PIANOFORTE Partnership

European Partnership for Radiation Protection Research

Horizon-Euratom – 101061037

D 6.2 – Internal Communication Plan

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Abstract

The success of PIANOFORTE depends not only on what is accomplished during the project, but also on the effectiveness at communicating the planning, progress, and outputs of the project to all the participants. An Internal Communication Plan (ICP) is key to assure efficient flow of information and data, due the course of the project, among main consortium partners (beneficiaries), associated partners, affiliated entities and third parties participating in winning open call projects, as well students and young researchers participating in PIANOFORTE.

The ICP includes the communication needs among all parties involved in PIANOFORTE, the channels to be used, the resources available, and the delivery schedules, to keep all PIANOFORTE participants well informed about plans, activities and results of the project. It also defines responsibilities among PIANOFORTE partners and describes the monitoring/evaluation instruments. The online communication tools developed in Task 6.3 (public PIANOFORTE-partners web page, share point for partners, social media, internal repository, etc.) will be used, supported when needed, with mailing of the adequate information to the participants.

This deliverable describes the four aspects on which PIANOFORTE's Internal Communication Plan focuses: Aim and Scope; Communication channels/methods; Available resources; and Involvement of all partners. Monitoring mechanisms.

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Introduction

The success of PIANOFORTE is dependent not only on what is accomplished, but also on the effectiveness at communicating the planning, progress, and outputs to all the participants in the partnership. Effective communication means that the expected information is provided to each appropriate receiver, in the correct format, on time and with the desired impact is provided.

Considering the complexity of the partnership (the consortium includes 58 partners from 22 EU countries plus Norway and United Kingdom), the goal of the Internal Communication Plan (ICP) is to avoid duplication of efforts, to promote efficient use of project results and to achieve all possible synergies. The ICP will assure efficient flow of information and data, throughout the course of the project, among main consortium partners (beneficiaries), associated partners, affiliated entities and third parties participating in winning open call projects, as well students and young researchers participating in PIANOFORTE.

The ICP, developed based on experience gained in past European projects, consists of a matrix of communication needs among all parties involved in PIANOFORTE, the channels to be used, the resources available, and the delivery schedules, to keep all PIANOFORTE participants well informed about plans, activities and results of the partnership. It also defines responsibilities among PIANOFORTE partners and describes the monitoring/ evaluation instruments.

Special attention will be paid to communication among teams involved in projects selected in the open calls, as well as with students and young researchers participating in PIANOFORTE. For that, the online communication tools developed in Task 6.3 (public PIANOFORTE-partners web page, share point for partners, social media, internal repository, etc.) will be used, supported when needed, with mailing of the adequate information to the participants.

In addition to the ICP, PIANOFORTE will also develop an External Communication Plan under subtask 6.2.1, which will describe the communication pathways with the stakeholders, the European Commission representatives and the PIANOFORTE Stakeholder and Advisory Board. Both internal and external communication plans will be connected, sharing resources such as the public PIANOFORTE webpage, social media (newsletters, information leaflets, videos) and media such as partnership flyers (electronic versions preferred and printed only if appropriate).

This deliverable is structured in four sections addressing the distinct aspects that the ICP is focused on:
1. Aim and Scope.
2. Communication channels/methods.
3. Available resources.
4. Involvement of all partners. Monitoring mechanisms.

1. Aim and Scope

The objective of the PIANOFORTE Internal Communication Plan (ICP) is to assure that all PIANOFORTE partners are aware of the planning, progress, outputs (Deliverables, Milestones, Publications in scientific and technical journals, etc.) and events (Meetings, Workshops, Seminars, Congresses, etc.) of the project.

The audience of the PIANOFORTE ICP includes:

- Beneficiaries, Associated partners and Affiliated Entities of the PIANOFORTE partnership.

- Partners integrating by virtue of winning proposals in the open calls.

- Students and young researchers.

