

Dissemination Plan

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EXECUTIVE SUMMARY

This Dissemination Plan aims to ensure the ECO-CAR project reaches the widest possible audiences and with the kind of information and know-how to assist their delivery. This document provides a description of ECO-CAR dissemination activities.

This delivery outlines the dissemination plan to be adopted by the Erasmus+ Project ECO-CAR as a guideline for organizing and implementing the dissemination activities as provided in the description of the project work package WP7. The dissemination activities are an essential and pervasive activity carried out throughout the project's life, and is integrated within all its Work Packages (WPs).

The main objective is to raise the awareness about the outcomes of the project and the phases of development that have been achieved within the project. The document covers the written and visual identity of the project, offers an overview of the tools designed to develop sound dissemination activities and outlines the dissemination assessment. The Dissemination plan is elaborated in conformity with the ECO-CAR project provisions and taking into consideration the Communication and Visibility Manual for European Union External Actions elaborated by the European Commission.

SECTION II explains the dissemination strategy and specifies activities undertaken by the ECO-CAR project. Dissemination will be realized through several means: effective stakeholder engagement at multipliers event; establishing databases of all ECO-CAR activities to disseminate information about the project and its development; establishing a project website; social media (Facebook, LinkedIn and Twitter); participating in radio and television interviews; attending local, regional and transnational meetings; Brochures in Arabic and English will be printed and distributed across the partner universities to attract students to ECO-CAR courses ;making visits to European partners to look at similarities and differences in each country and how this technology could work with these similarities.

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Section I: INTRODUCTION

The ECO-CAR project meets two national priorities: Developing Curriculum in the field of Electric and hybrid vehicles EV/HEV and enhancing the University-enterprise cooperation. Erasmus+ program will bring the opportunity to transfer the European experience in this field, as the consortium include many high-level European universities who are experts in the project field. The support under Erasmus+ program is very necessary and required for the project to induce to secure the needed equipment and facilities to enhance teaching and training.

This project will focus on developing the course material for three degrees (Professional Diploma, Technical Diplomat, and Vocational), establishing the appropriate labs, and building the capacities of teaching academics and technical staff in Jordan. Some of the developed modules will be implemented as stand-alone courses while others will be integrated within the existing programs. The success of these activities will be enhanced by transferring the European partners' experience to the Jordanian partners.

Dissemination of the project's results is a priority of the Erasmus+ consortium. ECO-CAR partners are well aware of the impact arising from a well-designed Communication and Dissemination Strategy, and so this is a key element of the ECO-CAR strategic objectives. It is predicted that these specific objectives will contribute to a sustainable outcome that will promote curriculum reforms in technical vocational education and training institutes and colleges, through graduating trainers in the field of EV/HEV.

This document is divided into three section: Introduction, Dissemination Plan and Sustainability Plan. The goal is to effectively disseminate information of the project's activities and to communicate its outcomes to ensure continuous implementation of the outcomes of the project after its lifetime. An effective dissemination and sustainability strategy will be explained.

Information between partners will be first shared on a designated OneDrive and then distributed through appropriate outlets (such social networks and printed material). This will include (but not limited to) the collection of visible images from workshop attendance; training events; project publicity material; and other promotional activities such as appearance on television and radio, video production posted on YouTube.

1.1 Project Work packages

ECO-CAR project consortium is composed of 14 partners, consisting of HEIs from six EU member states (Spain, Germany, Hungary, Italy, and Greece), and eight HEIs from Jordan. Table 1 in Section II lists all the partners. The University of Jordan, which has relevant skills in internationalization of higher education and great experience in implementing similar projects, is the grant holder.

The project consists of eight Work Packages for the five phases: Preparation, Development, Quality, Dissemination and Management. The following abbreviations will be used to describe the tasks: MS = Milestones; MI = measurable Indicators.

1. Preparation Phase

WP1: Aims to establish a strong cooperation between universities, enterprises and vocational training centers, to enhance the development of effective programmes that meet the needs of market and community. **MS:** Registration form, MOU for collaboration (Training for students in their enterprises), N. 1 Report, workshops with stakeholders; **MI:** Minimum 60 members in the network from the three countries, Minimum 8 collaboration agreements

WP2: Baseline Study. This WP aims prepare and publish a document that summarizes the key competencies needed by employers in Jordan in the field of EV/HEV. A workshop with presence of enterprises and vocational training centers will be conducted to review the reports and agree on the final list of courses MS: Guiding Report, questionnaire, 1 workshop; MI: 1 guiding report, one workshops with stakeholders, Minimum 30 participants in the workshop.

