

# H2020 European Project



**affecTive basEd iNtegrated carE for better Quality of Life (TeNDER)**

## **D8.2 - Communication Plan**



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 875325.

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## Document Changes Record

Version	Date	Description	Author
1	16 January 2020	First draft	Sofía Carbonell (HOPE)
2	26-27 January 2020	Second draft: feedback from DW, SPO, SKBA and UNITOV integrated into sections 2.2. Target groups; Events; and Website.	Barbara Schäpers (SKBA); Špela Glišović Krivec (SPO); Maria Ricci (UNITOV); Paride Criscio (DW)
2	28 January 2020	Submission document	Sofía Carbonell (HOPE)



## 1. Introduction

### 1.1. Project overview

TeNDER is a multi-sectoral project funded by Horizon 2020, the EU Framework Programme for Research and Innovation. From 2019 to 2022, it will develop an integrated care model to manage multi-morbidity in patients with neurodegenerative diseases.

TeNDER will perform 5 large-scale pilots that will target patients who suffer Alzheimer's and/or Parkinson's along with cardiovascular diseases, diabetes, and/or other chronic illnesses. In each pilot setting (i.e., in-hospital acute care, at home, and in day- and full-time nursing homes), patients will be monitored using sensors, cameras that capture movement, affective recognition technology, and wristbands that record basic vitals, etc. Meanwhile, TeNDER's technical, legal and ethical experts will ensure that all personal data is protected according to the General Data Protection Regulation (GDPR).

By combining user-friendly technologies and substantial research experience, TeNDER will help address the need to further integrate health and social care especially amongst Europe's ageing population.

The project aims to improve the quality of life of patients and those that surround them. First, by facilitating communication between social and health care professionals, and extending the autonomy of patients that can live more independently than others. Second, by making TeNDER's model for integrated care fit for widespread implementation that can benefit patients beyond the project's implementation cycle.

### 1.2. Partners

The project consortium consists of 13 partners: user organisations, academic institutions, Small and Medium Enterprises (SMEs) and policy experts.

<b>Polytechnic University of Madrid (UPM)</b>	Technical partner
<b>Maggioli Group (MAG)</b>	Private sector partner
<b>DataWizard (DW)</b>	Private sector partner
<b>Ubiwhere (UBI)</b>	Private sector partner
<b>Elgoline (ELG)</b>	Private sector partner
<b>Centre for Research and Technology Hellas (CERTH)</b>	Technical partner
<b>Vrije Universiteit Brussels (VUB)</b>	Technical partner



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<b>European Hospital and Healthcare Federation (HOPE)</b>	Policy partner
<b>Servicio Madrileño de Salud (SERMAS)</b>	User partner
<b>Schön Clinic Bad Aibling (SKBA)</b>	User partner
<b>University of Rome, 'Tor Vergata' Hospital (UNITOV)</b>	User partner
<b>Spominčica - Alzheimer Slovenia (SPO)</b>	User partner
<b>Asociación Parkinson Madrid (APM)</b>	User partner

### 1.3. Document structure

This document outlines how the project's communication plan and activities will contribute to fulfilling TeNDER's overall aims and objectives. The plan identifies target groups, key messages, tools, activities, and ways to monitor and evaluate the impact of these. It serves as a living document that will be updated periodically to reflect project milestones, evaluate communication practices and record efforts made to raise awareness about the project and how it helps address societal needs.

To summarise: Chapter 2 details the communications plan itself, Chapter 3 provides an initial overview of TeNDER's visual identity, Chapter 4 identifies channels and activities, and Chapters 5 and 6 provide monitoring and evaluation guidelines, as well as a timeline for the implementation of the plan.

## 2. Communication plan

### 2.1. Aims and objectives

The overall aim of the communication plan is to help raise awareness of TeNDER targeting the general public, but also specific audiences. This will ensure that when the project concludes, TeNDER will be ready for scale-up, so that our integrated care model can benefit patients beyond the project years.

Furthermore, TeNDER communication efforts will show how, through projects like ours, EU funding helps address societal challenges. For example, the TeNDER proposal already takes communication into account at the pilot stage of the project: it includes storytelling scenarios to (1) help potential users understand the pilots and cases, and (2) qualitatively complement impact measurements. Such narratives can also be an important outreach tool that can help us show how TeNDER in particular, and EU research funding in general, contribute to addressing pressing societal needs.

With the project's and communication plan's overall aims in mind, the key objectives for the communication plan are:

- to maximise the research and societal impact of the project;
- to promote activities and outcomes; and



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- to foster collaboration with target industries and communities.

