BIOTRANSFORM
TRANSITION PATHWAYS TO CIRCULAR BIO-ECONOMY

Circular BIOeconomy TRANSFORMation for regions by enabling resource and governance networks

D5.1 Dissemination and Communication Plan – initial version

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Table of Contents

List of Figures

List of Tables

List of Terms and Definitions

Abbreviation	Definition
CCRI	Circular Cities and Regions Initiative
DCP	Dissemination and Communication Plan
DoA	Description of Action
EBRN	European Bioplastics Research Network
EC	European Commission
EuBioNet	European Bioeconomy Network
IP	Intellectual Property

KER	Key Exploitable Results
KPIs	Key Performance Indicators
SMA	Social Media Account

Table 1: Terms and Definitions

Executive Summary

This document constitutes the first version of the BIOTRANSFORM project's Dissemination and Communication Plan (DCP).

BIOTRANSFORM provides European policymakers with an adequate assessment and policy development framework, knowledge base and an expert support ecosystem to accelerate the transition from linear fossil-based and bio-based systems to circular bio-based systems. It is therefore operating at the interface between the circular economy and the bioeconomy transitions. In this way, BIOTRANSFORM equips policymakers with the tools to set informed priorities that serve environmental, economic, and social goals, being actionable, future-proof, and align with supply-and-demand trends in related industries and value chains. BIOTRANSFORM's "assessment package" will be tested by and provided for European policymakers, which will include 3 complementary tools: (i) resource flow analysis tool including circular innovations, (ii) a cutting-edge quick environmental, social and economic assessment tool, and (iii) a logistics management tool. To achieve this, BIOTRANSFORM develops and tests its framework to establish and roll out circular bio-based systems by applying a multi-actor approach around 6 regional cases: Andalusia (Spain), Northern Burgenland (Austria), Western Macedonia (Greece), Finland, Charles Spa Region (Czech Republic) and North Rhine-Westphalia (Germany). These regional case studies represent several important industries and scenarios for Europe such as: forestry, agri-food, lake ecosystems, lignite and minerals, and chemicals. Action roadmaps will consider specific regional available resources and infrastructures, conversion pathways, logistics, current policies, strategies, and access to finance. In other words, BIOTRANSFORM builds on the concept of regenerative bioeconomy value cycles by tapping into what is there already and connecting the dots.

The document describes the overall communication activities and awareness-raising, dissemination of project results, management of all relevant activities, and partners' responsibilities in this respect. It includes specific actions and activities that will be carried out by the BIOTRANSFORM consortium members in order to ensure success and maximum publicity for the project and its results. With that said, this deliverable outlines:

1. **What to disseminate** – Chapter two is devoted to the basic project-related information that will be conveyed throughout the project
2. **To whom** – Chapter three consists of the key stakeholder groups that will serve as the main audiences for the project's dissemination and communication activities
3. **How** – Chapter four includes all the channels and tools that will be utilised by project partners in order to successfully implement the dissemination and communication activities
4. **When** – Chapter five provides a time frame to ensure that the timing of the dissemination and communication activities is appropriate, during the lifespan of the project and beyond
5. **Monitoring of the process** – Chapter six identifies the indicators to measure success in the dissemination and communication actions, enabling partners to refine efforts and actions over the course of the project

The first version of the DCP defines the initial communication strategy that will be used throughout the years of the project and verifies that all communication and dissemination activities in relation to Milestone 5 (Project website, identity, and social networks are available and can be used for all project purposes) will be reached by M4. The DCP will be updated and its final version will be available in May 2024 (M20). The update will include results and metrics of the Dissemination & Communication activities by the time of reporting.

Introduction

1.1 Scope of the deliverable

This report, titled "D5.1 Dissemination and Communication Plan – initial version", aims to design the strategy, plan and activities to be implemented under the BIOTRANSFORM project, with a view to maximising the project's visibility and successfully convey its key messages and content to target audiences, identifying and employing the most suitable channels to spread them. Keeping that in mind, this deliverable outlines the approach to (i) effectively communicate the project and disseminate its results, (ii) guide the partners in designing, planning and implementing their individual dissemination activities and (iii) continuously monitor the efficiency and the timely planning of the actions. In this respect, the deliverable aims to:

➢ Describe the types of dissemination channels and tools to be utilised and the required actions and resources
➢ Define responsibilities among partners
➢ Summarise the internal monitoring, evaluating, and reporting of dissemination activities
➢ Provide an indicative timetable/work planning of promotion activities during the project

1.2 Structure of the deliverable

Taking the above into consideration, the "Dissemination and Communication Plan – initial version" is structured as follows:

➢ **Chapter 1 – Introduction:** Provides introductory information with respect to the DCP
➢ **Chapter 2 – Dissemination assets:** Presents the main assets and information of the project during and beyond its span
➢ **Chapter 3 – Targeted stakeholder groups:** Presents the key stakeholder groups that will serve as the main audiences for the project's dissemination and communication activities
➢ **Chapter 4 – Channels and tools:** Encompasses all the channels and tools that will be utilised for the dissemination and communication activities of the project, such as the project's website, social media accounts (SMAs) etc.
➢ **Chapter 5 – Time plan:** Provides the timeframe for the communication and dissemination activities of the project partners
➢ **Chapter 6 – Key Performance Indicators (KPIs) and monitoring:** Identifies the indicators to measure success in the dissemination and communication actions, enabling partners to refine efforts over the course of the project
➢ **Chapter 7 – Conclusions:** Pertains to the main decisions and aspects of the Dissemination and Communication Plan as well as the way forward

The Annexes include the dedicated forms for the dissemination and communication activities lists (guidelines, news reporting form, external & future events, clustering repository and dissemination & communication activities) and Dissemination & Communication guidelines to facilitate collaboration within T5.1 and ensure useful resources for the project channels.

2. Dissemination assets

The assets that follow will be disseminated by all partners with a view to maximising the project's impact and visibility. This information will be conveyed in a meaningful way and well-tailored to each stakeholder group (these groups will be further described in Chapter 3).

➢ **Vision, objectives, strategic relevance, and key facts:** The vision, aim and strategic objectives of the project will be widely disseminated along with all the conceptual aspects of the project, namely the whole project concept and its innovative characteristics.

➢ **News, achievements, and results:** During the project, news, achievements, and results will be published through press releases, on the project's website or partners' websites to inform stakeholders about the project and its contribution to circular bioeconomy.

➢ **Events held by the project or in which partners will participate to present their results**: The events organised by the project and their results, will be widely disseminated to attract targeted stakeholder groups along with events in which partners are participating.

➢ **Key project results and assets:** Key project assets, as depicted in the following Table 2, will be disseminated as widely as possible in order to stimulate the interest of prospective end-customers, and nurture the ground for their post-project rollout.

BIOTRANSFORM's main assets/results
BIOTRANSFORM's impact assessment tool. This tool aims to give quick overviews of the potential impact of possible solutions. This way, decision-making can be supported, and different pathways compared. A reliable, science-based, quick impact assessment supports decision-making in the first place and gives less room for lobbying. This tool should also be used by regional or urban developers, strategy consultants or might even be upgraded for open governance applications.
BIOTRANSFORM's circular bioeconomy assessment package and user manual. Added value: Awareness and tools for enabling the transformation towards a full circular bioeconomy. Main target users: municipalities, ministries, regions, clusters. Intellectual Property (IP) strategy: no IP protection foreseen as complexity needs deep knowledge on different systemic circumstances - exchange with other actors is beneficial, reports/strategies/action plans will be openly available.
BIOTRANSFORM's transition methodology and policy recommendations. As one of the main project outputs, the transition methodology will aid policymakers in assessing and promoting policies in favour of the circular bio-based transition in Europe. The corresponding IP strategy will aim to enable public use of the methodology by stakeholders. This KER will be exploited through a public route, ensuring maximum uptake by policymakers enhanced by communication activities.
Generated knowledge. The different insights and best practices on policymaking, regional stakeholder management, technical and sustainability issues, etc. will be valuable knowledge for practitioners and academia. In this regard, BIOTRANSFORM will transfer the knowledge in an understandable way through the scientific production of the project (peer reviewed articles), specific reports and white-papers for targeted stakeholders, e-learning materials and, more importantly, conclusions about the way forward in circular bio-based transition policymaking and supporting tools.