2. Development and Implementation Phase

WP3: aims to build the capacities of professors who will teach the diploma in partner universities, on different topics of EV/HEV, modern teaching methodologies, and how to actively collaborate with enterprises. In addition, a group of students will have the opportunity to attend a two-week workshop in one of the participating European Countries. The students will be selected during the piloting phase of the diploma. Workshops for professors will be conducted within the first and second year before piloting the diploma.

MS: 6 “Training of Trainers” seminars in Europe, Training material, two-week workshop for the diploma students in one of the European countries, MI: 90 staff members will be trained in Europe, minimum 24 students will be trained in Europe.

WP4: aims to establish EV/HEV labs in participating universities, the labs will support the teaching of diploma and bachelor courses. This lab is mainly focused to let the students to understand the basic concepts involved in EV/HEV systems. The equipment will include "Hybrid and All Electric Vehicle Technology Trainer" that is designed for demonstrating, investigating and taking measurements on vehicles with hybrid, electric and fuel-cell drives.

MS: 8 EV/HEV labs with prepared experiment manual; MI: official documents that declare the lab establishment, prepared labs manual.

WP5: aims to develop and pilot ECO-CAR Professional Diploma, the activities will start by developing the study plan with courses descriptions to be submitted for accreditation purposes. A virtual learning platform will be established. The diploma will consist of 8 courses (24 Credit Hours= 40 ECTS) that will be implemented in each participating university. The courses will be developed by establishing committees consisting from representatives from European universities, partner universities, and Enterprises. The courses will be prepared as E-courses, and uploaded on project learning platform, so the partners will have a full access to its content. A tuning workshop will be conducted in Europe within this WP for professors from each country to agree on the teaching methods, assessment procedures and delivery methods so that a consistent quality is achieved among partners. The next activity within this WP will be the courses piloting.

MS: Prepared study plan, e-learning platform, one tuning workshop in Jordan, established committee to develop the courses; MI: 8 professional diplomas accredited in 8 universities, Minimum 80 students get the diploma certificate within project life, 8 assessment reports for the diploma piloting.

3. Evaluation Phase

WP6: Aims to ensure the optimal quality, structure, processes and results of the project. Therefore, a Quality Assurance and Evaluation Plan will be elaborated by the Quality Committee. Different quality checklist will be prepared for the different activities. Impact Evaluation for diploma will be conducted. Monitoring of Student Learning Outcomes will be applied. External Evaluator (EE) will be appointed, to provide independent evaluation of the project. MS: Quality Assurance plan, Monitoring System; evaluation report; checklists; External evaluator report. MI: n. 1 Quality Assurance Manual, n. 1 Monitoring System; n. 1 impact evaluation reports, n. 2 reports by the external evaluator, 8 assessment reports for the diploma piloting.

4. Dissemination Phase

WP7: Aims to effectively disseminate information of the activities of the project and to communicate its outcomes to ensure continuous implementation of the outcomes of the project after its lifetime. An effective dissemination and sustainability

strategy will be developed. Sustainability will be ensured by the well-established collaboration with enterprises and vocational training centers. The project website will be established by UJ. Project pages on social networks will be established to reach the community and young generations. Printed and Electronic dissemination material will be prepared. Seminars, info days. Tester course workshops with enterprises and vocational training centers will be conducted in each partner country to test the modules and provide feedback in order to further improve their utility and usefulness. The final conference will be conducted in Jordan to disseminate project outcomes and achievements to be adopted by others.

MS: Communication Plan, logo, project Website, Project pages on social networks, dissemination material, Info-days, labs inauguration, 1 tester workshops with stakeholders, final conference, MI: number of involved staff, students and other stakeholders in dissemination activities, Minimum 3000 visitors to the project website, Minimum 8 Info-days/workshops, 8 labs inauguration, one tester workshop.

5. Project Management

WP8: The coordinator of the project (UJ) in cooperation with partners will be responsible to manage the project and coordinate between different partners. Management and Operational Structures will be formed during the kick-off meeting, and the responsibilities will be determined. Project Progress Reports will be produced every six months of the project. Steering Committee, Quality Committee and Dissemination Committee, will conduct face to face and online meetings periodically. The minutes of these meetings will be elaborated for all meetings.

Section II: DISSEMINATION PLAN

This section presents the dissemination plan that will be used for the ECO-CAR project. It includes a work strategy, an action plan, and evaluation criteria.

