

**BLUE CAREER CENTRE OF EASTERN MEDITERRANEAN AND BLACK SEA  
(MENTOR)**

AGREEMENT NUMBER—EASME/EMFF/2016/1.2.1.2/06/SI2.749365-MENTOR

**”Blue Careers in Europe”**

**D 5.3.3.1 Communication and Dissemination Strategy**

**T5.3. Project Communication Tools And Activities (Start: M2, End: M24)**

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<b>Abstract</b>	Communication and dissemination are significant elements for achieving the project goals during the implementation of the project’s activities. This report includes the objectives, target audience, a list of communication tools, dissemination activities as well as templates of related documents to be used by the partners during the project implementation.
<b>Keywords</b>	Communication, Dissemination

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## EXECUTIVE SUMMARY

This document represents the Communication and Dissemination Strategy for the project MENTOR. The main purpose of dissemination is to raise public awareness of the MENTOR project aims, developments and results. This deliverable presents initial planned dissemination activities to be implemented by all project partners, in order to broadcast the objectives and results of the project both internally, among partners and externally, to a wider audience and interested parties. This report includes a description of the dissemination process for MENTOR and the project outcomes, including identification of audience, communication channels, dissemination activities, partner's roles and responsibilities.

The Communication and Dissemination Strategy, further referred as CDS, is prepared and proposed by the WP5 leader and will be approved by the Supervisory Board. It defines tools, targets and strategies for communication outside the project Consortium, as the internal communication of the project has been included into D 1.1.1 "Project Management". The document will be updated according to the development of the project.

This document should be used as a reference by all project partners.



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## 1. Introduction

The dissemination activities are tailored in a manner to be performed during the project implementation (March 2017- February 2019) and to ensure wide awareness among stakeholders.

The communication and dissemination strategy (CDS) presents the common consortium's vision, aims, effective tools and accurately defined activities to provide information on project content, activities and results.

The CDS is considered as a living document and could be updated throughout the project.

Where necessary, the CDS refers to the relevant project's documents such as Grant Agreement (GA), its Annexes including Description of the Action (DoA), and Consortium Agreement (CA).

While implementing the project, the partners shall perform every communication activities in accordance with the main EU publicity requirements, as set in the Call for Proposals EASME/EMFF/2016/1.2.1.2.document, Art.12.1., which formulates the basic obligation of the project partners, and reflects the general approach of the EC to communicating the information about the structural funds: "Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products, realized under the co-financed project".

Each partner shall respect the rules as described in the project Quality Assessment Plan (D.1.2), Art. 4.1. Rules for Publication and Presentation, Art.4.2. Acknowledgement and Art. 4.3. Disclaimer.

## 2. Communication And Dissemination Strategy

The Communication and Dissemination Strategy of the MENTOR Project represents the strategic vision of the Consortium in terms of communication of the project objectives, activities as well as the achievements and outputs.

The main aim of the overall dissemination package of MENTOR is to raise awareness of the project- its objectives and achievements in order to maximise their impact.

### 2.1. Objectives of The Dissemination Strategy

The objective of the dissemination strategy is to define and carry out the activities in order to achieve better influence of the project and to promote the project results and their future exploitation.

The objectives of this CDS are twofold:

- To ensure general awareness and dissemination activities of the Blue Career Centre (BCC) of East Med-Black Sea project.

- To create networking and an exploitation plan defining the exploitation model framework (products and services, market, distribution, pricing, etc.) of the Blue Career Centre (BCC) of East Med-Black Sea outputs.

The communication and dissemination strategy and activities are aligned to the EC Guidelines for successful dissemination:

- All project results will be duly reviewed and a copy will be sent to all partners involved in the project before these are published or disseminated. When appropriate, the information will be published in relevant scientific and mainstream media.
- All partners will be duly informed about the final outcomes and the implications stemming from project results.
- All public results will be accessible from the project website.

The dissemination activities shall include:

- Development and maintenance of the MENTOR project website to promote the project activities and results.
- Press release and publications in relevant media at EU and national level – business, scientific (high education) - related magazines, newspapers, etc.
- Digital activities – social media and multimedia.
- Participation in relevant events- conferences, workshops and present the project.
- Production of promotional materials (newsletters, pres releases, banners, flyers, videos).
- Organisation of conferences, workshops, events for dissemination and networking.