Table 2: BIOTRANSFORM's main assets/results

3. Targeted stakeholder groups

The key stakeholder groups targeted via dissemination and communication activities of BIOTRANSFORM are outlined in Table 3:

Specific stakeholder	Potential interest in BIOTRANSFORM
Local & regional policymakers	Increased understanding of the concept of circular bio-based economies; of the data needed to assess bio-transformation possibilities. Awareness of latest policy trends, and skills to undertake planned transition processes at regional and local levels.
Bio-based industries	Increase of potential for the bio-based industry as whole as main beneficiary of the transition. Ways to participate and engage in policy-making processes. Greater understanding of business impacts and trade-offs.
Bio-based feedstock producers	Diversify and increase valorisation of bio-based raw materials due to increased uptake of biobased products and increased demand by industry.
Citizens	Gain understanding of views on circular bio-based economies and benefits over current linear business models. Participation in the transition process with regional and local governments.
Investors	Opportunity for future economic returns due to expected increase in overall demand and availability of bio-based value chains. Additional insights on benefits and trade-offs.
Standardisation & regulation bodies	Supporting the standardisation of methodologies and guidelines for potential bio-based value chains.
Business & professional associations	Understanding and adapting to the current and future trends (bio-based) in order to continue being competitive in the future.
Academia & research community	Supporting the development of technical and scientific outputs related to the bio-based transition. Key actors in regional ecosystems to drive the science-to-policy process.
NGOs & environmental agencies	Safeguard NGO stakes on social and environmental justice. Increased understanding on new policymaking processes where NGOs usually participate and lobby.
Press media	Covering and aiding the communication and dissemination of the bio-based transition.

Table 3: BIOTRANSFORM's stakeholders

The stakeholders have been classified into five distinct groups as illustrated in Figure 1. Firstly in the inner circle of the mapping scheme there are Stakeholders in Policy and Regulation, followed by, the Industry Players group. These stakeholders are essential drivers of innovation, production, and market growth within the bioeconomy sector. Knowledge and Research group is represented by

Academia & Research Community stakeholders, who are instrumental in advancing scientific understanding and technological developments. The advocacy and Environmental group focus on campaigning for sustainability and responsible practices and lastly and the broadest category includes the Public Engagement actors facilitating awareness, dialogue, and informed decision-making among the general public regarding bio-based initiatives and their societal and environmental impact.

This categorisation sequence starts with the general public, that all actors are embedded in it, followed by more specific stakeholder groups leading to the industry players to highlight the vested interest of the different groups in BIOTRANSFORM's outcomes. Consequently, the approach in targeting dissemination and communication activities will be tailored to address the distinct needs and interests of each stakeholder group.
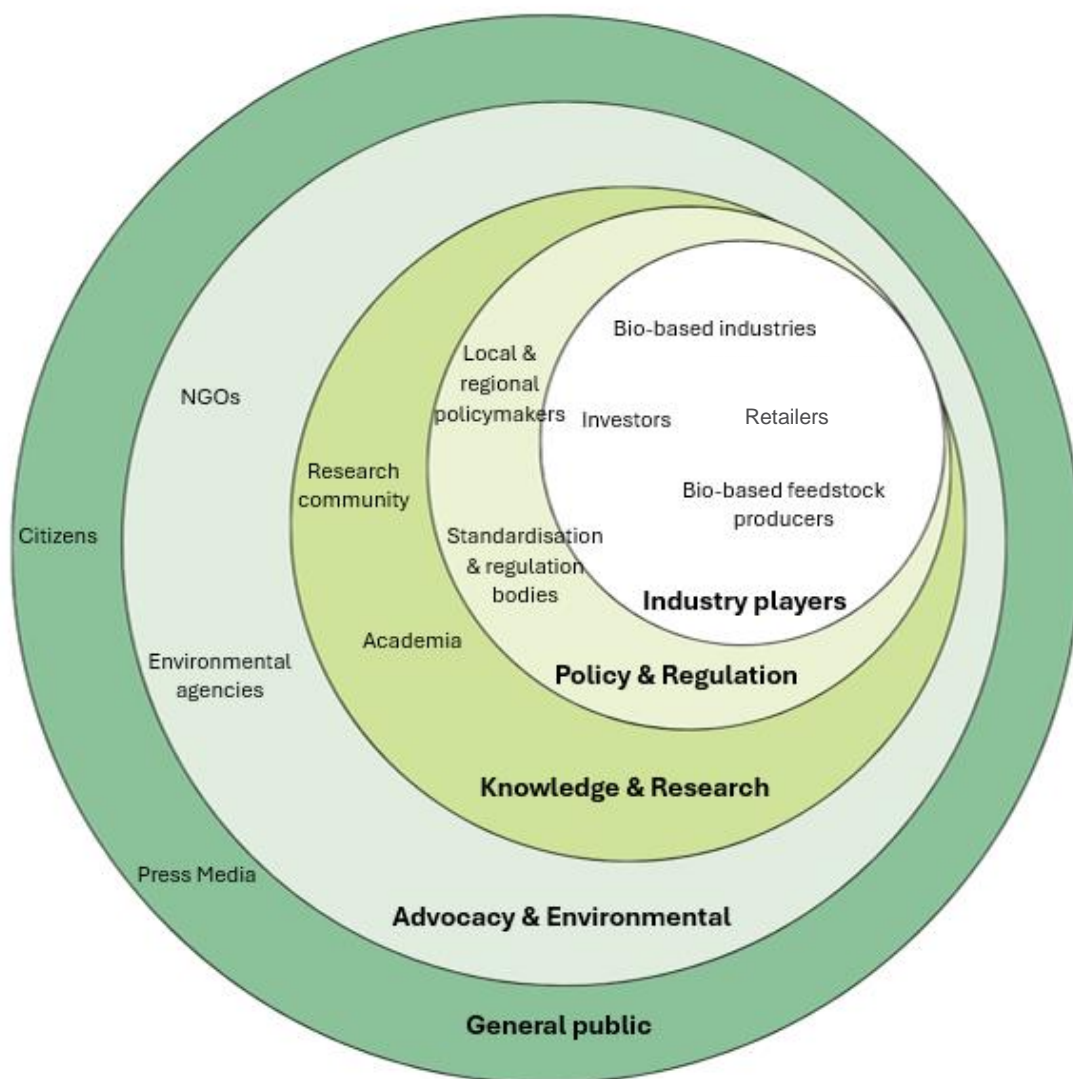

Figure 1: Stakeholder groups

4. Channels and tools

BIOTRANSFORM uses a blend of online and offline communication channels and activities with a view to maximise the project's visibility to its stakeholders. These channels and activities are presented in the list as follows:

➤ Graphical identity (logo, branded templates for reports and presentations)
➤ Promotional material (leaflet, poster, banner), videos, and project, as well as partners' newsletters
➤ Project website
➤ Project social media accounts on Twitter and LinkedIn (YouTube account expected to be launched in M6) and partner's social media accounts
➤ Scientific publications (See chapter 4.2.4)
➤ Participation in external events and conferences (See chapter 4.3.2)
➤ BIOTRANSFORM events (workshops, webinars, and final conference)
➤ Synergies with relevant projects/initiatives

The dissemination and communication assets of the project will be distributed through the above-mentioned channels and tools to all targeted groups. Q-PLAN has provided dedicated guidelines for the expected use of communication and dissemination channels to the consortium. These are listed in Annex I.

Table 4 lists key channels and tools for dissemination to be used throughout the course project.

Tool/channel	Purpose	Target groups & audience
Brochures & leaflets	Presentation of the BIOTRANSFORM project, key insights and information to be conveyed	All / Pan-EU
Press release	Presentation of key project achievements and results	All / Pan-EU
Project website	Gathering point for information about the project and aiding in the dissemination and communication	All / Pan-EU & International
Social media	Media for the dissemination and communication of project status and advance, as well as information spread of the circular bio-based transition.	Policymakers, Academia, and Industry / Pan-EU & International
Videos	Explanation of BIOTRANSFORM transition methodology	All / Pan-EU
Newsletters	Dissemination of key information and insights gathered during the project.	All / Pan-EU
Scientific publications	Output and dissemination of technical and scientific results, research community validation.	Academia and Industry / Pan-EU & International

Workshops & trainings	Training and capacity building (incl. future transition brokers) as well as joint policy development.	Policymakers, Academia and Industry
Interviews and Surveys	Information on drivers, motivations, needs from stakeholders. Identification of limitations regarding "know how" and assessment of circular bioeconomy status.	All / Pan-EU
Conferences, webinars and events	Presentation of BIOTRANSFORM's transition methodology as well as exhibition and training of all resources included (assessment package).	Policymakers, Academia, and Industry / Pan-EU & International

Table 4: BIOTRANSFORM's dissemination activities, channels, and tools

In addition, the proposed communication will target three objectives which are: (i) raising awareness of the project, (ii) increase understanding and (iii) enhance replication of results. The sub-objectives within these goals are described below in Table 5.