## 2.2. Target groups

Target groups have been identified based on previous experience. Consortium members provided input on these groups during the drafting phase of this document. See below for a detailed overview of the communication targets.

<i>End users</i>	<i>Market actors</i>	<i>Decision-makers</i>	<i>Academia</i>	<i>Media</i>
Stakeholders who use the services provided by the project or benefit from its results.	Potential buyers and/or investors of the technologies and services piloted by the project.	Stakeholders who have to the power to integrate project results into their organisational models and/or policies.	The scientific and cultural community, which can use project results and outcomes in future research.	Relevant media outlets expand our reach to all identified target groups, as well as to the general public.
<ul style="list-style-type: none"> <li>• Patients (Alzheimer, Parkinson, co-morbid cardiovascular diseases)</li> <li>• Carers</li> <li>• Healthcare professionals and social workers</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare providers</li> <li>• Private sector</li> </ul>	<ul style="list-style-type: none"> <li>• Policymakers (EU, national, regional, local)</li> <li>• Relevant authorities - e.g., health-related, funding, etc. (EU, national, regional, local)</li> </ul>	<ul style="list-style-type: none"> <li>• Universities</li> <li>• Research centres</li> </ul>	<ul style="list-style-type: none"> <li>• Press</li> </ul>

## 2.3. Key messages

Key messages will be adjusted for each target group. To determine these messages, TeNDER will adhere to common principles, including:

- **Clarity and accessibility.** A message should be accessible, using a journalistic style to communicate facts about the project, the context in which it is operating, its impact, etc.
- **Relevance.** Messages should be tailored for each target group, using appropriate language and channels; e.g., medical jargon is appropriate for practitioners and specialised publications, but not necessarily for the general public, all end-users, non-specialised media or decision-makers.
- **Coherence.** Key messages should be guided by objectives, including short-term (which will vary throughout the project), and long-term (outlined in section 2.1 above).

## 2.4. Activity levels

TeNDER has identified three main levels for communication activities: European, National and Regional/Local.

### *European level*

Communication at this level will be mainly conducted by the European Hospital and Healthcare Federation (HOPE), which has an extended network of contacts through its relationships with EU stakeholders (including, but not limited to, the European Association Working for Carers [EUROCARERS], and the European Specialist Nurses Organisation [ESNO] among others) and



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policymakers. Furthermore, HOPE will engage with other relevant stakeholders by holding a workshop on TeNDER.

### ***National level***

TeNDER will prioritise project communication in the countries of members of the project consortium: Spain, Slovenia, Germany and Italy where pilots will be conducted. Partners in those countries will primarily focus on national newspapers, magazines and social networks.

Our ambition is to expand our communication efforts to other countries using partners' existing contacts in their native languages.

### ***Regional/Local levels***

The regional/local level is closest to users, carers and citizens, therefore, TeNDER will also take care of addressing target audiences at this level through regional/local communication channels such as specialised publications and websites, as well as partners' social media channels, which are likelier to reach such audiences more effectively. This will be a de-centralised effort where partners will be responsible for adapting key messages and identifying the tools and modes of communication they deem appropriate for their contexts.

## **3. Visual Identity**

TeNDER's visual identity has been created to ensure that the project is recognised by external audiences. Elements include logo, colours and templates. All partners must apply these elements in all their communication and dissemination activities.

### **3.1. Logo**

The TeNDER logo is inspired by the heart symbol (associated with cardiology) and an abstract rendering of a tulip (officially adopted as a global symbol in 2005 at the World Parkinson's Disease Day conference in Luxembourg).



*Figure 1: Logo*

### **3.2. Templates**

The project templates for presentations, documents, and reporting comply with the project's visual identity and with EU funding rules (see below). We have created three basic templates for Word, PowerPoint and Excel after determining these will be the most appropriate and useful document formats for our texts, for monitoring and evaluation activities, and for presentations in e.g., external conferences, meetings, etc.



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## 4. Communication channels and activities

### 4.1. Website and content

The website will be the main communication channel for TeNDER. The chosen domain is [www.tender-health.eu](http://www.tender-health.eu).

At TeNDER-EU level, the language of communication will be British English, following the BBC style guide. In addition, basic information on the project and the pilots will be translated into the 4 languages of the countries/regions where the pilots will place.