## 2.2.Target Audience and Dissemination Channels

The project MENTOR aims to establish Blue Career Centre (BCC) of Eastern Mediterranean and Black Sea . The BCC seeks to provide prospects for young jobseekers in the maritime economy in the area and to support businesses in finding the right staff with proper qualifications. The project is focused on the one hand to young people, students, workers and on the other hand to the business from the targeted 4 maritime sectors: (1) Maritime Transport (shipping, ports, ship repair and shipbuilding), (2) Cruise Tourism, (3) Aquaculture and (4) Offshore oil and gas.

Furthermore, additional target audience groups should be taken in consideration.

The following section presents an overview of all target audience members and dissemination channels to be used in MENTOR dissemination activities.

### Target audience

#### 1. Young students (15-18)

This group consists of young students, who need a career guidance. It is important to attract them for a career in key Blue Sectors in the area.

#### 2. Students, employed in maritime and other blue sectors, workers in other sectors, unemployed people



The aim is to attract them by offering targeted and innovative education and/or training initiatives (including career guidance) and up-skilling in order to promote blue careers in the area.

3. Educational and training institutions, Research institutions

The education plays a crucial role in shaping the qualifications and skills of graduate students. In order to meet the business requirements, their close committment/involvement is indispensable in developing educational programs and modules, as well as training schemes.

4. Stakeholders from the business

There is a frequent mismatch between training/academic qualifications and practical experience needed by the industry. The perception of the maritime industry is that there is a desperate need for people to go to the sea and gain experience.

5. Public bodies

Government Institutions also need qualified people to staff their departments, military, coast guard, fisheries departments etc. These practical skills are currently being missed.

6. EU, UM (Union for Mediterranean)

The dialogue with EU institutions and the maritime community will allow them to jointly develop and carry out measures to close the skill gap, tackle unemployment and make “blue careers” more attractive to the young people of the area.

7. Civil society

Includes all members of the public that are potentially interested in developments and results of the MENTOR project or the opportunity to make Blue careers. Public is, in most cases, targeted through mass media channels such as websites, press releases, social networks and similar.

Table 1. Dissemination Channels And Targeted Audience

	Students, jobseekers	VET, R&D	Business (maritime sectors)	Public bodies, EU, UM, etc.	Civil society
Official project webpage	x	x	x	x	x
Social media	x	x	x		x
Press releases		x	x	x	x
Promotional materials (brochures/leaflets,	x	x	x	x	

posters, banners, flyers/factsheets, newsletters)					
Publications in relevant media		x	x	x	x
Participation/presentation in events, conferences, workshops, etc.(external)		x	x	x	x
Dedicated workshops, meetings, conferences, fairs	x	x	x	x	
Executive summary of the final report			x	x	x

### 3. Communication and Dissemination Tools

#### 3.1. Web Based CDS Tools

##### 3.1.1. Official Project Webpage

In the modern life, internet websites are the most popular channels for reaching wider audience, offering general project information, news and discoveries. Consequently, the design and setup of the dedicated to MENTOR project webpage is planned as one of the initial steps in the overall dissemination efforts.

The project website [www.bluecareers.org](http://www.bluecareers.org) shall contain information about the project's objectives, approach, project status, deliverables, planned events, etc. It will be continuously extended and updated during the project's lifetime with information on the project's on-going activities and results and will have both a public access area and a limited access area for Consortium use and to transfer and facilitate information exchange.

**Aim:** The main purpose of the website is a public presentation of the project by gathering all relevant information about the project in one place.

**Target:** All target audience members.

**Implemented by:** The website is created and maintained by OC UCY-Cyprus. All partners will contribute by providing information about activities such as visits to schools, participation in events and similar to OC UCY-Cyprus with copy to MCB.

The structure includes required by EASME visual elements and has been improved during website development and the final structure has been agreed by all partners.

*It is also important to mention that all partners intend to share general information about the project and a link to MENTOR website on their own webpages.*



### 3.1.2. Social Media

Nowadays, social media with their specific form of electronic communication, providing a dialogic transmission using web-based technologies, give the opportunity to people to create online communities and to share information. This kind of communication is broadly used—there are more than 100,000,000 registered users of such websites. Social media have a big potential - they become more popular among both older and younger generations. The mobile applications are widely used by young people.