2. Communication channels

The communication channels to be used during PIANOFORTE are e-mail, face-to-face meetings and video conferences (online).

2.1. E-mails

The main communication channel used for internal communications among the consortium members will be the e-mail. To better target every communication, several **contact lists** (Excel files) have been or will be created in the PIANOFORTE share-point (the share-point is described in Section 3. Available Resources):

- PIANOFORTE-EXTERNAL-contact list (available in the PIANOFORTE share point, see Section 3). Created by IRSN, with partner's main contacts depending on the purpose of the communication: Technical, Financial, Legal, Associated partners, Affiliated Entities.

- Contact lists for each Work Package (WP), will be created, with the main contacts for each Task and Subtask of the corresponding WP.

Each partner must keep their organization's contact lists up to date throughout PIANOFORTE.

To increase efficiency, a standard **e-mail subject title shall be used**. This will allow the project partners to quickly recognise PIANOFORTE related e-mails. The subject must include the project name PIANOFORTE and WP number (if applicable), followed by a more specific description of the subject and a deadline for feedback or reply (if applicable). Example: *PIANOFORTE_WP1_Consortium Agreement_22 July 2022*.

To **keep traffic down**, it will be requested to the recipients that if they have any query about an e-mail, reply just to the sender. It will be also considered that while sending emails, they will only be sent to people involved in the subject matter (as detailed in the contact lists).

Documents preferably will not be attached to e-mails, better including a link to the appropriate location, when possible (PIANOFORTE **share point**, see Section 3), to avoid overflow of the e-mail boxes of recipients.

Figure 1 shows how communication is expected to flow from the project operational team (WP leaders, task and subtask leaders) towards the PIANOFORTE coordination bodies (Coordinator, Executive Board and General Assembly). Communication with EURATOM-European Commission representatives, and the Stakeholder and Advisory Board (SAB) is out of the scope of the ICP.

The coordinator, in cooperation with WP6 leader, must ensure an efficient, timely, and controlled communication among all PIANOFORTE partners during the project life.
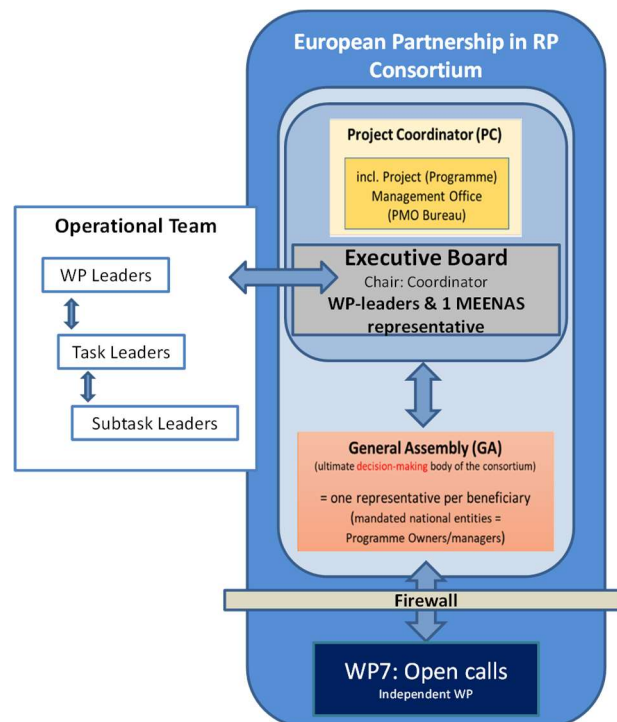
Figure 1. Internal communication flow through the PIANOFORTE participants.

2.2. Meetings

The **face-to-face meetings** will occur at various times in the project and are generally planned well in advance (see below the schedule for PIANOFORTE internal meetings). Occasionally, face-to-face meetings will also have virtual participants when circumstances have prevented an "attendee" from traveling. **On-line meetings** will be videoconferences organised using one of the common available tools (Zoom, Teams, Webex, or similar).