The website will contain information on the project and its objectives, partners' areas of expertise, publications, information about events where partners will speak or present papers on TeNDER (each partner will be responsible for notifying HOPE about said events on a regular basis), updates and a blog, and at a later stage, targeted information for end-users. All partners in WP8 will contribute to updates (in the form of short web articles, and the 'Blog' section).

To structure the project website, we surveyed previous EU-funded projects (including projects in which current partners have previously participated in) under Horizon 2020 to identify good practices. The website will be organised roughly under the following headlines: HOME – PROJECT – OUTCOMES – BLOG – NEWS – CONTACT.



*Figure 5: Provisional screenshot of TeNDER website homepage*

The website will be regularly updated by HOPE, Work Package 8 coordinator. However, **all partners will be responsible for supplying content** in the form of periodical web articles, blog posts, public deliverables and other publications that may apply.

The 'News' section will focus on short web articles (500 words or less) that deliver facts and information in a journalistic style. Whereas the 'Blog' section will allow partners to explore in-depth certain themes related to the project, partners' work packages, the issues and contexts that inspired TeNDER, and/or integrated care, etc. These posts will use styles akin to those used by op-eds or narratives.



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***Timeline for partners' expected contributions***

YEAR	PUBLICATION DEADLINE	RESPONSIBLE PARTNER (NEWS ITEM)	RESPONSIBLE PARTNER (BLOG POST)
<b>2020</b>	February	HOPE	UPM
	March	TBD as news and events arise	MAG
	April	TBD as news and events arise	DW
	May	TBD as news and events arise	SPO
	June	TBD as news and events arise	CERTH
	July - August	TBD as news and events arise	HOPE
	September	TBD as news and events arise	UNITOV
	October	TBD as news and events arise	UPM
	November	TBD as news and events arise	UBI
	December	TBD as news and events arise	To be determined
<b>2021</b>	January	TBD as news and events arise	VUB
	February	TBD as news and events arise	SKBA
	March	TBD as news and events arise	CERTH
	April	TBD as news and events arise	ELG



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	May	TBD as news and events arise	UNITOV
	June	TBD as news and events arise	SERMAS
	July - August	TBD as news and events arise	APM
	September	TBD as news and events arise	HOPE
	October	TBD as news and events arise	UBI
	November	TBD as news and events arise	SPO
	December	TBD as news and events arise	SERMAS
<b>2022</b>	January	TBD as news and events arise	ELG
	February	TBD as news and events arise	VUB
	March	TBD as news and events arise	CERTH
	April	TBD as news and events arise	UBI
	May	TBD as news and events arise	MAG
	June	TBD as news and events arise	UPM
	July - August	TBD as news and events arise	SERMAS
	September	TBD as news and events arise	SKBA
	October	TBD as news and events arise	DW



	November	TBD as news and events arise	APM
	December	TBD as news and events arise	To be determined

#### 4.2. Social media: LinkedIn and Twitter

Social media is key to any communications campaign or strategy, and it is important that organisations, projects and individuals select the appropriate platforms based on their messages, resources and target audiences.

Based on the criteria listed above, TeNDER has chosen LinkedIn and Twitter. Using these platforms (in conjunction with other channels), our project will pursue the following objectives:

- Help consolidate the project’s visibility and provide updates;
- Communicate the release of news, blog posts, publications and deliverables;
- Share relevant information on the themes and issues that drove the proposal;
- Provide a fast response channel;
- Generate interest among new stakeholders and communities.

HOPE will be responsible for updating TeNDER’s social media. However, the effectiveness of social media activities hinges on partner contributions, which can range from providing relevant information on events linked to project objectives, news, publications, etc. to engaging with TeNDER’s LinkedIn and Twitter accounts using partner organisations’ own social media.

##### **Twitter**

Twitter is considered a ‘live’ platform, it allows us to release information in a timely fashion, draw attention to events and our participation in them, and highlight publications and important news related to TeNDER, among other things. TeNDER’s Twitter account targets broad audiences, from the general public and decisionmakers to health professionals and academics.

HOPE and partners are encouraged to use @ (handles) to engage with EU, national, local and regional policymakers, academics and other relevant stakeholders. And to use # (hashtags) to create a trending tag or engage with trending tags. At the EU level, for example, common handles and hashtags will likely include: @EU\_Health; @SKYriakidesEU; @EU2020HR; @Europarl\_EN; #H2020; #innovation; #research; #IntegratedCare; #Alzheimer; etc.

TeNDER’s Twitter account is @eu\_tender. It will be updated continuously, aiming to:

- Post at least twice a week with appropriate link/image/hashtags/handles/etc.
- Follow relevant accounts and developments.



