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Strengthening Educational Capacities by Building Competences and Cooperation in the Field of Noise and Vibration Engineering

SENVIBE

Project Dissemination Plan

Draft

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1 Introduction

This document sets out a dissemination strategy for the project 'Strengthening Educational Capacities by Building Competences and Cooperation in the Field of Noise and Vibration Engineering' (acronym SENVIBE), which has received funding from the Erasmus+ Key Action 2 programme, under the Grant Agreement number 2018 – 3226/ 001 – 001. The document outlines the dissemination activities which will be carried out by the project partners in order to ensure the effective promotion and exploitation of the project results. The deliverable D8.1 – SENVIBE Dissemination Strategy represents a public document developed in the context of the SENVIBE project Work Package (WP) 8 – Dissemination and Exploitation.

1.1 Brief Description of SENVIBE Project

The wider aim of the SENVIBE project is to improve and build national educational capacities, cooperation and competences in dealing with environmental and occupational Noise and Vibration (No&Vib) engineering issues in accordance with ongoing EU integration strategies and the needs identified in Serbia.

The specific project objectives are:

- modernization of four existing courses in the field of No&Vib as well as development and implementation of two new courses tailor-made for students of undergraduate programmes of different engineering departments (Environmental Engineering, Occupational Safety Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Traffic Engineering);
- creation and implementation of two types of Life-Long Learning (LLL) courses for practitioners in the fields of No&Vib Engineering, Environmental Protection and Occupational Safety;
- development and implementation of a new MSc programme in Vibro-Acoustic Engineering (VAE), which whould enable students to strengthen their knowledge and build specific soft skills in three different sub-disciplines: i) Environmental No&Vib , ii) Acoustical Engineering and iii) Vibration Engineering;
- establishment of a No&Vib Hub - a central unit launching and facilitating strategic cooperation among the key stakeholders engaged in No&Vib management: academia, local industry and local and national authorities.

Besides these aims, all the educational activities are also accompanied with the additional aim to introduce new teaching methodologies, including the use of e-tools

and b-learning approaches, aiming either at facilitating more intensive interaction between teachers and students/trainees or enabling them to fit the activities planned into their everyday activities with a possibility for distance learning or repetitive insights into learning material, including experiments. The equipment will be either modernised when it exists, or a new one will be installed if the Higher Education Institution (HEI) does not have it. The current teachers and university staff, including technicians, will be trained on the new courses, methodologies and equipment.

1.2 The Purpose of Dissemination and Exploitation

Activities serving the dissemination and exploitation of results are a way to showcase the work that has been done as part of the Erasmus+ project. Sharing results, lessons learned and outcomes and findings beyond the participating organisations will enable a wider community to benefit from a work that has received EU funding, as well as to promote the organisation's efforts towards the objectives of Erasmus+, which attaches fundamental importance to the link between Programme and policies. Therefore, each of the projects supported by the Programme is a step towards achieving the general objectives defined by the Programme to improve and modernise education, training and youth systems.

Definition of dissemination and exploitation of project results is outlined in Erasmus+ *Annex II - Dissemination and exploitation of results*[1].

Dissemination is a planned process of providing information on the results of programmes and initiatives to key actors. It occurs as and when the result of programmes and initiatives become available. In terms of the Erasmus+ Programme this involves spreading the word about the project successes and outcomes as far as possible. Making others aware of the project will impact on other organisations in the future and will contribute to raising the profile of the organisation carrying out the project. To effectively disseminate results, an appropriate process at the beginning of the project needs to be designed. This should cover why, what, how, when, to whom and where disseminating results will take place, both during and after the funding period.

Exploitation is a planned process of transferring the successful results of the programmes and initiatives to appropriate decision-makers in regulated local, regional, national or European systems, on one hand, and a planned process of convincing individual end-

[1]European Commission, Erasmus+ Programme Guide, Annex II – Dissemination and exploitation of results, https://ec.europa.eu/programmes/erasmus-plus/programme-guide/annexes/annex-ii_en, accessed on February 1st, 2019

users to adopt and/or apply the results of programmes and initiatives, on the other hand. For Erasmus+ this means maximising the potential of the funded activities, so that the results are used beyond the lifetime of the project. It should be noted that the project is being carried out as part of an international programme working towards lifelong learning and supporting European policies in the field of education, training, youth and sport. Results should be developed in such a way that they can be:

- tailored to the needs of others;
- transferred to new areas;
- sustained after the funding period has finished;
- used to influence future policy and practice.

Dissemination and exploitation are therefore distinct but closely related to one another.

2 Dissemination Strategy

The aim of Dissemination and Exploitation Strategy is to define the activities which will be carried out during the project lifetime in order to ensure that the project's results and deliverables are available to target groups, stakeholders and general public on a timely manner and in the most effective way. This document defines the following: European Commission's visibility requirements, dissemination objectives, each partner's roles in dissemination activities, target groups and stakeholders, SENVIBE project visual identity, dissemination methods and tools, timetable of dissemination activities and Key Performance Indicators (KPIs). Although developed at the very beginning of the project, Dissemination Strategy should be revised and updated during the course of the project with the consent of all partners (the version number should be clearly labelled).

As outlined in Erasmus+ projects guidelines: '*Having a strong plan for dissemination and exploitation from the beginning of a project is a key priority and should form an integral part of the CBHE throughout its lifetime. The objective of dissemination and exploitation is to maximize the impact of project results by optimizing their value, strengthening their impact, transferring them to different contexts, integrating them in a sustainable way and using them actively in systems and practices at local and international levels.*'[2]

The developed Dissemination Strategy is in accordance with the dissemination level of each of the project results, presented in the Annex I, as well as with the Dissemination work plan, presented in the Annex II.

2.1 European Commission's Visibility Requirements

Any communication, publication or output resulting from the project, made by the beneficiaries jointly or individually, including presentations at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, etc.), must indicate that the project has received European Union funding. This means that all material produced for project activities, training material, projects websites, special events, posters, leaflets, press releases, electronic files, etc. must carry the Erasmus+ logo and mention: 'Co-funded by the Erasmus+ Programme of the European Union', as shown in **Figure 1**.

[2]Education, Audiovisual and Culture Executive Agency, Erasmus+ Programme, Capacity-Building projects in the field of Higher Education (E+CBHE), Guidelines for the Use of the Grant, Updated on 09/01/2018

Figure 1: Erasmus+ logo

When displayed in association with another logo, the European Union emblem must have appropriate prominence.

Any publication should mention the following sentence:

'This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein'.

