

Minutes Online Conference

Wednesday April 2, 2014 14:00-15:00 CET time

Adobe Connect <http://frea.adobeconnect.com/p4sbpx50s6d/>

Participants: Johanna (ESS), Sarah (HOL), Admir (UNDP), Aija (LEIF), Christel (ESS), Elisa (LIG), Elisabetta (ANCI), Henrik, Maja and Tomas (ZEA) together with Nils (ECnet), Jelena (UNDP), Maja (REAN), Per Anders (KRONO), Peter (ICLEI); Zane (LEIF), Jørgen (ref)

Theme of the meeting: Dissemination activities

1. Welcome (Jørgen)

2. Suggestion for the division of responsibilities in WP6 - Discussion and decision (ESS).

Johanna presented the division of tasks and responsibilities in WP6. Slight modifications have been made to the original plan. HOL has taken over the responsibility for designing the logo and establishing the website. However, all partners are still responsible for contributing to the content of the website.

It was discussed how to handle the PRIMES newsletter. A poll showed that most of the partners already distribute a regular newsletter. In some way it will not be a good idea to send several parallel newsletters to the same recipients. The Italian and Swedish partners proposed to reserve a part of the already existing PRIMES information.

The content and aim of the brochure was discussed. Henrik proposed the development of a kind of fact-sheet and Johanna added that the target groups might differ, which must be considered when developing the content. It was decided that HOL will develop the draft design and all partners was encouraged to give input to Johanna of how they see the use and benefit of the brochure.

Johanna raised the question of distinguishing between dissemination and training in relation to our national twinning partners. Originally, the training of the twinning partners was not considered as a part of the Task force work. It was decided that the training of the national twinning partners must be made on a general level, which for instance includes that the national twinning partners will get access to all PRIMES cases. The training of the national twinning partners must be on a level where the PRIMES project makes the national twinning partners able to replicate successful Task Force Interventions in their own region.

3. Presentation of National Plan for Dissemination (ESS)

Johanna asked for comments to the distributed plan. Sarah asked if we must adjust the newsletter section when it has been decided that some of the partners are combining the already existing regular newsletters with the PRIMES newsletter.

Jørgen referred that he has talked to the P.O. (Timothee) about the idea of combining the newsletters and he was positive. However, he warned that we must be able to argue for that change in case of a change of the PO will happen.

4. Short update on website and dissemination templates (HOL)

Sarah described the progress in the work. It was decided to use Wordpress for developing the website. The idea is that the structure will consist of a main site with a general description of the project. From this main page it will be possible to go to national subsites. To minimize the maintenance of these subsites each partner will have the responsibility to maintain and update the national subsites.

Sarah asked for input from the partners to the dissemination template eg. promotion banner for events, posters, web banner etc. Johanna replied that web-banners are a good idea. However, she pointed at potential technical risks as the banners usually are fixed in size. A roll-up was also proposed as a useful dissemination tool.

5. Presentation of Case Study Template (ZEA)

Elisa asked if different types of templates will be developed depending of the category of procurements. Henrik replied that the template shall function as a model which can be used as inspiration to fill in.

ICLEI has provided a template from the GPP2020 which has been used as inspiration to the PRIMES template.

ZEA has sent out a draft for the case study template prior to the meeting. Henrik encouraged the partners to send suggestions to modifications after the meeting. Depending on the time schedule, comments will be shared at the meeting or sent to ZEA afterwards.

Jørgen (ref).