Objective	Specific objectives
Awareness. Increase awareness and mobilize the critical mass within the consortium countries, case-study regions, as well as all over EU, on the importance and impact that the project has on society as a whole.	• Develop a representative network of stakeholders through a multi-actor approach. • Raise awareness about the project's goals and expected impacts. • Participate in all major events related to the project topic. • Disseminate systematically on regional and national / international level the knowledge, tools and approaches developed in the project (open access). • Networking with relevant projects, initiatives and clusters.
Understanding. Inform public authorities, policymakers & target groups on work progress. Engage stakeholders in capacity building.	• Mobilize academia, users & producers of bio-based products and feedstock, public bodies, entrepreneurs, authorities, policymakers and regulatory bodies. • Raise awareness among stakeholders to get support and knowledge from BIOTRANSFORM's transition methodology.
Replicate. Communicate project impact & capacity building materials to encourage replication and exploitation.	• Share the project's results and the capacity building materials. • Communicate the results of existing success stories within the project, around Europe and overseas. • Disseminate the capacity provided by the project results and its benefits.

Table 5: Communication objectives

4.1 Graphical identity and promotional material

The design and creation of the project's graphical identity (i.e., logo, templates, etc.) aim to ensure consistency in the project communication and promotional material throughout its duration. Promotional material will be mainly used at project workshops, webinars and external events where BIOTRANSFORM partners participate. It will be used, also, in the everyday publicity of the project. Moreover, press releases (on ad hoc basis), newsletters (on a bi-annual basis), leaflets, posters and infographics will stress and demonstrate with evidence the benefits of BIOTRANSFORM, providing incentives for the involvement of different stakeholder groups in project activities, as well as foster their exploitation and uptake beyond the end of the grant.

Keeping that in mind, the main promotional material of the project is described in the following sub-sections. Each partner will be responsible for translations (if considered necessary) and printing of the material according to its specific needs. Partners should always consult and request approval from the Dissemination Manager before producing any kind of promotional material.

4.1.1 Project logo

The BIOTRANSFORM project logo was developed on the eve of the project (M1) to meet the visual and graphic requirements of the project. During the project's kick-off meeting, various logo options were presented the project partners to allow them to express their preferences and select their favourite design. The selected logo of BIOTRANSFORM was adopted in agreement with the majority of partners. It is a combination mark which means that it is comprised of a combined wordmark and a distinctive pictorial/icon mark presented in Figures 2 and 3.

Figure 2: BIOTRANSFORM's project logo (vertical form)

Figure 3: BIOTRANSFORM's project logo (horizontal form)

As for the icon, the leaf is making a circle and leads to an arrow to represent the circular life of the natural based elements transforming into products that can be safely reintroduced into the biosphere.

The logo colors are used in all possible circumstances to ensure consistency and to reinforce the visual identity of BIOTRANSFORM. The color palette combines shades of greens that represents a green and sustainable economy and grey that represents neutrality and balance as presented in Figure 4. The color palette used for the project is illustrated in Figure 5.

C 0 / M 90 / Y 100 / K 0   C 0 / M 0 / Y 0 / K 70   C 0 / M 0 / Y 0 / K 70
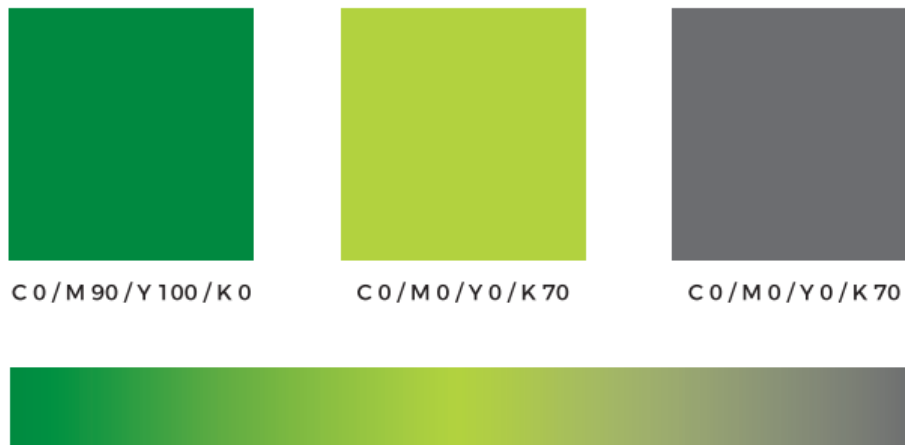
Figure 4: The main colors of the project logo

C 10 / M 0 / Y 12 / K 0   C 7 / M 0 / Y 20 / K 0   C 0 / M 0 / Y 0 / K 10

C 42 / M 0 / Y 45 / K 8   C 20 / M 0 / Y 50 / K 0   C 0 / M 0 / Y 0 / K 35

C 95 / M 0 / Y 100 / K 23   C 35 / M 0 / Y 95 / K 0   C 0 / M 0 / Y 0 / K 70

C 95 / M 0 / Y 100 / K 55   C 35 / M 0 / Y 95 / K 0   C 0 / M 0 / Y 0 / K 85

C 95 / M 0 / Y 100 / K 85   C 35 / M 0 / Y 95 / K 0   C 0 / M 0 / Y 0 / K 100
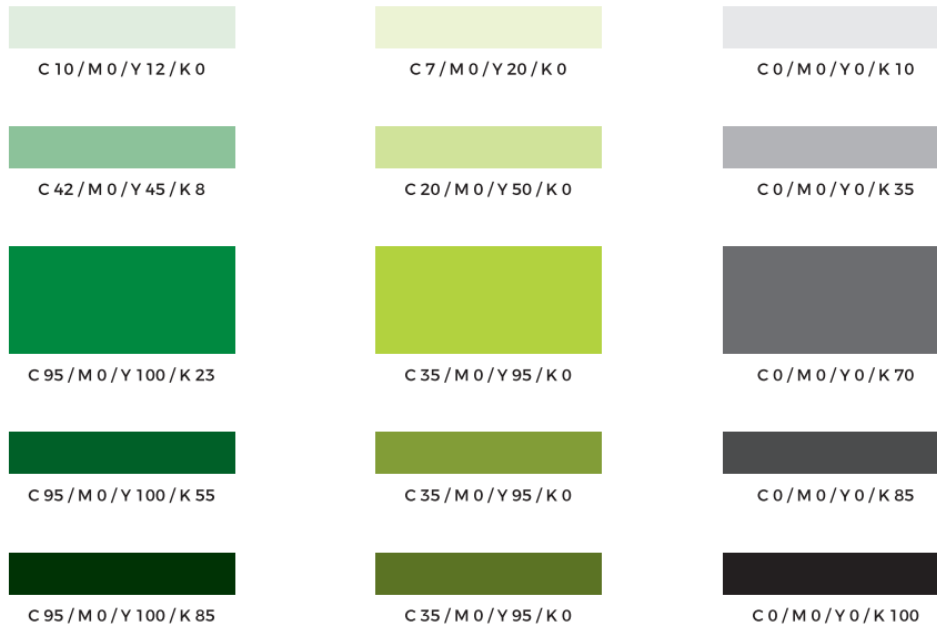
Figure 5: BIOTRANSFORM's color palette

In addition to the use of the BIOTRANSFORM project logo, in any communication material, deliverable, presentation, etc. produced in the frame of the project, the EU flag and funding acknowledgement are shown (Figure 6).

Figure 6: The EU flag and funding acknowledgement

Moreover, any dissemination and communication activity must indicate the following disclaimer:

> **Disclaimer**
>
> *Funded by the European Union under GA no. 101081833. Views and opinions expressed are however those of the authors only and do not necessarily reflect those of the European Union or REA. Neither the European Union nor the granting authority can be held responsible for them.*

4.1.2 *Project leaflet, poster, and roll-up*

The project leaflet, poster and roll-up illustrated in Figures 7-9 constitute an important pillar of the communication activities and present essential project information (aim, objectives, partners, etc.). They were created by December 2022 (M3). Apart from the general project leaflet, poster, and roll-up, promotional material to support BIOTRANSFORM events, infographics etc., will be prepared during the project, according to the needs of the respective partners.

Figure 7: BIOTRANSFORM's leaflet

Figure 8: BIOTRANSFORM's poster

Figure 9: BIOTRANSFORM's roll-up

4.1.3 *Templates*

Templates have been created for the consortium partners to be able to produce their deliverables and presentations. Branded templates are designed to give the slide presentations a consistent appearance and ensure uniformity. The branded templates are memorable to audience brand recognition. BIOTRANSFORM's presentations include the logo, brand colors, fonts and brand elements from the project's visual identity. In particular, a template for the project's deliverables as well as a template for the partners' presentations have been created and are available to project partners. In addition to the above templates, a BIOTRANSFORM letterhead has been developed which is useful for many communication activities, such as invitations to events.