2.2 Dissemination Goals and Objectives

Work Package 8 – Dissemination and Exploitation aims to ensure high visibility of the project results among target groups and stakeholders in order to extend the impact of the SENVIBE project, as well as to raise general awareness and use of project results. The dissemination and exploitation goals are to:

- raise general public awareness on the SENVIBE project objectives,
- engage different target groups with information adjusted to their needs,
- maximize the impact of the project on stakeholders,
- influence policy and practice in the field of environmental protection and occupational safety,
- develop new partnerships by launching the cooperation among Higher Education Institutions, local industry and local and national authorities.

The dissemination and exploitation objectives of the SENVIBE project are the following:

- definition of partners' responsibilities and roles in dissemination activities,
- target groups and stakeholders identification,
- identification and development of dissemination methods, tools and channels,
- setting up a timetable of dissemination activities,
- definition of key performance indicators for the purpose of dissemination achievements' evaluation,

- spreading the project's results among relevant stakeholders on a timely basis and in the most effective way,
- achieving the visibility of SENVIBE project, its results and dissemination activities to general public,
- establishing and maintaining mechanisms for effective exploitation of the project results.

In order to achieve defined goals and objectives, the following tasks should be executed:

- prepare the Project Dissemination Strategy with the Key Performance Indicators,
- develop and maintain the SENVIBE website,
- produce and publish of promotional material,
- plan and execute media, enrolment and promotional campaigns,
- organise the final SENVIBE project conference with a Round Table,
- prepare of the Exploitation Plan,
- conduct activities related to institutional sustainability.

In order to ensure high visibility and maximal impact of the project results, the following activities should be performed at different stages of the project cycle:

- before the project starts:
    - draft the ideas for dissemination and exploitation,
    - define the expected short-time and long-time impact,
    - define main target groups and stakeholders,
- during the project:
    - write the dissemination and exploitation plan,
    - develop the SENVIBE project graphical identity,
    - develop and maintain the project website,
    - launch social media channels,
    - design and publish promotional material,
    - proactively disseminate SENVIBE project's objectives, activities and results via project website and its social media channels,
    - organize dissemination events, enrolment and promotional campaigns,
    - contact relevant media at local or regional levels,
    - assess the impact on target groups and stakeholders,

- after European Commission funding ends:
    - continue further dissemination and exploitation of the project results,
    - develop ideas for future cooperation among the partners and stakeholders,
    - evaluate achievements and impact,
    - contact relevant media.

Dissemination and exploitation of the SENVIBE project results will be continued after the funding period. Novel and modernised courses for students of undergraduate programmes, MSc programme in VAE, LLL courses, newly installed equipment, No&Vib Hub and the Information and Communication Technology (ICT) platform for e-learning and b-learning purposes will be sustained beyond the project lifetime. Project results and deliverables will be visible on the project website, social media platforms and institutional web portals, and thus accessible to all interested parties. Social media accounts and project website will be administrated and will enable further communication and dissemination after the project ends. In this way, long-term benefits to target groups and stakeholders will be provided and dissemination and exploitation of project results will extend beyond the project duration.

2.3 Role of Each Partner in Dissemination Activities

All SENVIBE partners - beneficiaries (partners) and associate partners are actively involved in WP8 - Dissemination and Exploitation, which is led by The University of Kragujevac. Participating organisations are responsible for the implementation and monitoring of all dissemination activities at local and national level. All SENVIBE project team members are expected to actively contribute to it by:

- identifying key stakeholders at their local and national level,
- maintaining communication with stakeholders,
- identifying and informing about dissemination opportunities (e.g. events, publications, etc.),
- disseminating project results at relevant conferences, workshops and other events attended by the project participants,
- participating in media, enrolment and promo campaigns,
- contributing content to the project website, its social media channels, newsletters, press releases, etc.,

- using their websites and online platforms to support dissemination of the project results, as well as to promote project events,
- monitoring dissemination activities, collecting relevant data and submitting data by developed web application on a regular basis,
- informing the Leader of the Dissemination & Exploitation Work Package about upcoming events, relevant news, significant project results and participation in external events in a timely manner (for the purpose of publishing data on the project website and social media platforms)
- cooperating in the organization of Final SENVIBE project conference with a Round Table

Table 1 contains the dissemination and exploitation activities in which each partner is engaged during the SENVIBE project.

Table 1: Project partners' role and tasks in dissemination activities

Partner	Institution	Role and tasks in the WP8
P1	University of Novi Sad	Preparation of the Project Dissemination Strategy with KPIs Development and maintenance of SENVIBE website Promotion through SENVIBE YouTube Channel Media, enrolment and promo campaigns Final SENVIBE project conference with a Round Table Preparation of the Exploitation Plan Institutional sustainability
P2	Kungliga Tekniska Hogskolan	Preparation of the Project Dissemination Strategy with KPIs Media, enrolment and promo campaigns Final SENVIBE project conference with a Round Table Preparation of the Exploitation Plan
P3	University of Southampton, Institute of Sound and Vibration Research	Preparation of the Project Dissemination Strategy with KPIs Media, enrolment and promo campaigns Final SENVIBE project conference with a Round Table Preparation of the Exploitation Plan
P4	University of Niš	Preparation of the Project Dissemination Strategy with KPIs Media, enrolment and promo campaigns Final SENVIBE project conference with a Round Table Preparation of the Exploitation Plan Institutional sustainability

P5	University of Kragujevac	Preparation of the Project Dissemination Strategy with KPIs Publishing promotional material Facebook page and Twitter account administration Media, enrolment and promo campaigns Final SENVIBE project conference with a Round Table Preparation of the Exploitation Plan Institutional sustainability
P6	University EDUCONS	Preparation of the Project Dissemination Strategy with KPIs Media, enrolment and promo campaigns Final SENVIBE project conference with a Round Table Preparation of the Exploitation Plan Institutional sustainability
P7	Provincial Secretariat for Urban Planning and Environmental Protection	Preparation of the Project Dissemination Strategy with KPIs Media, enrolment and promo campaigns Final SENVIBE project conference with a Round Table Preparation of the Exploitation Plan Institutional sustainability
P8	Union of Employers of Vojvodina	Preparation of the Project Dissemination Strategy with KPIs Media, enrolment and promo campaigns Final SENVIBE project conference with a Round Table Preparation of the Exploitation Plan Institutional sustainability
P9	Institute for Occupational Health	Preparation of the Project Dissemination Strategy with KPIs Media, enrolment and promo campaigns Final SENVIBE project conference with a Round Table Preparation of the Exploitation Plan Institutional sustainability

2.4 Target Groups and Stakeholders

Targeting the right audience is of key importance for effective dissemination of the SENVIBE project results and achievement of the impacts desired. Therefore, at the very beginning of the project, target groups should be identified and dissemination tools should be developed considering the audience.