For the project purpose, the use of social media for wider dissemination of the project's scope and results plays active role. Accounts are created in:

LinkedIn-<https://www.linkedin.com/company/26998900/>,

Facebook - <https://www.facebook.com/Blue-Career-Centre-of-Eastern-Mediterranean-Black-Sea-1101721573291460>,

Twitter - [https://twitter.com/Blue\\_Career](https://twitter.com/Blue_Career),

Youtube - [https://www.youtube.com/channel/UC1\\_0m0Mmna9xpuQ5y3qkvsg](https://www.youtube.com/channel/UC1_0m0Mmna9xpuQ5y3qkvsg)

**Aim:** The aim of the social media is to spread the information and to rise awareness about the project, the activities and results to a wide range of targeted audience.

**Target:** Students, VETs, Civil society.

**Implemented by:** This activity is subcontracted by MCB. All partners are expected to contribute by providing information about activities such as visits to schools, participation in events and similar activities to MCB with copy to the subcontractor and the project coordinator.

### 3.2. Project Logo

The project logo (see Fig.1) is of crucial importance in order to assure an attractive visual identity to the project, and to foster its immediate observer recognition. The project logo will also serve as the logo of the Blue Career Center.

The adopted by the partners shapes and colors intend to communicate the main concept of the project: from the figure of helm and compass, to the blue color of the wave and the letter “M” associate as Marine and Maritime, as well as MENTOR.

Figure1. MENTOR Logo





The designed logo shall be used for the development of the graphic layout templates of all communication and dissemination materials such as reports, presentations, newsletters, leaflets, booklets, posters, banners, etc.

**Aim:** The objective of the logo is to focus audience attention on the project and to allow for better visibility and recognition as well as branding of the MENTOR project and Blue Career Centre of Eastern Mediterranean and Black Sea.

**Target:** All target audience members

**Implemented by:** The logo and the graphic layout templates are designed by MCB-Bulgaria. The activity is subcontracted.

The drafted logo has been sent by MCB to all partners to get feedbacks and to draw the final vision.

The same procedure is followed for all dissemination materials.

### 3.3. Press Releases And Publications

The press releases as well as the publications, represent a written announcement directed at various media to apprise some important or interesting news. For the purpose of the project, they could be sent to journalists and editors of newspapers, magazines, radio stations, online media. They could be considered as an effective dissemination tool which will increase the project attractiveness.

Throughout the duration of the MENTOR project, 5 general press releases are planned. One at the beginning, two dedicated to Career fairs 2017 and 2018, one during the first Regional Conference of Maritime Education & Training providers and one in the final stage of the project. The first one aims to announce the project initialization and its short overview, the special issues will focus attention to the Career Days and the Conference and the final one will provide insights into the most important publicly available project outputs.

Additionally, press releases are planned by the consortium partners with news and information about project activities, events and outputs available, finding Internships and summer jobs, etc.

It is foreseen to publish articles in the relevant media, including national maritime business, career mentoring and maritime sector-related magazines, newspapers and journals of broad information in each country.

**Aim:** Informing general public and relevant stakeholders about the project initialization and its most important findings.

**Target:** All target audience members (with a special focus on the maritime community).

**Implemented by:** The main 5 press releases are created by MCB in English, designed by MCB subcontractor and disseminated by the partners. The content should be coordinated among the partners.

Press releases and publications in local languages will be created and published by the consortium partners using their own budget.