The following templates have been prepared for the BIOTRANSFORM project:

➢ Presentation template;
➢ Project deliverable/report template;
➢ Project letterhead;

The templates are shown below in Figures 10-12:

Figure 10: BIOTRANSFORM's presentation template
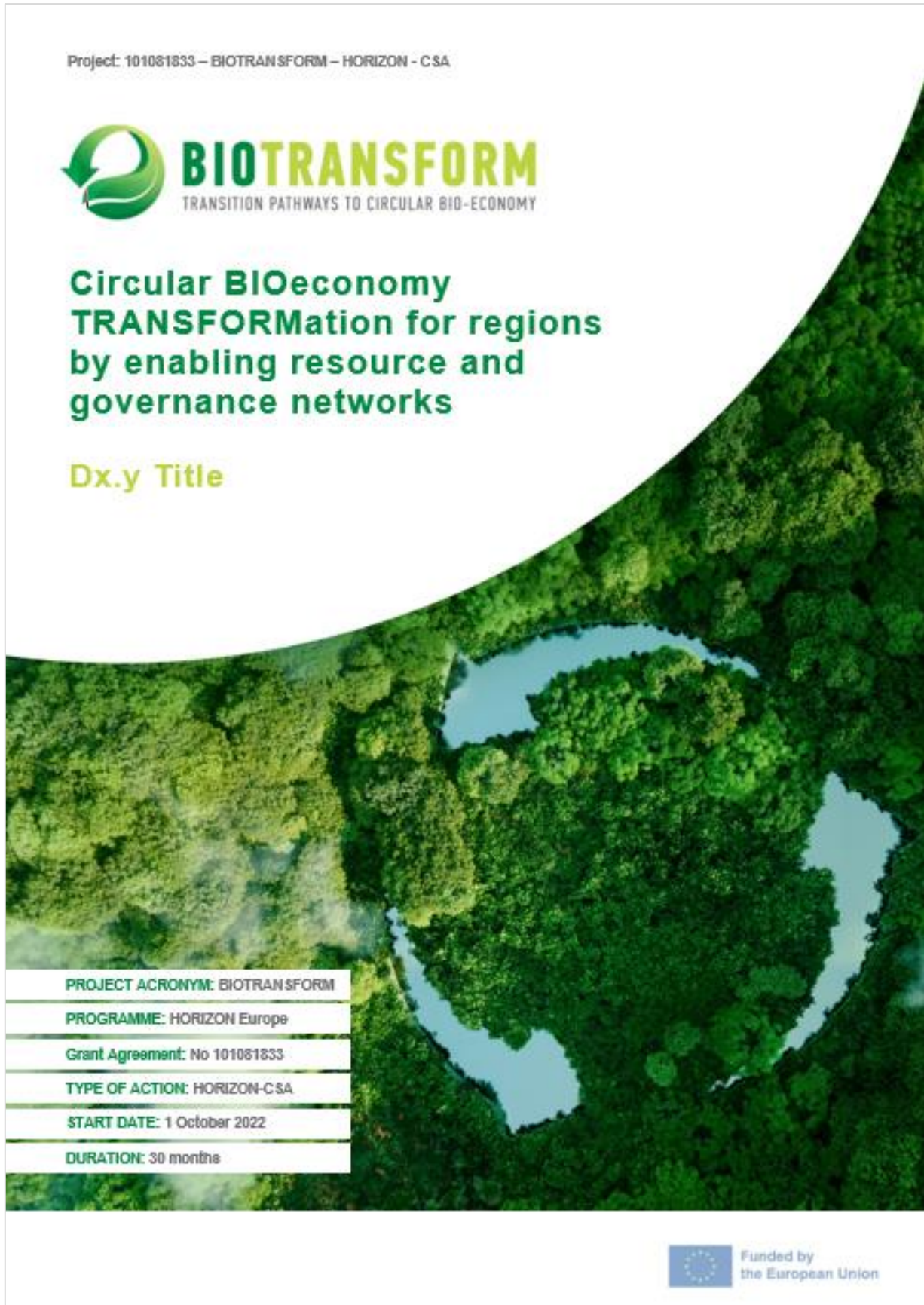
Figure 11: BIOTRANSFORM's deliverable template cover
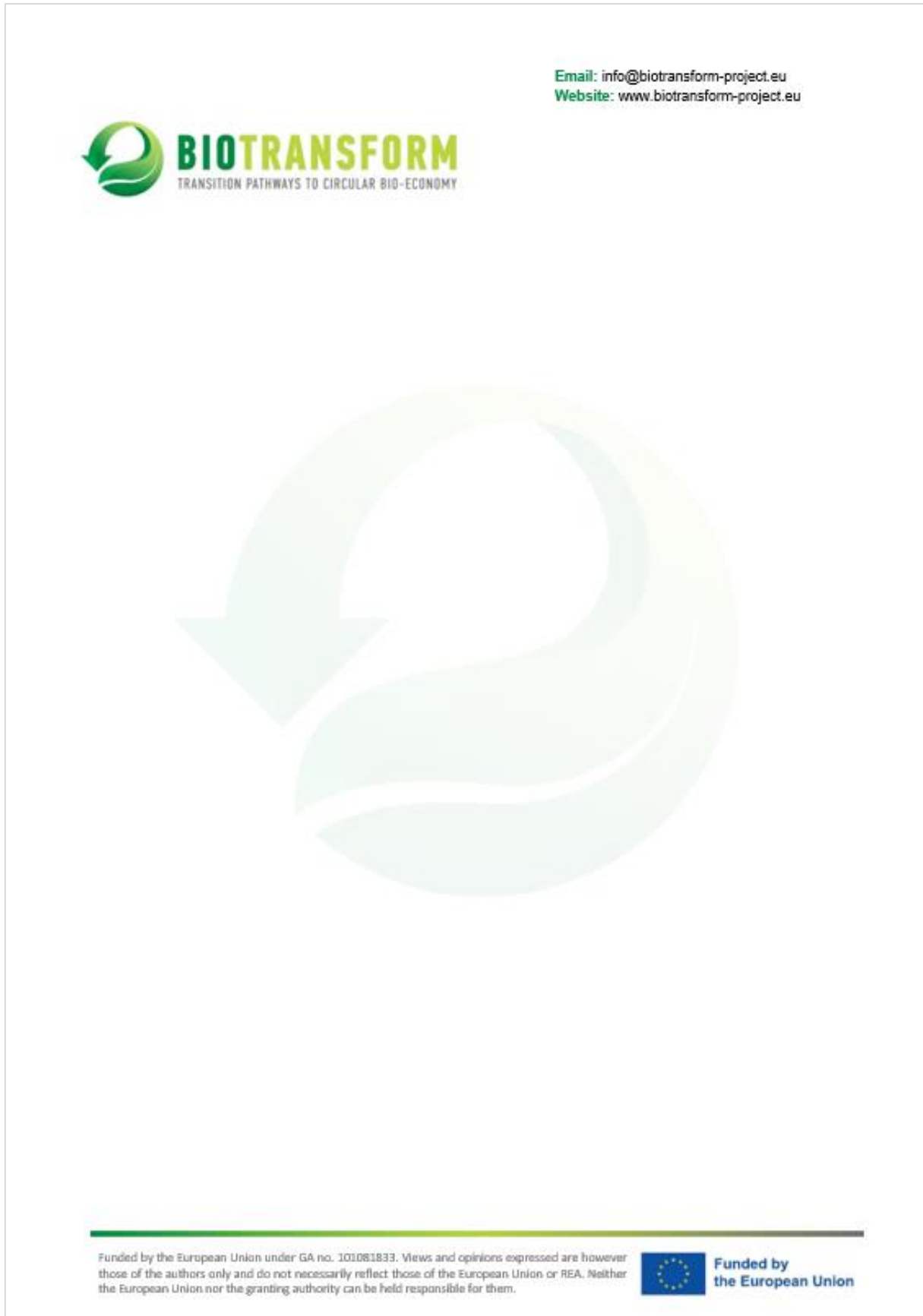
Figure 12: BIOTRANSFORM's letterhead

4.1.4 *Promotional videos*

During the project, two (2) videos will be produced in order to highlight the mission and the vision of the project. The first one will be an animated promotional video and its teaser will be produced in M6 to effectively reinforce the project's communication activities. This video will be approximately two (2) minutes long and will provide an overview of the project that includes vital information. The second one will be a short video featuring interviews from three (3) policymakers.

The preparation of the videos is the responsibility of Q-PLAN. The videos will be uploaded to BIOTRANSFORM's YouTube channel which will be set-up as soon as the animated video is finalised.

