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2 Executive Summary

This document describes the ID-EPTRI communication and dissemination activities whose main purpose are to ensure that efficient communication with stakeholders outside the project (scientific and professional communities, interested public, regulatory agencies, patients/parents associations, advocacy groups, institutions and governments, Research Infrastructures, Networks and ERNs) is implemented in order to raise awareness about the project's activities and results. Furthermore, it is envisaged to build a known identity, target communication activities and engage the scientific community as well as the civil society. Special attention will be paid to the transfer of knowledge to the lay community including patients/parents associations.

Communication activities will be designed for specific target audiences and the resulting informative materials will be distributed in order to give maximum visibility. A variety of channels such as a project website, scientific publications, partners' websites and other portals, social networks and newsletters will be utilized. To this aim, this communication and dissemination plan will be developed and executed.

ID-EPTRI Project dissemination goals will also be achieved by efforts of all the partners in exploiting occasions and opportunities to generate exposure of the project. In particular, unless it goes against their legitimate interests, each beneficiary must, as soon as possible, 'disseminate' its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium), as indicated in Grant Agreement, art. 28, 29 and 38).

A specific communication and dissemination strategy will also be included in the Conceptual Design Report.

3 Communication and dissemination plan

3.1 What is communication and dissemination?

Communication is a strategically planned process that starts at the outset of the action (the ID-EPTRI project) and continues throughout its entire lifetime, aimed at promoting the action and its results. It requires strategic and targeted measures for communicating about the action and its results to a multitude of audiences, including the media and the public and possibly engaging in a two-way exchange. For the beneficiaries, communicating their action and its results is an integral part of the H2020 Grant Agreement (Article 38.1.1). They “must promote the action and its results, by providing targeted information to multiple audiences (including the media and the public), in a strategic and effective manner and possibly engaging in a two-way exchange.”

The purpose of the communication activities is to make the research activities known to multiple audiences (in a way that they can be understood by non-specialists) and the activities must address the public policy perspective of EU research and innovation funding, by considering aspects such as (i) transnational cooperation in a European consortium (i.e. how working together has allowed to achieve more than otherwise possible) or (ii) scientific excellence or (iii) contributing to competitiveness and to solving societal challenges.

Dissemination means the public disclosure of the results by any appropriate means, including by scientific publications in any medium. It is an important action that allows the transfer of knowledge and results to the ones that can best make use of them, as well as to maximizes the impact of research, enabling the value of results to be potentially wider than the original focus.

The figure 1 below helps to clarify the distinction among the two categories and identify some examples of actions to be performed.

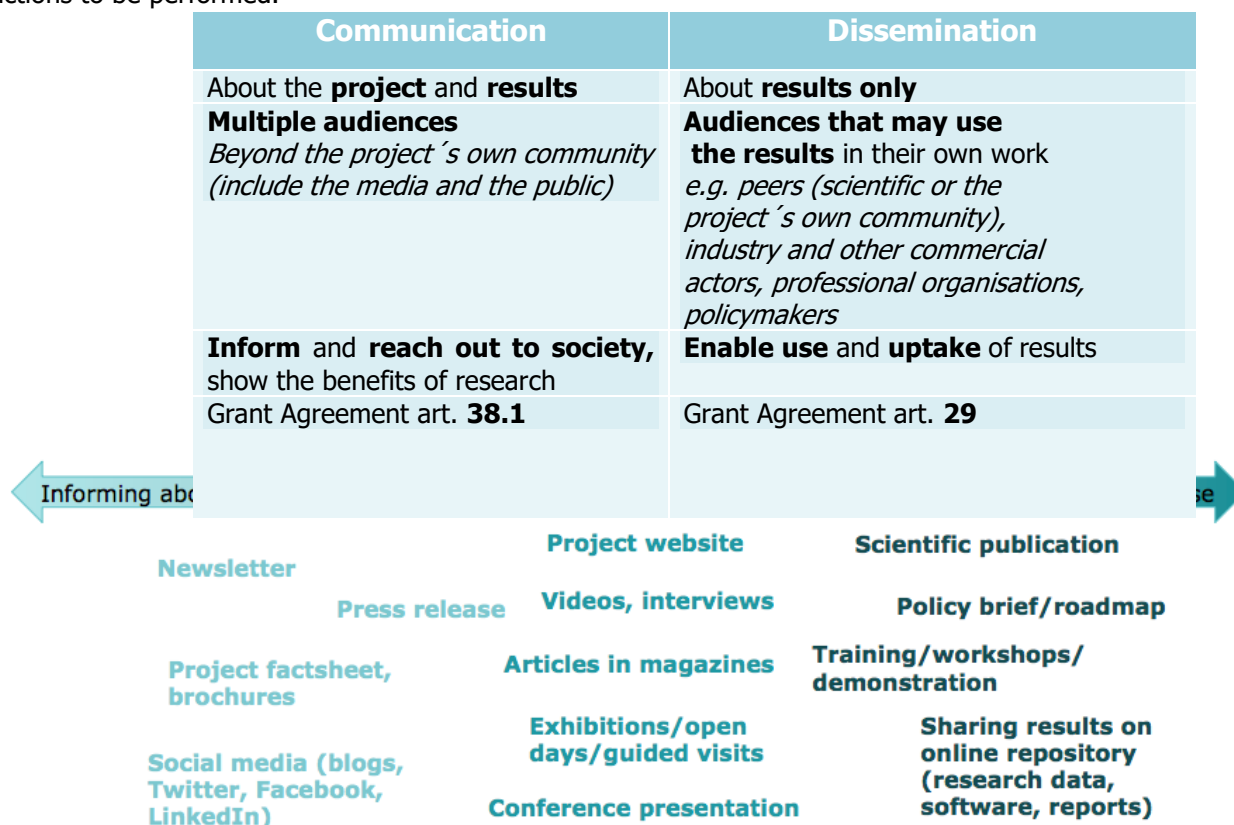


Figure 1. Communication and dissemination

It is important to clarify that for **exploitation of results** is intended, instead, the utilisation of results in further research activities other than those covered by the action concerned, or in developing, creating and marketing a product or process, or in creating and providing a service, or in standardising activities.

3.2 Importance of the communication and dissemination plan

The present document aims at describing a Communication and Dissemination Plan for the ID-EPTRI project, in which a consistent framework is defined to ensure that information is shared with appropriate audiences on a timely basis and by the most effective means.

