

Co-funded by the  
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# RELEVANT ASSESSMENT AND PEDAGOGIES FOR INCLUSIVE DIGITAL EDUCATION



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## DISSEMINATION AND COMMUNICATION PLAN

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## CONTENTS

<b>1.</b>	<b>3</b>	
1.1.		3
1.2.		3
1.3.		4
1.4.		4
<b>2.</b>	<b>6</b>	
2.1.		6
2.2.		8
2.3.		10
2.4.		14
2.4.1.		14
2.4.2.		13
<b>3.</b>	<b>14</b>	
<b>4.</b>	<b>15</b>	
<b>5.</b>	<b>15</b>	
5.1.		15
5.2.		19

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## DISSEMINATION

### 1. PROJECT DISSEMINATION INTRODUCTION

#### 1.1. ABOUT THE PROJECT

Crisis caused by COVID-19 pandemic highlighted many old problems of HE that worsened the influence of the pandemic on higher education. In many higher education institutions (HEIs) the move to distance learning has been an opportunity to expand flexible learning approaches. Digital solutions need relevant content, adequate instructional models, effective teaching practices and a supportive learning environment.

Therefore, it is necessary to co-create, implement and share innovative pedagogies and aligned assessment for relevant and inclusive digital education in order to deal with the COVID-19 induced and similar crises and to support meaningful digital transformation of HEIs on the EU level.

Based on the specific objectives, the project will result with the following intellectual outputs/results: **Open educational resources and e-course for flipped classroom and work-based learning for use in an online environment, Toolkit for assessment of students in flipped classroom and work-based learning, Learning analytics for flipped classroom and work based learning and Code of practice for HEIs on impact analysis of innovative pedagogies.**

#### 1.2. AIMS AND OBJECTIVES OF DISSEMINATION

For sustainability of project results, dissemination activities during project lifetime will play a very important role enabling the actions towards the use of project results and their exploitation. Therefore, in this Dissemination and communication plan are defined activities for disseminating project activities and results, preparation of publications, responsibilities for activities; defined channels and visibility package – prepared logo and templates.

The Dissemination and communication plan will be regularly updated and improved according to the results of feedback forms within project partnership as well as surveys of different target groups conducted within IO development, trainings and multiplier events.

#### 1.3. PROJECT IDENTITY AND VISIBILITY REQUIREMENTS

Beneficiaries of the European Union funding are obliged to display the EU flag (official logo) and to acknowledge the support received under the relevant EU programs in all communication and promotional materials. For that purpose, the project coordinator has established a folder in the official project repository where partners can access the official [EU logo](#). All partners are to use **official logos**

(both **EU logo and project logo**) where appropriate and to acknowledge Erasmus+ support in all materials (e.g. project booklet, papers, etc.).

Production of dissemination materials and presenting the project to the public and stakeholders will be done through development of visual elements of the project - [logo](#), [document and presentation templates](#), flyer, poster, newsletter, booklet, [webpage](#)).

The following **disclaimer** has to be added to the inner pages of the publications and studies:

“This publication/communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.”

The following **acknowledgement** has to be added to papers submitted for publication:

“This research/scientific paper was conducted within the project " Relevant assessment and pedagogies for inclusive digital education“ financed from the Erasmus+ Programme within KA226 - Partnerships for Digital Education Readiness.

Detailed information on how to correctly display EU logo and acknowledge European Union’s support is available on the EU’s [official web pages](#).

Project’s official language is **English** and all official communication, publications, and intellectual outputs shall be in English. Communication on local and regional level can be in partner’s local language and partners should translate any necessary dissemination materials into local language by their own means.