4.2 BIOTRANSFORM's digital presence

4.2.1 *BIOTRANSFORM's website*

The project's website will be available online by M4 (January, 2022), accessible to the users on all devices. There is no kind of limitation or restriction for accessing the portal. The URL for the website will be https://www.biotransform-project.eu/ and the contact email will be info@biotransform-project.eu.

It will constitute the main gateway to BIOTRANSFORM's activities, publications, news and events. Specifically, it will contain information about the project's concept and objectives, the consortium, the case studies the relevant initiatives, as well as project news. Links to social media accounts of the project and to project partner's webpages but also relevant initiatives will also be included. In addition, it will be equipped with an online newsletter subscription for visitors/users.

As the project evolves, the website will be further enriched with all public deliverables and promotional material. The news section of BIOTRANSFORM's website will be updated regularly, whenever an action/activity is taken. All partners are expected to contribute with news items. For this reason, a report form has been sent to the consortium in order to be filled out in detail with news. This form can be found in Annex II.

Site visits, statistics and other information on visitors' views (e.g., number of pages per visit, time on site, most viewed pages, etc.) will be measured using Google Analytics 4, to which the website is registered since the first day of its operation.

Q-PLAN is responsible for the design, operation, and update of the project's website. The project website will be mentioned in all publicity material generated by the project consortium. At the end of the project, the website should reach 800 unique visitors per year. Taking this into consideration, the website will be monitored periodically to assess whether the project is on the right path or if increased efforts are needed. A website draft is shown in Figure 13.

Figure 13: BIOTRANSFORM's website draft

4.2.2 *Social media accounts*

In today's society, the use of social media has become a necessary daily activity, therefore the project's social media accounts (SMAs) are among the main pillars of promoting project's news, events and activities. BIOTRANSFORM utilises social media accounts on LinkedIn and Twitter (YouTube expected to be launched in M6). The above-mentioned accounts, except YouTube, have been launched in M1 (October 2022). If any needs arise, other social media may be used in the future. Table 6 contains URL links to the existing social media accounts of BIOTRANSFORM.

Social media platform	Name of account	URL
LinkedIn	BIOTRANSFORM	https://www.linkedin.com/company/biotransform-project-eu/
Twitter		https://twitter.com/BIOTRANSFORM

Table 6: BIOTRANSFORM's social media accounts

The project's social media are shown in Figure 14, and will be continuously updated in English with news about project's activities and results, events, scientific news, news from several organisations/associations that promote circular bioeconomy, news from related EU projects etc. The frequency of social media posts will depend on the availability of news about the activities and results of the project.

In addition, hashtags are used on project's posts to help stakeholders easily find it and encourage interaction. The hashtags used on the project's social media accounts are:

#biotransform

#bioeconomy

#horizoneurope

#circulareconomy

#consortium

Q-PLAN is responsible for the administration of BIOTRANSFORM's social media accounts. All partners are requested to follow the social media accounts, disseminate the posts through their own networks, as well as to publish posts and news about BIOTRANSFORM regularly, through the social media of their organisations.

4.2.2.1 LinkedIn

LinkedIn constitutes a significant networking tool for professionals, offers a more institutional approach and has therefore been selected as a core social media channel. The project's LinkedIn page was set up in M1 (October 2022) and it focuses on presenting the project, its objectives and results. All partners are responsible for timely updating and sharing their inputs to ensure their activities are duly promoted.

4.2.2.2 Twitter

A Twitter account was also launched in M1 aiming to build engagement with stakeholders and other European projects through the exchange of quick, frequent messages. Twitter is known for communicating via short messages. That helps project stakeholders understand, quickly and easily, what BIOTRANSFORM is and what it does. In addition, Twitter can be used as a promotional tool for the project's events and workshops as it can create a buzz around the activity in a short period of time.
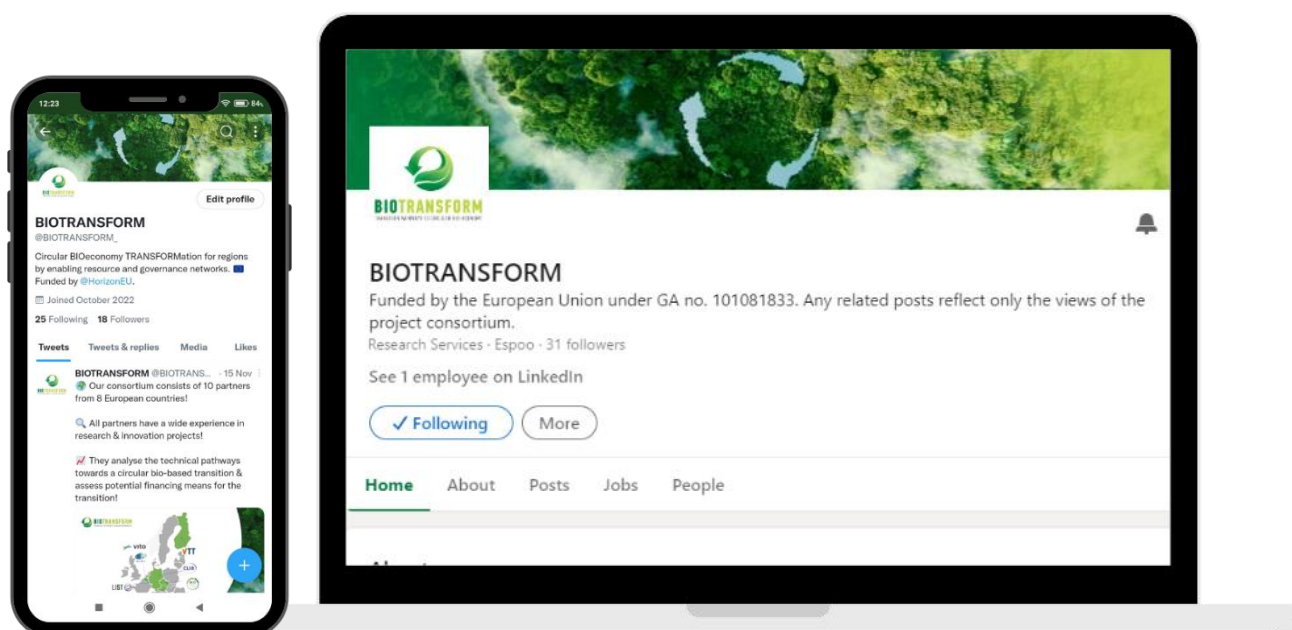
Figure 14: BIOTRANSFORM's SMAs

4.2.2.3 YouTube

Finally, the BIOTRANSFORM YouTube channel will be created in M6 when the animated communication video is finalised (section 4.1.4 Promotional videos). That channel was chosen in order to gather project videos in a single and accessible location. The aim of creating the YouTube channel is to share the promotional videos, allowing thus YouTube to expose the project to a larger audience.

4.2.3 *Online newsletters and mailing list*

An online newsletter will be prepared and distributed through MailChimp, presenting among others the achieved results, upcoming activities and events, news from similar initiatives and news in the relevant scientific fields. The frequency of newsletter issues will depend on the amount and importance of news to be presented, with the target to produce a newsletter at least every 6 months, however additional ad-hoc newsletters may be added if deemed necessary.

The initial recipients' list will be created and administered by Q-PLAN. The list will be continuously updated during the project, therefore everyone who is interested will be able to subscribe to the recipients' list by registering on the newsletter section of the project's website or unsubscribe,

according to GDPR rules. The recipients' list may also be used for the dissemination of other news and announcements related to the project activities.

The newsletter issues will be prepared by Q-PLAN, with the contribution of all partners regarding the content. The content of each issue will be decided and agreed among the consortium. Partners are also required to disseminate the newsletter issues through their own channels.

4.2.4 *Press releases and other publications*

During the project, at least two (2) scientific publications will be published in scientific journals/conferences. Publications in impactful peer-reviewed scientific journals is one of the project's key channels for dissemination. BIOTRANSFORM will disseminate the research and experimental results via scientific articles and conference presentations. The beneficiaries must ensure open access to peer-reviewed scientific publications relating to their results.

In addition, all authors are responsible for identifying any publishing opportunities and for carrying out all necessary actions to ensure publications of project news and results. Each partner will make effort to produce publications in the highest quality, which not only reflects on the consortium's reputation but also on the BIOTRANSFORM project. All publications must cite or/and refer to the EU contribution and project grant agreement number, as required in Article 17 of Grant Agreement No. 101081833.