### ***LinkedIn***

LinkedIn will target professionals in the health sector, particularly those who work on TeNDER's focus areas. The messages and posts will be adjusted to communicate not only periodical updates, but also results and more specialised information. The page will be searchable as: TeNDER EU Project or by clicking on: <https://www.linkedin.com/showcase/tender-eu-project/about/?viewAsMember=true>.

To keep the LinkedIn page updated, TeNDER will aim at generating a post at least every two weeks. We encourage all partners to share relevant stories and resources that may interest fellow experts.

### ***Video***

A project video will be created.

### **4.3. Electronic Newsletter**

An electronic newsletter will be released every 6 months starting M12. A sign-up sheet has been integrated into the project website and partners are encouraged to share this with contacts.

### **4.4. Publications**

Publications will need to be coordinated by both the project lead (UPM), GDPR experts (VUB), and HOPE. This to ensure that publications meet project requirements and to ensure that they can contribute to the dissemination and communication strategy.

Publication guidelines will be prepared by HOPE in collaboration with UPM.

### **4.5. Traditional media**

TeNDER seeks to engage with traditional media at EU, national and regional/local levels. In order to do so, partners will be responsible for identifying contacts in daily press, wide-audience and specialised publications, local and national TV and radio stations, etc. While HOPE will do the same at the EU-level in Brussels.

### **4.6. Other communications material**

Leaflets will be produced in English and then translated into the languages of pilot countries.

### **4.7. Organisation of and participation in events**

#### ***Participation***

All partners are highly encouraged to participate in European, national, regional and local events and meetings where they can raise awareness on TeNDER. As of January 2020, partners have already indicated their participation agenda for the coming months (See Annex I).

#### ***Organisation***

Pilot leads will organise 5 demonstrations/training sessions at each pilot site in order to show ICT, and health and social care professionals how the TeNDER model and its tools work. Pilot leads will also organise events targeting users to promote engagement.

In addition, other partners will organise a workshop targeting industry stakeholders, and health and social care funders.



Finally, HOPE will organise a workshop on TeNDER for European stakeholders.

#### 4.8. Collaboration with other initiatives

TeNDER will seek to create synergies with other projects and organisations, an essential step towards building a community of practice on integrated care. To this end, Work Package 8 partners will work on defining what kinds of collaborations we're looking for.

### 5. Monitoring and evaluation

Monitoring and evaluation are not only vital to ensure the overall quality of the communication plan, but also to re-purpose activities and tools as needed.

All partners will contribute to the monitoring and evaluation of communication activities, which will be coordinated HOPE.

Below, TeNDER has determined a list of indicators, targets and sources that will help us track our progress in communications. This table will be updated at M24 and M36, to reflect evolving targets and indicators.

Indicator	Target at M12	Source(s)
Persons aware of the project	1500	Lists of stakeholders; number of publications (when possible, please list readership numbers); website analytics; number of event participants where TeNDER is presented; social media analytics.
Number of visits to the website	>9000	website analytics (Google)
Press release	1 bi-monthly press release	Number sent out.
Stakeholders list	1200	Partners' stakeholders list of contacts
Number of publications in traditional media	4	Number of times TeNDER (1) appears in external traditional media; (2) partner is published in external traditional media on behalf of TeNDER.
Number of blog posts	9	Blog section
Number of news items	9	News section
Twitter followers	100	Number of followers ticker
LinkedIn connections	50	Number of connections ticker
Collaborating initiatives	1	Number of collaborations
Presentation of the project at round tables, meetings, conferences, workshops	-	Each partner indicates target number
E-mails sent	15,000	Each partner will report on this and the figures will be added up.



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It will be necessary for all partners to keep records of their communication activities by:

- a. Filling out and submitting the *Communication activities tracker* (See template in Annex II). This document will be due prior to the deadlines for deliverables 8.6 and 8.11. HOPE will send a reminder each time.
- b. Storing records and proofs of activities listed in the *Communications activities tracker*, which may be requested by WP8 lead (HOPE) and/or the Commission at any point during the three years.
  - Records of **face-to-face activities** include: Event registration and agenda; participants' lists with signatures; short reports/web articles on event; photographs; nametag.
  - Records of **online activities** include: screenshots; electronic versions of newsletters; publication links; social media and website analytics; list of e-mails sent.
  - **Other:** for activities that do not fall into the categories above, partners must devise ways to keep records; i.e., if an article on TeNDER is published in print, and the online version is unavailable or behind a paywall, a scan or copy of that article should be stored.

