

REINVENT – PROJECT NR 730053

Internal communication plan

Deliverable 8.3

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Introduction

Internal communication is important for two major purposes: (i) administrative management and reporting procedures and (ii) the quality of research undertaken in the project.

All project participants are familiar with EU projects and related reporting requirements, which gives REINVENT a solid ground at the start of the project. Participants also have ample experience from multi- and interdisciplinary projects and are aware of the importance to adapt language and communication accordingly.

Internal communication in REINVENT is guided by three keywords:

- Respect
- Openness
- Interaction

Respect for different perspectives and academic cultures is important for building trust between participants. There are no 'silly' questions.

Openness about research information, results, plans, failures and progress is important in order to gain new insights and knowledge and for project impact.

Interaction between participants is important for building the relationships and collaborations that are fundamental to our objectives for scientific quality and impact.

The rest of this document outlines the Internal communication plan (ICP) of REINVENT.

Communication on management

The **project coordinator** (PC; Lars Nilsson) and **project coordinator assistant** (PCA; Ekaterina Chertkovskaya) are responsible for communication on timelines for work packages (WPs) and tasks through keeping track of progress and sending reminders ahead of approaching deadlines.

WP leaders are responsible for coordinating respective WPs. WP leaders are assumed to be coordinators of work processes too unless someone else has been explicitly appointed. The following WP leaders have been appointed:

Harriet Bulkeley (WP1 at UDUR), Teis Hansen (WP2 at ULUND), Katja Pietzner (WP3 at WI), Detlef Van Vuuren (WP4 at PBL), Agni Kalfagianni (WP5 at UUTRECHT), Johannes Strippel (WP6 at ULUND), Lars Nilsson (WP7 and WP8 at ULUND).

All decisions on the management of the project are made by the **Executive management board** (EMB), which consists of WP leaders and the PC.

Project participants are responsible for alerting WP leaders and/or PC and PCA as appropriate in case of any deviations from project timelines or other matters of concern.

Each participant has an assigned contact person for administration and reporting procedures (e.g. time sheets and financial reporting).

Communication between participants

REINVENT consists of researchers and administrative staff at five different institutions in four European countries. Much of the communication in the project will therefore take place without physical meetings. This is also a way of limiting our travel emissions and use other types of meetings over telephone, Skype or Appear.in.

Physical meetings will take place twice a year. The EMB meetings will also take place during this time. Internal communication is a standing agenda item for these meetings.

Reporting on project progress will take place during the physical meetings, but as WPs involve many participants, WP leaders are responsible for coordinating inter-WP and inter-participant communication.

Throughout the year, emails will be our main channel of communication. Prompt responses are expected from all participants. Before sending an e-mail, it is important to ask oneself who needs this information. There is a mailing list for the whole project, but it is not necessary to email everyone every time.

Document sharing

A Box storage has been set for internal use, which is accessible through this link:

<https://lu.app.box.com/files/0/f/17313741903/REINVENT>. Box allows to store up to 20 GB of data.

Documents are stored in folders mainly divided by work package. Any participant can create new sub-folders and add documents. When uploading a document which is important for other participants to look at soon, an email about this is appropriate.

New participants can be invited by adding their name and email address to the folder. WP leaders can suggest additional researchers that need access.

Lund University has a contract with Box stating that the university owns all the information, but since the company still has access to the files potentially sensitive information should not be saved here. Storage and potential sharing of sensitive information (e.g. confidential data from case studies, names of interviewees for anonymity) is at the discretion of the owner of that information.

Project deliverables

The 'Deliverables, milestones and months per task' document (WP8 folder in the Box) shows deadlines for deliverables to be submitted and milestones to be achieved. The outcomes are

divided by participant and should be completed by a person with main responsibility for a respective outcome. It is to be closely followed by all participants.

WP leaders are responsible for timely submission of REINVENT deliverables and milestones, though a reminder will be sent by PCA approximately one month before the deadline. When finished the person with main responsibility for the deliverable makes sure it is uploaded in the participant portal of the European Commission by the deadline, notifying the PC and PCA.

Before submitting a deliverable please check that it is of high quality, has been reviewed by at least one other participant and proofread. The person responsible for the outcome and the WP leader are in charge of this together.

Template

The template for reports and deliverables of REINVENT can be found in the Box under WP7 (file name: 'Template').

Keeping the ICP up-to-date

The internal communication plan is open for amendments as the project progresses, to leave scope for improvement of communication processes.

It may also be updated to be in line with the Data Management Plan (DMP) and the overall external communication plan, called Dissemination and Communication Strategy (DACS).

The current template may be further elaborated to cater for the different reports within the REINVENT (e.g. Scientific Reports, Project Status Reports and Annual Reports). Additional templates for internal report management may be created if needed (e.g. which would capture progress and deviation from the planned work in each work packages).