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# CEBAMA

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## Deliverable n°D4.05

### Communication Action Plan

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Project co-funded by the European Commission under the Euratom Research and Training Programme on Nuclear Energy within the Horizon 2020 Framework Programme		
Dissemination Level		
PU	Public	x
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the partners of the CEBAMA project	
CO	Confidential, only for partners of the CEBAMA project	

**ABSTRACT:**

The following Communication Action Plan describes the foreseen internal and external communication activities to be carried out within Workpackage 4 of the project Cebama. The available communication tools are also presented as well as the list of associated workpackage deliverables.

**RESPONSIBLE:**

Jane Perrone (Amphos 21), as indicated in Grant Agreement

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## **MAIN TEXT:**

### **1. Introduction**

Within the HORIZON 2020 project Cebama, a specific workpackage on Documentation, Knowledge Management, Dissemination and Training (WP4) has been created in order to carry out the internal and external communication activities related to the project.

The main objectives of this workpackage as described in the Grant Agreement are:

- Training and education of young professionals for carrying over the expertise into future implementation programmes;
- Contributing to further development of competence of the present expertise in the field;
- Dissemination of the scientific-technical results within the project and to a broader interested community;
- Providing information and knowledge management for the project implementation;
- Contributing to identification of social-political topics becoming progressively important when coming close to repository implementation, including further elaboration upon stakeholder involvement in this implementation phase.

In order to meet these objectives, the available existing communication tools will be used, and a series of events organised.

The following Communication Action Plan describes the foreseen communication activities and *ad hoc* communication tools, and presents the list of associated workpackage deliverables. All the points described hereafter have been presented and agreed upon at the project kick-off meeting, which was held in Brussels on July 2015.

Funding of the Cebama project by the European Union's Horizon H2020 programme will be acknowledged in all dissemination activities and publications including the project website, by adding the following statement:

*“This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 662147”*

as well as the European Union logo.

### **2. Interested parties**

The main objective of the Communication Action Plan is to provide a set of measures and processes for information on the results and advance achieved within the project duration to all interested parties. Several target groups inside and outside the project can be identified:

- the project beneficiariess,
  - the End Users Group (EUG), consisting in Radioactive Waste Management Organizations,
  - the Associated Groups, consisting in additional groups from organizations other than the beneficiaries, and contributing to the project,
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- other waste management organizations, both implementors and regulators, not included in the EUG of the project,
- the European Commission,
- the scientific community in general,
- non-technical stakeholders and socio-economic experts.

### 3. Project web portal

A web portal (<http://www.cebama.eu/>) has been established to facilitate communication among project partners and with a broader interested community. It will be regularly updated to provide the latest information on Cebama and will remain available for a duration of 5 years after the end of the project. The web portal is composed of a public area (website), a restricted area (intranet) and a forum.

#### ○ *Public website*

The public website provides information of the project that could be of interest for a broader community, e.g., the project description (organization, objectives and workplan, beneficiaries...) as well as the relevant project events.

Moreover, in order to ensure the dissemination of the knowledge generated within Cebama to possible end users or stakeholders, all public deliverables will be uploaded in the *ad hoc* section of the website.

The public website will have links to other projects with common research areas funded by the EC as well as to public conferences/workshops/events of interest for the partners.

Finally, electronic newsletters will be published on a semi-annual basis on the project website to provide information about the advancement of the project.

#### ○ *Intranet*

The intranet is restricted to the members of the consortium and the European Commission. It is a tool allowing internal project communication and information exchange between partners. This restricted area is accessible from the home page of the website via a direct link and is protected by a username and password provided upon request by the workpackage leader.

#### ○ *Forum*

A forum will be set up in relation with the intranet, which is intended as an additional tool for internal communication between the partners, not only on project-related topics but also on topics and events of interest for the community.

### 4. Project events

#### ○ *Organization of the project's kick-off meeting*

The project's kick-off meeting was held in Brussels (Belgium) on July 1<sup>st</sup> and 2<sup>nd</sup> 2015. In this occasion, the organizational aspects of Cebama were presented as well as the programmes of work of the different workpackages.

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○ *Organization of four Annual Workshops (AWS)*

Project Workshops, opened to external organizations, will be organized on an annual basis over the duration of the project.

These Annual Workshops are useful in terms of (i) integration of the work done during the project, (ii) discussion of the results between partners and (iii) communication of the progress achieved within the project to the attendants.

The scientific programme of the Annual Workshops will also include topical sessions with specific presentations addressing issues of concern for, but not necessarily developed within, the project.

The Workshop announcement will be delivered to the participants 4 months before the corresponding meeting by electronic brochures, distributed by email and uploaded on the web portal. Annual Workshops will be also announced on the website of the European Commission.

The dates and places of the project Annual Workshops have been decided during the kick-off meeting:

- the 1st AWS will be held in Barcelona and organised by Amphos 21 during the week from May 9th 2016,
- the 2nd AWS will be held in Finland and organized by VTT,
- the 3rd AWS will be held in France and organized by ARMINES,
- the final AWS will take place in Karlsruhe and will be organised by KIT.