Table 2. Indicative List of Websites, Journals, Magazines

List of Journals, Magazines	Proposed By Project Partner
<a href="http://www.ccci.org.cy">www.ccci.org.cy</a> <a href="http://news.ccci.org.cy/">http://news.ccci.org.cy/</a>	CCCI
Naftica Chronika	NTUA
<a href="http://www.naftemporiki.gr">www.naftemporiki.gr</a>	NTUA
<a href="http://www.e-nautilia.gr">www.e-nautilia.gr</a>	NTUA
<a href="http://www.nafsgreen.gr">www.nafsgreen.gr</a>	NTUA
Elnavi	NTUA
The maritime economist MEMAG	NTUA
<a href="http://alieftikanea.gr">alieftikanea.gr</a>	AUA
<a href="http://www.marinecluster.com">www.marinecluster.com</a>	MCB
Maritime.bg	MCB
Enterprise Europe Network – Bulgaria electronic newsletter	MCB
Cherno more	MCB
Marea Noastra, Liga Navala Romana (Romania)	CMU
Intermodal Logistics, Romania)	CMU
The Marine Professional, Institute of Marine Engineering, Science and Technology (IMarEST), (UK)-	CMU
Seaways, The Nautical Institute (NI) , (UK)	CMU
Maritime Professional Magazine, (US)	CMU
Nautica Magazine, (Romania)	CMU
Diving magazine Romania, (Romania)	CMU
Making waves, The International Marine Contractors Association (IMCA), (UK)	CMU
Offshore Magazine, World Trends and Technology for Offshore Oil and Gas Operations, (US)	CMU

### 3.4. Newsletters

According to the Grant Agreement, 4 newsletters are expected to be issued during the project – twice a year. MCB will draft them in English. After their approval by the partners, each partner should distribute them to target audience groups: VETs, Research institutions, Public bodies, Industry of shipping, cruise, aquaculture, oil & gas and other members of the maritime community.

The first newsletter provides a short general overview of the project and the consortium, the next two will comprise information about activities, project events and the final one with project results. The content of each issue will be agreed by the consortium partners.

**Aim:** The objectives of the newsletters are to catch the audience's attention by providing information on the project, its activities and outputs of the MENTOR project and Blue Career Centre of Eastern Mediterranean and Black Sea.

**Target:** All target audience members

**Implemented by:** The newsletters shall be developed by MCB-Bulgaria in electronic form. The content should be coordinated among the partners. The design will be developed by an MCB subcontractor and disseminated by the partners.

### 3.5. Dissemination Materials: Banners, Flyers, Posters, Audio-Video Material

#### 3.5.1. Banners

Project banners shall be designed for the effective advertising of activities and used during the organized events such as Career Fairs, first Regional Conference of Maritime Education & Training providers. A total number of 4 banners will be produced - one with information about the MENTOR project, exposed at workshops, meetings, events; one for Career Fairs, one for the BCC Centre and one for the final Conference.

**Aim:** The purpose of banners is to attract the interest of targeted audience to the project activities and involve them to participate.

**Target:** All target audience members.

**Implemented by:** The design of the banners shall be developed by MCB's subcontractor and each partner will print them using its own budget.

#### 3.5.2. Flyers, Posters and Leaflets

Printed dissemination materials, intending to reach various target groups is foreseen to be developed. Although this advertising tool is not so modern, printed materials are still an effective way to catch attention and popularize events.

- flyers – overall 10 flyers, containing relevant fact sheets are expected to be designed: 4 of them addressed to youngsters (age 15-18) showing to them the opportunities of a wide range of blue careers in each of the 4 selected maritime sectors; 4 indicating to postgraduates or professionals the perspectives for working in the mentioned maritime sectors, and 2 demonstrating the capacity of BCC .
- posters – 4 posters shall be produced to promote the BCC. The posters will include information about services provided by BCC in each MENTOR sector, the location of the BCC offices (Legal name of BCC, contacts, etc).
- Leaflets/brochures – 3 leaflets will be produced - 1 with overall information about the project, 1 promoting the 4 maritime sectors and professions, 1 with information about project results.

**Aim:** Printed materials aim to attract the interest of targeted audience to the project and its activities, to increase awareness of the BCC-EM-BS.



**Target:** Young students (age 15-18), students, employed in maritime sectors, workers in other sectors, unemployed as well as business.

**Implemented by:** MCB and subcontractor shall develop and design in English all dissemination materials, coordinated by the partners.

The posters will be developed in electronic version and MCB will send them to all partners. Each partner could print according to its own budget.

The MCB's subcontractor will print overall 30,000 pieces of flyers. The exact number of each type of them will be specified among partners regarding needs of target groups.

The subcontractor will print overall 12,000 pieces of leaflets - by 4,000 pieces of each leaflet/brochure.

Every partner is responsible for the delivery of all promotional materials.

Each partner could develop and print in local language promotional materials regarding the needs and own budget for dissemination.