In both, face-to-face and online meetings, an **Agenda** will be prepared and sent in advance to all participants. The organiser of the meeting (Coordinator, WP leader, Task or Subtask leader) will be responsible of taking notes and prepare the draft minutes of the meeting, which will be distributed to all the participants for comments, before preparing the **final minutes** of the meeting. The agenda and the final minutes (and associated meeting resources such as presentations, documents, etc.) will be published in the appropriate folder on the PIANOFORTE share point (see section 3).

Schedule of the PIANOFORTE internal meetings:

- Reporting period meetings (General Assembly meetings) every 18 months. Tentatively there will be:
  - 3 Physical meetings (1, 36 and 60 months).
  - 2 Virtual meetings (18 and 54 months).

- Other GA meetings: as often as necessary (virtual meetings for example for budget allocation to selected projects following Open Calls – "PIANOFORTE funding meetings").

- Executive Board meetings: At least 3 to 4 per year but as often as necessary (MAINLY virtual meetings).

- WPs, tasks, and subtasks meetings: as often as necessary. It is recommended to organise such meetings either as associated events to the afore mentioned meetings or as virtual meetings. They should follow the general rules mentioned above for preparation and reporting (agendas and minutes are obligatory).

PIANOFORTE is deliberately limiting face to face meetings in order to comply with the "Green Agenda" objectives.

3. Available Resources

A public PIANOFORTE web page and a share point for the partners have been created. Both are essential components of PIANOFORTE communication strategy.

The **public PIANOFORTE web site**, developed under WP6, describes the activities within the project and will provide access to all the project outputs, including the publication of the open calls and information on selected projects. The website will be regularly updated with on-going activities (progress in WPs), public reports/deliverables, publications, upcoming events, outputs of scientific meetings and workshops, as well as trainings, courses and PhD and postdoctoral activities.

The PIANOFORTE **share point**, created by IRSN in Microsoft Teams, is only for PIANOFORTE partners. This share point is a working tool that will enhance the information exchange

among all PIANOFORTE partners (agendas, minutes, internal documents, WP's specific information, milestones, data sets, templates, etc.), facilitating internal coordination. This tool will allow sharing documents and other relevant data for the project, facilitating the communication between participants, as well as the project planning, or the document sharing and archiving (repository).

To make it easier for users to access the information they need at any time, the documents in the PIANOFORTE share point should be organized in the following folders:

- WPs area (for WP1 to WP6) with substructure containing: the contact list; agenda and minutes of the meetings, reports, and in the case of WP1 the administrative documents (Consortium Agreement, Grant Agreement, Annual Working Plans, etc.). Within each WP, the needed subfolders will be created by the WP leader (or by any participant after approval of the WP leader).

- Deliverables (once approved by the EC) and other publications (i.e., scientific articles, presentations, etc.) will be uploaded in the public PIANOFORTE website to assure Green Open Access policy, and to make research outputs more transparent and their use more efficient. A link can be added in the PIANOFORTE share point to the publication area of the public web page.

- Milestones. The milestone will be published in the PIANOFORTE share point after being reviewed and approved.

- Data sets (data supporting certain reports, milestones).

- PIANOFORTE-EXTERNAL-contact list.

- Logo

PIANOFORTE templates. Another important asset in terms of communication among the partners is to have homogeneous formats related to project outputs. Therefore, templates will be prepared by WP6 and made them available in the PIANOFORTE share point. The templates will be created in main formats: ".docx" (for deliverable, milestone, agenda, minutes, etc.) and ".pptx2 (for presentations). The templates will include the PIANOFORTE logo, the European flag (emblem) and funding statement as specified in Article 17.2 of the Grant Agreement, and the disclaimer excluding the European Commission responsibility (as written in Article 17.3 of the Grant Agreement. It is recommended that participants agree with the coordinator and WP6 leader any modification of the templates.