2.1 DISSEMINATION COMMITTEE

The dissemination committee was formed during the kickoff meeting to include members from all partners and is led by HTU as shown in the [Table 1](#):

Table 1: Dissemination Committee Members

	University	Representative / email	Deputy (Substitute) / email
P1	The University of Jordan, UJ (Applicant)		
P2	Jordan University of Science and Technology		Eng. Salah Abu Yahia seabuyahya@just.edu.jo
P3	Mutah University LTD (Co-leader)	Dr. Saif Alnawaiseh saif982@mutah.edu.jo	Dr. Mohammed Saryreh srayreh.2000@gmail.com
P4	Tafila Technical University	Dr. Ali Alahmer a.alahmer@ttu.edu.jo	Dr. Wael Adaileh wadaileh@ttu.edu.jo
P5	Al-Balqa Applied University	Prof. Said Abu Ruman saeid.aburomman@bau.edu.jo	Ms. Amneh Khrisat amnah_khresat@bau.edu.jo
P6	Al-Hussein bin Abdullah II Technical University (Leader)	Prof. Tarek A. Tutunji Tarek.Tutunji@htu.edu.jo	Mrs. Hala Barajakli Hala.Barajakli@htu.edu.jo Engr. Alaa Aldaamseh Alaa.aldaamseh@htu.edu.jo
P7	Applied Science University	Eng. Fedaa Yousef f_yousef@asu.edu.jo	Prof. Ayman Abu Baker a_abubaker@asu.edu.jo
P8	Al-Zaytoonah University of Jordan (Co-leader)	Eng. Eman Abdelhafez Eman_eng2006@yahoo.com	Dr. Loai Dabbour loai_dabbour@hotmail.com
P9	Technische Hochschule Ostwestfalen-LIPPE (Co-leader)	Prof. Salman Ajib salman.ajib@th-owl.de	Dr. James O'Reilly james.oreilly@th-owl.de Mr. Wolfgang Langner Wolfgang.langner@th-owl.de
P10	Rheinisch-Westfaelische Technische Hochschule Aachen	Prof. Dirk Uwe Sauer DirkUwe.Sauer@isea.rwth-aachen.de	Florian Ringbeck Florian.Ringbeck@isea.rwth-aachen.de

P11	Universidad de la Iglesia de Deusto Entidad Religiosa	Sara Goitia Ubierna sara.goitia@deusto.es	Ivan Dyukarev ivan.dyukarev@deusto.es
P12	Budapesti Muszaki es Gazdasagtudományi Egyetem	Máté Zöldy mate.zoldy@auto.bme.hu	Adam Nyerges adam.nyerges@auto.bme.hu
P13	National Technical University of Athens - NTUA	Dr. Clio Vossou klvossou@mail.ntua.gr	Eng. Theodora Tsiourva dtsiourva@naval.ntua.gr
P14	Universita Degli Studi Dell'aquila	Dr. Marco Calabrese marco.calabrese@univaq.it	Dr. Massimiliano D'Innocenzo massimiliano.dinnocenzo@univaq.it

2.2 DISSEMINATION OBJECTIVES

The general objective of the dissemination plan is to raise the awareness about the outcomes of the project and the developments achieved within project, and to support the project sustainability and shall be focused on the following:

- Promote the impact of the project's outcomes by spreading the project's information to groups of people or institutions directly and indirectly involved in the project. Therefore, sharing the results, best practices, lessons learned and possibly contribute to the solution of similar issues in a broader institutional, regional and national context.
- Raise awareness on EV/HEV programs that respond to societal and industrial market needs and emphasize its role in lowering the unemployment rates among professionals.
- Inform and educate stakeholders about developments and latest technologies in EV/HEV.
- Engage with stakeholders and obtain their feedback.
- Gain support from political decision makers to facilitate the necessary legislations and processes to facilitate implementing the project's outcomes.
- Increase acceptance and interest from stakeholders per the delivered outcomes to support sustainability.

2.3 STAKEHOLDERS ENGAGEMENT AND TARGET GROUPS

The dissemination plan will contribute to the sustainability, exploitation and spreading of the project's results. This plan shall be based on a stakeholder analysis. A stakeholder is anyone who has a vested interest in the project or will be affected by its outcomes. Therefore, stakeholders need to know what has been achieved and why it is important.