○ *Publication of Annual Workshop Proceedings*

Proceedings of the Annual Workshops with scientific results and high-level descriptions of technical issues are a key tool for documenting and disseminating the outcome of Cebama.

Four Annual Workshop Proceedings will be edited and published as KIT Scientific Reports and made available from KIT services and project website.

They will comprise brief summaries of workpackage (WP) activities prepared by the WP leaders, scientific and technical (S&T) contributions from the different project partners and contributions presented to the Topical Session.

The S&T contributions will be subjected to review by the members of the End Users Group (EUG) in order to ensure high quality and broad acceptance.

○ *Organization and funding of training sessions*

Specific training sessions of interest for the project community will be organized and funded (including the logistics and reporting) in conjunction with the Annual Workshops.

○ *Press release*

A press release will be issued towards the end of the project to inform a broader community on the key achievements of Cebama.

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## 5. Presentation of Cebama at conferences and workshops

Communicating on Cebama and disseminating its outcomes is also the responsibility of all the project partners.

A poster providing a generic description of the project workplan, consortium and organization has been prepared for this purpose and is available on the intranet. This poster is intended to be updated and adapted as the project develops and to specifically meet the demands for presentations at specific technical conferences and workshops.

The partners are encouraged to present Cebama, as well as their own scientific work within the project, at the forthcoming meetings and national and international conferences. They are also invited to keep track of the publications produced within the project and presentations at different conferences, workshops, etc...

## 6. Publication of project results in scientific journals

In addition to their Scientific and Technical (S&T) contributions to the Annual Workshops Proceedings, the project partners will be encouraged to publish their results in prominent peer reviewed journals. These publications will be documented both in the periodic reporting, and on the project website.

Moreover, in accordance with Article 29.2 of the Model Grant Agreement for the H2020 Programme, open access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to the project's results will be ensured, the associated costs being taken from the project's budget.

## 7. Cooperation with IGD-TP

Close cooperation and joint communication activities are envisaged with the Implementing Geological Disposal of Radioactive Waste Technology Platform (<http://www.igdtp.eu/>).

In this context, Cebama was presented at the 6<sup>th</sup> Exchange Forum of the IGD-TP which took place in London the 3 and 4 November 2015, and the next issue of the IGD-TP newsletter (foreseen in December 2015) will include a short article on Cebama.

## 8. Associated Groups

In view of promoting integration of interested groups to the project and to achieve an efficient dissemination and communication of the project activities, additional groups from different organizations will be invited to join and contribute to Cebama. These Associated Groups may also use the Cebama channels for presenting and communicating results.

## 9. Interaction with socio-political stakeholders

Interaction and communication with non-scientific experts is also foreseen within Cebama to ensure dissemination of key achievements to a broader community and contribute to enhancing the confidence of the public in geological disposal.

For this purpose non-technical stakeholders and socio-economic experts will be invited to the annual workshops. Among the organizations and persons to be addressed will be those participating in the FP7 projects IPPA and InSOTEC.

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All Cebama partners are also encouraged to increase exchange with non-scientific stakeholders from the respective countries and integrate this experience into the project.

## 10. Deliverables

A number of deliverables have been scheduled to ensure periodical reporting on the activities carried out within WP4 over the duration of the project. These are listed in the table below.

Public deliverables (PU) will be made available for download on the project webpage with a minimum delay.

*Table 1 : List of WP4 deliverables for the project Cebama and respective due dates. Month 0 stands for June 2015, official start of the project.*

No	Deliverable title	Type	Dissemination level	Due date
D4.1	Preparation of a generic poster presenting the project	R	PU	0
D4.2	Set up project webpage and blog	R	PU	0
D4.3	Minutes from kick-of meeting	R	CO	02
D4.4	Planning on interaction with socio-political stakeholders	R	PU	03
D4.5	Communication Action Plan	R	PU	03
D4.6	Planned dissemination of final results	R	PU	12
D4.7 D4.10 D4.12 D4.18	Minutes of 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> annual workshop, respectively	R	CO	13 25 37 48
D4.8 D4.11 D4.13 D4.19	Draft of the 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Annual Annual project Workshop Proceedings, respectively	R	PU	15 27 39 48
D4.9	Report (with update) on basis for application to the Safety Case	R	PU	18 36 48
D4.14	Report on interaction with non-scientific stakeholder	R	PU	42
D4.15	Final project reporting, dissemination, communication, training & education, ethical/socio-political/broader stakeholder involvement	R	PU	45
D4.16	Press release	R	PU	45

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*Table 1 (Continued)*

<b>No</b>	<b>Deliverable title</b>	<b>Type</b>	<b>Dissemination level</b>	<b>Due date</b>
D4.17	List of mobility measures and summary of the works undertaken	R	PU	45
D4.20	Report on the relevance of the outcome of Cebama for the Safety Case (Manuscript for peer-reviewed publication)	R	PU	48

Type: R = Report, O = Other

Dissemination level : PU = Public, CO = Confidential

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