An indicative list of journals that can be used under the context of the project is given by the Table 7:

Title	Impact factor
Nature Sustainability Journal	27.7
Science of the Total Environment	10.753
Circular Economy & Sustainability	4.7
Frontiers in Environmental Science	4.6
Sustainability	3.9
PLos One	3.7

Table 7: Indicative journals for BIOTRANSFORM publications

During M1 (October 2022), the BIOTRANSFORM's project first (1st) press release was issued and was generated by Q-PLAN (Figure 15). It communicated the BIOTRANSFORM kick-off meeting held in Vienna, Austria on October 18th-19th 2022. The press release was shared with the consortium for further distribution.

Figure 15: BIOTRANSFORM's 1st press release

Open Science (OS) is vital for the successful co-design, implementation, and dissemination of circular bio-based transition policies, which require high-quality knowledge and effective sharing mechanisms. BIOTRANSFORM's consortium integrates OS practices to meet project objectives and contribute to post-project plans, ensuring research results are widely transferred and continued. By engaging stakeholders at all levels—from EU policies to local co-creation—BIOTRANSFORM fosters an inclusive, global approach to addressing systemic challenges.

The project ensures early and open sharing of research through pre-registration and registered reports on Researchgate and publishes all research deliverables on its web portal. Open datasets are stored on Zenodo, adhering to FAIR principles and maintaining a balance of openness with necessary restrictions.

4.3 . BIOTRANSFORM events

4.3.1 *Project events, workshops, and webinars*

Events serve as powerful communication tool, spreading the word for the benefits that can be derived from the project's outcomes. Special focus will be given to a series of at least six (6) webinars or conferences that will be organised per year, targeting all value chain stakeholders, which will be used for knowledge of BIOTRANSFORM's transition methodology as well as exhibition and training of resources included (assessment package).

In addition, co-creation and capacity building workshops (6 case-study region, 1 pan-EU) will be held to both co-implement pathways as previously mentioned, but also to provide stakeholders with the necessary activities and skills that will be essential in supporting policymakers in their own way. This will include guides on circular economy principles (e.g., 10R) and how these are essential for the correct functioning of future circular industries such as the ones described in BIOTRANSFORM (rural-urban-industry symbiosis making use of all residues).

4.3.2 *External events*

Partners will participate in several external conferences and events of great interest to project's target stakeholders to keep in touch with them, exchange knowledge, and communicate the project value propositions and results.

In addition, the targeted events, both scientific and business, will relate to the knowledge fields of the project, the sectors it covers as well as the interests of the project's primary stakeholders. The goal is to keep in touch with the latest advances in research and industry across Europe, share knowledge with respective communities, and establish contacts and interactions with key stakeholders, while at the same time communicating the results of the project. External events in which partners will participate include, among others, business events, exhibitions, scientific events and conferences. Partners should follow the guidelines below:

➢ If a partner is presenting, the general project presentation should be used with any modifications necessary to this file, keeping the same template unless the event considers mandatory to use event's own template;
➢ During the event, it is important to disseminate the project's promotional material (leaflets, posters, etc.);
➢ A number of photos must be taken;
➢ The partner is requested to update the Dissemination and Communication Manager about the participation in the event and to share the photos taken, not later than ten days after the event;
➢ All partners are asked to complete the respective tab of the sheet named "External Attended and Future Events" with all required information about the participation in the event at the latest three weeks after the event. The table can be found in Annex III;

In Table 8, an indicative list of external events relevant to BIOTRANSFORM is provided.

Indicative events for the dissemination of the project's outcomes	
EUBCE European Biomass Conference & Exhibition	EUBCE is a premier event in biomass research and technology.

Circular Bioeconomy Day	Circular Bioeconomy Day, which is part of Circular Week 2023, will focus on food, food waste, circular food hubs, and biowaste industrial symbiosis.
WWIC Water Innovation and Circularity Conference	The WICC brings together researchers, engineers, water practitioners from academia, industry, water utilities, public authorities and administration to exchange know-how and experiences.
Nordic Wood Biorefinery Conference	NWBC is a leading international event for industry and research professionals in wood-based biorefinery.
European Forum for Industrial Biotechnology & the Bioeconomy	EFIB is a market-leading annual event in Europe where industry experts come together and discuss.
European Bio-Economy Venture Forum	It supports the worldwide efforts towards a green economy while maintaining well-being, protecting human health and the environment.

Table 8: Indicative external events

So far, BIOTRANSFORM had the opportunity to participate in the workshop titled "Unlock the potential of bio-based and biodegradable plastics: challenges to be addressed", organised by Glaukos project, Bio-Plastics Europe, European Bioplastics Research Network (EBRN) and the European Bioeconomy Network (EuBioNet). The aim of the event was to involve the most relevant projects to discuss the most urgent challenges to be addressed to unlock potential biobased and biodegradable plastic, in light of providing policy recommendations to be shared with European Commission (EC) Policy Officers in the context of the incoming 7th EBRN Event. The event took place on November 3rd 2022, online via Zoom.

4.3.3 *Final conference*

At the end of the project, a closing event will take place, organised under the lead by ACR+ and Q-PLAN. To maximise the outreach of this event, ACR+ and Q-PLAN will seek to organise it as a satellite event at a larger event. The aim of this conference is to attract interested stakeholders from the project's target groups, to spread the word for BIOTRANSFORM accumulated knowledge and present the project's final results and achievements as well as to promote their uptake across Europe. BIOTRANSFORM's partners should contribute to further dissemination of the final event through their own networks.

4.4 Clustering and international cooperation

According to the Description of Action (DoA), clustering and international cooperation will be covered through T5.3 (led by CTA and where all partners participate). Partners will coordinate, develop, and benefit from synergies with other relevant initiatives and actions at regional, national and international level. Clustering and synergies with sharing methodologies and findings between complementary projects especially with projects funded within the topic HORIZON-CL6-2022-CIRCBIO-01-03 will be established by CTA with the help of other partners when necessary.

Thus, the main aim is to build a network with other initiatives to leverage on already existing results, conduct joint communication actions and contribute together to Europe's transition from fossil-based and bio-based linear economy to circular bioeconomy. Specific objectives are:

➢ To identify other relevant initiatives and actions
➢ To establish clustering actions and determine synergies
➢ To organise four (4) clustering events

In order to achieve this, a set of activities has been foreseen since the very beginning of the project. These actions will be implemented during the whole project, aligned and coordinated with the rest of actions foreseen in this deliverable so as to make the most out of available resources (time and effort).

4.4.1 *Foreseen activities*

The following group of activities was presented by CTA (as T5.3 leader) with support from Q-PLAN (as T5.1 leader) during the KOM and were agreed by all partners.

➢ Creation of the procedures for identifying projects and initiatives
➢ Creation, maintenance, and update of the clustering repository
➢ Selection of the top 10 among them for bilateral meetings
➢ Refining of the BIOTRANSFORM clustering plan

4.4.1.1 *Procedures for identifying projects and initiatives*

In order to help partners identify which projects and initiatives would be interesting in the frame of the BIOTRANSFORM project, the best idea is to assess whether the project or initiative is linked or relates somehow to project keywords as depicted in the DoA. These are:

Natural resources and environmental economics

Bio-based products (products that are manufactured using biological material as feedstock) bio-based materials, bio-based plastics, biofuels, bio-based and bio-derived bulk and fine chemicals, bio-based and bio-derived novel materials

Also, from the project name, Circular BIOeconomy TRANSFORMation for regions by enabling resource and governance networks, the following set of keywords can be defined:

Circular bioeconomy, regional governance models, regional resources, regional networks

This way, by checking the proposed keywords against the main areas of action of projects and initiatives with potential for clustering, project partners can quickly decide if the potential opportunity is amenable to be considered in T5.3 or not.

4.4.1.2 *Clustering repository*

The clustering repository is an Excel file that is uploaded to the project's workplace in Microsoft Teams so all partners can have access to view and edit. This repository was created by CTA and validated by Q-PLAN as WP leaders. A copy of this repository can be found in the Annex IV. The main fields included in the repository are described next:

- Type (to select from: Publicly funded international project, publicly funded regional/local, Project Partnership/Alliance/Cluster, Action/initiative, Others)

- Acronym

- Full Title

- Description (30-50 words)

- Funding scheme

- Budget

- Start date

- End date

- Coordinator entity

- Coordinator's country

- Reference link

- Contact info

- Involved partner(s)

- Link to BIOTRANSFORM (Why it is interesting? How can we benefit from it?)

- Other comments

As a first step, partners have been asked to fill it with the projects and initiatives they are currently participating in as well as other ones that they might be aware of. After this first deadline, CTA will conduct a review of additional inputs for the repository, using the keywords and information resources such as CORDIS website, LIFE project, BIOPEN project, EuBioNet project, etc. among others. This way a comprehensive list of projects and initiatives will be produced.