Stakeholder engagement will be crucial to the success of the ECO-CAR project. One of the principal tasks of the project was to identify and characterize stakeholders relevant to the project for the purposes of:

- Identifying individuals to invite and involve in the projects multipliers events, focus groups, workshops.
- Disseminating publicity material and key project outputs (e.g., press releases, newsletters, and handbook).

The stakeholders are identified as follows:

- Teaching, technical and administrative staff within each partner by involving this target audience in the project activities (i.e., participation in surveying, the train-the-trainers' workshops, and seminars).
- Students' community, as the main beneficial of the of ECO-CAR outcomes it is essential to get their input and feedback on the new proposals, raise their awareness about project aims, and train them on the needed skills.
- University management, as their involvement is crucial for sustainable development of the project and financial support. Regular contributions within academic scientific boards, common interuniversity meetings involving the participation of university management units will strengthen the competitiveness of universities through e-learning/e-teaching.
- Multipliers such as the private and public authorities and companies will enhance chances to reach direct and indirect beneficiaries and to get their input and feedback on the new proposals.
- International community. The visibility of the project at European level and beyond is a very useful way to disseminate our ideas and through this, enable and foster future and interesting relationships for future collaboration.

2.4 DISSEMINATION STRATEGY

The dissemination strategy explains how the visibility of the project outputs and outcomes could be maximized, and how the project outcomes are shared with stakeholders, relevant institutions, organizations, and individuals. Thus, the approach for dissemination is addressed to fulfil the project expectations and to ensure its post-implementation sustainability.

The strategy is to provide the ECO-CAR information to the different identified target groups through the most effective ways to disseminate the project that through expanded in two directions: towards the activities to enhance the dissemination potential of the project and towards the notification of the project's results to the stakeholder by different methods.

Some Dissemination activities will be face-to-face, such as:

- Internal specific workshops and presentations
- Info days, Workshops, Presentations on ECO-CAR Modules
- Inauguration of the ECO-CAR labs
- Events
- Final conference

Other Dissemination activities will be through different media outlet, such as:

- Project website,
- Social networks,
- Promotional material,
- Multilingual documentary Video,
- Press dissemination,
- Publications in scientific journals

- Email

Furthermore, the following will be developed: Project logo, Templates and dissemination reporting form, Dissemination through Partners' websites, Translation for different dissemination outcomes (brochures, newsletters, etc.) and Share folder.

Dissemination actions should target all stakeholders and should be planned to maximize the impact of communication by following the guidelines listed below:

- Activities need to be timely. When planning the dissemination, it is important to decide when different dissemination activities will be most relevant. The ideal timing will depend on the progress of the project as well as on the agenda of the target audience. For instance, at the start of the project, it is best to focus on raising awareness; at the end on highlighting the achievements and deliverables.
- Information used must be accurate, clear, simple and easy to understand. The language should be appropriate for the target audience, and non-technical language should be used where possible.
- Activities should be co-ordinated closely with all project partners.
- The appropriate audience(s) should be targeted.
- Messages should be designed as to answer the interests of the target audience(s).
- Activities should be appropriate in terms of resources spent and expected impact.

2.5 DISSEMINATION ACTION PLAN

The main dissemination actions will include the following:

- Design of ECO-CAR Project theme, such as logo and style sheet.
- Production and distribution of promotion materials, such as rollups, posters, brochures, and e-newsletters.
- Organization and participation in relevant events, such as workshops, exhibitions, and meetings.
- Exploitation of media resources, such as newspapers, TV, and web portals
- Ensure communication and involvement of all project partners in dissemination activities.
- Establish synergies with other relevant projects to extent the scope of dissemination results.
- Monitor the implementation of the dissemination plan, assess the dissemination activities results and adjust the Dissemination Plan as needed.

The detailed action plan is summarized in [Table 2](#)

Table 2: Dissemination Action Plan

	Purpose	Target Audience	Performance Indicator
Dissemination channel and Tools			
Project website http://sites.ju.edu.jo/en/ECO-CAR/Home.aspx	The website will be the key means for communicating project	External audience - all people interested in the topic of the ECO-CAR	Website traffic, page views,