The SENVIBE project intends to engage and create benefits for students, universities and Higher Education Institutions, private/public enterprises, non-profit entities, national and local authorities interested or involved into No&Vib issues, their control, monitoring and management.

SENVIBE project stakeholders' profiles, as well as the expected impact of the project on each stakeholder, are specified below:

- **Students** - The courses for students of undergraduate programmes of different engineering departments will be primarily focused on students of Environmental Engineering, Occupational Safety Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Traffic Engineering. Improvement of four existing courses, implementation of two entirely new courses and development of MSc programme in VAE will enable students to strengthen their knowledge and improve educational and practical competences in the field.
- **Teachers and university staff** – The current teachers and university staff, including technicians, at four Serbian Higher Education Institutions will be trained on the new courses, methodologies and equipment. New curricula, course materials and equipment will enable teachers and university staff to improve their competences, educational methods and working conditions. Introduction of new teaching methodologies (such as e-tools and b-learning approaches) aim at more intensive interaction between teachers and students/trainees.
- **Professionals and employees in all relevant sectors** – innovative LLL courses which will be introduced aim at practitioners from SMEs and large enterprises (e.g. Mechanical, Civil, Environmental, Traffic engineers/technicians who are faced with No&Vib issues, but have not received formal/adequate education about it), as well as for local authorities (among which are also Environmental engineers) whose obligations include continuous noise monitoring. Within them, there might also be candidates who would like to apply for the new VAE MSc programme. Since Serbian legislation related to noise protection requires creation of strategic noise maps, LLL courses will provide Environmental engineers with beneficial skills and knowledge for their duties related to these obligations.
- **Private/public businesses** – Enterprises, as well as non-governmental organizations, in the field of environmental protection will benefit from the expansion of knowledge related to No&Vib, Environmental Protection and Occupational Safety, and therefore they will be targeted by dissemination activities. Furthermore, No&Vib Hub will offer a framework for cooperation between enterprises, higher education institutions and relevant national and local authorities.
- **Local and national authorities** – Local and national authorities will benefit from several project activities and results such as: increased knowledge in the field,

dissemination events, establishment of No&Vib Hub, development of online tools, etc. This target group includes:

  - Provincial Secretariat for Urban Planning and Environmental Protection (the Autonomous Province of Vojvodina, the Republic of Serbia), The Ministry of Environmental Protection (the Republic of Serbia), The Ministry of Labour, Employment, Veteran and Social Policy (the Republic of Serbia)
  - Local government units in charge of Environmental Protection and Occupational Safety.

- **Society at large** – One of the objectives of the Work Package concerned with Dissemination and Exploitation is raising of public awareness about the SENVIBE project and its outcomes. Therefore, traditional media (such as television, radio, newspapers and journals), as well as new media platforms (such as SENVIBE project website and its social media channels), will be used to disseminate SENVIBE project results to wider and diverse audience.

2.4.1 Stakeholders Contact List

Each project partner will be involved in defining an initial list of stakeholders and target groups members, whose contact details (such as phone numbers, e-mail addresses, web-site address) will be recorded in the Contact Database, created at the beginning of the project. Contact details of universities and research centres, local, national and regional policy makers, local and national media, business associations, prospective students and potential LLL attendees are expected to be recorded in the Contact Database as well.

During the course of the project, the contact list will be expanded as new stakeholders are identified either by the project team members or by parties interested in the SENVIBE project. The project official website will provide the visitors with an opportunity to freely subscribe for the project's newsletters and their contact details will be added to the contact list, too.

2.5 Dissemination Tools

2.5.1 Project Website

The project website represents one of the main channels and tools for dissemination and promotion of the SENVIBE project to wider and diverse audience. The official SENVIBE project website is visible on the Internet and can be accessed at the address

https://www.senvibe.uns.ac.rs (Figure 2). The website will be used for proactive dissemination of the project's overall aim, specific objectives, activities and results. Besides project relevant information, it will provide information about upcoming events, relevant news, as well as downloadable material (including presentations from the meetings, training materials, newsletters, etc.). The website also includes a private area for internal documentation exchange which can only be accessed by the Project Administrator, Project Management Team members and the leader of Dissemination Work Package (SENVIBE Cloud).

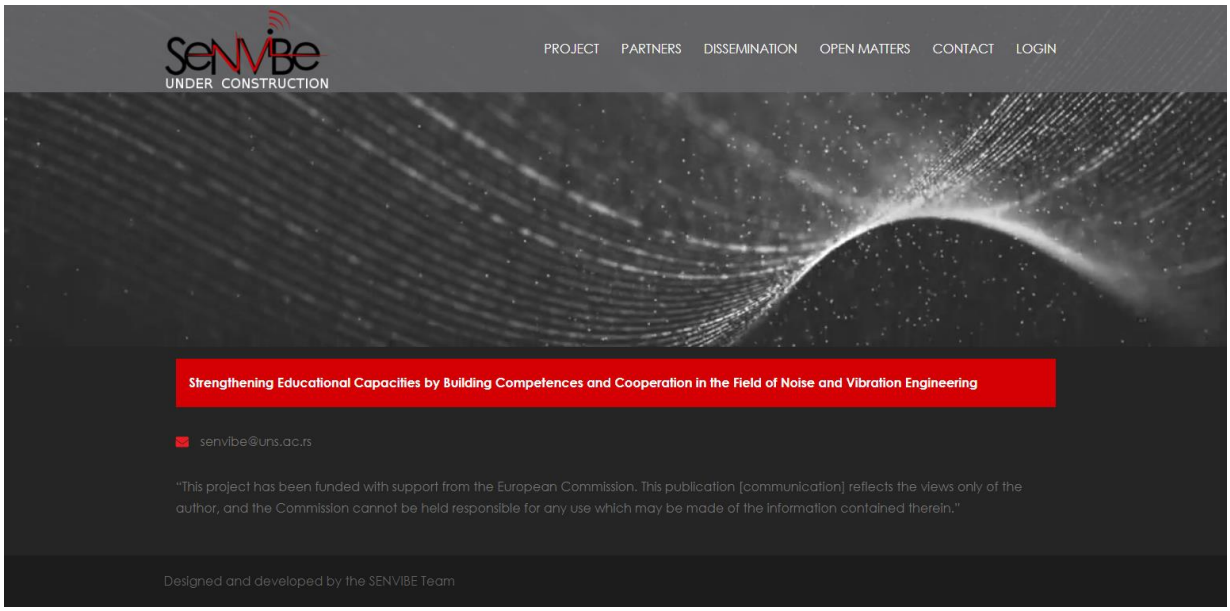

Figure 2: Home page of SENVIBE project website

The project website will be linked to and from partners' institutional websites and will be widely advertised via social media. All partners are expected to provide contributing information and dissemination material for these media in an accurate and timely manner. The SENVIBE website will be updated on a regular basis during the project lifetime and will be maintained for at least one year after the completion of the project. Google Analytics will be used as a tool for measuring the website traffic and visitors' activity in order to understand and improve the website performances.