This communication and dissemination plan intends to serve as common framework for partners to plan and implement their dissemination activities, providing sufficient flexibility for adaptation to the different contexts. At the same time, the plan should give a harmonized approach and shared strategy for partners to be able to adequately respond to any needs related to communication. This view will be based on the shared goals and interests of the ID-EPTRI project and Consortium.

Effective communication requires planning and coordination. In order to facilitate the accomplishment of the objectives, the Communication and Dissemination Plan needs to define:

- Objectives - What ID-EPTRI wants to achieve with its communication.
- Audiences - To whom these communications will be primarily addressed.
- Actions - Ways in which the communication objectives will be accomplished.
- Tools - Means used by ID-EPTRI to undertake actions.
- Strategy – The Communication and Dissemination Plan itself.
- Evaluation - How ID-EPTRI will assess the results of its communication activities.

3.3 Objectives of the project

All dissemination activities have to bolster the achievement of the objectives the ID-EPTRI project aims to fulfil. According to the Description of Work the objectives of the project are the following:

3.3.1 General objective and expected impact of the project

The general objective of this project is to create a framework for the European Paediatric Translational Research Infrastructure (EPTRI), a new Research Infrastructure (RI) aimed to enhance technology-driven paediatric research in discovery and early development phases to be translated into clinical research and paediatric use of medicines. This project will develop a RI that is complementary to the existing Biomed Research Infrastructures acting as a 'Paediatric Common Service' in the ESFRI Scenario.

3.3.2 Specific objectives of the project

Specific objectives addressed by the project will be detailed into the Conceptual Design Report (CDR) and are:

- To design a virtual space where dispersed and disaggregated paediatric research expertise can be linked and integrated through increased collaboration and sharing of facilities, resources and related services.

- To identify critical gaps in paediatric medicines research and propose solutions by considering the overall spectrum of activities that are required for efficient paediatric medicines research starting from very early stages (throughout up to the therapeutic use of a medicine).
- To plan the integration of the proposed RI with the existing ESFRI biomedical infrastructures in order to constitute an 'one-shop-stop' for advice in paediatric drug development.

To do this the project aims to prepare a CDR describing the scientific and technical requirements as well as the key components of the new European Paediatric Translational Research Infrastructure.

3.3.3 Expected impact of the project

The table 1 below shows the expected impact of the project and the actions to achieve it as well as the indicators to measure them.

Table 1 – Expected impacts and measures

EXPECTED IMPACT	MEASURE(S)	INDICATOR(S) (Nr.)
Funding bodies for research infrastructures become aware of the strategic/funding needs of the scientific community involved in EPTRI	Scoping the available funds and systems to support research infrastructures at any possible level (context analysis)	Countries that accept to devote funds for this research infrastructure
Policy bodies at the national level, at European level and internationally have a sound decision basis to establish long-range plans and roadmaps for new research infrastructures of pan-European or global interest	Conduct a Feasibility study with governments to test the interest on setting up EPTRI through interviews, focus groups, short questionnaires	Countries adhering to EPTRI and endorsing the proposal
	To draft an Operational Plan to agree the validity of the proposal and the ways to externally disseminate the outcomes of the project	Countries agreeing on the Operational Plan
	To include in the CDR the provision of the participation and role of National Authorities to the EPTRI government	Countries included in the EPTRI governance
The project will contribute to strengthen the technological development capacity and effectiveness as well as the scientific performance, efficiency and attractiveness of the European Research Area	Development of a large survey to address relevant research units and groups, identified in the context analysis	Expressions of interest from recognized individual users or research groups to access the future EPTRI services
		Expert research units and networks, scientific organisations, expert organisations adhering/establishing collaboration with EPTRI

	Publications in scientific journals about the aims and results from the project	Papers describing and/or citing EPTRI
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3.4 Communication and Dissemination Plan objectives

This communication and Dissemination Plan is part of Work package 11 – Communication, networking and patients’ involvement, whose main goals are:

- To define a dissemination strategy of the RI for the internal and external communication, for the 2 year-project and for the Conceptual Design Report.
- To develop the tools to give visibility to EPTRI.
- To ensure patients’ involvement during the development of the design of EPTRI’s infrastructure and to organise networking activities and share opportunities within the scientific and layman community (including patients and parents’ organisations, advocacy groups, etc.); such as focus groups among others.

The ID-EPTRI Project’s dissemination activities will be on-going during the entire project duration and, accordingly, the dissemination plan is likely to be adapted and updated several times. Each Partner will ensure that the foreground of which it has ownership is disseminated as swiftly as possible. However, dissemination activities must be compatible with the protection of intellectual property rights, confidentiality obligations and the legitimate interests of the owners of the foreground.

The main **objectives of this Communication and Dissemination Plan** are:

- to guarantee the optimal communication between the partners of the project;
- to contribute to reach the collaboration and endorsement of governments, national and international networks and research groups;
- to spread the word about the milestones of EPTRI from the public perspective to ensure successful achievement of researchers/users joining the proposed services and facilities;
- to disseminate the benefits of the patients’ participation in the paediatric research.

In order to support the achievement of the project objectives the dissemination strategy is expected to:

- ensure that the vision, objectives, activities and results of the project become as widely known and understood as possible both from a scientific and technical point of view, and can be used by interested stakeholders to improve the awareness on the new paediatric research infrastructure at European and Pan-European level;
- deliver key messages to high-level stakeholders and decision-makers to trigger support;
- ensure that the project keeps its focus on the actual needs of stakeholders by establishing a live mechanism of interactions between the project and interested parties in the field;
- provide environments (both physical and web-based) for networking and cooperation among the users and the existing RIs as well as all the stakeholders.

All members of the Consortium will contribute to the dissemination activities by participating and giving presentations at conferences, publishing papers, networking and similar activities within the range of their scientific networks and affiliations. All partners are also requested to share all informative materials that will be available on the project website, with their contacts, especially through the available social networks and to upload them on their own institutional websites.

3.5 Target audiences

For the development and deployment of the most appropriate communication and dissemination plan in ID-EPTRI it is of outmost importance to:

1. Identify all target audiences
2. Recognise and respect the role of each audience

Through the identification and recognition of audiences, the Consortium will ensure producing a meaningful communication at all times, that evolves with the project progress, as well as fostering and maintaining the relationships with the different stakeholders.

ID-EPTRI addresses several target audiences who will find different components of interest in the project. The ID-EPTRI communication strategy will be prepared to cope with these different audiences' perspectives and target users, and will be characterized by reporting on research issues addressed and progresses achieved.