### 3.5.3. Audio-Video Material

An identity video of the project will be performed. Material demonstrating the individual professions "on-the-site" in real working conditions, supported by professionals working in the 4 MEAs will be produced. The video will include interviews of professionals, presenting real stories and their own personal motivation that led them to choose a career in the selected blue sectors and aims to reach the target group of young people and attract them to follow a blue career.

Shooting of 7 videos presenting career opportunities in the selected MEAs (Maritime transport-including shipping, shipbuilding, ship repair and ports; Aquaculture; Cruise Tourism; Offshore oil and gas) lasting approximately 5 - 7min. each is foreseen.

In addition, a short video /trailer/ lasting 3-4 minutes, presenting all MENTOR sectors is envisaged to be presented during visits to schools and presentation events.

For the target group of people for professional technical qualification, for retraining and improvement of the career qualification - to produce a video showing BCC's capacity and comprising materials from Career Fairs, demonstrating the activities of the centre (4 pcs - one in Cyprus, in Greece, in Romania and in Bulgaria) and video-from the first Regional Conference of Maritime Education & Training providers (the location may be Cyprus). At the end, the individual videos can be united in one product.

Audiovisual materials will be uploaded on the social media, as well as on the project web site.

**Aim:** The audio-video material is aimed to present the BCC-EM-BS both to jobseekers and business and to show the opportunities of career development in maritime sectors.

**Target:** Young students (age 15-18), students, employed in maritime sectors, workers in other sectors, unemployed people as well as business.



**Implemented by:** This activity is subcontracted by MCB, leader of the WP. All partners are expected to contribute to the development of the material and to encourage target groups to watch the videos.

#### 3.5.4. Blue Career Centre of East Med-Black Sea presentation map

The MENTOR presentation map, including leaflets, factsheets and USB sticks with promotional materials is envisaged in order to present the BCC ability to provide mentoring services. The map will include the developed in WP 5 dissemination materials- factsheets/flyers, leaflets/brochures, videos, showing career opportunities in the selected maritime sectors.

**Aim:** The objective of the Blue Career Centre presentation map is to inform the target groups about the mentoring ability of the Centre.

**Target:** Young students (15-18), students, employed in maritime sectors, workers in other sectors, unemployed

**Implemented by:** MCB-Bulgaria leads this activity. The design of the folder and USB sticks will be developed by the subcontractor. The content will be coordinated among the partners. Each partner will be responsible for the printing, USBs and their branding as well as for uploading of materials on the USBs, using own budget for dissemination.

#### 3.6. Events, Conferences, Workshops, Meetings

The events, that will be organized by project partners in each participating country are crucial for raising awareness and showing opportunities for making careers in maritime sectors. Series of meetings, workshops, events and conferences will bring closer the target audience (school children, higher education graduates or persons with a vocational/technical qualification to maritime professions) and the career information specialists. Workshops can be arranged for special groups within a community to generate awareness of the centre and to serve specific needs.

To spread awareness and project activities and outputs, project partners will take advantage of numerous opportunities for participation with presentations in national and international events related to Blue Growth, shipping, cruise, aquaculture fairs, oil & gas fora, etc.

**Aim:** The objectives of the organized events are to promote both project activities and results as well as to help users understand what they have to accomplish and provide them with a general overview of the information they need.

**Target:** All target audience members

**Implemented by:** Mar.In.E.M (Cyprus) is the leader of this task; other partners will organize an event in each participating country.

Table 3. List Of Events Organized By Project Partners

Event/Conference, Fair, Etc.	Date	Place	Participating Partner
Career fair/Day	8.12..2017 11.12.2017	Cyprus	MarInEM
Career fair/Day	11.2018	Cyprus	MarInEM
Career fair/Day	5.12.2017	Greece	NTUA/AUA
Career fair/Day	30.11.2018	Greece	NTUA/AUA
Career fair/Day	31.01-1.02.2018	Bulgaria	MCB
Career fair/Day	11.2018	Bulgaria	MCB
Career fair/Day	27.10.2017	Romania	CMU
Career fair/Day	19.10.2018	Romania	CMU
Conference ( final conference)	2.2019	Cyprus	OC-UCY

Table 4. Indicative List of Conferences/ Fairs to be attended/Presentation at Events, organized by Third Parties