The official website of SENVIBE project has the following structure:

- Public area:
  - PROJECT - hosts relevant information on the SENVIBE project,
  - PARTNERS - contains information about participating institutions,

- DISSEMINATION (Events, Social Media, Promo Material, Photo Gallery) - contains information about dissemination activities, promotional materials and photos, as well as the links to SENVIBE social media profiles (SENVIBE Facebook page, SENVIBE YouTube channel and SENVIBE Twitter account),
- OPEN MATTERS - hosts project outputs, reports and reading materials,
- CONTACT - includes key contact details,

- Private area:
  - LOGIN (SENVIBE Cloud, e-SENVIBE) - used for internal document exchange (SENVIBE Cloud) and dissemination of learning materials for the courses and the Master programme (e-SENVIBE)

2.5.2 Social Media

Besides the project website, social media platforms represent the most important channels for efficient and effective dissemination of the SENVIBE project activities and results, not only to the target groups and stakeholders, but also to wider community. Therefore, project social media accounts will be frequently used and updated to reach and engage with communities of interest and for interactions with potential stakeholders.

The SENVIBE social media accounts have already been created and may be reached through the following URL addresses:

- SENVIBE Facebook page - https://www.facebook.com/senvibe.project
- SENVIBE YouTube channel - https://www.youtube.com/watch?v=N71zIKh3pxM&feature=youtu.be
- SENVIBE Twitter account - https://twitter.com/senvibe

The Facebook and Twitter accounts will be used for publishing information about dissemination activities, project results, significant events and relevant news. The SENVIBE Facebook page should not present only project information, but should also act as a knowledge sharing platform. It should be used for providing and spreading the educational contents related to the topics of No&Vib and Technical Acoustics. At least two educational contents per month should be published during the project lifetime. All project partners will be actively involved in providing educational material for the project Facebook page.

Two short videos about the project and its results will be prepared and uploaded on the SENVIBE YouTube Channel: one at the beginning and one at the end of the project

lifetime. At least three additional educational videos on Environmental Noise, Occupational Noise and No&Vib Engineering will be created end published on the project YouTube channel. Short extracts from these videos will be adjusted for TV advertising. The SENVIBE YouTube channel will also contain videos with some activities carried out in the No&Vib Hub.

2.5.3 Promotional Material

The development of a unique and recognisable SENVIBE visual/graphic identity is of paramount importance for the SENVIBE communication and dissemination strategy. Clear and homogenous documents and materials (logo, leaflets, posters, roll-ups, templates, etc.) will be designed and used for wide dissemination purposes by all project partners.

The SENVIBE logo, shown in Figure 3, represents a unique, memorable and appropriate graphic mark of the SENVIBE project. It should be used in all project communication and dissemination outputs.

Figure 3: SENVIBE logo

The leaflets should present the SENVIBE project to potential stakeholders and target groups in a brief and concise manner. These promotional materials should include relevant project information, such as project wider aim, specific objectives, work plan, expected outcomes, list of partners, relevant links to the project site, its social media channels and the European Union co-funding information. The leaflets will be available in English and Serbian language and will be distributed during various promotional and other dissemination events.

Several leaflets will be designed to promote developed courses, novel MSc programme and teaching and training activities and will be printed and distributed to potential students and practitioners in the fields of No&Vib Engineering, Environmental Protection and Occupational Safety.

Other printed materials significant for project promotion, such as posters, roll-ups, notepads, folders, pens, etc., will be designed and used during SENVIBE project events (partners meetings, study visits, consortium meetings, final conference with a round table, etc.) and different advertising campaigns.

In order to make promotional materials available to wider and diverse audience, the digital versions of brochures and leaflets (in a PDF file format) will be available on the official project website and will be distributed via social media.

2.5.4 Newsletters

A periodic newsletter represents an effective communication tool to reach and engage the target audience in a timely and relevant manner. During the course of the project, all project partners should contribute to the content of the newsletters which should be finalised by the Project Coordinator. Newsletter can contain information about the project activities and outputs, announcements, edited versions of press releases, conferences and meetings reports, information about upcoming events, etc. Regular newsletters will be sent approximately every six months to all stakeholders and target group members from the contact list.

2.5.5 ICT Platform

The ICT platform will be used for dissemination of learning materials for the courses and the MSc programme. It will be used for education at HEIs, LLL courses and the No&Vib Hub, as well as for e-learning and b-learning purposes. A Moodle ICT platform will be specially developed and adapted for the sake of the stakeholders involved in the No&Vib Hub and it will continue to exist after the end of the project. It will be linked to the project website and also properly promoted to the relevant stakeholders. Other benefits of the ICT platform will be manifested through continuity of EU partners' involvement in learning materials and knowledge transfer after the SENVIBE project has been finished. Statistics of the number of visits, users and downloads from the ICT platform will serve as an indicator of its usage.

2.5.6 ERASMUS+ Project Results Platform

The Erasmus+ Project Results Platform represents the European Commission's database for the Erasmus+ Programme established to offer a comprehensive overview of projects funded under the Programme and to highlight good practice examples and success stories. The SENVIBE is presented at this platform as well (Figure 4):

http://ec.europa.eu/programmes/erasmus-plus/projects/eplus-project-details/#project/598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

Figure 4: SENVIBE on Erasmus+ Platform

The Project Coordinator is obliged to upload the SENVIBE project results into the Erasmus+ Project Results Platform, together with other basic information about the project (such as coordinator's and partners' contact details, the project's logo and website). Basic data coming from the application form (such as project's title and summary, project's partners, the duration and budget) are available to general public.

During the project life time, the project results remain un-published. The results become publically available after they have been approved by the Project Officer and when the project has been finalized.

2.6 Dissemination Activities and Events

2.6.1 Execution of Media, Enrolment and Promo Campaigns

Newspapers, TV, radio and Internet should be considered as additional media for promotion of the SENVIBE project objectives and results. In the beginning of the project, all partners will be encouraged to identify relevant media means. During the course of the project, press notes about activities and results will be distributed to regional, national and international media that are recognized as relevant. In addition, radio, TV and press media representatives will be invited to follow SENVIBE project events. Short extracts from the SENVIBE YouTube channel videos will be adjusted for TV advertising and will be also used during interviews and participation in TV programmes.