The tentative list of audiences described below is not meant to be exhaustive; more specific audiences can be detected as the project develops and further segmentation of the current ones can be foreseen.

Potential external target audiences:

- End-users of the future RI
- Regulatory agencies and bodies
- Scientific and professional communities
- Biomed Research Infrastructures (RIs)
- Research units who could be involved in the future RI
- National and international networks, ERNs
- Academia (universities, research centers)
- Institutions and governments
- Civil society
- Patients and parents, patients association, advocacy groups

Internal target audiences:

- Project Partners and Linked Third Parties
- Other Third Parties and supporting organizations.

4 Communication tools and dissemination channels

Communication activities will be designed for specific target audiences. Several kinds of channels and tools will be instrumental to make the results of the project available to external stakeholders and to reach out for potential new stakeholders, where feasible. They may be broadly grouped as follows:

- Personal, personalised for the users, direct
- Personal, non-personalised for the users, direct
- Physical delivery of the information holders to the users
- Promotional materials
 - o Press releases
 - o Brochure
 - o Scientific/technical information flyer
- Internet
 - o Project website
- Media
 - o Radio
 - o Television
 - o Scientific journals
 - o Press
- Networks
 - o Existing RIs
 - o European Reference Networks (ERNs)
 - o Existing research networks
 - o Patients associations and advocate groups
 - o Professional associations

4.1 Acknowledgement

Unless the European Commission requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) and any infrastructure, equipment and major results funded by the grant must include the following phrase referring to the EU funding:

"This Project has received funding from the European Union's Horizon 2020 programme under Grant Agreement No. 777554"



This project has received funding from the European Union's Horizon 2020 research and innovation Programme under Grant Agreement n. 777554

And display the EU emblem and the ID-EPTRI logo, available in [Teamwork](#), the internal password-protected area of the ID-EPTRI website.

When displayed together with another logo, the EU emblem must have appropriate prominence. For the purposes of their obligations under Article 28.4 of the Grant Agreement, the beneficiaries may use the EU emblem without first obtaining approval from the Commission.

Some communication formats (e.g. short communications in peer reviewed scientific journals) may not allow the inclusion of logos. In these cases, the acknowledgement phrase will suffice.

Any dissemination of results must indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

In order to raise the Project's profile and create awareness, the Coordinator encourages the inclusion of a reference to ID-EPTRI in all publications from ID-EPTRI partners, derived from the work done in ID-EPTRI:

"X, Y and Z (authors) are members of the Infradev - European Paediatric Translational Research Infrastructure (ID-EPTRI) Project. ID-EPTRI has received funding from the European Union's Horizon 2020 programme under grant agreement No. 777554".

4.2 Logo and graphical identity

ID-EPTRI graphical identity includes a logo (Figure 2), letterhead, template for presentations and text documents (general documents, deliverables, meeting participants list, meeting agenda, presence record) and minutes). All of the above are available to the Partners in [Teamwork](#).

The logo consists of two parts: the acronym EPTRI and the explanatory text "European Paediatric Translational Research Infrastructure".



Figure 2 ID-EPTRI logo

ID-EPTRI visual identity is the "soul" of the Project and represents its personality and philosophy, helping the project to be easily recognizable also outside the Consortium and allowing a wide dissemination of its results.

The visual identity has been developed starting from the project logo and will be applied to:

- letterhead;
- posters;
- website layout;
- flyers;
- videos;
- brochures.

4.3 Project website

The ID-EPTRI public website (www.eptri.eu) will be used as the main dissemination tool, covering the project's goals, objectives, accomplishments, background information and partner's role and contribution. It will be an interactive website, accessible to the public and different stakeholders with an easy-to-use interface, based on the project's graphic identity with the aim to disseminate outputs and results and to be the project's interface to the public.

The website will be constantly updated with project news, press releases and newsletters and open to feedback via a contact-mode in order to provide timely and appropriate information to the interested public. In addition, it foresees a page with all the useful links to provide information relevant to the project.

In order to secure overall and timely communication of project activities, all partners shall support the Dissemination Leader and the partners involved in WP11 in making relevant information available for dissemination through the EPTRI website and, primarily, through its "**News**" section. All partners shall also link the EPTRI website and contents related to EPTRI activities to their official websites as well as to invite their contacts to visit the website, subscribe to the newsletter and share with the PMT their contacts databases.

In order to support and highlight all partners' communication efforts, everybody has to send all updates and news to WP11 Leader.

For the sake of organised communication management, **each partner shall also identify a dissemination referee** for information sharing and gathering in order to allow for stable internal communication channels in support of timely overall dissemination of information and results. The WP11 Leader will keep regular contacts (on a monthly basis) with all identified referees, while these are asked to autonomously keep the team updated on project related news/events to be communicated.

The following list shall give an indicative (non-exhaustive) idea of the type of information to be shared by **all partners** in the framework of activities related to project communication through the "News" section of the EPTRI website:

- information on presentation of the project and/or project activities, and all related materials,
 - at one's own events (that is, events organised by one or more Partner/s in the framework of the project and outside of it),
 - at other events.
- any appearance in the media (print, tv, online) of project-related information (articles, clips, ... online and offline);
- communications (summaries, news, information, ...) relating to the project and/or project activities on individual partner websites;
- periodical updates on trial-related activities;
- achieved project results/deliverables/milestones;
- any other information deemed interesting for sharing.

Upon receipt, the ID-EPTRI Communication Team from FSJD will process and organize the information gathered/made available and will prepare news to be published by PENTA on the website in order to secure regular updating and project/partner visibility.

4.4 Social networks

To give further visibility to the project and to reach also a non-scientific audience as well as patients and parents associations, social networks profiles will be created. These will be another way to reach stakeholders and to be reached by the interested community.

- **Facebook profile** – A new profile regarding the ID-EPTRI project is going to be launched on Facebook. The page will be used to circulate and disseminate information on:
 - News of the project
 - Newsletters
 - Details about the partners involved
 - Content about children, young patients and relatives about advocacy
 - Tools and deliverables of the project
 - Other relevant content

Questions and comments received in the Facebook environment are going to be answered from FSJD as a coordinator of this social media channel.

FSJD is responsible for this task, while CVBF will provide quality assurance by approving content prior to publication. FSJD will send to CVBF the planning of publications of one month ahead during the last week of the month.

- **Youtube** – it is a tool to upload videos that can be embedded directly in the web. It has been already used for the sharing of the videos developed in occasion of the ID-EPTRI Kick-off meeting.
- **LinkedIn profile** – it is the world's largest professional social network and can be a very good networking tool to create connections with associates networks, professionals and people interested in what the project is intent to.

