

## **Work Package 2: Communication & Dissemination**

### **Deliverable 2.7.1 (former 2.3.1): Implementation of internal and external communication tools and rules**

**Beneficiary: IHU (former TEICM)**

**INTERREG V-A COOPERATION PROGRAMME:**

**GREECE – BULGARIA 2014-2020**

The Project is co-funded by the European Regional Development Fund and by national funds of the countries participating in the Interreg V-A “Greece - Bulgaria 2014-2020” Cooperation Programme.

**About this document:**

The present Deliverable summarizes the implementation of internal and external communication tools and rules on behalf of IHU (former TEICM) partner.

**Deliverable Version:** v. 2.0

**Date:** 02/07/2021

**Deliverable Contributors:**

1. Emmanouil Kirtas
2. Georgios Panagopoulos

**Has been reviewed and approved by:** Emmanouil Kirtas

## Table of Contents

1. Scope of Deliverable 2.7.1 (former 2.3.1) – IHU (former TEICM) contribution .....	4
2. Internal communication .....	4
2.1 Email contact list.....	4
2.2 On-line forms.....	5
2.3 Skype accounts and online meetings .....	5
2.4 Google drive contribution .....	7
2.5 Doodle accounts and scheduling of project meetings .....	8
2.6 Gingko app.....	10
2.7 NAS file storage for IHU-former TEICM .....	10
3. External communication.....	11
3.1 Preparation of the project logo and required templates .....	11
3.2 Contribution in GREEN PUMP project website .....	13
4. Acknowledgements .....	13

## 1. Scope of Deliverable 2.7.1 (former 2.3.1) – IHU (former TEICM) contribution

The present Deliverable summarizes the implementation of internal and external communication tools and rules on behalf of IHU (former TEICM) partner. More specifically it includes:

- Identification of the main IHU-former TEICM members in the on-line form, to provide contact data and information to the project partners.
- Participation of the main IHU-former TEICM members in communication tools and procedures (accounts in skype, doodle, participation in email group list, Google drive with Gmail account etc).
- Participation of IHU-former TEICM (as consultant) during the preparation of the project Logo, Presentations' template, Deliverables' template etc.
- Contribution in the internal and external communication tools (Google drive, project website) providing material concerning the implementation of the project on behalf of IHU-former TEICM.

The aforementioned actions are briefly analyzed below.

## 2. Internal communication

The following paragraphs summarize IHU (former TEICM) participation in the internal communication procedures.

### 2.1 Email contact list

Several key members of the IHU (former TEICM) team have provided their email addresses to participate in the GREEN PUMP email contact list created by the project coordinator ([greenpump@lists.auth.gr](mailto:greenpump@lists.auth.gr)):

- Emmanouil Kirtas ([kirtas@teiser.gr](mailto:kirtas@teiser.gr)): IHU-former TEICM contact person and scientifically responsible on behalf of the partner.
- Georgios Panagopoulos ([panagop@teiser.gr](mailto:panagop@teiser.gr)): IHU-former TEICM member.
- Panagiotis Anastasiadis ([panast@teiser.gr](mailto:panast@teiser.gr)): IHU-former TEICM member.

## 2.2 On-line forms

The main members of the IHU (former TEICM) partner provided contact details and related information through an on-line form created for the needs of the GREEN PUMP project. The provided details will be used to facilitate contact between the partners.



**Contact information - Green Pump**

Please provide your full name, Email, affiliation, and phone numbers. This data will only be used for communication purposes between the partners of the GREEN PUMP project. All participants will have access to the data.

\* Required

First name \*

Emmanouil

Last name \*

Kirtas

Email - Preferably Gmail \*

kmanolis@gmail.com

Affiliation \*

AUTH

SWU

EMATECH

TEICM

M. Pilea-Hortiatis

M. Petrich

Phone number \*

00302321049323

Cellphone number

██████████

Your data will be held until the end of the project. If you want your data to be removed please contact us at greenpumpgr@gmail[dot]com \*

Accept

**Contact information - Green Pump**

Please provide your full name, Email, affiliation, and phone numbers. This data will only be used for communication purposes between the partners of the GREEN PUMP project. All participants will have access to the data.