SENVIBE project promo campaigns that will be conducted are related to the project as a whole, students' courses, LLL courses, the MSc programme and No&Vib Hub. These campaigns will include presentations at: the Education Fair in Belgrade, the traditional conference Trends in High Education in Serbia, International Conference 'Noise and Vibration' organised by the University of Niš, the final two-day SENVIBE project conference with a Round Table with stakeholders.

During the project life cycle, project partners will be encouraged to identify national and international events (e.g. conferences, seminars, meetings, round tables, etc.) which are relevant to the project activities. In order to disseminate project results, increase project visibility and establish contacts with relevant stakeholders, appropriate activities (participation in events, announcements, etc.) will be scheduled and carried out by one or more project partners. The information about participation in relevant external events will be published on the project website and its social media channels, and media representatives from radio, TV and press will be also informed. Promotional material about SENVIBE project will be provided.

Through proactive enrolment campaigns, project results will be presented to secondary schools students and students of higher education institutions. Students will be informed about redesign of existing and development of new undergraduate courses, as well as the implementation of a new MSc programme in Vibro-Acoustics. Beside promo campaigns that will be organised and carried out at each Serbian Higher Education Institutions involved in the project, secondary schools visits will be conducted too.

LLL courses will be promoted at institutions and among all non-academic partners and through their well-developed networks/unions at the national level. Furthermore, LLL courses, trainings and other project events will be promoted via the project website, social media channels, media means (newspapers, local or national television) and by direct e-mailing to interested parties. Thus, the interested candidates will be promptly informed about provided courses/trainings.

Once per year, HEIs will organize the SENVIBE Project Open Day (joint organization with other Erasmus+ projects within the same university, country or in the same field is recommendable), but non-academic partners can participate as well. These project events are aimed at general public and, especially, future students of engineering in order to gain a first-hand insight into the SENVIBE project, explore its activities, results and educational possibilities.

In addition, partner institutions' websites and social media channels should be also used for project dissemination and communication purposes.

The following table summarizes the dissemination campaigns activity plan.

Table 2: Dissemination campaigns activity plan

Type of campaign	Institutions involved	Target groups	Frequency
Info day	Serbian academic and non-academic partners	Students, employees in all relevant sectors, wider audience	Once per year
Secondary schools visits	Serbian academic partners	Secondary school students	Once per year (list of secondary schools should be defined)
Presentation at the Education Fair in Belgrade	Serbian academic partners	Students, wider audience	Once per year
Leaflets/brochures distribution	All participating organizations and both associate partners	Students, employees in all relevant sectors, wider audience	Occasionally; during project's events, enrolment and promo campaigns, relevant meetings and external events participated by the project members
E-mail notifications	All participating organizations and both associate partners	Students, teachers and university staff, employees in relevant sectors, policy makers	Occasionally; in order to announce upcoming events, relevant news, significant project results or to distribute

			promotional material and newsletters
Special meetings	Serbian academic partners, non-academic partners and associated partners	Employees in all relevant sectors	Occasionally (at least once a year)

The following table summarizes the basic details of the main dissemination media used by each partner.

Table 3: Dissemination through media

Institution in charge	Activity Type	Media Type	Media	Frequency
University of Novi Sad	Announcement and link to project website	Web page	www.uns.ac.rs www.ftn.uns.ac.rs	After the Kick-off meeting
	Contents about project activities, results, events, news	Web Page	www.senvibe.uns.ac.rs	Frequently
	Short presentations about project events	Web page	www.uns.ac.rs www.ftn.uns.ac.rs	Occasionally, upon event completion
	Short presentations about project events	Television, radio, newspaper	to be determined	Occasionally, upon event completion
Kungliga Tekniska Högskolan	Announcement and link to project website	Web page	www.kth.se	After the Kick-off meeting
University of Southampton, Institute of Sound and Vibration Research	Announcement and link to project website	Web page	www.southampton.ac.uk/engineering/research/centres/isvr.page	After the Kick-off meeting
University of Niš	Announcement and link to project website	Web page	www.ni.ac.rs www.znrfak.ni.ac.rs	After the Kick-off meeting
	Short presentations about project events	Web page	www.ni.ac.rs www.znrfak.ni.ac.rs	Occasionally, upon event completion
	Short presentations about project events	Television, radio, newspaper	to be determined	Occasionally, upon event completion

University of Kragujevac	Announcement and link to project website	Web page	www.kg.ac.rs www.mfkv.kg.ac.rs	After the Kick-off meeting
	Posts about project activities, results, events, news	Social Networks	SENVIBE Facebook Page SENVIBE Twitter account	Frequently
	Short presentations about project events	Web page	www.kg.ac.rs www.mfkv.kg.ac.rs	Occasionally, upon event completion
	Short presentations about project events	Television, radio, newspaper	to be determined	Occasionally, upon event completion
University EDUCONS	Announcement and link to project website	Web page	www.educons.edu.rs	After the Kick-off meeting
	Short presentations about project events	Web page	www.educons.edu.rs	Occasionally, upon event completion
	Short presentations about project events	Television, radio, newspaper	to be determined	Occasionally, upon event completion
Provincial Secretariat for Urban Planning and Environmental Protection	Announcement and link to project website	Web page	www.ekourbapv.vojvodina.gov.rs	After the Kick-off meeting
Union of Employers of Vojvodina	Announcement and link to project website	Web page	www.upv.org.rs	After the Kick-off meeting
Institute for Occupational Health	Announcement and link to project website	Web page	www.medicinarada.rs	After the Kick-off meeting
Chamber of Commerce and Industry of Serbia	Announcement and link to project website	Web page	www.pks.rs	After the Kick-off meeting
Young Acousticians Network	Announcement and link to project website	Web page	www.euracoustics.org/activities/yan	After the Kick-off meeting

2.6.2 Final SENVIBE project conference with a Round Table

The Final SENVIBE project conference will be a two-day concluding event, which will summarise the SENVIBE project results and outcomes. It will also contain the presentations by the partners on the No&Vib topics, as well as short oral/poster presentations of the MSc theses realised/in progress. In addition, a Round Table discussion will be organised addressing sustainability and further possibilities for extensions of the activities and cooperation between the partners and other stakeholders invited (other HEIs from Serbia, industry, governmental authorities and funding agencies, etc.). The conclusions from this Round Table will be included into the final report, announced on the project website, distributed via the No&Vib Hub to the stakeholders, as well as disseminated widely through different media channels.