Event/Conference, Fair, Etc.	Date	Place	Participating Partner
Global Oil & Gas South East Europe and Mediterranean Conference, Cyprus Maritime Conference	September 2017	Cyprus	MarInEM
Cyprus International "Education and Career" Exhibition 2018	February 2018	Nicosia	CCCI
2Day Career Guidance KESYP Galatsiou ( <a href="http://dide-ath.att.sch.gr/new/images/stories/dioik_data/dii_m_ep-pros_im-stad_kesyp-galats_afis_30-3-17.pdf">http://dide-ath.att.sch.gr/new/images/stories/dioik_data/dii_m_ep-pros_im-stad_kesyp-galats_afis_30-3-17.pdf</a> )	6-7.04.2017	Athens, Greece	NTUA
<b>Posidonia</b> ( <a href="http://www.posidonia-events.com/general/about-us.aspx">http://www.posidonia-events.com/general/about-us.aspx</a> ) ( <a href="http://www.posidoniaseatourism.com/programie.aspx">http://www.posidoniaseatourism.com/programie.aspx</a> )	23-24.05.2017	Athens, Greece	NTUA
<b>Global Oil &amp; Gas South East Europe and Mediterranean Conference</b>	26-28.09.2017	Athens, Greece	NTUA
<b>Aquaculture Europe 2017</b>	17-20.10.2017	Dubrovnik, Croatia	AUA
<b>Aquaculture Europe 2018</b>	26-29 August 2018	Montpellier France	AUA
<b>Europort 2017</b>	7-10.11.2017	Rotterdam Netherland	MCB
<b>European Maritime Day 2018</b>	31.05.2018	Burgas, Bulgaria	MCB
<b>Black Sea 2018 –International Conference on</b>	10-12.10.2018	Varna,	MCB

A list of dissemination activities, envisaged by the project partners will be distributed among partners and updated during the project period. For the purposes of CDS's implementation, information will be collected using the Excel table: "MENTOR Dissemination List", which will be communicated among all partners in order to update periodically dissemination activities.

## 4. Templates

### 4.1. Templates for communication with the EASME

For the purposes of the communication with EASME the project coordinator and all partners will use the templates provided by the Agency for the various reports, available on the EASME site: <https://ec.europa.eu/easme/en/emff-managing-grant>, including: Progress Report Template, Interim Report Template, Final Report Template, Financial Statement Template, Template for external audit statement, Declaration Form for distribution of funds between beneficiaries (in case of multi-beneficiary).

### 4.2. Templates of Internal Communication

For the purposes of the implementation of communication and dissemination activities (internal communication) all project partners will use following templates, approved by the Project Management Board (PMB).





## 4.2.1 Template of Deliverables by Project Partners

### **BLUE CAREER CENTRE OF EASTERN MEDITERRANEAN AND BLACK SEA (MENTOR)**

AGREEMENT NUMBER—EASME/EMFF/2016/1.2.1.2/06/SI2.749365-MENTOR

#### **“Blue Careers in Europe”**

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<b>Workpackage</b>	
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## 4.2.2. Template of Project Progress Report on Communication - Internal Use

Agreement EASME/EMFF/ 2016/1.2.1.2/06/SI2.749365-MENTOR

# **BLUE CAREER CENTRE OF EASTERN MEDITERRANEAN AND BLACK SEA (MENTOR)**

**European Maritime and Fisheries Fund (EMFF)**

**Progress Report**

**on Communication and Dissemination Activities**

Period covered: from    to

Report No:

Date of submission:

Version:

Beneficiary : Elaborated by : (name of project partner and persons)

### 1. Tasks to be performed during reporting period

Task	Planned Timeline	Planned Indicators /if any/	Planned Timeline	Role according to CDS



#### 4.2.3. Template of Final Report on CDS Implementation - Internal Use

Agreement EASME/EMFF/ 2016/1.2.1.2/06/SI2.749365-MENTOR

## **BLUE CAREER CENTRE OF EASTERN MEDITERRANEAN AND BLACK SEA (MENTOR)**

### **European Maritime and Fisheries Fund (EMFF)**

## **Final Report**

### **on Communication and Dissemination Activities**

Revision: v.\_.\_

**Period covered: from 01.03.2017 to 28.02.2019**

**Report No:**

**Date of submission:**

**Version:**

**Beneficiary:**

**Elaborated by: (name of project partner and persons)**

### **1. SUMMARY REPORT**

This is a comprehensive summary overview of results, conclusions and impacts of the DCS implementation.

