be involved in the development of policies for secondary raw materials management;
- Be invited to selected Work Package meetings as a specialist in their field;
- And help develop recommendations arising from the project.

They are likely to make up no more than 25% of the overall membership. Individual Data Agreements concerning data sharing and use will need to be put in place for many of these members.

Rules for Data Providers

Where a member of the Information Network is able to provide unpublished data or intelligence to the project, a bespoke agreement will be developed between the Project Consortium, or a member of the Project Consortium, and the organisation or individual in question. The premise of this



agreement is that data and intelligence will only be stored, managed, destroyed, shared, used, presented or aggregated in ways which the data owner considers appropriate and acceptable. The following general principles will be adhered to when sharing data:

- An initial discussion will be held which identifies what data is available and how the project team may be able to utilise the data;
- The data provider identifies any absolute restrictions on the use of the data and sets out who owns any background or IPR;
- The project team and data provider agree how the data will be utilised, aggregated and presented;
- And the final use or presentation of the data will be reviewed by the data provider before publication.

Special Interest Groups

At certain times, the Project Consortium may find it beneficial to set up a Special Interest Group to discuss a particular topic or the project findings in more detail. Such groups will be set up at the discretion of the ProSUM Project Management Team. They will be led by a Work Package Leader who will determine who will take part in the group. The membership, purpose and findings of any such Special Interest Groups will be communicated to the wider Information Network via the website.

Membership of the Information Network

The Information Network currently consists of 130 members who were largely recruited through advertisement of the Project and Information Network Launch Event. Some of these members identified themselves as Data Providers and are being followed up for data individually. Some members identified themselves as having special interests utilising a Feedback Form at the event. All new members of the Information Network will be asked to identify what potential special interests or data they have.

A member's area of the ProSUM website will allow for members to update their interests and requirements. In the meantime, potential new members can register their interest with james.horne@weee-forum.org or sdownes@repic.co.uk.