2.7 Communication About Dissemination

The SENVIBE dissemination database have been created for the purpose of collecting and storing information about dissemination activities which will be published on the project website and its social media channels. A dedicated web application has been developed in order to provide a user-friendly solution for interaction with the database. The web application developed offers a graphical interface for data insertion, modification and deletion, as well as a preview of already submitted information. By setting a password protection, the access to the web user interface is restricted only to Project Management Team members and the leader of Dissemination Work Package WP8. In order to provide up-to-date information to wider audience, all project partners will submit such data on a regular basis, while each project activity and result will be disseminated via the project website (within the section Dissemination) after WP8 leader verifies that corresponding data are adequately submitted.

The SENVIBE Cloud will be used for storing dissemination documents and promotional materials. Only the Project Management Team members and WP8 Leader will have permission to access the 04_SENVIBE_Dissemination_PromotionalMaterial folder, as well as to upload the related documents. Since the developed web application enables upload of only one PNG or JPG file per record, additional documents (such as attendance sheet, minutes of meetings, additional photos, presentations, etc.), if available, should be stored in the SENVIBE Cloud (under the section 04_SENVIBE_Dissemination_PromotionalMaterial) in the dedicated folder named according to the following naming scheme: YYMMDD_Event. Documents' filenames should follow the pattern: YYMMDD_Event-ContentType. File naming convention include the following components:

- YYMMDD - dissemination activity (start) date designation;
- Event - brief event description or event title. Instead of separating the words by space, punctuation or any other character, the first letter of each word should be capitalized;
- ContentType - for example AttendanceSheet, MinutesOfMeeting, Presentation, Photos, etc. Words should not be separated by spaces, punctuation or any other character. The first letter of each word should be capitalized.

Multiple image files, before uploading to the SENVIBE Cloud, should be compressed into a single ZIP file.

All project partners will use News Template (Annex III of this document) in order to deliver relevant information for the purpose of posting news on the project website and its Facebook page. News document and additional material necessary for news posting (such as photos, video, etc.) should be uploaded to the SENVIBE Cloud, under the section 04_SENVIBE_Dissemination_PromotionalMaterial, in the folder 5_News. Additionally, only news document should be sent to the following email addresses:

- senvibe@uns.ac.rs
- tomic.j@mfkv.kg.ac.rs

Additional files containing necessary material for news posting should be compressed into a single ZIP file before uploading to the SENVIBE Cloud. News documents should be named according to the following naming scheme: YYMMDD_NewsDescription, while the name of additional ZIP file should follow the pattern: YYMMDD_NewsDescription-AdditionalMaterial. File naming convention include the following components:

- YYMMDD - date designation;
- NewsDescription - brief news description or news title. Instead of separating the words by space, punctuation or any other character, the first letter of each word should be capitalized.

Educational contents and other type of contributions for SENVIBE Facebook page will be stored at the SENVIBE Cloud as well, under the section 04_SENVIBE_Dissemination_PromotionalMaterial, in the folder 4_EducationalMaterial. Each academic partner will upload one educational material per two months, while WP8 Leader will be obliged to post provided content on the project Facebook page.

2.8 Evaluation of the Effectiveness

Monitoring and evaluation of the dissemination activities is of essential importance for tracking the effectiveness in reaching the target audience, as well as for the assessment of dissemination activities impact.

The SENVIBE project partners will use a set of Key Performance Indicators (KPIs) to measure and evaluate dissemination achievements and generate recommendations for future improvements. During the project lifetime, KPIs will be constantly monitored.

The following table summarizes KPIs indicators associated with different dissemination activities, outputs and outcomes.

Table 4: Key Performance Indicators

Communication tool	KPIs	Target[3]
Project website	Number of website visitors Number of documents' downloads Number of website updates	
Brochure/leaflet	Number of distributed leaflets and brochures Number of promo material's downloads	
Facebook	Number of followers Number of posts	
Twitter	Number of followers Number of tweets	
YouTube	Number of subscribers Number of views	
Newsletters	Number of subscribers Number of delivered newsletters	
Press Releases	Number of published press releases	
ICT platform	Number of visits Number of documents' downloads Number of registered users	
Television and radio	Number of TV reports, interviews and advertisements Number of radio reports, interviews and advertisements	

[3]Since the LFM does not contain the related quantitative values, the statics will be collected and evaluated at the end of the first project year. Then, these results will be a basis for setting the target values for the second and third project year by the Project Management Team.

	Media coverage	
Enrolment campaigns	Number of visited schools Number of involved participants	
Events and courses	Number of participants Number of presenters	

Annex I - Dissemination Level of Project Results

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	1.1.		
	Title	Survey and comparison of Serbian and EU education in No&Vib		
Type	☒Report			
Target groups	☒Teaching staff ☐ Administrative staff ☒ Other - Stakeholders	☒ Students ☒Technical staff	☒ Trainees ☒ Librarians	
Dissemination level	☒Department / Faculty ☒Institution	☒Local ☒Regional	☒National ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	1.2.		
	Title	Define tailor-made learning outcomes for students of six EDs		
Type	☒Report			
Target groups	☒Teaching staff ☐ Administrative staff ☐ Other	☒ Students ☒Technical staff	☐ Trainees ☐ Librarians	
Dissemination level	☒Department / Faculty ☒Institution	☐Local ☐Regional	☒National ☐International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	1.3.		
	Title	Define and shape the learning outcomes for LLL courses		
Type	☒Report			
Target groups	☒Teaching staff ☐ Administrative staff ☒ Other - Stakeholders	☐ Students ☒Technical staff	☒ Trainees ☐ Librarians	
Dissemination level	☐Department / Faculty ☐Institution	☒Local ☒Regional	☒National ☐International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	1.4.		
	Title	Review and analysis of the existing MSc VAE programmes in EU		
Type	☒Report			
Target groups	☒Teaching staff ☐ Administrative staff	☒ Students ☐Technical staff	☐ Trainees ☐ Librarians	