#### 1.4. DISSEMINATION COORDINATION

Project partners will:

- participate in regular update of the Dissemination and communication plan and project webpage
  - promote project results locally and regionally
  - translate necessary dissemination materials into local language if estimated needed for better impact
  - contribute to the development of all Intellectual outputs
  - contribute to the development of papers to be submitted to conferences and journals and distributed in academia and industry
  - organize, provide presentations at meetings, local workshops and multiplier events and the final event
- Project partners except these general abilities have their own unique strengths, expertise, contacts and experience and therefore can also contribute to the dissemination as follows:

*Table 1. List of dissemination activities*

Partner	Status	Responsibility
Faculty of organization	Coordinator	<ul style="list-style-type: none"> <li>● nominating Dissemination Manager on the project level</li> <li>● coordinating the development and regularly update the Dissemination plan</li> </ul>

and informatics		<ul style="list-style-type: none"> <li>● developing and regularly updating project webpage and social networks with participation of all partners</li> <li>● disseminating transnational project meetings and final meeting/conference</li> <li>● promoting project results on institutional webpage, social networks and via local and national media channels</li> <li>● creating newsletters, booklets, and templates for other dissemination materials in English</li> <li>● providing presentations for meetings, local workshops and multiplier events and final conference</li> <li>● engaging companies which will be asked and encouraged to provide valuable feedback and insight into the job market trends</li> </ul>
TU Delft	Partner	<ul style="list-style-type: none"> <li>● disseminating and actively including partners from industry, interested networks, educational establishments, research institutes, within and outside of the Netherlands.</li> <li>● encouraging partnerships with governments, trade organizations, numerous consultancy companies, industry and small and medium sized enterprises, important stakeholders in this project</li> </ul>
Goethe University	Partner	<ul style="list-style-type: none"> <li>● continuation, improvement mechanism and raising awareness about the project through partnerships and collaborative projects with around 700 universities in more than 80 countries across the globe, what includes 280 institutions within the ERASMUS+ programme.</li> </ul>
UNIRI	Partner	<ul style="list-style-type: none"> <li>● maintaining support, practical experience and broad dissemination audience from YUFE alliance, locally and internationally</li> </ul>
OU	Partner	<ul style="list-style-type: none"> <li>● using of channels to ask valuable and unique feedback and support from its communication and networks such as LACE, the European learning analytics community facilitating cross-country and cross-project knowledge transfer</li> </ul>

## 2. DISSEMINATION FRAMEWORK

### 2.1. TARGET GROUPS

Within the project Dissemination Plan the planned activities will be designed for the two main target groups of this project:

- 1) internal - directly affected by project results and
- 2) external - indirectly affected by promoting project results and raising awareness and understanding

Internal target group encompasses 1) teaching staff, 2) students, 3) institutional policy makers and educational leaders, 4) business partners.

1) teaching staff - will acquire experience relevant for the implementation of innovative learning and teaching forms in higher education and be given an opportunity to improve their teaching activities and to give valuable feedback to improve practices of peers

2) students - through participation in FC and WBL designed classes and use of dashboard for students

3) institutional policy makers will be provided with project results that could be used in educational policy creation and institutional digital transformations

4) business partners - will provide the project with valuable first-hand input for WBL External target group as a wider audience outside the project partnership:

a) teaching staff from other higher education institutions in partner countries who will participate at multiplier events where project results/intellectual outputs will be presented and challenged and feedback asked on design, content and transferability

b) EU job market, in long-term, will benefit from highly experienced individuals aligned with labor needs but also with a concrete example of how business could be very successfully connected and included in the teaching processes

All project partners will be included in dissemination activities outside project partnership according to requirements and roles defined in the project dissemination plan.

### Dissemination of project results

The project will include the following participants:

1. **Teachers** from the partner institutions will participate in activities primarily related to the IO1, IO2 and IO3:

a. Project members will train the first group of teachers (train the trainer). The training's scope covers topics related to using innovative pedagogies and the application of developed assessment methods and tools that support innovative pedagogies as well as how to use data to support students. Consequently, this group of teachers will become trainers for other teachers. They will be selected using the following criteria: i. Diversity in terms of sex, age, academic position, the field of the expertise and teaching (discipline), the number of the students at courses, academic and cultural background when applicable; ii. Willingness (and motivation) to perform training workshops for other colleagues following their training workshop, a record that confirms their innovation capacity in teaching and learning; iii. Equal distribution among the partner institutions; iv. English language competence and necessary ICT skills in the area of e-learning

b. The second group covers teachers that will be trained by the first group. Using the snowball effect in education will also contribute to the dissemination and exploitation of the project results. This group of teachers will be selected using the following criteria: i. Diversity in terms of sex, age, position, area of the expertise (and teaching), the number of the students at courses, academic and cultural background when applicable; ii. Motivation and openness for using innovative pedagogies and assessment methods and tools

c. The third group covers the **teachers outside this partnership** that will visit the project website and use open project results. This group of teachers will not be selected by the project members but will mainly depend on personal motivation and project dissemination strategy. The project members will disseminate the project activities and results of the project whenever and wherever possible and influence teachers' interest and motivation. Special strategy will be used to engage teachers from primary and secondary education to participate in multiplier events of the project in order to foster transferability and sustainability of the project.

2. **Students** from the partner institutions. They are the end-users of the project, especially of IO1, IO2, and IO3. They are "indirectly" involved in the project. In evaluating the main project results, the partner institutions' study programs' real courses will be included. Besides usual participation in the courses' activities, the students will evaluate innovative pedagogies through the prepared questionnaire (IO1, IO2, IO3) and focus groups (IO3). There are no particular criteria related to the selection of this group of project participants participating in questionnaire, but for the focus group teachers will select 2 students that attend different courses that pilot. The choice primarily depends on the teachers (the first and the second group) and the courses that they perform.

3. The **employers included in courses** at which innovative pedagogies are implemented and evaluated. Besides usual participation in the courses' activities (WBL), the employers will participate in focus groups related to the design of dashboards supporting WBL and work-integrated learning (IO3) and code of practice (IO4). The employers' selection depends of courses included in the project (that are performed by the first and the second group of the teachers). The additional criteria are the motivation and willingness of employers to participate.

4. **HEIs' decision makers/administrations** (deans and vice-deans; rectors and vice-rectors, senior academics with background in strategic decision making). The participation of this group is expected in all IOs in advisory role, but in IO4, this group's role is crucial and active. The members of HEI's administrations will co-participate in preparing the Code of practice (impact analysis of innovative pedagogies on digital transformation and achieving the strategic goals of HEIs) and focus groups related to its analysis. In the project, the members of the project partners' administrations (boards) will participate; however, in some activities (especially in IO4), the calls for participation to other HEIs' boards will be sent.

5. **Decision makers** in the area of HE (national level and EU level). The invitations to activities in IO4 will be sent to this group of participants and their participation is crucial at the multiplier event.

## Dissemination of LTT and local workshops and multiplier events

The project will include 3 LTT activities for teaching staff from project partners designed as train-the-trainers' events. In order to enable the selection of best staff members the project partners will work on dissemination of project activities and expected results from the start of the project. Further, active strategy will be used to attract more trainees to local workshops.

The project activities include 3 multiplier events and the Final conference. The main aim of these events is to enable broader academic and general public to get involved into project activities, to learn from project experience and to use project results. A special dissemination strategy will be used to attract teachers from primary and secondary education levels.

## 2.2. DISSEMINATION CHANNELS AND MEANS

The results of this project are of diverse nature and consist of both concrete (tangible) results as well as of skills and personal experiences that both project partners and other participants of the activities will acquire (intangible results).