	<p>results; it will be managed and updated continuously throughout the project. The project's website will be the focal point for informing on objectives and methods as well as the main channel where results will be published. The website will be adapted to different levels of communication (general information and technical documentation) and different types of content (text and presentations).</p>	<p>project (students, academic staff, university staff, etc.)</p> <p>Internal audience- Dissemination through Partners' websites</p> <p>Each partner will post on Facebook, YouTube, LinkedIn, twitter ,ECO-CAR website link:</p>	<p>deliverable and document downloads, requests for information received</p>
<p>Project logo</p>	<p>The logo is designed to reflect a uniform image of the project. Project logo will appear on all communications. Visibility of the EU funding logo will be clear and explicit in every visual published document produced during the project life cycle.</p>	<p>External audience - all people interested in the topic of the ECO-CAR project (students, academic staff, university staff, etc.)</p>	
<p>Templates and dissemination reporting forms</p>	<p>For project documents and reports, complying with the publicity provisions stipulated in both the specific and the general conditions of the agreement in conjunction with the guidelines for</p>	<p>Internal audience- all partner</p>	

	beneficiaries. The templates will be well-designed to include all necessary information and include logos and disclaimers of the project (ECO-CAR logo, EU logo, and EU disclaimer).		
Shared folder	OneDrive files facilities to enable collaborative input and the collection of information about ECO-CAR activities,	Internal audience- Jordanian Partner	The commitment of each partner to the events and attached the activity documents, photos, or videos.
Social Networks (in general)	Inform and educate the different stakeholders about the new technologies in EV/HEV. Making the project, its aims and objectives, the partners as well as recent developments within the project known to the broader public. Updates will be given on a regular basis.	External audience-stakeholders (Staff, Students, and Industrial Sector) who are interested and affected by project outcomes/outputs. Internal audience- all partners	Network members, follower and likes
Facebook https://www.facebook.com/Eco-Car-100321388735706	Advertising campaign about new programs, workshops, seminars, events...etc, by posting, photos and live videos.	External audience-stakeholders (Staff, Students, and Industrial Sector) who are interested and affected by project outcomes/outputs. Internal audience- Jordanian partner All partners will post on the mutual page of ECO-CAR project on Facebook interesting and relevant information.	number of followers, number of mentions

	by project outcomes/outputs.	Sector) who are interested and affected by project outcomes/outputs.	
Publications: Journal articles	<p>Create awareness with external stakeholders Awareness, Inform, Engage, Promote.</p> <p>Publish findings in peer-reviewed journals (case studies)</p> <p>At least one publication during the project life by the consortium and grant-holder</p>	<p>External audience-stakeholders (Staff, Students, and Industrial Sector) who are interested and affected by project outcomes/outputs</p>	<p>number of reports and articles submitted and published, type of journal (industry, academic), journal Impact factor and circulation.</p>
Email	<p>One of the primaries means of stakeholder outreach in the ECO-CAR Project will be by e-mail. groups.</p> <p>Also, to discuss new developments, trends, needs, and demands of businesses, problems, and issues.</p>	<p>stakeholders, particularly the highly critical and relevant groups.</p>	<p>e-mail responses, contacts network</p>
<p>Promotional Material</p> <p>Flyers</p> <p>Posters</p> <p>Brochure</p>	<p>Create awareness with external stakeholders Hand out at conferences, seminars, events and electronically</p>	<p>Important to reach people who did not have access to digital media.</p>	
Project Folder	<p>Making the project and objectives, as well as the partners, known to the broader public. It is essential to have a folder that can be distributed to the target groups.</p> <p>The folder will be updated once in the project duration in order to be able to hand out updated project information. The folders can be printed but can also send electronically</p>	<p>External audience - all people interested in the topic of the ECO-CAR project (students, academic staff, university staff, etc.)</p>	

<p>Leaflets</p> <p>Rollups</p> <p>Notebook</p> <p>Mousepad</p> <p>Electronic Stamp</p> <p>Stationary (letterheads/envelops, ect..)</p> <p>Social Media Platforms</p>	<p>Posters are also important in that they are displayed across cities in local community centers, shops, and other places where local people attend on a daily basis</p>		
Dissemination Activities			
<p>Internal specific workshops and presentations</p>	<p>Workshops are an essential means for the partners to strategize and plan delivery at transnational meetings and for stakeholder engagement.</p> <p>The workshops will be used to engage stakeholders and solicit expert feedback with regards to the progress of the project,</p>	<p>Each partners will organize workshops to involve as many members as possible.</p> <p>-Stakeholders who interested in the topic of the ECO-CAR project</p>	<p>number of workshops conducted, number of participants, range of stakeholders represented, participant feedback.</p>
<p>Info days, Workshops/ Online/Seminar</p>	<p>Info-days will be held in each university to present the project's objectives and information about EV/HEV issues and preferred short courses, certificates, and diplomas.</p> <p>During the Info-Day, enterprises will be invited to support project activities (to take part in lectures and seminars) and the promotion of results.</p> <p>At least one workshop/presentation /info day in each partner university</p>	<p>Public institutions and local administrations, universities, professional associations and enterprises, media.</p>	<p>number of workshops conducted, number of participants, range of stakeholders represented, participant feedback.</p>