The list of projects and initiatives that will result from this collaborative work among project partners and CTA will be implemented in a "clustering map" that will be embedded in the project website.

The repository will be always open for further updates by project partners.

4.4.1.3 Bilateral meetings

Bilateral meetings for information exchange with the most relevant projects will be arranged according to the following procedure. From the list produced so that partners work and CTA review exercise, a ranking of top 10 projects and initiatives will be produced. In order to do so, CTA will ask project partners to select the 15 options more interesting for them and then CTA will evaluate the results and will determine the top 10 projects.

As for these top 10 projects and initiatives, CTA will send an email to the corresponding contact point or project coordinator. When a BIOTRANSFORM partner participates there, such partner will be asked to introduce CTA and to liaise on behalf of the project.

The aim of the bilateral meeting is to know each other, i.e., to present BIOTRANSFORM project and to receive information from the other project or initiative. Special focus will be placed on identifying synergies such as communication actions, e.g., organisation of joint events.

4.4.1.4   BIOTRANSFORM Clustering plan

According to the DoA, the only specific action that is mentioned is the organisation of four (4) clustering events. The BIOTRANSFORM Clustering plan will build on these four (4) clustering events but will be complemented with any other idea that may arise after the 10 bilateral meetings to be maintained with the selected projects and initiatives.

So far, some potential actions to be included in the BIOTRANSFORM Clustering plan are:

➢ Four (4) Clustering events with identified projects and initiatives

➢ Production of joint communication materials with other projects funded under the same topic

➢ Invite other projects and initiatives to participate in BIOTRANSFORM events as speaker with the role of "invited project"

➢ Include other projects and initiative contacts in the guest list for BIOTRANSFORM events

➢ Connection with EuBioNet

➢ Connection with and contribution to the Circular Cities and Regions Initiative (CCRI)

As for the clustering events, the aim is to maximise as much as possible the number of attendees and impact of the event. Therefore, they would be organised next to other events with high impact (organised as part of the event, as official parallel event, or in the same date/location to attract the attendees). A list of tentative events that could be explored as high impact events is presented below:

➢ EU Bioeconomy Conference

➢ EU Green Week

➢ EU Sustainable Energy Week

➢ EFIB - European Forum for Industrial Biotechnology and the Bioeconomy; or IFIB - International Forum on Industrial Biotechnology and Bioeconomy

➢ EUBCE – European Biomass Conference & Exhibition

➢ TBMCE - International Conference Technologies and Business Models for Circular Economy

➢ World Bioeconomy forum

4.5 EU Dissemination channels

A tentative list of EU dissemination channels that may be utilised by BIOTRANSFORM throughout its duration is provided below:

- ➢ **CORDIS** is the EC primary source of results from projects funded by the EU's framework programmes for R&I.
- ➢ The **Horizon Results Booster** addresses projects eager to go beyond their Dissemination and Exploitation obligations under Horizon funding schemes.
- ➢ **Horizon Results** is a repository of Key Exploitable Results of EU-funded research and innovation projects.
- ➢ **Open Research Europe** is an open access publishing platform that beneficiaries can use to publish any research results coming from R&I funded programmes, and it is in line with the EU's open science policy.
- ➢ **Horizon Dashboard** is an interactive knowledge platform where statistics and data on EU Research and Innovation programmes can be extracted.
- ➢ **European Entrepreneurship Network** is a digital network that connects entrepreneurs with European Ecosystems, such as innovation Hubs, universities, and business groups.
- ➢ **Greenovate! Europe** is a not-for-profit network of organisations dedicated to sustainable innovation.
- ➢ **EU agenda** serves as a central repository for all matters related to European affairs, including events, webinars, publications, news, videos, and updates.
- ➢ **EU CAP Network** is a forum through which National CAP Networks, organisations, administrations, researchers, entrepreneurs and practitioners can share knowledge and information about agriculture and rural policy.
- ➢ **Knowledge Centre for Bioeconomy** is a central hub for bioeconomy policy knowledge and collaboration bringing together researchers, policymakers and other experts.

5. Timeline and implementation plan

Figure 16 shows an action plan of BIOTRANSFORM's dissemination and communication activities is presented, spanning the whole duration of the project.

Activity	Responsible Partner	Related WP	2022		2023								2024						2025		
			1st year								2nd year							3rd year			
			October	November - December	January - February	March - April	May - June	July - August	September	October	November - December	January - February	March - April	May - June	July - August	September	October	November - December	January - February	March
Development of promotional material																				
Logo	Q-Plan	WP5	▓																	
Templates (report, presentation and letterhead)		All WPs	▓																	
Leaflet, poster and roll-up		WP5		▓																
Promotional videos		WP5				▓														
Website																				
Development and operation of project's website	Q-Plan	WP5		▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Publicity through project's website	All partners	All WPs			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Publicity through partners' website	All partners	All WPs			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Social media networks																				
Creation of social media accounts (Twitter & LinkedIn)	Q-Plan	WP5		▓																
Creation of social media accounts (YouTube)	Q-Plan	WP5				▓														
Publicity through projects' social media	All partners	All WPs		▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Publicity through partners' social media	All partners	All WPs		▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Publicity through project YouTube channel	Q-Plan	WP5				▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Digital presence																				
Recipients list creation and update	Q-Plan	WP5			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
E-newsletter	Q-Plan	WP5			▓			▓			▓			▓			▓			▓
Publications																				
Non – scientific (press releases, blogging)	All partners	WP5			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Scientific publications and conference papers	All partners	WP5									▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
External events																				
Exhibitions, business events, information days etc.	All partners	WP5			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Scientific events, conferences etc.	All partners	WP5			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Project workshops																				
Workshops and webinars	All partners	All WPs			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Final Conference																				
Final conference	ACR+, Q-PLAN	All WPs																		▓
Synergies with related projects/initiatives																				
Synergies with related projects/initiatives	CTA, all partners	WP5		▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓

Figure 16: BIOTRANSFORM's timeline

6. Key Performance Indicators (KPIs) and monitoring

To measure the success of BIOTRANSFORM's dissemination and communication strategy, the following KPIs (Table 9) will be employed, and all dissemination activities will be monitored with their results being compared to the KPIs so as to assess whether BIOTRANSFORM is on the right path or if increased efforts need to take place.

Tool/channel	KPIs
Brochures & Leaflets	Number of views >100 per brochure and leaflet, respectively
Project website	Unique visitors / 800 Visits per year
Social media	Followers and engagement rate / 150 followers; 0,6% engagement rate
Videos	At least 2 project videos. Views / 300 views
Newsletters	2 / year, with 1,7% opening rate / 300 subscribers.
Scientific Publications	At least 2 scientific publications in high impact open access journals
Workshops & trainings	6 workshops and webinars (15-25 attendees per workshop) + 1 PAN EU
Interviews and Surveys	At least 120 survey responses, and 5 interviews/region
Conferences, webinars and events	Minimum 6 webinars or conferences /year with 1 in-person presentation/year

Table 9: BIOTRANSFORM's dissemination KPIs

To meet target values, project partners are expected to continuously carry out publicity actions and also continuously report all publicity and communications outcomes. Q-PLAN will be the overall responsible for the monitoring and evaluation of BIOTRANSFORM dissemination activities.

Partners have to report in detail all the communication and dissemination actions they undertook through the BIOTRANSFORM Dissemination and Communication Reporting Template. This template has been sent to all partners by email. The table can be found in Annex V. Q-PLAN will notify all partners in advance for input collection.

Any kind of promotional material related to the project produced by the partners should be previously reviewed and approved by T5.1 leader (Q-PLAN). Each project partner should immediately contact Q-PLAN if they identify opportunities, problems or risks arising while planning or implementing publicity actions.

7. Conclusions

This document, titled "Dissemination and Communication Plan – initial version", provides the framework and guidelines for the successful implementation of dissemination and communication activities throughout the lifespan of the project and beyond. As the project evolves, this document will be updated and refined in order to provide a more detailed analysis of the dissemination actions and plans. The actions and plans of this deliverable answer to the following questions:

- ➢ What to disseminate?
- ➢ To whom?
- ➢ How?
- ➢ When?

This document also provides the monitoring mechanism of the dissemination activities, which is based on targeted KPIs. By communicating the project's tangible and intangible assets through the most effective channels and tools to timely reach the targeted groups, BIOTRANSFORM will be able to not only go beyond these ambitious KPIs but most importantly lay the foundations for the successful rollout, replication and thus sustainability of its outcomes.

As the project evolves, the DCP will be updated, results will be presented and progress against targets will be measured in its final version (M20).