## 6. Timeline

Activity/tool	Task	Responsible	Timeline/Frequency
<b>Website and Social media (Twitter and LinkedIn)</b>	Layout and technical maintenance	DW	M1-M36
	Content	All	M1-M36
	Content upload	WP8 manager (HOPE)	M1-M36
	Information on relevant news and events	All	M1-M36
	Content development	All (to varying degrees)	See section 4.1
<b>Publications</b>	Publications guidelines	All	M6
<b>Demonstrations/training sessions at each pilot site</b>	Organise training sessions for ICT, and health and social care professionals	Pilot leads	M12-M18
<b>Workshop for European stakeholders</b>	Organise a workshop to raise awareness about TeNDER amongst European stakeholders	HOPE	M36
<b>Workshop for industry and health and social care funders</b>	Organise a workshop to raise awareness about TeNDER amongst industry, and health and social care funders	Industry partners: UBI, DW, ELG and MAG	To be determined
<b>Events for users</b>	Organise a workshop to raise awareness about TeNDER and promote engagement amongst users	Pilot leads	M28-M36



<b>Participation in events</b>	Event participation to raise awareness about TeNDER	All	M1-M36
<b>Collaboration with other initiatives and platforms</b>	Engage with other projects and/or organisations	All	M1-M36
<b>Communications activities tracker</b>	Fill out and submit	All	M17, M35
<b>Communication plan and Communication reports</b>	Submit	HOPE	M3, M18, M36
<b>Video</b>	Video on TeNDER	HOPE	M30