Results (intellectual outputs) and project activities (LTT, multiplier events and final conference) will be communicated to all relevant stakeholders and general public through several different channels which are presented in the table below:

*Table 2. List of dissemination channels*

<b>Method of dissemination</b>	<b>Description</b>
Webpage	<ul style="list-style-type: none"> <li>● a summary of each intellectual output will be published on the project web page as well as the complete intellectual outputs; the authorship remarks and copyrights will be emphasized; partners will ensure that the information is forwarded and published on their institutional webpages</li> </ul>
Social networks	<ul style="list-style-type: none"> <li>● project social profile will inform social followers of the project on intellectual outputs; the existing social networks of project partners shall be used to disseminate outputs and project activities</li> </ul>



Newsletters	<ul style="list-style-type: none"> <li>● the Dissemination Manager will take care of regular publishing the newsletters (4 at least) informing about main project findings and important activities; the partners will be dedicated to regularly create materials according to dissemination focus in different moments of project lifecycle to the mass media, target groups and other contacts</li> </ul>
Poster	<ul style="list-style-type: none"> <li>● a poster will be created including short summary about project main points in order to inform and raise awareness among science community and understanding among teachers and institutional policy makers</li> </ul>
Project booklet	<ul style="list-style-type: none"> <li>● a booklet will be created including short summaries of all project intellectual outputs in order to raise both awareness and understanding among university teachers and institutional policy makers, as well as among the teachers from primary and secondary level</li> </ul>
Trade fairs, conferences	<ul style="list-style-type: none"> <li>● national and international events organized by/at the project partner institutions will be used for dissemination activities regarding intellectual outputs and training events</li> </ul>
Existing channels	<ul style="list-style-type: none"> <li>● the existing channels (webpage, social networks, newsletters) as well as contact lists of partner institutions will be used, being the trustworthy channel of quality and important information sharing and awareness raising</li> </ul>
Research and professional papers	<ul style="list-style-type: none"> <li>● the partners will jointly prepare and submit for publishing papers to describe the experience gained within the project (min.2) and to enable further development and innovativeness</li> </ul>
E-mail	<ul style="list-style-type: none"> <li>● e-mail database of partner institutions (stakeholders' database) will be used to disseminate events</li> <li>● appropriate and relevant information (eg. press releases) will be shared with the local and regional media</li> </ul>
E-Course	<ul style="list-style-type: none"> <li>● 'Let's get flipped' that will be populated with open educational material cover all topics within the project and can be used as a standalone (self-paced) course for training and learning purposes</li> </ul>
Erasmus+ Project Results platform	<ul style="list-style-type: none"> <li>● will be used to share results on the project</li> </ul>

The project webpage will be created as fully open with all dissemination materials for free download. In general, all project findings, results and publications will have open access on the project webpage under **Creative Commons license**, with the exception of any management reports deemed confidential by the project consortium. The project will not allocate a budget to pay open access publications in academic journals, as research is not its main purpose. However, there are high

quality open access journals that do not charge article processing charges, and papers suitable for publishing in journals will be directed to such publications.

This consortium is committed to the principles of open science; thus all project deliverables will be available in open access in line with the privacy recommendations and regulations. All research articles/papers produced in the scope of this project will be published in Open Access journals/Conference proceedings and if compliant with publisher policy/agreement, they will also be made available through an open data repository. The project webpage will be therefore designed as an open access portal with download options for all page visitors, including interested audiences outside the project partnership. Furthermore, the established web pages and document repositories of project partners will publish project results ensuring easy access for all users of these channels. Project Web page will remain active after the end of the project and will be maintained and hosted by Faculty of Organization and Informatics.

Furthermore, the dissemination activities will be also actively implemented via networks e.g. EDEN and others where the project partners are actively involved, as well as through research conferences.

### 2.3. DISSEMINATION ACTIVITIES

In the scope of the project there are different project activities that will be disseminated. They are presented in the table below.

This table is subject to change as the project unfolds.