To keep the **repository** functional, the following guidelines must be considered:

- Before creating a folder/subfolder ask the corresponding WP leader.

- Project partners are allowed to directly upload any digital file (documents, pictures).

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- When communicating on uploaded/changed documents, indicate in which folder, if not obvious, e.g., PIANOFORTE/WP3/Meetings/…

- If the upload of Word and/or Excel files containing complex formatting, figures, graphs etc. is required, it must be checked whether these features are preserved when uploaded. If not, files should be converted to pdf before uploading.

- Notifications on changed documents by e-mail is an option, but the preferred way is to include relevant authors only (to avoid notification spamming).

- Create a homogeneous document coding system (e.g., year-month-day_ PIANOFORTE_WPx_ Short name of the document") for original documents and for subsequent updates and new versions.

The WP leaders (or someone designated by them) and the administrator of the PIANOFORTE share point will be responsible for the quality control of the repository, to assure that the folders/subfolders created are the adequate and that the documents uploaded are in the right folder/subfolder.

There is currently a "T-PRJ-PIANOFORTE group" (Outlook) in the PIANOFORTE share point to be used to share ideas, files, and important dates among PIANOFORTE partners.

For documents under development, the PIANOFORTE partners can use the PIANOFORTE share point, which allows multiple users to work on a Google document at the same time, to be built in version control and allowing comments. It can also be used off-line, downloading the documents.

Short general presentation of PIANOFORTE to be used by all the partners when talking about PIANOFORTE (available in the share point). An example in shown in figure 2. PIANOFORTE in a nutshell.

Title: **Partnership for european research in radiation protection and detection of ionising radiation: towards a safer use and improved protection of the environment and human health**		
Acronym: **PIANOFORTE**	**CALL**: HORIZON-EURATOM-2021-NRT-01 *(Nuclear Research and Training)* **Topic**: HORIZON-EURATOM-2021-NRT-01-09	**Type of Action**: EURATOM-COFUND
Grant Agreement Number: **101061037**	**60 Months**: Starting date: 1 June 2022 End date: 31 May 2027	Project coordinator: **IRSN** *Institut de radioprotection et de sûreté nucléaire*
58 Partners (39 POMs, 5 AP; 14 AE)	**22** Member States plus Norway & UK	Budget: **30 + 16 M € EURO** Deliverables: **63**

Figure 2. PIANOFORTE in a nutshell.

FAQs on PIANOFORTE, specific for each type of audience mentioned in Section 1 (e.g., students and young scientists, new partners joining PIANOFORTE after the open calls) could be prepared and made available in PIANOFORTE webpage.

4. Involvement of all partners. Monitoring mechanisms.

All PIANOFORTE participants will:

- Assist in the implementation of the PIANOFORTE Internal Communication Plan as defined in this document.

- Use the PIANOFORTE project mailing lists (global or specific list of participants in the work packages, tasks and subtasks), for general communication and to notify other participants the availability of new outputs of the project (uploaded in the PIANOFORTE share point) and/or documents for comments uploaded to the Google Docs.

- Keep all the PIANOFORTE contact lists up to date in the share-point.

- Participate in scheduled project face-to-face and online meetings to communicate progress to partners.

- Use PIANOFORTE templates for any project-related communication activities.

Work Package Leaders, to aid in the communication of information about their work package, will:

- Provide regular information and content on the work carried out within their work package at the scheduled Executive Board meetings.

- Upload the deliverables, milestones or other reports done in the WP (or contact WP6 leader for uploading these documents in the PIANOFORTE public web page and/or the share point).

- Designate a person from the WP to be in charge of quality control of the PIANOFORTE share point.

To monitor compliance with the ICP by PIANOFORTE partners during the whole project, information will be periodically gathered by tracking visits to the PIANOFORTE share point and public webpage, and/or through direct feedback from the PIANOFORTE partners.