\* Required

First name \*

Georgios

Last name \*

Panagopoulos

Email - Preferably Gmail \*

gpanagop@gmail.com

Affiliation \*

AUTH

SWU

EMATECH

TEICM

M. Pilea-Hortiatis

M. Petrich

Phone number \*

00302321049325

Cellphone number

██████████

Your data will be held until the end of the project. If you want your data to be removed please contact us at greenpumpgr@gmail[dot]com \*

Accept

Figure 1. On-line form submission for members of IHU (former TEICM)

## 2.3 Skype accounts and online meetings

The main members of the IHU (former TEICM) team have provided their skype contact details to facilitate communication between the partners. Several skype meetings took place during the project, according to coordinator's schedule, to discuss issues of administrative and implementation nature.

Moreover, skype meetings amongst individual partners also took place, in order to improve cooperation and exchange practices and expertise on various implementation issues.

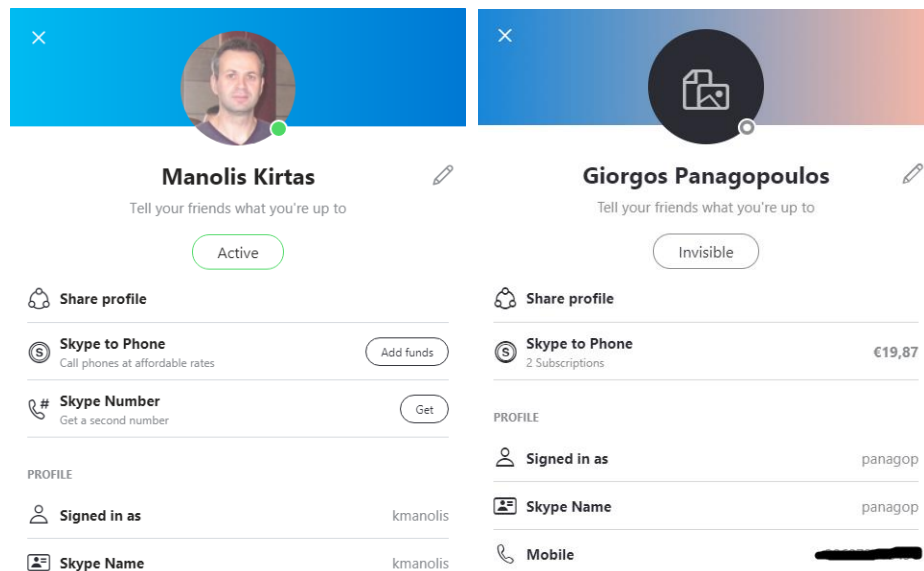


Figure 2. Skype accounts of members of IHU (former TEICM)