Annexes

Annex I – BIOTRANSFORM D&C guidelines

Project: 101081833 – BIOTRANSFORM – HORIZON - CSA

BIOTRANSFORM
TRANSITION PATHWAYS TO CIRCULAR BIO-ECONOMY

**Circular BIOeconomy
TRANSFORMation for regions
by enabling resource and
governance networks**

**Dissemination &
communication guidelines**

PROJECT ACRONYM: BIOTRANSFORM
PROGRAMME: HORIZON Europe
Grant Agreement: No 101081833
TYPE OF ACTION: HORIZON-CSA
START DATE: 1 October 2022
DURATION: 30 months

Contact details: kanellos@qplan-intl.gr & gkouma@qplan-intl.gr

Funded by
the European Union

BIOTRANSFORM D&C guidelines

This document provides you with key initial guidelines regarding communication and dissemination activities and introduces the main dissemination monitoring tools that you are kindly asked to use throughout the project.

Main guidelines

1. Actively contribute to the dissemination of project results and key messages.
2. Do not forget to include the BIOTRANSFORM logo and website URL together with the EU logo and the disclaimer "Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or REA. Neither the European Union nor the granting authority can be held responsible for them".

In practice, it should look like this:

When displayed with another logo, the EU emblem must have appropriate prominence.

You can download the needed EU emblem in the desired resolution following this link: https://ec.europa.eu/regional_policy/en/information/logos_downloadcenter/.

3. If possible, follow the style guide concerning writing style, formatting options, numbers and currency, abbreviations and acronyms, captions, electronic cross-references, naming conventions, and citation style. In general:
   - Use Arial as font for documents generated with MS Office programmes and for web applications.
   - Always use the same style for references, both for in-text citations and in the bibliography/footnotes.
   - Be consistent in using currency references (for example, use EUR instead of € throughout).
   - Be consistent in the numbering format; comply with the British usage (e.g. 75,000,239.23), unless differently indicated by the bid manager.
   - If you abbreviate a word, use the correct abbreviation (for instance, "m" for million, not "mn").
   - Make sure to introduce each abbreviation and acronym the first time you use it and create an abbreviation/acronym list at the beginning of the document.
   - Review the language and the coherence of the structure of the text you drafted.
4. Whenever possible, use the templates that are provided to you, i.e. letterhead, presentation, publication. A leaflet, a poster and a roll-up will be prepared for you to use throughout the project. Other communication materials (e.g., infographics) will be prepared ad-hoc if needed.

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5. Always inform Q-PLAN regarding every dissemination and communication activity that you plan to carry out (e.g., organisation of an event, articles on websites or magazines, participation in an external event, etc.). This will enable us to publicise it through the BIOTRANSFORM communication channels in a timely manner.
6. You will have to report in detail all the communication and dissemination actions you undertook (see BIOTRANSFORM Dissemination & Communication Reporting Template for instructions). This template is in line with the new Horizon Europe programme needs and is sent to all partners by email. The initial expectation for input collection is every 6 months and Q-PLAN will notify the consortium in due time to start collecting input as well as in case of any changes.
7. Always report about meetings and events you organised and/or participated to (please see BIOTRANSFORM External and Future Events Template for an explanation on how to report about events. This template was sent to all partners by email).
8. In compliance with GDPR requirements, always gather consent, when collecting, using, and storing personal data during your events/conferences.

Guidelines for enhancing BIOTRANSFORM online presence

This section provides you with some key initial guidelines regarding your expected contribution and use of the BIOTRANSFORM website and social media accounts (SMAs).

Website

1. Actively contribute to the news section of the website. Please send each news item to Q-PLAN. For all BIOTRANSFORM activities collect good quality photos, and videos if possible, and share them with Q-PLAN, so as to make them usable on the website and on the BIOTRANSFORM SMAs. For generic images, that do not pertain to implemented project activities, simply outline your expectations together with content about the activity and Q-PLAN will select a suitable royalty-free image for the post. A relevant reporting form valid for both news items for the website and SMAs is sent to all partners by email.
2. Inform Q-PLAN regarding every event you organise or take part in for the purposes of the project (e.g., conferences, workshops, seminars etc.) and provide Q-PLAN with a link to the event if available, so that it can be posted online in the dedicated section of the website.
3. Inform Q-PLAN about news articles (e.g., newspaper article, blogpost, TV interview etc.) mentioning your case study area or the BIOTRANSFORM project and provide Q-PLAN with a link/scan for giving it more visibility online.

Social Media Accounts

1. Register to all BIOTRANSFORM SMAs (i.e., Twitter, LinkedIn and YouTube, when available) and use them: monitor announcements and posts, comment, like and retweet.
2. Do make your own posts to foster discussion and keep the page alive.
3. Promote the BIOTRANSFORM SMAs within your network of contacts.
4. Signal to BIOTRANSFORM relevant profiles that we could follow (on Twitter and LinkedIn).
5. Select among the project hashtags when posting on SMAs and add any that you feel appropriate for your post. Available hashtags are:

Mandatory: #Biotransform

Optional: #HorizonEurope #bioeconomy #circulareconomy

6. Tag the BIOTRANSFORM project accounts if you expect a share or reaction on posts made on your corporate or personal accounts or contact Q-PLAN if you expect a new post made on the project accounts based on your shared content.
7. If you make a short video, edit it to enhance the project identity (add the name of the project, the logo, the EU emblem and the disclaimer "Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or REA. Neither the European Union nor the granting authority can be held responsible for them"). Q-PLAN will upload it on YouTube.

The above-mentioned points will be updated, when necessary, to be in line with the project's requirements and progress.

Annex II – News reporting form

News

Picture(s)	
Title	
News (main content)	
Key words/ hashtags (for social media)	

Attachments

Please attach any relevant pictures/ images as separate png or jpg files with as high resolution as possible.

News reporting form · Page 1 of 2

Annex III – External attended & future events

A) External attended events

External Attended Events								
Event's Name	Thematic Focus	Date	Location	Registration fees	Specific requirements for participation (e.g. abstract submission etc)	Deadline for abstract submission (if applicable)	Website	Added by (Partner)

B) Future events

Future Events								
Event's Name	Thematic Focus	Date	Location	Registration fees	Specific requirements for participation (e.g. abstract submission etc)	Deadline for abstract submission (if applicable)	Website	Added by (Partner)

Annex IV – Cluster repository

Part A

Nº	Type	Acronym	Full Title	Description (30-50 words)	Funding scheme	Budget	Start date	End date	Coordinator entity	Coordinator's country	Reference link

Part B

Contact info: Name (Only if public info. is available)*	Contact info: Phone (...)*	Contact info: email (...)*	Involved partner(s) - [Drop down] if more than one, choose this option + indicate in "Comments"	Link to BIOTRANSFORM (Why it is interesting? How can we benefit from it?)	Other comments

Annex V – Dissemination and Communication reporting template

A) Communication activities

Type of activity	Description/ title of activity	Objective(s)	Link to WP	Partner(s)	Date	Type of audience	Messages	Countries addressed	Communication Tool	URL for Social Media	Outcome of the activity (impact)	Status of the activity

Target Audience
Please select the target audience from the list

CITIZENS
CIVIL_SOCIETY
EU_INSTITUTIONS
INDUSTRY
INNOVATORS
INTERNATIONAL_ORGANISA
INVESTORS
LOCAL_AUTHORITIES

Type of activity	Description/title of activity	Objective(s)	Link to WP	Partner(s)	Date	Type of audience	Messages	Countries addressed	Communication Tool	URL for Social Media	Outcome of the activity (impact)	Status of the activity

Communication channel
Please select a channel from the list

EVENT
EXHIBITION
INTERVIEW
MEDIA_ARTICLE
NEWSLETTER
OTHER
PRESS_RELEASE
PRINT_MATERIALS

B) Dissemination activities

Type of activity	Description/ title of activity	Date	Type of audience	Size of audience	Description of the objective(s) with reference to a specific project output (max 200 characters)	Status of the activity

Target Audience
Please select the target audience from the list

Research communities
Industry, business partners
Innovators
Investors
International organisation (UN body, OECD, et
EU Institutions
National authorities
Regional authorities

C) Publications

Type of PID	Type of publication	Title of the scientific publication	Authors	Title of the journal or equivalent	Number	ISSN or eISSN	Publisher	Month of publication	Year of publication

Type of publication
Please select the type from the list

Article in journal
Publication in conference proceeding/ workshop
Books/ monographs
Chapters in books
Thesis/ dissertation
Other

Was the publication available in open access through the repository at the time of publication	Peer-reviewed	PID (Publisher version of record)	Book Title	Did you charge OA publishing fees to the project?	Type of publishing venue	Article processing costs that will be charged to the project

Type of venue
Please select the venue from the list

Hybrid venue
Full open access venue
Full subscription venue

venue from the list