*Table 3. List of dissemination activities*

Activity	Responsible partner	Activity Details	Target group	Due date
RAPIDE website	FOI	● website created and link shared with project partners	General public	April 2021
RAPIDE website	All partners	● website regularly updated with input from all partners	General public	Regularly
RAPIDE Social media profiles	FOI	● Facebook profile created and shared with all partners	General public	April 2021
RAPIDE Social media profiles	All partners	● social media profiles regularly updated with input from all partners	General public	Regularly
Partners' social media profiles	All partners	● sharing information about the project (activities and results)	General public	Periodically

Project kick off – Welcome RAPIDE	All partners	<ul style="list-style-type: none"> <li>● all partners will share information about the kick off meeting through channels they find appropriate (eg. institutions' webpages)</li> <li>● information about the kick off will be shared on project website and social media profiles</li> </ul>	General public and relevant stakeholders	April 2021
Consortium meeting (Meet2Flip in UK)	All partners	<ul style="list-style-type: none"> <li>● all partners will share information about meeting through channels they find appropriate</li> <li>● partners can share information on project progress</li> </ul>	General public and relevant stakeholders	July 2021
Consortium meeting (Meet2Flip in Netherlands)	All partners	<ul style="list-style-type: none"> <li>● all partners will share information about meeting through channels they find appropriate</li> <li>● partners can share information on project progress</li> </ul>	General public and relevant stakeholders	November 2021
Consortium meeting (Meet2Flip in Germany)	All partners	<ul style="list-style-type: none"> <li>● all partners will share information about meeting through channels they find appropriate</li> <li>● partners can share information on project progress</li> </ul>	General public and relevant stakeholders	April 2022
Consortium meeting (Keep Flipping in Croatia)	All partners	<ul style="list-style-type: none"> <li>● all partners will share information about meeting through channels they find appropriate</li> <li>● partners can share information on project progress</li> </ul>	General public and relevant stakeholders	January 2023
Project Booklet	All partners	<ul style="list-style-type: none"> <li>● all partners will contribute to the content of the booklet</li> <li>● FOI will publish booklet at the project website</li> </ul>	General public, and relevant stakeholders	
Project Newsletters	All partners	<ul style="list-style-type: none"> <li>● all partners will contribute to the content of the newsletters and translate them if necessary for further dissemination</li> </ul>	Relevant stakeholders	periodically

		<ul style="list-style-type: none"> <li>● Dissemination manager will take care for regularly publishing newsletters</li> </ul>		
Publication of papers	All partners	<ul style="list-style-type: none"> <li>● all partners will contribute to publication</li> </ul>	Scientific community	periodically
Short-term joint staff training events Let's innovate teaching	All partners	<ul style="list-style-type: none"> <li>● all partners will share information about events through channels they find appropriate</li> <li>● partners can share information on project progress and results of the events</li> </ul>	General public and scientific community	July 2021
Short-term joint staff training events Let's innovate assessment	All partners	<ul style="list-style-type: none"> <li>● all partners will share information about events through channels they find appropriate</li> <li>● partners can share information on project progress and results of the events</li> </ul>	General public and scientific community	November 2021
Short-term joint staff training events Let's innovate support	All partners	<ul style="list-style-type: none"> <li>● all partners will share information about events through channels they find appropriate</li> <li>● partners can share information on project progress and results of the events</li> </ul>	General public and scientific community	April 2022
Multiplier event RAPIDE Innovation in UK	All partners	<ul style="list-style-type: none"> <li>● all partners will promote multiplier events</li> </ul>	General public and relevant stakeholders	December 2022
Multiplier event RAPIDE Innovation in Netherlands	All partners	<ul style="list-style-type: none"> <li>● all partners will promote multiplier events</li> </ul>	General public and relevant stakeholders	December 2022
Multiplier event RAPIDE Innovation in Germany	All partners	<ul style="list-style-type: none"> <li>● all partners will promote multiplier events</li> </ul>	General public and relevant stakeholders	December 2022

Multiplier event Final Conference - INNOVATED	All partners	● all partners will promote multiplier events	General public and relevant stakeholders	January 2023
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## 2.4. DISSEMINATION LEVEL

Since this is an international project, dissemination will be carried out on several different levels: local and regional level, national and international level. Project partners have identified key institutions at each of those levels.

Special attention will be invested in initiating contacts and generation of synergies with local, regional, national or European decision-makers. The dissemination approach will be based on the idea that the more they will be informed from the beginning of the project the more successful trainings and multiplier events of the project will be because they will attend as informed invitees. In the end, the sustainability of the project will be ensured.