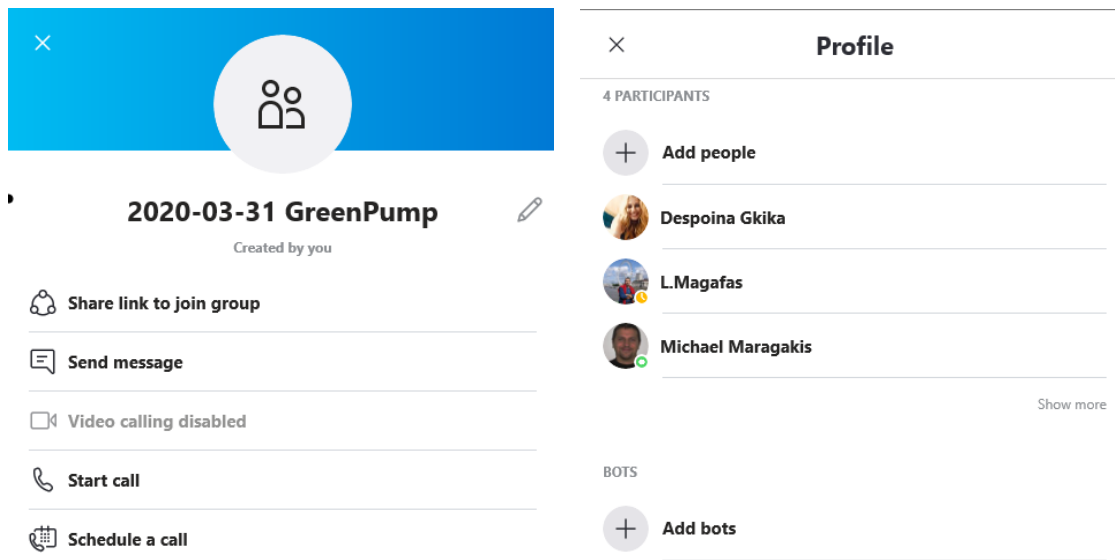
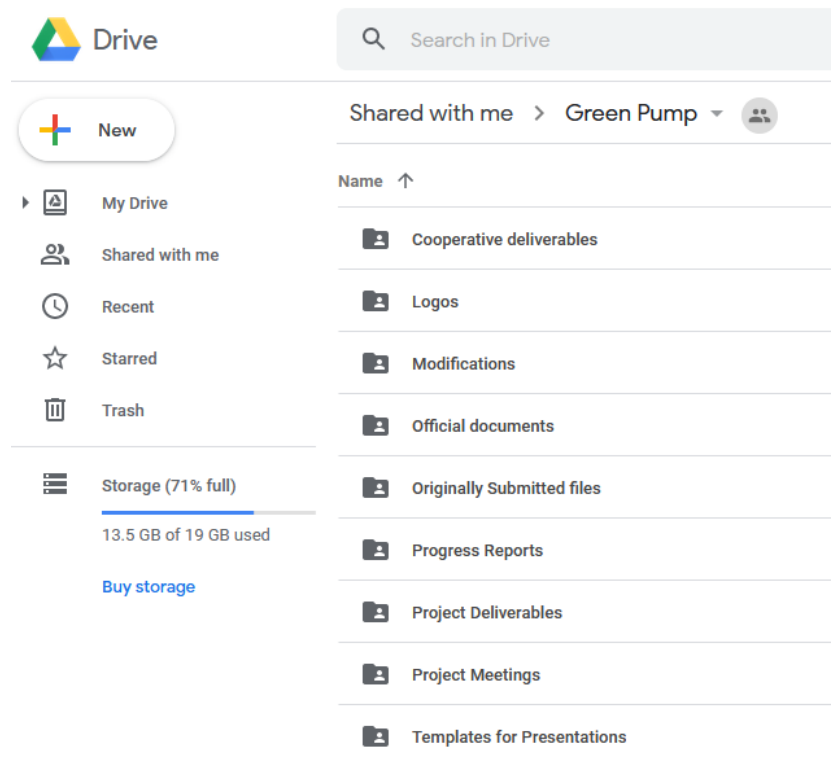


Figure 3. Skype meeting (indicative – created by Emmanouil Kirtas) amongst the coordinator and members of IHU (former TEICM and former EMMATECH)