The icons of the social media will be published on the EPTRI website to capture people interest and get them to follow, like, and share the project contents also through these channels. The social media icons will be also displayed on each page of the news published on the website.

An average of at least one post a week will be published and shared through Facebook and LinkedIn with a different language according to the different target audiences, being Facebook addressed to the lay community and the other to a more professional one.

FSJD will be responsible for the social media management.

4.5 Newsletters

A quarterly newsletter (5 in total) will be foreseen in order to keep the audience informed about the project, to promote its outcomes and progresses, its events and initiatives and to continue stimulating the interest of the target groups.

The newsletters will have the following time schedule: June 2018 - December 2018 - March 2019 - June 2019 - September 2019 - December 2019.

The newsletters will be edited in English and will be disseminated through various listing of stakeholders.

Production of the newsletters is in the responsibility of FSJD in collaboration with CVBF and RAA. Nevertheless, all partners will provide input to this newsletter, such as:

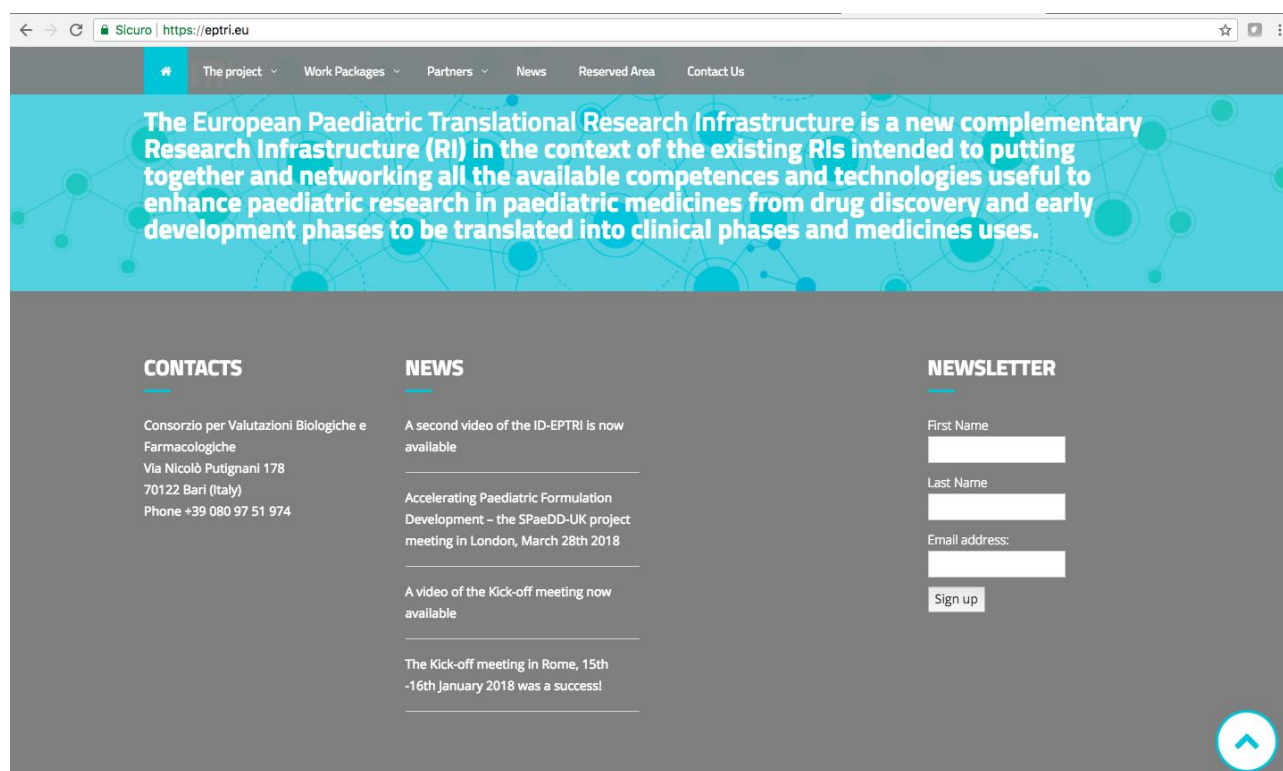
- news related to the state of art of the project, its progresses and results;
- interviews of project interest;
- good practices to be shared and promoted;

- presentations at relevant events;
- participation in international and national conferences/workshops;
- publications including press releases and scientific publications;
- other relevant information to be shared.

WP11 Leader will send invites and reminders to all partners to provide contents for the communication activities.

Upon receipt, the ID-EPTRI Communication Team will process and organize the information gathered/made available and will prepare the draft of the newsletter contents that will be shared with the partners involved in WP11. The newsletters will be sent via MailChimp, which has several reporting features such as download/access statistics and breaking down the subscribers by Country, age and gender etc. They will also be published on the EPTRI website.

It is possible to subscribe to the newsletter by filling in the form on the lower side of the EPTRI home page (www.eptri.eu), as indicated in the figure 3 below.



The screenshot shows the EPTRI website homepage. At the top, there is a navigation bar with links: The project, Work Packages, Partners, News, Reserved Area, and Contact Us. Below the navigation bar is a large blue banner with white text that reads: "The European Paediatric Translational Research Infrastructure is a new complementary Research Infrastructure (RI) in the context of the existing RIs intended to putting together and networking all the available competences and technologies useful to enhance paediatric research in paediatric medicines from drug discovery and early development phases to be translated into clinical phases and medicines uses." Below the banner, the page is divided into three columns. The left column is titled "CONTACTS" and contains the address: "Consorzio per Valutazioni Biologiche e Farmacologiche, Via Nicolò Putignano 178, 70122 Bari (Italy), Phone +39 080 97 51 974". The middle column is titled "NEWS" and contains two news items: "A second video of the ID-EPTRI is now available" and "Accelerating Paediatric Formulation Development – the SPaeDD-UK project meeting in London, March 28th 2018". The right column is titled "NEWSLETTER" and contains a subscription form with fields for "First Name", "Last Name", and "Email address", followed by a "Sign up" button. A small blue circular button with a white upward arrow is located in the bottom right corner of the page.