	☒ Other - Educational authorities and professionals		
Dissemination level	☒Department / Faculty ☒Institution	☐Local ☐Regional	☒National ☒International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	1.5.	
	Title	Define learning outcomes for MSc VAE programme in Serbia	
Type	☒Report		
Target groups	☒Teaching staff ☐ Administrative staff ☒ Other - Educational authorities and professionals	☒ Students ☒Technical staff	☐ Trainees ☐ Librarians
Dissemination level	☒Department / Faculty ☒Institution	☐Local ☐Regional	☒National ☒International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	1.6.	
	Title	No&Vib Hub: matching the EU trends with the needs in Serbia	
Type	☒Report		
Target groups	☒Teaching staff ☐ Administrative staff ☒ Other - Stakeholders	☒ Students ☒Technical staff	☒ Trainees ☐ Librarians
Dissemination level	☒Department / Faculty ☒Institution	☒Local ☒Regional	☒National ☒International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	1.7.	
	Title	Report on needs analysis and gaps detected	
Type	☒Report		
Target groups	☒Teaching staff ☐ Administrative staff ☒ Other - Stakeholders	☒ Students ☒Technical staff	☒ Trainees ☒ Librarians
Dissemination level	☒Department / Faculty ☒Institution	☒Local ☒Regional	☒National ☒International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	2.1.	
	Title	Requirements, design and enhancement of an ICT platform	
Type	☒Report ☒Service/product		
Target groups	☒Teaching staff	☒ Students	☒ Trainees

	☒ Administrative staff ☒Technical staff ☐ Librarians ☒ Other - Stakeholders engaged in the No&Vib Hub	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☐International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	2.2.
	Title	Procure, install and activate the equipment
Type	☒ Service/product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☒ Administrative staff ☒Technical staff ☐ Librarians ☐ Other	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☐International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	2.3.
	Title	Training of Serbian teachers and technicians
Type	☒ Event ☒ Service/Product	
Target groups	☒Teaching staff ☐ Students ☐ Trainees ☐ Administrative staff ☒Technical staff ☐ Librarians ☒ Other - Serbian teachers and technicians, SUPEP and IOH team members	
Dissemination level	☒Department / Faculty ☐Local ☒National ☒Institution ☐Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	3.1.
	Title	Redesign of existing courses
Type	☒Report	
Target groups	☒Teaching staff ☒ Students ☐ Trainees ☐ Administrative staff ☒Technical staff ☐ Librarians ☐ Other	
Dissemination level	☒Department / Faculty ☐Local ☒National ☒Institution ☐Regional ☐International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	3.2.
	Title	Design of new courses
Type	☒Report	
Target groups	☒Teaching staff ☒ Students ☐ Trainees ☐ Administrative staff ☒Technical staff ☐ Librarians	

	☐ Other		
Dissemination level	☒Department / Faculty ☒Institution	☐Local ☐Regional	☒National ☐International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	3.3.	
	Title	Development of learning materials	
Type	☒Teaching material ☒Learning material		
Target groups	☒Teaching staff ☐ Administrative staff ☐ Other	☒ Students ☒Technical staff	☐ Trainees ☒ Librarians
Dissemination level	☒Department / Faculty ☒Institution	☐Local ☐Regional	☒National ☐International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	3.4.	
	Title	Implementation of modernised and new courses	
Type	☒Event		
Target groups	☒Teaching staff ☐ Administrative staff ☐ Other	☒ Students ☒Technical staff	☐ Trainees ☐ Librarians
Dissemination level	☒Department / Faculty ☒Institution	☐Local ☐Regional	☒National ☐International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	4.1.	
	Title	Development of LLL courses	
Type	☒Report		
Target groups	☒Teaching staff ☐ Administrative staff ☐ Other	☐ Students ☒Technical staff	☒ Trainees ☐ Librarians
Dissemination level	☒Department / Faculty ☒Institution	☒Local ☒Regional	☒National ☐International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	4.2.	
	Title	Development of learning materials and training packages	
Type	☒Teaching material ☒Training material		
Target groups	☒Teaching staff ☐ Administrative staff	☐ Students ☒Technical staff	☒ Trainees ☒ Librarians

	☐ Other		
Dissemination level	☒Department / Faculty ☒Institution	☒Local ☒Regional	☒National ☐International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	4.3.	
	Title	Creation of a SENVIBE Glossary	
Type	☒Learning material ☒Training material ☒Service/Product		
Target groups	☒Teaching staff ☐ Administrative staff ☒ Other -Stakeholders	☒ Students ☐Technical staff	☒ Trainees ☒ Librarians
Dissemination level	☒Department / Faculty ☒Institution	☒Local ☒Regional	☒National ☐International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	4.4.	
	Title	Implementation of LLL courses	
Type	☒Event		
Target groups	☒Teaching staff ☐ Administrative staff ☐ Other	☐ Students ☒Technical staff	☒ Trainees ☐ Librarians
Dissemination level	☒Department / Faculty ☒Institution	☒Local ☒Regional	☒National ☐International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	5.1.	
	Title	Development of the MSc curriculum in VAE	
Type	☒Report		
Target groups	☒Teaching staff ☐ Administrative staff ☐ Other	☒ Students ☐Technical staff	☐ Trainees ☐ Librarians
Dissemination level	☒Department / Faculty ☒Institution	☒Local ☒Regional	☒National ☐International
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	5.2.	
	Title	Development of e-learning and b-learning materials	
Type	☒Teaching material ☒Learning material		
Target groups	☒Teaching staff	☒ Students	☐ Trainees

	☐ Administrative staff ☒Technical staff ☒ Librarians ☐ Other	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☐International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	5.3.
	Title	Accreditation of the MSc VAE programme
Type	☒Event ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☐ Trainees ☒ Administrative staff ☒Technical staff ☐ Librarians ☐ Other	
Dissemination level	☒Department / Faculty ☐Local ☒National ☒Institution ☐Regional ☐International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	5.4.
	Title	Enrolment of the MSc students
Type	☒Event ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☐ Trainees ☒ Administrative staff ☐Technical staff ☐ Librarians ☐ Other	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☐International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	5.5.
	Title	Implementation of the MSc VAE studies
Type	☒Event ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☐ Trainees ☒ Administrative staff ☒Technical staff ☐ Librarians ☐ Other	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☐International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	5.6.
	Title	Creation of a list of recommended MSc theses using the input of the stakeholders involved in the No&Vib Hub
Type	☒Report	

Target groups	☒Teaching staff ☒ Students ☐ Trainees ☐ Administrative staff ☐Technical staff ☐ Librarians ☒ Other - Stakeholders	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☐International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	6.1.
	Title	Define a framework for cooperation between the stakeholders
Type	☒Report	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☒ Administrative staff ☒Technical staff ☐ Librarians ☒ Other - Stakeholders	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	6.2.
	Title	Specification of activities, programmes and services aimed at students and at wider society
Type	☒Report ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☒ Administrative staff ☒Technical staff ☐ Librarians ☒ Other - Stakeholders and society at large	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	6.3.
	Title	Defining the No&Vib Hub space, roles and responsibilities
Type	☒Report ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☒ Administrative staff ☒Technical staff ☐ Librarians ☒ Other - Stakeholders and society at large	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	6.4.
	Title	Establishment of the No&Vib Hub