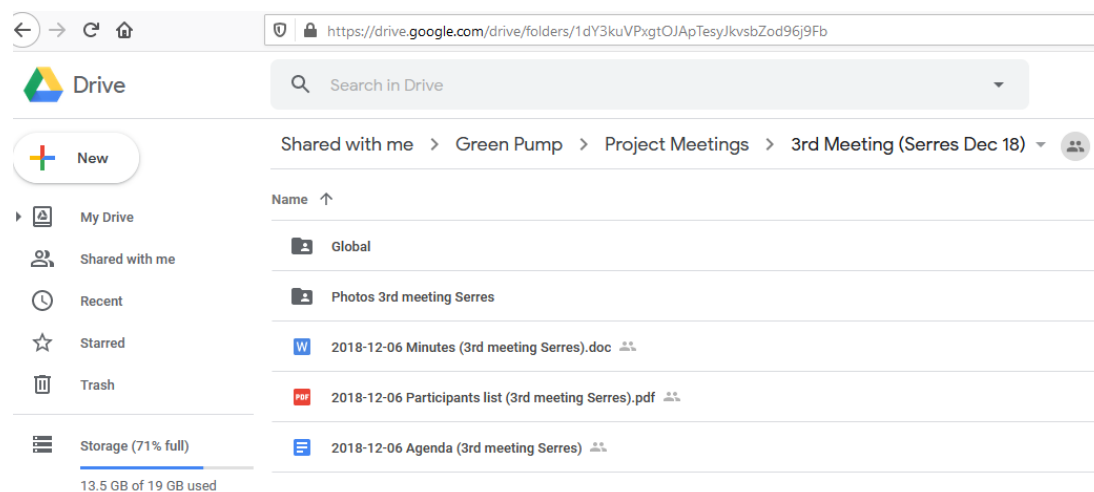
## 2.4 Google drive contribution

During the first stage of the project, a google drive place was created and shared between the partners, so as to store and share project related material and information. The Google drive storage space is used for internal communication needs as well as for external communication and dissemination requirements, and consists, amongst other, of the following indicative sub-sections:

- Project deliverables
- Project Meetings
- Project reports
- Logos (of the project)
- Official documents etc



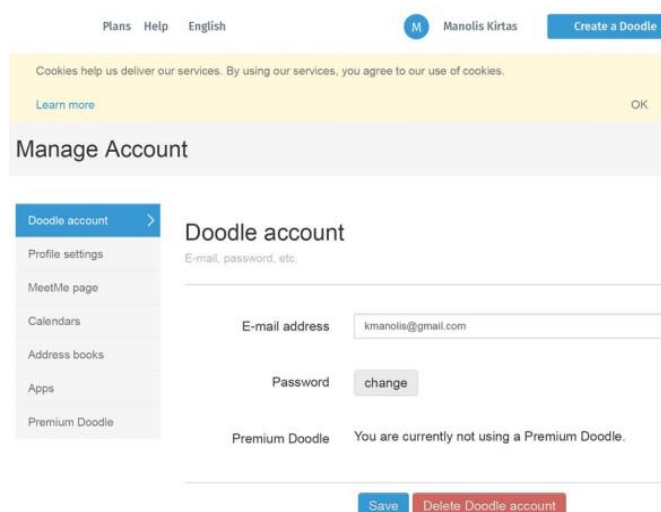
**Figure 4.** Google drive space for data and information sharing amongst the project beneficiaries as well as dissemination purposes



**Figure 5.** Indicative contribution of Google drive material for the meeting in Serres from the IHU-former TEICM beneficiary

## 2.5 Doodle accounts and scheduling of project meetings

In order to facilitate meetings scheduling and other decisions between partners, key members of each partner created doodle accounts to participate to polls throughout the project. Considering the expected participants number in each meeting, it is not an easy task to set up a meeting date without proposing alternate dates and assess the availability of the representatives of each partner. Most meetings dates have been decided after participation of the attendees to related doodle polls.