Figure 3 Newsletter subscription

4.6 Electronic mailing lists

Electronic mailing lists will be used to disseminate information about the project and to ask for input into the project work. Contacts will be maintained and facilitated by:

- Internal List: an electronic mailing list has been realised with the aim to provide a tool for internal project communications; the list will include members of the project team from each partner and is uploaded on [Teamwork](#) and accessible from the reserved area of the EPTRI project;

- External Lists: project information will be disseminated through existing partners mailing lists and through project specific lists realised in the framework of project activities (e.g. events participants, surveys responders);
- Contact form on website: the website users can easily contact the Communication Team through the contact form or send directly an email to communication@eptri.eu.
- Contact form for newsletter subscription, available on the lower side of the EPTRI home page.

In this way, a Project Database will be created with all the contacts provided by the project partners and will be constantly updated with contacts coming from event participants, newsletter subscriptions, social networks and other potential stakeholders, etc.

4.7 Brochure

A brochure will be developed in English and will describe all the services that the paediatric infrastructure for translational research will deliver in the future. It will be a powerful communication instrument to disseminate the project between academia, governments and pharma companies. The services listed in the brochure will be discussed and aligned with Work Package 2.

It will be developed at month 12. The format of the brochure will be digital and accessible in the website of the project. English will be the official language of this communication resource since is the most used language in science.

Dissemination about the brochure will be done in the Facebook fanpage and in the LinkedIn profile of ID-EPTRI. Once the resource will be available in the website a news will be published to disseminate it.

4.8 Patient's toolkit

A patient's toolkit to educate patients and families about paediatric research, with a special focus in early discovery and development, biomarkers, pharmacology and formulation and new technologies. The format will be a video subtitled in the main European languages and related to the contents of the WP5, WP6, WP7, WP8 and WP9. This educational toolkit will be available in the YouTube channel of ID-EPTRI.

Dissemination about the video will be done in the Facebook Fanpage and in the LinkedIn profile of the project. Once the resource will be available in the website a news will be published to disseminate it.

One or more focus groups are going to be organised (to test the capability of the RI facilities to increase the interaction researchers-patients; these focus groups are going to be performed in WP5, WP6, WP7, WP8 and WP9). The approach to every focus group will be decided taking into account the particularities of the field of every research infrastructure involved. A piece of news with the most general outcomes of every focus group will be delivered and published in the website.

Dissemination about this specific activity will be done in the Facebook Fanpage and in the LinkedIn profile of the project.

It will be developed at month 20.

4.9 Media

The dissemination activities will also have the goal to create buzz around the project. To this purpose, press releases will be drafted and circulated to all relevant media and will be launched at least one at the beginning of the project, at the end of the first year and when the project will be finished. The leader of the WP is

responsible to launch the different press releases to the main stakeholders and means of communication related to the paediatric clinical research.

The first press release has been launched at the beginning of the project during the Kick-off Meeting (KoM) and shared with all the partners (see deliverable D11.5) with the request to publish it on their own website and social networks.

The press release of the Kick-off Meeting has been published on the CORDIS official website and is available at the following link: https://cordis.europa.eu/news/rcn/128895_en.html.

Once issued, the press release will be published on the EPTRI website and the WP11 leader will share it with all the partners (including third parties, supporting organisations and relevant stakeholders) with the request to disseminate it to the relevant national press and spread the word with their contacts and channels.

4.10 Other dissemination tools

Other dissemination tools such as project leaflets and brochures, videos, generic posters will be developed to support effective communication and the presentations of EPTRI and its goals at events and the individual meetings carried out. Communication materials could be translated into the EPTRI partners' languages to increase awareness of the project's aims and direct people to the project's social media and website pages for updates.

Moreover, a collection of all presentations generated within the Project will be also made available on [Teamwork](#) in a **dedicated repository**, including generic slide decks that everyone can use and include in their own presentations. People should make reference to the creator or author of each presentation.

All partners that are willing to present EPTRI to external events have to duly share in advance their slides to the PMT, which will be in charge of the curation of the repository in order to help the entire consortium to promote ID-EPTRI and also to standardise the messages given about the Project.

5 Dissemination activities

This section gives an overview about the activities designed or identified by the Consortium in order to reach the selected audiences and achieve the intended objectives.

5.1 Publication of scientific papers and press news

Scientific articles represent an excellent dissemination instrument to reach a wider scientific audience and to make researchers and the project partners aware of project objectives, activities and results in a detailed manner. Papers will be mainly submitted for publication to peer-reviewed international scientific journals with the highest possible impact in the areas of Paediatrics.

All publications should include the following EU acknowledgement:

"The research leading to these results has received funding from the European Union's Horizon 2020 programme under Grant Agreement No. 777554".

The following channels will also be used to disseminate information about the projects:

- professional websites (e.g. CORDIS)
- scientific magazine (e.g. [International Innovation](#); [Research*eu](#); [The Parliament Magazine](#); [CommHERE](#), Communicating European Health Research, etc.);
- media
- national and international press.

5.2 Presentations at events (meetings, workshops, etc.)

The ID-EPTRI Consortium will foster its participation in events where the project can be presented, and its approaches and results can be explained. Presentations can take the form of oral communications, participation in poster sessions, information sheet distribution or any other format foreseen as appropriate.

Moreover, **short "demonstration sessions"** will be organised to explain the services and the possibilities that the future RIs will offer.

The tentative list of external meetings described below is not meant to be exhaustive and lists the meetings that can be exploited by the project partners to present EPTRI and its activities.

Event	Date and place	Note
7 th International Conference and Exhibition on Cell and Gene Therapy	March 15-16, 2018 London (UK)	Theme: Exploring the novel research and innovations in Cell & Gene Therapy https://cellgenetherapy.conferenceseries.com/
Accelerating Paediatric Formulation Development – the	March 28th 2018, London (UK)	The meeting aims to provide an update on Contemporary Paediatrics and to present the outputs of the SPaeDD-UK Project. This is of great importance for the EPTRI project, especially in relation to the thematic platform for paediatric formulation. Catherine Tuleu from University