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## ANNEX I: Events form

TENDER EVENTS LIST					
Name	No. event	Title of the event	Link	Place	Date
UPM	n.1	TBD			
	n.2				
	n.3				
DW	n.1	ESC Preventive Cardiology	<a href="http://www.escardio.org/Conferences-8-Eventos/Preventive-Cardiology">http://www.escardio.org/Conferences-8-Eventos/Preventive-Cardiology</a>	Málaga (Spain)	2-4 April 2020
	n.2	Medica2020	<a href="http://www.fairpoint.com/event/2020/medicatrea2020/">http://www.fairpoint.com/event/2020/medicatrea2020/</a>	Düsseldorf (Germany)	16-19 November 2020
	n.3	HIMSS HEALTH	<a href="http://www.himss.org/resources/event/himss-health-20-conference-conference-2020">http://www.himss.org/resources/event/himss-health-20-conference-conference-2020</a>	Helsinki	26-27 March 2020
MAG	n.1	Alzheimer Europe Conference 2020	<a href="http://www.alzheimer-europe.org/Conferences/Bucharest-2020">http://www.alzheimer-europe.org/Conferences/Bucharest-2020</a>	Bucharest, Romania	20-22 October 2020
	n.2	AAL Forum 2020	<a href="http://www.aal-europe.eu/aal-forum-2020-in-nice/">http://www.aal-europe.eu/aal-forum-2020-in-nice/</a>	Nice, France	26-28 October 2020
	n.3				
UBIWHERE	n.1	TBD			
	n.2				
	n.3				
ELGOLINE	n.1	Medical Electronics Forum	<a href="http://electronica.de/conferencia/fforum/medical-electronic-forum/index.html">http://electronica.de/conferencia/fforum/medical-electronic-forum/index.html</a>	Munich (Germany)	10-13 November 2020
	n.2				
	n.3				
CERTH	n.1	TBD			
	n.2				
	n.3				
VUB	n.1	14th World Conference on Bioethics, Medical Ethics and Health Law, Paris, May 11-14, 2020		<a href="http://bioethics-paris2020.com">http://bioethics-paris2020.com</a>	
	n.2	European Conference on Health Law	TBD	<a href="http://cah.leuvenlabl-conference.com">http://cah.leuvenlabl-conference.com</a>	
	n.3	International Association of Gerontology and Geriatrics for the European Region, TBD		<a href="http://www.iasa-gr.net">http://www.iasa-gr.net</a>	
HOPE	n.1	20th International Conference on Integrated Care	<a href="http://integratedcarefoundation.org/events/ics20-20th-international-conference-on-integrated-care/">http://integratedcarefoundation.org/events/ics20-20th-international-conference-on-integrated-care/</a>	Šibenik, Croatia	27-29 April 2020
	n.2	eHealth Week Croatia	<a href="http://www.ehealthweekcroatia.org/">http://www.ehealthweekcroatia.org/</a>	Ravinj, Croatia	15-17 April 2020
	n.3	29th EAHM Congress	<a href="http://eshm.eu.org/event/29th-eahm-congress/">http://eshm.eu.org/event/29th-eahm-congress/</a>	Budapest, Hungary	30 September - 2 October 2020
SERMAS	n.1	SEMIFYC 2021	<a href="http://www.semifyc.org/agenda/40-congresos-de-la-semifyc/">http://www.semifyc.org/agenda/40-congresos-de-la-semifyc/</a>	Palma de Maiorca (Spain)	Time and location has not yet been announced.
	n.2	SOMAMFYC 2021	<a href="http://www.somamfyc.com/congresos/congresos-2020/">http://www.somamfyc.com/congresos/congresos-2020/</a>		Time and location has not yet been announced.
	n.3	WPC 2022	<a href="http://www.wpc2022.org/">http://www.wpc2022.org/</a>	Barcelona (Spain)	7-10 June 2022
SKB	n.1	DGHR 2020	<a href="http://www.dgnc-sauna.de/falla-meine-informationen/auklick-2020/">http://www.dgnc-sauna.de/falla-meine-informationen/auklick-2020/</a>	Düsseldorf (Germany)	10.-12.12.2020
	n.2	ISPRM 2021	<a href="http://www.icerm.org/congress/15th-icerm-world-congress-icerm-2021#WPEaVir2PA">http://www.icerm.org/congress/15th-icerm-world-congress-icerm-2021#WPEaVir2PA</a>	Lüben	16.-20.05.2021
	n.3	ECNR 2021	<a href="http://www.ecnr-congress.org/">http://www.ecnr-congress.org/</a>		Time and location has not yet been announced.
UNITOV	n.1	EANM 2020	<a href="http://www.eanm.org/congress/events/future-congress/">http://www.eanm.org/congress/events/future-congress/</a> <a href="http://www.aimn.it/it/it/chauf-sar-z/">http://www.aimn.it/it/it/chauf-sar-z/</a>	Vienna	17.-21-10-2020
	n.2	AIMN 2021	<a href="http://www.aimn.it/it/it/chauf-sar-z/">http://www.aimn.it/it/it/chauf-sar-z/</a>		Time and location has not yet been announced.
	n.3				
SPOMINCICA	n.1	34th International Conference Alzheimer's Disease International (ADI)	<a href="http://adi2020.org/">http://adi2020.org/</a>	Singapore	19.-21.March 2020
	n.2	Alzheimer Europe Conference 2021	<a href="http://www.alzheimer-europe.org/">http://www.alzheimer-europe.org/</a>	Location to be	Fall 2021
	n.3	AATAD/FPD 2022	<a href="http://aatad.fpd.kener.com/">http://aatad.fpd.kener.com/</a>	Location to be	Spring 2022
APM	n.1	European Parkinson's Disease Association Assembly	<a href="http://www.eads.eu.com">http://www.eads.eu.com</a>	London	November 2020
	n.2	Plataforma de la Organización de Pacientes National Conference	<a href="http://www.plataformadepacientes.org">www.plataformadepacientes.org</a>	Madrid	October 2020



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## ANNEX II: Communication activities tracker template

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<b>TeNDER Communication activities</b>											
<b>Partner Organisation:</b>											
Please fill in with planned dissemination activities:		Last update:									
Type of activity	Description of the activity and objectives	Date/Duration/ Frequency	Place	Impact		Other relevant comments (e.g., support documents)	Additional info <small>ONLY</small> for publications				
				Who	How many		Authors	Title	Publisher	Link	
<b>INSIDE THE ORGANISATION</b>											
<i>Meetings</i>											
<i>Workshop(s)/Roundtable(s)</i>											
<i>Conference(s)</i>											
<i>Other (please specify)</i>											
<b>OUTSIDE THE ORGANISATION</b>											
<i>Meeting(s)</i>											
<i>Workshop(s)/Roundtable(s)</i>											
<i>Conference(s)</i>											
<i>Leaflets disseminated</i>											
<i>Other (please specify)</i>											
<b>INTERNET-BASED ACTIVITIES</b>											
<i>Newsletter</i>											
<i>Article(s)</i>											
<i>Emails</i>											
<i>Press release(s)</i>											
<i>Blog Post(s)</i>											
<i>Tweets/re-tweets</i>											
<i>LinkedIn post(s)/re-posts</i>											
<i>Other (please specify)</i>											



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