**Figure 6.** Indicative doodle account for the contact person of IHU (former TEICM)

# Interreg Greece-Bulgaria

European Regional Development Fund

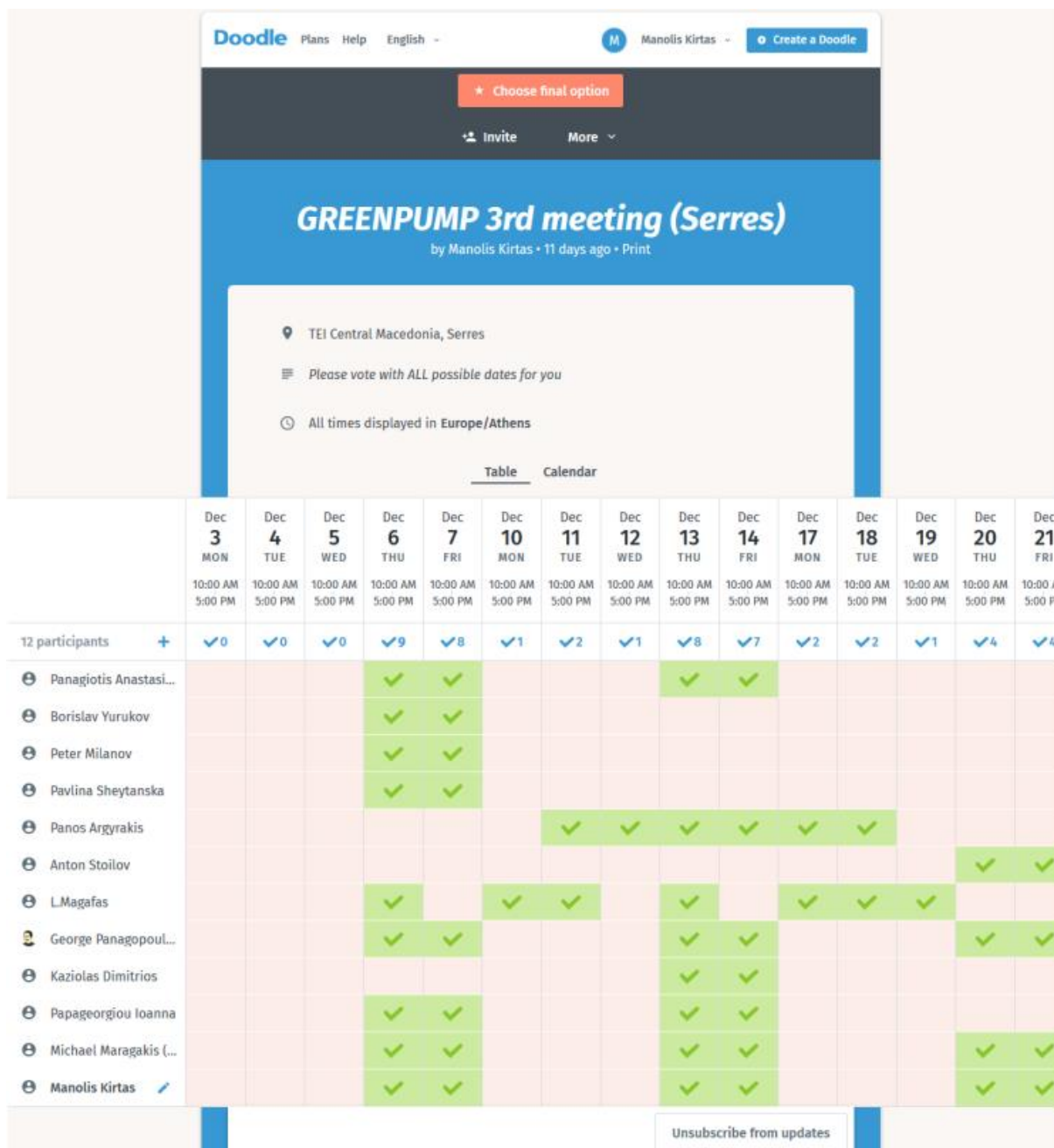
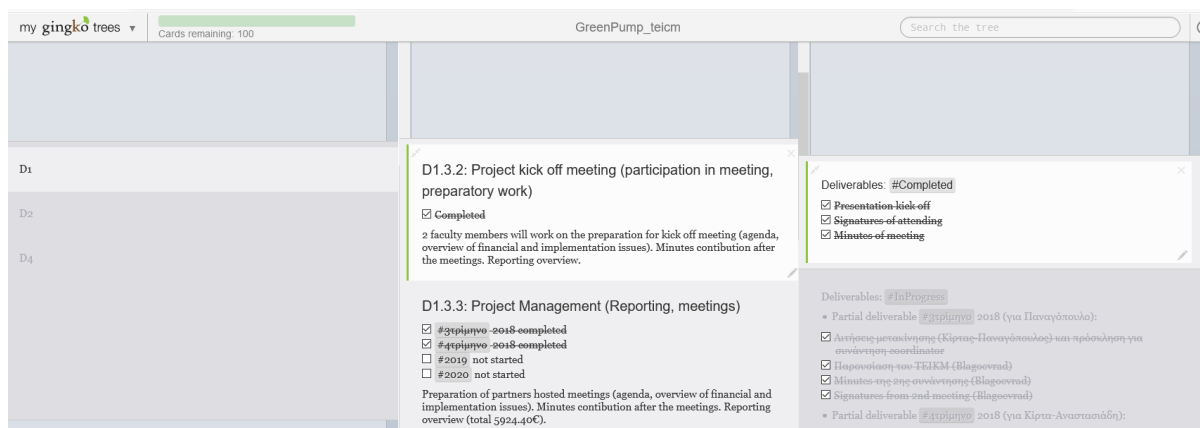


Figure 7. Indicative doodle poll to setup the project meeting in Serres (hosted by IHU-former TEICM)