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SPaeDD-UK project meeting		College London and WP leader of the Paediatric formulation platform (WP8) is directly involved in the paediatric research program of the SPaeDD-UK project.
10th International Conference on Genomics and Molecular Biology	May 21-23, 2018 Barcelona (Spain)	Theme: Advanced Approaches In Genomics and Molecular Biology https://genomics.conferenceseries.com/
6th International Conference on Integrative Biology	May 21-23, 2018 Barcelona (Spain)	Theme: Integration of scientific disciplines as powerful means of elucidating functional design in biology https://integrativebiology.conferenceseries.com/
Annual meeting of the European Federation of Pharmaceutical Sciences (EUFPS)	May 24-26 2018, Athens (Greece)	The meeting will be focused on the theme "Crossing Barriers for Future Medicines", covering basic sciences in oral and mucosal drug absorption and transport to innovative medicines and their PK/PD evaluation. The conference is co-chaired Prof. Panos Macheras from ATHENA, member of the General Assembly.
12th Annual Conference on Stem Cell and Regenerative Medicine	June 04-06, 2018 Prague (Czech Republic)	Theme: Stem Cells a Novel Approach Towards Regenerative Medicine https://stemcellcongress.conferenceseries.com/
4 th International Conference on Synthetic Biology and Tissue Engineering	June 11-12, 2018 Rome (Italy)	Theme: Design and construct new biological parts for novel functions https://syntheticbiology.conferenceseries.com/
4th International Conference on Bioscience	July 2-3, 2018 Vienna (Austria)	Theme: A World of Opportunities with New Innovations in Bioscience https://bioscience.conferenceseries.com/
3 th International Conference on Tissue Engineering and Regenerative Medicine	July 12-13, 2018 Paris (France)	Theme: Exploring New Ideas in regenerative medicine to treat degenerative diseases https://tissue-engineering.conferenceseries.com/
10th Annual Conference on Stem Cell and Regenerative Medicine	August 13-14, 2018 London (UK)	Theme: Frontiers in Stem Cells & Regeneration https://stemcell-regenerativemedicine.conferenceseries.com/
22 nd Global Biotechnology Congress	September 10-11, 2018 Stockholm (Sweden)	Theme: Profound Insights Towards Biotechnology https://globalbiotechnology.biotechnologycongress.com/
European Paediatric Formulation Initiative (EuPFI) 10th annual conference	September 12 to 13th 2018 BMA House, Tavistock Square, London WC1H9JP United Kingdom	The meeting brings together the voluntary, academic, pharmaceutical industry, hospitals and regulatory agency. It aims to provide an update on issues and challenges in paediatric formulation development but also solutions to the problems and new technologies emerging from

	Preconference workshop - 11th September 2018 Hosting Institution	research to tackle the development of age appropriate formulation for paediatrics. Catherine Tuleu from University College London and WP leader of the Paediatric formulation platform (WP8) is the chair of EuPFI.
5th MIUF Meeting	15. October 2018, Paris (France)	The CORBEL Medical Infrastructure/Users Forum is aimed to continue the discussion of efficient development and use of bio-medical RIs.
3rd Annual General Meeting	16-17 October 2018	CORBEL is an initiative of thirteen new biological and medical research infrastructures (BMS RIs), which together will create a platform for harmonised user access to biological and medical technologies, biological samples and data services required by cutting-edge biomedical research.
11th International Conference on Tissue Engineering & Regenerative Medicine	October 18-20, 2018 Rome (Italy)	Theme: Redefining Health Care through Regenerative Medicine https://tissuescience-regenerativemedicine.conferenceseries.com/
X Foresight Training Course		Foresight Training Courses are short international courses, mainly addressed to European companies and aimed at the training of high-specialised professional profiles in the different fields of Regulatory Sciences (medical devices, foods, medicinal products, etc.).
TEDDY (TEDDY European Network of Excellence for Paediatric Clinical Research) General Assembly Meeting 2019		It is an independent multidisciplinary, multinational network (category 1 network member of Enpr-EMA), with an autonomous legal status including 50 members in 20 EU and non EU- countries. TEDDY network is aimed to promote research on medicinal products in children providing methodological expertise and implementing good practices, Standard Operating Procedures (SOPs) and tools to plan, design and perform clinical studies at national and international level.

5.3 Plan and timeline of dissemination roadmap

During the two years of project, the dissemination activities will be organized according to the following timeline:

- 1. Planning of activities (M1 – M2).** Identification of the communication and dissemination strategy and plan to ensure the best impact of EPTRI outcomes.
- 2. Implementation phase (M3 – M24).** Development of the dissemination tools to diffuse key messages extracted to the identified targeted groups and promote dissemination activities such as participation in meetings and congresses organised by research groups, academia or provided in the framework of the existing RIs initiatives (e.g. CORBEL), interaction with the scientific communities through workshops/publication of

brief overview papers, YPAG activities, specific interactions with policy and funding bodies at EU and national level.

3. Monitoring activities (M3 – M24). Analysis and assessment of the impact and success of dissemination activities against pre-established key performance indicators (KPI's) measuring, detailed in paragraph 8. Monitoring activity will be used to evaluate the proposed plan and to specifically develop a plan for follow-up activities after the end of the project.

4. Sustainability (M12 – M24) Identification and set up of the mechanisms needed to ensure persistent and long-lasting visibility of EPTRI outcomes and organise **Short “demonstration sessions”** to explain the services and the possibilities that the future RIs will offer.

5.4 Examples of tailored dissemination activities

The table 2 below shows some examples of actions that will be undertaken during the course of the project, which are tailored on the different target groups.

Table 2 – Target groups and tailored activities

TARGET	ACTIVITY	OBJECTIVE
Scientific community, with particular reference to existing national, EU and international paediatric networks/consortia, Academia, scientific societies	<ul style="list-style-type: none"> • Publications in scientific journals about the aims and results from the project • Involvement in the survey for the context analysis 	<ul style="list-style-type: none"> • Receiving feedback and engaging in dialogue
The existing research infrastructures community	<ul style="list-style-type: none"> • Request to other relevant RIs to endorse and collaborate with EPTRI • Creation of the Integration Working Group as a subgroup of CORBEL • Formal commitment for the development of common services 	<ul style="list-style-type: none"> • Having recipients make a decision or take action
Governments and funding bodies	<ul style="list-style-type: none"> • Participation in public consultations, meetings, stakeholders' forum • Active engagement for specific request of endorsement 	<ul style="list-style-type: none"> • Influencing the attitudes of decision-makers • Increasing their awareness on the relevance of EPTRI
Lay community, including charities, patients and advocacy organisations	<ul style="list-style-type: none"> • Setup of/support to YPAGs initiatives • Communication activities for layman (social networks, patients' toolkits, workshops) 	<ul style="list-style-type: none"> • Receiving feedback and engaging in dialogue • Developing awareness on the relevance of EPTRI
Other stakeholders/policy-makers and possible funders	<ul style="list-style-type: none"> • Active engagement for specific request of financial support • Specific actions of market strategy, as defined in the business plan • Specific portfolio of future EPTRI services 	<ul style="list-style-type: none"> • Having recipients make a decision or take action • Developing awareness on the relevance of EPTRI

6 Publications policy

6.1 Project authorship

The Project's authorship policy follows the generally accepted rules for academic publications (<http://www.icmje.org/>).

