

Action F1.1 Establishment and operation of project management structures

DELIVERABLE F1.D3

Dissemination and Communication Strategy Group Operation Plan

Beneficiary Responsible

Summary

The integrated project LIFE-IP CEI-Greece “Circular Economy Implementation in Greece” is designed to fully utilize the knowledge of all project beneficiaries, creating added value through their combined expertise and close collaboration. The timely and fruitful communication between partners, for the successful scheduling and monitoring of all actions and funds, is an essential strategic goal of the project. Project development according to plan, including periodic reassessments when needed due to unforeseen circumstances, will ensure the best possible performance of all communication objectives and activities. Operationally there is a need to constantly improve the outbound and inbound communication, with particular emphasis upon technical, financial and administrative issues. Emphasis is also required, in supporting the correct flow of information and finely tuned coordination and management of data, as the output of different actions, as well as in quality control procedures and harmonizing with EU regulations.

The Ministry of Environment & Energy as the coordinating beneficiary, will closely collaborate in all communication matters with all other beneficiaries, in order to ensure the successful and timely fulfillment of the project objectives under careful coordination.

The deliverable F1.D3 outlines the purpose and structure of the Dissemination and Communication Strategy Group (DCSG), its members, responsibilities and operational details including working meetings and completion of assemblies, as well as specific partner responsibilities and planning of actions E1, E2 and E3, reporting and risk management.

More specifically *Chapter 4* lists the DCSG members (MEEN, GRFU, HRA, NECCA, ERS, DAFNI Network, TN and HUA) as well as the main purposes of the management body which are the development, implementation and constant monitoring of the project’s dissemination and communication actions, the development of a strategy that places particular emphasis in the pilot areas, revision tactics if and when needed, the support of positive & outward public and media relations interlinking the progress of circular economy implementation with the project outcomes, the encouragement of a creative dialogue with all stakeholders, the compilation and promotion of



CE news, the preparation and support of appropriate events and information sessions etc. The chapter also lists in detail the responsibilities of each DCSG beneficiary, in relation to specific E actions and sub-actions.

Chapter 5, expands on operational matters of the DCSG, such as rights and responsibilities of its members, preparing and calling an assembly, formulating an agenda, taking minutes etc.

Chapter 6, outlines a brief/initial action plan for actions E1 "Public Awareness Involvement and Dissemination", E2 "EU level and international dissemination and networking" and E3 "Replication and Transfer Strategy and Implementation" upon the basis of the proposal (Grant Agreement).

Chapter 7, expands on project coordination, the compilation of monitoring news, preparing for monitoring visits as well drafting and submitting interim/final reports. It also outlines the responsibilities of the DCSG with regard to the project phase amendments.

Chapter 8, focuses on general risk management issues to be addressed by the DCSG and outlines quality control steps for the relevant deliverables/milestones.

Finally *Chapter 9*, regards the internal communication responsibilities of the DCSG towards the Central Coordination Board (CCB) of LIFE-IP CEI-Greece.