## 2.6 Gingko app

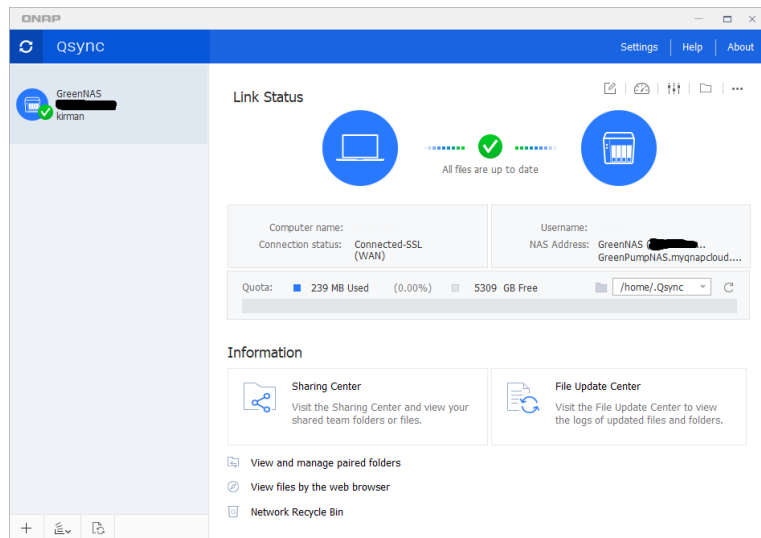
In order to monitor the progress of the implementation tasks and the required deliverables, the IHU-former TEICM beneficiary created a project in the Gingko app website (<https://gingkoapp.com>). This online application allows for efficient planning and monitoring of the activities and deliverables amongst the members of a working group.



**Figure 8.** Indicative screenshot of the Gingko app for internal communication of IHU-former TEICM

## 2.7 NAS file storage for IHU-former TEICM

The members of the IHU-former TEICM beneficiary have installed, using equipment purchased in the framework of the GREEN PUMP project, a NAS file storage system to upload and store (backup) data and information concerning the administration and implementation activities of the project. Access to the storage system can be also achieved through smartphones using a specialized android application, allowing for an easy, real-time data preview and sharing.



**Figure 9.** Screenshot of the user interface (Windows) of the NAS file storage system installed in IHU-former TEICM premises

### 3. External communication

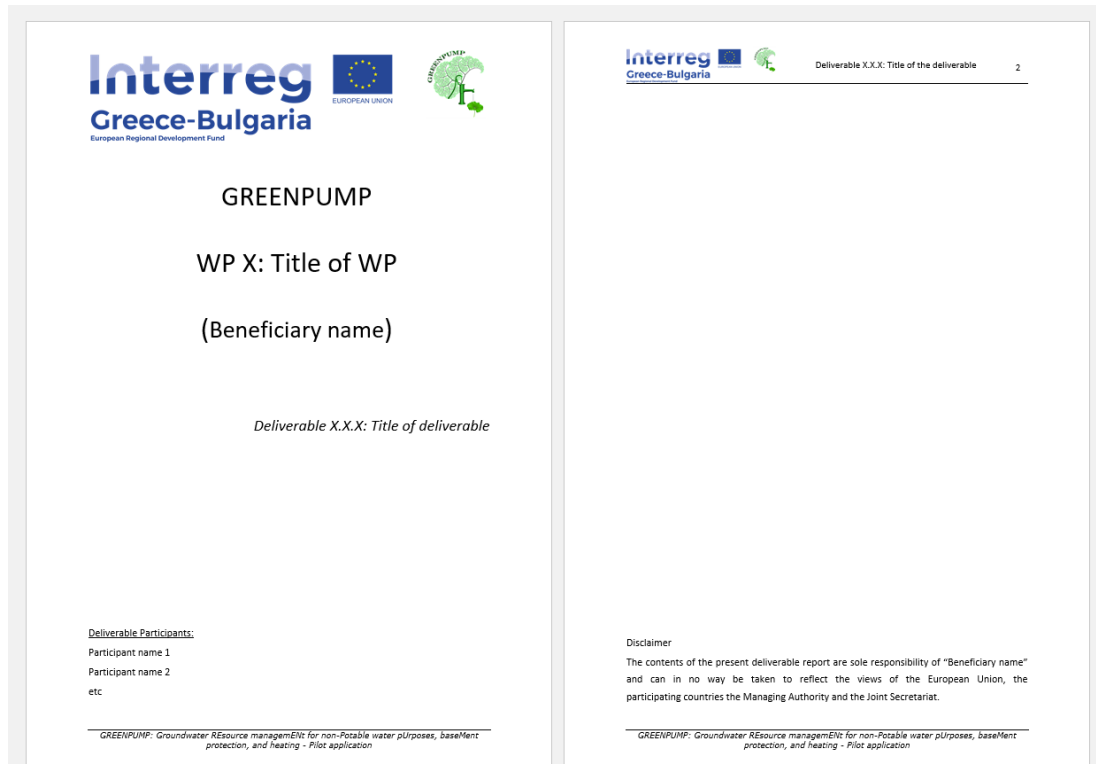
The following paragraphs summarize IHU (former TEICM) participation in the external communication procedures. It is noted that some tools mentioned in the internal communication tools' section, are also partially employed for external communication and dissemination purposes, such as:

- Google drive: specific folders of the Google drive space is open to public access.
- NAS system: links to specific files can be shared to public (if required)
- Skype: can also be used for meetings or other events with external interested parts and stakeholders (if required, considering the current covid-19 restrictions).







#### 3.1 Preparation of the project logo and required templates

The IHU-former TEICM beneficiary participated as a consultant during the preparation of the project logo and the template of the project presentations and deliverables etc. More specifically, technical advice was provided before the finalization of the project Logo concerning the publicity requirements of the Interreg programme.

Additionally, a word template proposal created by IHU-former TEICM was the basis of the final template adopted at project level for the deliverable reports.



**Figure 10.** Screenshot of the first pages of the proposed template for the deliverable reports (proposal of IHU-former TEICM)

   <p><b>Interreg Greece-Bulgaria</b> European Regional Development Fund</p>	   <p><b>Interreg Greece-Bulgaria</b> European Regional Development Fund</p>
<p><b>Work Package: 1</b></p> <p><b>Deliverable 1.1: This is the name of the deliverable</b></p> <p><b>Beneficiary: AUTH</b></p> <p>INTERREG V-A COOPERATION PROGRAMME: GREECE – BULGARIA 2014-2020</p> <p>The Project is co-funded by the European Regional Development Fund and by national funds of the countries participating in the Interreg V-A "Greece - Bulgaria 2014-2020" Cooperation Programme.</p>	<p><b>About this document:</b></p> <p>Short description of the deliverable (paraphrase from Job)</p> <p>e.g. This deliverable presents the actions taken for the organization and execution of the project workshops, as well as for the preparation of promotional material.</p> <p>{</p> <p>Application form description: Open workshops (1 to present the projects results and 1 to reach out to entrepreneurs, held in Greece)</p> <p>Job description: AUTH will request an expert to assist in the organization and execution of the project workshops. The expert will also have to prepare promotional material for the workshops.</p> <p>}</p> <p><b>Deliverable Version:</b> v. 1.0</p> <p><b>Date:</b> 16/06/2020</p> <p><b>Deliverable Contributors:</b></p> <ol style="list-style-type: none"><li>1. Jane Doe</li><li>2. John Doe</li></ol> <p><b>Has been reviewed and approved by:</b> Jane Doe</p>

**Figure 11.** Final template for deliverable reports adopted at project level

### 3.2 Contribution in GREEN PUMP project website

The IHU-former TEICM beneficiary is described in the website of the project (<http://greenpump.eu>). Moreover, monitoring information and data, meeting photos, progress of implementation activities describing IHU-former TEICM participation are uploaded through the project coordinator that handles the website management.

## 4. Acknowledgements

The Project is co-funded by the European Regional Development Fund and by national funds of the countries participating in the Interreg V-A "Greece-Bulgaria 2014-2020" Cooperation Programme.

**The contents of the report are sole responsibility of IHU (former TEICM) and can in no way be taken to reflect the views of the European Union, the participating countries the Managing Authority and the Joint Secretariat.**