### 2.4.1. LOCAL AND REGIONAL LEVEL

The local in the context of this project includes the geographical territory of partners institutions. The local dissemination activities will be focused on the following target groups: HE teachers and students / Companies / Local governments. They will be motivated to follow project activities and results through various channels and to be engaged in project multiplier events. Also, HE teachers will be involved in local workshops organized by teachers trained within this project.

### 2.4.2. NATIONAL AND INTERNATIONAL LEVEL

The national and international context includes dissemination towards institutions and individuals outside the territory of this partnership. The partners will use their connections and networks outside this partnership to raise awareness and to engage: universities and other educational institutions, national ministries, umbrella organizations and other policy makers from/outside partner countries. They will be motivated to follow project activities and results through various channels and to be engaged in project multiplier events.

## 3. PROOF OF DISSEMINATION

All partners will ensure proof of dissemination for dissemination activities they will participate in. In the table below is stated which type of event requires which proof of dissemination. All proofs of dissemination can be entered in the table.

Table 4. List of proofs of dissemination

Type of event	Proof of dissemination
Press release  Article  Radio and TV	<ul style="list-style-type: none"> <li>● a copy of the document/podcasts/news video</li> <li>● links to access to the publication</li> <li>● screenshots of the published materials</li> </ul>
Dissemination events  (short-term joint staff training events, consortium meetings etc.)	<ul style="list-style-type: none"> <li>● specific flyer/brochure/leaflet with the reference to the project</li> <li>● good quality photos; if the event takes place in a non-public space, consent forms are requested to use the photos for the project purpose in which some people appear</li> <li>● posts on social media accounts of the project or on partner' social media profiles</li> </ul>
Multiplier events	<ul style="list-style-type: none"> <li>● agenda of the event, indicating the key speakers</li> <li>● flyer (online or printed) of invitation</li> <li>● attendance list, signed by each participant including: Name, Surname, organization, and email address</li> <li>● copy of the certificates of participation, signed by each hosting organization</li> <li>● specific flyer where the reference of the project appears</li> <li>● photos; if the event takes place in a non-public space, consent forms are requested to use the photos for the project purpose in which some people appear.</li> <li>● questionnaire of satisfaction to be filled in by participants</li> <li>● report on the intervention/ presentation</li> </ul>
Website and social media profiles	<ul style="list-style-type: none"> <li>● link and screenshots leading to posts entered into the Dissemination Activities Table</li> </ul>

Partners are also obliged to regularly fill the [Dissemination Activities Table](#) that is available in the project repository. Partners shall, if possible, present links related to dissemination proof in the dissemination table, and all other proof of dissemination (eg. screenshots, audio or video material, photos, etc.) has to be uploaded to folders in the repository. There is a [separate folder for each partner](#).

All partners are kindly asked to name all uploads in such a way that the Dissemination manager and the Coordinator can match uploaded material with entries in the Dissemination Activities Table (eg.: **Year\_Month\_Day\_Photo from multiplier event**). If there is a considerable number of dissemination evidences (eg. a larger number of photos) partners can create subfolders related to that certain event.

## 4. SUSTAINABILITY

Sustainability will primarily be ensured through the project website and through project results that will still be in use after the project finishes.

As mentioned, the project webpage will be designed as an open access portal with download options for all page visitors, including interested audiences outside the project partnership. Furthermore, the established web pages and document repositories of project partners will publish project results ensuring easy access for all users of these channels.

One of the means of dissemination are papers on developed results which will be presented at conferences or submitted for publishing in journals. These papers will be important for the further development of educational sciences and will provide researchers and practitioners with the detailed description and scientific proofs of the work done in the development of the intellectual outputs. It will also enrich the knowledge database on which further research and innovation will be possible. The papers will be prepared in cooperation of researchers from different partner institutions and whenever possible in cooperation with the associated partners. Papers will also be available at the project website.

