communication plan

This SACURIMA Communication Plan approved by the Core Group and Management Committee, will be up-loaded and kept up to date and available on the SACURIMA Website at www.sacurima.eu and also at the SACURIMA facebook page. WG 5 is responsible for establishing, monitoring, review and overall updating of this communication plan.

The general principal of this SACURIMA Communication Plan is to ensure that all involved are kept up to date with developments within the Cost Action and appropriate information on outcomes is available to the wider agricultural community.

To achieve this the Core Group are required to upload all meeting plans, agendas and minutes of all meetings held. Also, every Working Group (WG) are required, when requested, to provide and upload their WG status/news 1 or 2 times a year on both the facebook page (www.facebook.com/sacurima) and on the web site (www.sacurima.eu)

A template is provided (See page 2) to be filled out by the WG Leader or the WG assistant given the dissemination role within each WG – this WG assistant is responsible for making sure that these updates are prepared and uploaded.

In addition to the above updates WG Leaders or WG assistants will be encouraged to upload information or updates when any WG member has anything relevant to share with everyone (this could be articles, new tools, videos, relevant calls, applications going on, conferences, events, etc.)

The WG 5 Leader is responsible for sending out timely requests for updates to every WG Leader or WG Assistant. The WG 5 Leader, is also responsible for making sure updates are received and uploaded and for ensuring that all within the SACURIMA Cost Action can track status/news/progress as planned.

Budget year 1

March 2018, WG 5, dissemination meeting in Dublin
- Website, facebook page and communication plan on agenda

Budget year 2 (April 2018-april 2019)

September 2018, MC meeting, all workgroups (WG 1-4) presented status
September 2018, Nordic Meeting, all working groups (WG 1-4) presented status. Presentation will be uploaded at the website Sacurima.

October 2018, WG 5, dissemination meeting in Berlin
- Focus on progress in communication plan

1/12 2018 Status/news from scientific communication manager (once a year)

March 2019 Novi sad, Serbia
- Status from each workgroup (WG 1-4) will be uploaded at the website Sacurima.
- WG co-leader/assistant will prepare a draft before the meeting – final status sent to wg5 before end of MC meeting.

1/4 2019 Status/news from Grant holder & Core Group – Draft Plan for coming year (this status will be uploaded once a year in the end of every budget year)

After each meeting WG 5 (Dissemination Group) will be responsible for uploading meeting minutes, decisions and outcomes, along with pictures related to the meeting on both the SACURIMA facebook page and the website.

WG 5 will, where possible, upload short interviews with each WG leader which will explain the overall objectives of their WG (Note WG 5 will prepare a few questions (maximum 3) so every WG leader can prepare the answers).

Budget year 3, April 2019-april 2020

Along with budget for budget year 3 the communication plan will also be updated.

Status from each workgroup will be uploaded after each MC meeting (MC meeting will probably be arranged autumn and spring).
- WG co-leader/assistant will prepare a draft before the meeting – final status sent to wg5 before end of MC meeting.

1/12 2019 Status/news from scientific communication manager (once a year)

1/4 2020 Status/news from Grant holder & Core Group – Draft Plan for coming year (this status will be uploaded once a year in the end of every budget year)

Template for dissemination

Every WG must designate a WG Assistant responsible for Communications/Dissemination and who will take responsibility for providing updates and where possible uploading these updates onto our facebook and website (or send to WG 5 Leader).

The time schedule for when to disseminate status/news is set out in the communication plan and the WG 5 Leader will provide a timely reminder to each WG Leader of required updates.

For the facebook page www.facebook.com/sacurima

Max 5-8 sentences about the work which is going on in the specific Working Group
Max 1-2 sentences about next steps

If WG prefers this may be done on a short video instead (max 1 to 1.5 minutes)
1 or 2 relevant pictures

Every WG assistant following agreement with WG Leader should upload any relevant material directly to the facebook page

If any difficulties occur please mail the material for Anne Marie Heiberg and Helle Birk Domino to upload.

For the website www.sacurima.eu

Max ½ a page written about the work which is going on in the specific WG – finishing the text with one or two sentences about next steps.

If you have relevant links to include please include these (links for articles, videos, other relevant material or events) If you have developed questionnaires to be completed in the WG/s please attach these

Relevant pictures may be attached also (possibly the same pictures as used on the facebook page)

Every WG Assistant could do either:
- Upload themselves at the website

- Send a mail to Anne Marie Heiberg and Helle Birk Domino to ask us to upload material – the mail must be attached:
  A word document with the text to be uploaded
  The relevant Pictures
  Relevant questionnaires

Conference presentations, posters and other meetings

All Sacurima participations who participate with presentation or posters in conferences or other meetings is responsible for posting it on web side or send information and presentation to WG5 leader.
Please informe about place, date, name of conference and type of presentation.
It would be nice if you are willing to share the presentations on the web side.