The ICMJE recommends that authorship be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; and
- Drafting the work or revising it critically for important intellectual content; and
- Final approval of the version to be published; and
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. These authorship criteria are intended to preserve the status of authorship for those who deserve credit and can take responsibility for the work.

1. Authorship positions and the Corresponding Author will be decided, ideally, before the work is started, by respective Work Package Leads (WPL); the Steering Committee (SC) will mediate in case of conflict. All members of the group named as authors should meet all four criteria for authorship, including approval of the final manuscript, and they should be able to take public responsibility for the work and should have full confidence in the accuracy and integrity of the work of other group authors. They will also be expected as individuals to complete conflict-of-interest disclosure forms.
2. According to ICMJE, the corresponding author is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and typically ensures that all the journal's administrative requirements are properly completed, although these duties may be delegated to one or more co-authors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.
3. All Project publications resulting from ID-EPTRI foreground, should include -following the authorship list- the statement "*...the ID-EPTRI partners*" and a full list of ID-EPTRI researchers (by institution) should be listed in acknowledgements.
4. Co-authors must be kept informed. All individuals who meet the first criterion for authorship should have the opportunity to participate in the review, drafting, and final approval of the manuscript. The authorship criteria are not intended for use to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion #s 2 or 3: drafting the work or revising it critically for important intellectual content; and final approval of the version to be published.
5. All authors will reserve the right to withdraw from authorship at any time. All acknowledgements must be with the consent of the persons involved.



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6. A person who has contributed to ID-EPTRI but does not meet all four criteria for authorship of the manuscript (see above) should be listed in the acknowledgements section of the same.
7. Free and comprehensive acknowledgement of individuals and groups who have given support should be done wherever possible (i.e. we gratefully acknowledge...).
8. Individual researchers must not publish or present results without prior submission to the SC and must give co-authors appropriate credit.

6.2 Internal procedure for Publications review

The recommended internal review process, as depicted in Figure 5 below, is:

1. Authors write manuscript and Work Package Leader (WP Lead) sends draft to project Management Team (PMT)
2. PMT circulates to Steering Committee (SC),
3. Reviewed by SC
4. WP Lead updates the manuscript and sends to PMT
5. PMT sends updated manuscript to SC for final review
6. Approval by SC
7. Submission of the final version

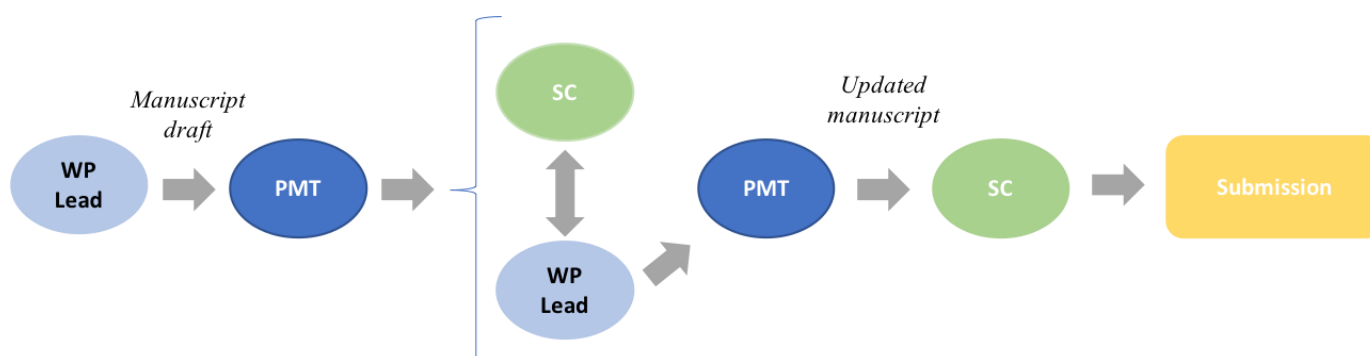


Figure 5 Publication review process

During the Project and for a period of two (2) years after the end of the Project, prior to release of a publication (meaning the dissemination of Results e.g. via an abstract, thesis, article or paper in a journal or a presentation of the same at a conference or seminar), the proposed publication has to be submitted in writing to the Steering Committee within the timelines below:

- **At least twenty (20) days prior to dissemination** - for the Participant's own results when these form part of deliverables that have not yet been made publicly available or are not reported in a previously approved deliverable;
- **At least forty-five (45) days prior to dissemination** - for Results that include or are amalgamated with those of other partners, when these form part of deliverables that have not yet been made publicly available or are not reported in a previously approved deliverable and provided that the Steering Committee does not object within 15 (fifteen) days after submission. If the SC raises an objection and sends the publication for review to the whole consortium, any member may object to dissemination within 15 (fifteen) days of reception if it can show that its legitimate interest in relation to the Results would be significantly harmed.

- If such objection is made, the publishing Partner will:
 - extend the review period and delay the proposed Dissemination for a period of not more than twelve (12) months unless agreed otherwise by the Partners concerned to allow the objecting Partner to evaluate the patentability and/or to file a patent application for the objecting Partner's Results or Background and/or
 - allow the objecting partner to remove its Confidential Information; or
 - enter into good faith discussions on how to address the legitimate interests of the objective Partner, as the case may be, by amending the proposed Dissemination.

All content included in deliverables that have already been made publicly available or reported in a previously approved deliverable labelled as "public" will not require any specific approval to be disseminated by partners.

In this context, "Dissemination" means any public disclosure by a Partner of its Results by any appropriate means (other than public disclosure arising from protecting or exploiting such Results), including but not limited to by means of scientific publication (in any medium), press release, on a website, or by presentation at a scientific conference.

Once comments are received from journal, they do not have to be recirculated. The Work Package Leads should take these into account in a revised version and prepare a rebuttal letter. Both should be circulated to the authors who should approve this version. If a major comment is made then the Work Package Leads should bring this to the attention of the Steering Committee.

7 Open Access

Each partner must ensure open access (OA) (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its results in compliance with Article 29.2 of the GA.