MCB will ensure that it is comprehensive, and describes the work carried out to achieve the project's objectives, its main results and conclusions. It will mention the target groups (such as policy makers or sectors of the civil society) for whom the project results could be relevant.

### **2. CDS's OBJECTIVES**

This chapter will describe if and how the CDS objectives have been reached, encountered problems if any and how these have been solved.



### **3. BUDGET**

This chapter will present how and if the planned budget has been followed and in the case of noncompliance, give explanations.

### **4. ASSESMENT OF CDS IMPACT**

This chapter will provide conclusions on CDS implementation impact for each target group.



#### 4.2.4. Template of Project Event Agenda

**[Name of the event]**

**Date [DD.MM.YYYY]**

**Venue [.....]**

#### **Agenda**

<b>TIME</b>	<b>DESCRIPTION</b>
09:00 - 09:30	
09:30. - 09:50	
09:50– 10:30	
10:30 - 11:00	



## 4.2.5 Template of Internal Event Invitation

### INVITATION

(Title of the event)

Date [DD.MM.YYYY] and Place

Dear [name],

On [DD.MM.YYY] the [organisation name/project name] and its partners across Europe are organising a major event, which will highlight the opportunities of the Blue Career Centre of the Eastern Mediterranean and Black Sea (MENTOR) for career development in various sectors of the Blue Growth, especially in the fields of shipping, aquaculture, cruise tourism and offshore oil and gas in the East Mediterranean and Black Sea area. As a key [stakeholder/ Authority/Parliamentarian/ Commission official, etc.] dealing in the field of [.....], we kindly invite you to participate and attend our event. It would be immensely helpful in showcasing the major contribution of EU funding to regional development and achieving sustainable growth in the marine and maritime sectors by overcoming the shortage of skilled personnel.

[The text above is not obligatory. Depending of the event, each partner could complete with specific information.]

[In case you ask the person to give a presentation, specify details here.]

The event will be moderated by [name, if you have a known moderator] and attended by over [number] relevant participants. It will be promoted to journalists for media coverage both before and after the event.

I do hope that you will be able to lend your support by attending the event. For further information and to register, please see project website [address] or contact the event organizer [name] by email: [e-mail].

Yours sincerely,



#### 4.2.6. Template of Internal Event Registration List

**EVENT:**

#### **REGISTRATION LIST**

<i>Nr.</i>	<i>Name</i>	<i>Organization</i>	<i>Position</i>	<i>Phone</i>	<i>E-mail</i>	<i>Signature</i>

Text regarding GDPR





#### 4.2.7 Template of Internal Event Report

##### INTERNAL EVENT REPORT

<b>Author</b>	
<b>Event / Meeting / Subject</b>	
<b>Date, location</b>	
<b>Agenda</b>	
<b>Participants</b>	
<b>Links to further information</b>	
<b>Summary of the meeting</b>	
<b>Follow-up meeting</b>	
<b>Other remarks</b>	

#### 4.2.8 Template of External Event Participation/Attendance Report

##### BLUE CAREER CENTRE OF EASTERN MEDITERRANEAN AND BLACK SEA (MENTOR)

AGREEMENT NUMBER—EASME/EMFF/2016/1.2.1.2/06/SI2.749365-MENTOR

“Blue Careers in Europe”

##### External Event Participation/Attendance Report

**EVENT:** .....

#### 1. Event - short description

##### 1.1. Event theme



## **1.2. Organizer**

### 2. Attendance short description

#### **2.1. Representative's name and position**

#### **2.2. Role in the event**

#### **2.3. Actions performed**

### 3. Relevance and follow up actions

### 4. Event agenda

### 5. Photos

### 6. Presentations



## 4.2.9 Template of Presentation



# **Blue Career Centre of Eastern Mediterranean and Black Sea (*MENTOR*)**

EASME/EMFF/2016/1.2.1.2/06/SI2.749365-MENTOR

**Place, Date**