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# COMMUNICATION

## 5. PROJECT COMMUNICATION INTRODUCTION

### 5.1. INTERNAL COMMUNICATION

Internal communication of project includes daily communication of all project partners regarding the project activities, results, management and project events.

It is the ultimate task of Project Coordinator and Project Management to enable regular and continuous information flow within partnership.

The communication about the quality assurance is described in project **Quality Assurance Plan**, about the conflict resolution and safety within **Risk Mitigation Plan**.

Basic rules

Principles of communication and cooperation which will be demanded and monitored within partnership are:

1. establishing and preserving trust connected with communication, procedures, costs, quality of work
2. nobody will be withheld or neglected
3. project coordinator will be objective
4. all honest opinions will be considered, considered and valued
5. establishing and preserving clear and effective communication about goals, responsibility, performance, expectations, feedback and reporting
6. respecting and considering cultural differences
7. keeping fine balance between too much and too little communications
8. keeping project team members engaged, informed and updated

Partners agree that for the sake of positive, smooth and efficient communication only to-the-point oral and written messages will be distributed among partners respecting the following rules of partner communication:

When listening:

1. Be warm and attentive.
2. Show that you are listening.
3. Check understanding.
4. Be slow to pass judgement.
5. Use silence appropriately.

When talking:

6. Convey messages in a clear and effective manner.
7. Use clear and unambiguous language
8. Support and enhance message with non-verbal communication
9. Use repetition
10. Check understanding

### **Basic communication conventions**

#### PROJECT TEAM

The official project communication is considered to be done via official emails of project members as listed and regularly updated in the [contact list](#).

The responsibility to regularly update the list lies with each partner. Project agree to make sure they have the right people listed for different IOs in order to avoid unnecessary emailing.

Each project partner will be invited to provide the list of team members:



PARTNER	NAME AND SURNAME	TITLE	ROLE IN THE PROJECT	INVOLVED IN IO (1,2,3,4)	EMAIL	GMAIL (Gdrive)	PHONE	SKYPE	MESSAGE APP	ADDRESS

#### EMAILS

The partners agree to use the emailing as the basic communication channel. Daily management and information sharing shall be done via emails.

In order to be systematic all email subjects will follow this convention: **[RAPIDE]\_IOx\_topic**

Partners agree to use the contact list on Drive and send e-mails to all relevant people from the involved institutions.

#### CHAT TECHNOLOGY

The partners are open to communicate also via instant messaging by using the chat technology. Each partner is to provide a preferred chat technology contact for at least one person, preferably for the main institutional contact person (ie institutional coordinator). This will be used as a secondary communication channel for instant messaging purposes.

#### TELECONFERENCING TECHNOLOGY

The partners agree that due to the epidemic circumstances and the necessity to switch some of the planned activities from onsite to online it is important to agree on the teleconferencing system that the consortium will use for project meetings and activities.

#### PROJECT PLATFORM

The project platform is organized on the **Google Drive** as a project folder. It is designed and maintained by the project coordinator. All partner contacts provided in the Contact list will be given full access to the project Platform.

The partners are invited to follow the presented organization structure and to provide the partners with all requested documents and information.

Partners agree that it will be used as a safe and secure archive of all project documents and as a clear and always accessible system which will make all relevant information available and project procedures transparent.

#### PROJECT MEETINGS

The project partners are expected to have regular meetings - f2f and online. The project coordinator is responsible to organize and coordinate the Consortium meetings and Steering Committee meetings according to the project plan.

Project partners are free to propose to the coordinator additional meetings.

The project work is organized around different IOs. The leaders of the IOs are responsible to organize and coordinate the regular meetings of the involved partners. The time, manner and draft agenda of each meeting shall be communicated with all involved partners and the project coordinator at least 8 working days before the event. This communication involves the creation of the Google Drive Folder with all relevant documents and an email sent to all involved partners and the project coordinator stating the time and manner of the event.