Type	☒Event ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☒ Administrative staff ☒Technical staff ☐ Librarians ☒ Other - Stakeholders and society at large	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	7.1.
	Title	Development of quality control mechanisms
Type	☒Report ☒Service/Product	
Target groups	☐Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐Technical staff ☐ Librarians ☒ Other - All partners	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	7.2.
	Title	Internal and external reviews of the processes and outcomes
Type	☒Teaching material ☒Learning material ☒Training material ☒Report	
Target groups	☐Teaching staff ☐ Students ☐ Trainees ☐ Administrative staff ☐Technical staff ☐ Librarians ☒ Other - External and internal reviewers	
Dissemination level	☐Department / Faculty ☐Local ☒National ☒Institution ☐Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	7.3.
	Title	Students', trainees' and stakeholders' evaluation of the realised activities
Type	☒Report ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☐ Administrative staff ☐Technical staff ☐ Librarians ☒ Other - Stakeholders involved in the No&Vib Hub	
Dissemination level	☒Department / Faculty ☐Local ☒National ☒Institution ☐Regional ☒International	

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	8.1.
	Title	Preparation of the Project Dissemination Strategy with the Key Performance Indicators (KPIs)
Type	☒Event ☒Report ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☒ Administrative staff ☒Technical staff ☒ Librarians ☒ Other - Stakeholders, society at large	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	8.2.
	Title	Development and maintenance of the SENVIBE website
Type	☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☐ Administrative staff ☐Technical staff ☒ Librarians ☒ Other - All partners, stakeholders, society at large	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	8.3.
	Title	Producing and publishing promotional material
Type	☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☐ Administrative staff ☐Technical staff ☒ Librarians ☒ Other - Stakeholders, society at large	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	8.4.
	Title	Media, enrolment and promo campaigns
Type	☒Event ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☐Administrative staff ☐Technical staff ☒ Librarians ☒ Other - Stakeholders, society at large	

Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	8.5.
	Title	Final SENVIBE project conference with a Round Table
Type	☒Event ☒Report	
Target groups	☐Teaching staff ☐ Students ☐ Trainees ☐Administrative staff ☐Technical staff ☐ Librarians ☒ Other - All partners, stakeholders, society at large	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	8.6.
	Title	Preparation of the Exploitation Plan
Type	☒Report	
Target groups	☐Teaching staff ☐ Students ☐ Trainees ☐Administrative staff ☐Technical staff ☐ Librarians ☒ Other - All partners, stakeholders, society at large	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	8.7.
	Title	Institutional sustainability
Type	☒Event ☒Report ☒Service/Product	
Target groups	☒Teaching staff ☐ Students ☒ Trainees ☒ Administrative staff ☐Technical staff ☐ Librarians ☐ Other	
Dissemination level	☒Department / Faculty ☒Local ☒National ☒Institution ☒Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	9.1.
	Title	Establishing project internal management structures
Type	☒Event ☒Report	
Target groups	☐Teaching staff ☐ Students ☐ Trainees ☒Administrative staff ☐Technical staff ☐ Librarians	

	☒ Other - All project partners	
Dissemination level	☒Department / Faculty ☐Local ☒National ☒Institution ☐Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	9.2.
	Title	Organizing project coordination meetings
Type	☒Event	
Target groups	☐Teaching staff ☐ Students ☐ Trainees ☒Administrative staff ☐Technical staff ☐ Librarians ☒ Other - All project partners	
Dissemination level	☒Department / Faculty ☐Local ☒National ☒Institution ☐Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	9.3.
	Title	Development of management and reporting procedures
Type	☒Report ☒Service/Product	
Target groups	☐Teaching staff ☐ Students ☐ Trainees ☒Administrative staff ☐Technical staff ☐ Librarians ☒ Other - All project partners	
Dissemination level	☒Department / Faculty ☐Local ☒National ☒Institution ☐Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	9.4.
	Title	Development of internal communication plan
Type	☒Report ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☒Administrative staff ☒Technical staff ☐ Librarians ☒ Other - All project partners	
Dissemination level	☒Department / Faculty ☐Local ☒National ☒Institution ☐Regional ☒International	
Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	9.5.
	Title	Daily project management
Type	☒Report ☒Service/Product	
Target groups	☒Teaching staff ☒ Students ☒ Trainees ☒Administrative staff ☒Technical staff ☐ Librarians	

	☒ Other - Stakeholders		
Dissemination level	☒Department / Faculty ☒Institution	☒Local ☒Regional	☒National ☒International

Annex II - WP8 Work Plan

WORK PLAN – Project Year 1

Activities		Duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
	Title													
8.1.	Preparation of the Project Dissemination Strategy with KPIs	6	X	2X=	2X									
8.2.	Development and maintainance of the SENVIBE website	13	X	X=	X	X	X	X	X	X	X	X	X	X
8.3.	Producing and publishing promotional material	2		X									X	
8.4.	Media, enrolment and promo campaigns	14	X	X	X	X	X	X	X	X	X	X	2X	2X
8.7.	Institutional sustainability	10				2X		2X		2X		2X		2X

WORK PLAN – Project Year 2

Activities		Duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
	Title													
8.2.	Development and maintainance of the SENVIBE website	12	X	X	X	X	X	X	X	X	X	X	X	X
8.3.	Producing and publishing promotional material	3						X				X	X	

8.4.	Media, enrolment and promo campaigns	15	X	X	X	X	X	2X	X	X	X	2X	2X	X
8.6.	Preparation of the Exploitation Plan	6	X=	X=	X=									
8.7.	Institutional sustainability	8	2X			2X			2X			2X		

WORK PLAN – Project Year 3

Activities		**Duration (number of weeks)**	**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
	Title													
8.2.	Development and maintainance of the SENVIBE website	12	X	X	X	X	X	X	X	X	X	X	X	X
8.3.	Producing and publishing promotional material	4	X			X			X			X		
8.4.	Media, enrolment and promo campaigns	16	2X	X	X	2X	X	X	2X	X	X	X	X	2X
8.5.	Final SENVIBE project conference with a Round Table	1												X
8.7.	Institutional sustainability	8	2X			2X			2X			2X		

Annex III - News Template

Partner institution	
News title	
News description - text for the project website	
News description - text for the project Facebook page	
Twitter announcement	
Additional material filename	

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Kraljevo, 27/01/2019

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Approved by the Quality Assurance Group Leader, Name and Surname
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Approved by Project Coordinator
Place, Date in the format XX/YY/ZZZZ

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