	should be done each year of the project. In total there will be eight Info-days/year organized at partner Universities.		
Inauguration of the ECO-CAR labs	One of the main outcomes of ECO-CAR project is establishing EV/HEV labs. The inaugurations are expected by Month 24 of the project. This will be a major event in the project, and the institutions top management, staff, students, external stakeholder, and media will be involved.	External audience - all people interested in the topic of the ECO-CAR project (students, academic staff, university staff, etc.)	number of participants, range of stakeholders represented, participant feedback.
Events			number of presentations, type of conferences, presentation, feedback, conference publications.
Final Conference	to be held at the end of the project and it aims to present the results achieved by the project and to sustain its network and benefits. The conference will be organized in Amman, Jordan.	All partners will participate, and stakeholders will be invited. The conference will be organized with at least 100 participants in (M36) of the project.	Number of participants

2.6 ROLE OF PARTNERS

The Jordanian partners' roles in the dissemination activities are displayed in **Table 3**

Table 3. Dissemination activities and Tasks

No.	Dissemination activities/Task	Responsible Partners	Deadline
1	Project website	JU + HTU	Done
2	Project logo,	JU+HTU	Done
3	Templates and dissemination reporting form	HTU	TBD
4	Dissemination through Partners' websites	Jordanian partner	Done?? Check

5	Share folder	HTU	Available
6	Social Networks		
	Facebook	JU	Available
	LinkedIn	JU	Available
	Twitter	HTU + JU	20.02.2022
7	YouTube	JU	Available
8	Press releases and newsletters E-Newsletters, six – eight issues	HTU	1 st issue 28-11-2021 2 nd issue 14-1-2022 3 ^d issue 14-7-2022 4 th issue 14-1-2023 5 th issue-14-7-2023 6 th issue-14-1-2024 7 th issue-14-7-2024 8 th issue-14-1-2025
9	Translation for different dissemination outcomes (brochures, newsletters, etc.)	HTU	On need basis
10	Publications: Journal articles	All partners	
11	Email	JU	Continuous
12	Promotional material	HTU + All partners	
	Flyers	All partners	TBD
	Posters	HTU	TBD
	Brochure	HTU	June 13- 15, 2021
	folder	HTU	June 13- 15, 2021
	Leaflets	HTU	June 13- 15, 2021
	Rollups	HTU	June 13- 15, 2021
	notebook	HTU	June 13- 15, 2021
	Mousepad	HTU	Jan. 10, 2022
	Electronic Stamp	HTU	TBD
	Stationary (letterheads/envelops, ect..)	HTU	TBD
	Social Media Platforms	HTU	TBD
13	Internal specific workshops and presentations		
14	Info days, Workshops/ Online/Seminar		
15	Inauguration of the ECO-CAR labs		
16	Events		
17	Final Conference		

2.7 DISSEMINATION ACTIVITY EVALUATION AND REPORTING

The dissemination activities and its outcomes should be uploaded and collected on the project's shared folder. Therefore, all project partners should upload their activities and forward to the WP7 Leader (HTU) for synchronization and dissemination. The WP7 Leader will examine the dissemination related information in order to document project dissemination progress. Then, will communicate with JU (grant holder) to finalize and publish the dissemination material. The WP7 leader will use the findings of the assessment exercise to recommend further improvements of the dissemination materials and activities.

[Appendix A](#) shows some of the shared folder forms that help us to evaluate and improve the dissemination plan.

A template for reporting the dissemination actions will be provided to partners. The first reporting will cover the first 6-months of the project, after that WP7 Leader will submit the report every six months, using the reporting form. The WP7 Leader will collect and compile the information on the dissemination events and will share it among project partners and other interested stockholders. The WP7 Leader will participate, whenever possible, in the dissemination events organized by the project partners.

APPENDIX A

ANNEX 1

This table is uploaded on the shared folder [OneDrive]. This table needs to be used by each of the partner universities. It is essential whenever a dissemination activity is conducted, please fill it in in this table for documentation reasons. It is very important for the project as dissemination is a very important part.

Date	short description of the activity	Who	Participants/ beneficiaries n. of participants/ beneficiaries	Comments/ difficulties registered/