The minutes of each held meeting shall be created within 5-10 working days after the event and communicated for the approval to all involved partners and project coordinator and uploaded to Google Drive meeting folder.

If meetings within one IO are organized more frequently than every 30 days, the meeting conclusions can be documented in a form of Follow-up note with clear description of expected results and deadlines for all involved participants. The follow-up shall be emailed to all participants and project coordinator asap after the meeting.

The partners accept the responsibility to actively attend the appointed meetings and to be in regular communication with the meeting organizers in case of unattendance.

*Table 5. List of project activities from internal communication perspective*

ACTIVITY	AUDIENCE	CHANNEL(S)	DOCUMENTS	FREQUENCY	DEADLINE	RESPONSIBILITY
Consortium meeting	All partners	E-mail GDrive	Agenda and supporting documents	In line with Gantt	30-90 days prior	Coordinator
SC meeting	SC members	E-mail GDrive	Agenda and supporting documents	Every 6 months	8-30 days prior	Coordinator
IO meeting	All involved partners	E-mail GDrive	Agenda and supporting documents	Every 1-3 months, or ad-hoc	8-30 days prior	IO Leader

Meeting minutes?	All	E-mail GDrive	Meeting minutes for approval	Regularly	5-10 days after the event	Meeting organizer - coordinator/IO leader
Follow-up Note	All involved partners	E-mail	E-mail message and supporting documents	Regularly	asap	Meeting organizer
Internal reporting	All	E-mail GDrive	Internal Reporting Form	Every 6 months  On every consortium meeting	30 days prior the Report deadline	Coordinator

## 5.2. EXTERNAL COMMUNICATION

The external project communication includes the communication of project partners with project external supporters, target groups, policy makers and media.

Partners agree that doing a poor job communicating with these groups can have a tremendous impact on the success of our project.

The external communication will be used at the beginning of the project to raise awareness, during the project to engage and beyond to enable the sustainability.

The partners agree to use the project logo and templates for all external communication, especially for those with media.

The external communication of the project includes also the communication of project coordinator with the project officer within the agency about the major achievements and events. The formal communication of the coordinator with the project officer that includes project reporting according to the Grant Agreement is considered as the project management.

The main external communication will be coordinated by Dissemination manager of the project and in line with dissemination activities described in the project Dissemination and communication plan, and conducted according to the following activity table:

Table 6. List of project activities from external communication perspective

ACTIVITY	EXTERNAL RECEIVER	CHANNEL(S)	DOCUMENTS	DEADLINE	RESPONSIBILITY
Kick-off meeting	external supporters, target groups, policy makers, project officer, and media	E-mail, Web-page	Announcement/ Invitation	10-30 days prior the event	Dissemination manager
		Social posting	Press release/ Newsletter	Immediately after the event	All partners
Consortium meetings	external supporters, target groups, policy makers, project officer, and media	E-mail, Web-page	Announcement/ Invitation	10-30 days prior the event	Dissemination manager
		Social posting	Press release/ Newsletter	Immediately after the event	All partners
Achievement of project Milestones/Finalization of IO	external supporters, target groups, policy makers, project officer, and media	E-mail, Web-page	Newsletter	Every 6 months	Dissemination manager
		Social posting	Booklet	30-90 days prior Final event	All partners
Project events	external supporters, target groups, policy makers, project officer, and media	E-mail, Web-page	Announcement/ Invitation	10-30 days prior the event	Dissemination manager
		Social posting	Press release/ Newsletter	+Immediately after the event	All partners
Multiplier events	external supporters, target groups, policy makers, project officer, and media	E-mail, Web-page	Announcement/ Invitation	10-30 days prior the event	Dissemination manager
		Social posting	Press release/ Newsletter	+Immediately after the event	All partners

Final conference	external supporters, target groups, policy makers, project officer, and media	E-mail, Web-page  Social posting	Announcement/ Invitation  Press release/ Newsletter	10-30 days prior the event  +Immediately after the event	Dissemination manager  All partners
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