According to the GA this obligation includes:

- a) as soon as possible and at the latest on publication, depositing a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;
- b) ensuring open access to the deposited publication — via the repository — at the latest:
 - i) on publication, if an electronic version is available for free via the publisher, or
 - ii) within six months of publication in any other case.
- c) ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all the following:

- the terms "European Union (EU)" and "Horizon 2020";
- the name of the action (Infradev - European Paediatric Translational Research Infrastructure), acronym (ID-EPTRI) and grant number (Horizon 2020 N° 777554);
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

For clarity, the open access obligation in H2020 projects includes both Gold and Green Open Access:

- **Self-archiving / 'Green' Open Access** – the author, or a representative, archives (deposits) the published article or the final peer-reviewed manuscript in an online repository before, at the same time as, or after publication. Some publishers request that open access be granted only after an embargo period has elapsed.
- **Open access publishing / 'Gold' Open Access** - an article is immediately published in open access mode. In this model, the payment of publication costs is shifted away from subscribing readers. The most common business model is based on one-off payments by authors. These costs, often referred to as Article Processing Charges (APCs) are usually borne by the researcher's university or research institute or the agency funding the research. In other cases, the costs of open access publishing are covered by subsidies or other funding models.



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8 Intellectual Property Rights

According to the CA (Article 9. Provisions Regarding IPR, Dissemination and Use/Protection), participants agree to respect their Individual Intellectual Property Rights and intend to cooperate with respect to the management of all matters relating to the protection and exploitation of all knowledge arising from the Project and of the Intellectual Property Rights pertaining to such knowledge, with the view to promoting innovation.

8.1 Who owns the Project results?

A Project result (referred to as "Result" in the GA and the CA) is the property of the Participant that carries out the work that generates that result. The participants remain free to transfer their ownership rights in Results.

8.2 What happens in case of joint ownership?

When several participants have generated a Result and where it is not possible to distinguish their respective shares therein, the participants (co-owners) will jointly own this result.

In case of joint ownership of Results, each co-owner will be granted a non-exclusive, world-wide, fully paid-up, royalty-free, perpetual, irrevocable licence to use the jointly owned Result for Research Use, including the right to grant non-exclusive sub-licenses to its Affiliated Entities and to Third Parties, subject to the following conditions:

- At least 45 days prior notice must be given to the other co-owner(s); and
- Fair and reasonable compensation must be provided to the other Co-owners, to be decided on a case-by-case basis.

8.3 How should Project results be protected?

Project results are the property of the participant(s) carrying out the work leading to them. When the foreground can be industrially or commercially applied, its owner must provide for adequate protection by means of IP rights, with due regard for its own legitimate interests (and the interests of the other participants)

The Participants may also determine the action to take when the owner of an IP asset is not interested in formally protecting a Result.

In connection with the statements above, as long as the Results -which can be industrially or commercially applied- have not been protected, no dissemination activities may be carried out either by the owner or by other participants (otherwise access to IP rights protection may be seriously jeopardised).

8.4 What are Access Rights?

Access rights are the licences or authorisation rights that permit to use the information owned by a participant of the Project.

Participants in a Project generally arrive at the Project with their own knowledge, data, know-how, etc. (the so-called "Background" in the GA and the CA). Some elements of this background may have to be shared with other participants in order to carry out the Project. Reciprocally, participants are in contact with information held by other participants. In addition, the Project itself will generate new results which, in some cases, might

be exploitable only with the background of certain participants or with the foreground that will be the property of certain participants.

For detailed information on Access Rights, please refer to Article 9 of the CA.

9 Evaluation of results

Impact of communication and dissemination activities will be assessed during the course of the project. Measuring the success of dissemination is important, not least because the Dissemination Plan needs to be adjusted in light of the results obtained and the need to reformulate the overall strategy in response to the progress of the project.

Dissemination activities will be tracked and evaluated every three months and in occasion of the reporting periods, based on the criteria in the H2020 rules and according to the ID-EPTRI Communication and Dissemination Plan to ensure an efficient impact and European-added value. They will be reported in the plan for the use and dissemination of foreground, in order to make sure that the envisaged dissemination activities (participation in public events; publication of any papers or communication material) are in line with the rules for dissemination.

Key Performance Indicators (KPI) set below will help the Consortium evaluate communication in terms of visibility and awareness of the project:

- 1 Average number of unique visitors to the website.
- 2 Number of articles/appearances (press coverage) in media.
- 3 Number of articles, news and press releases in external and project partners websites and social media channels
- 4 Number of Scientific publications/ communications/ citations.
- 5 Number of oral and poster presentations in national and international conferences.
- 6 Number of participants to project events and seminars.
- 7 Number of flyers/brochures distributed.

For each KPI, the following minimum goals have to be reached within the end of the project:

Key Performance Indicator	Expected goal
Number of unique visitors to the website	1000
Number of articles/appearances (press coverage) in media	20
Number of articles, news and press releases in external and project partners websites and social media channels	50
Number of Scientific publications/ communications/ citations	15
Number of oral and poster presentations in national and international conferences	50
Number of participants to project events and seminars	500
Number of flyers/brochures distributed	1000



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In order to assess indicator 1, Google Analytics will be used to obtain traffic patterns and trends for the project website.

As regards to indicators 2 to 7, the PMT is responsible for tracking the project's dissemination activities, maintaining a registry of documents related to each activity (e.g. digital and hard copy, brochures of events, etc.). For this purpose, a spread sheet has been created to keep track and help partners' to report all their dissemination activities planned or carried out. ID-EPTRI partners are asked regularly to check the list of reported dissemination activities and update/correct the information contained therein. The PMT will integrate all the available information in a general dissemination tracking table.

Participants will be asked also to check the list of already reported dissemination activities, to ensure the completeness of the information. The template, available on [Teamwork](#), shown in Figure 4 below will be used to report and track the Project's dissemination activities. This template can also be used by participants for internal tracking of their dissemination activities.

ID-EPTRI										
Dissemination activities and Scientific Publications										
Last update										
Updated by										
ID*	Title	Description	Type of activity	Status	Location	Partners Involved	Responsible Partner	Date	RP	Type of audience reached
Please enter the exact title of the activity		Please choose from drop-down menu			Country and city					Please choose from drop-down menu
For scientific publications, please fill in the columns G-M										
001	ID-EPTRI a new research infrastructure that will facilitate the future development of better paediatric	Publication at the Project website	Press release	Published	-	FSID	FSID	29/01/2018	RP1	General Public

Figure 4 Dissemination tracking

10 Document History

Date	Author	Changes
02/03/2018	M. Lupo	First draft
03/03/2018	D. Bonifazi	Comments and revision
12/03/2018	B. Nafria	Comments and implementation
13/03/2018	M. Lupo	Comments implementation and final version
13/04/2018	Steering Committee	Approval by the Steering Committee (SC)



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