

# Project communication - your key to success

*Riga 10 December, 2015*

## Aim of today's seminar

- To motivate you to see the importance of communication work in your project
- To give you ideas and tools for making it happen and succeeding
- To agree on cooperation in communication efforts

# Agenda of the day

9:00 - 10:00	Welcome, introduction of projects
10:00 - 10:30	Importance of good communication
10:30 - 11:30	How to plan and evaluate the project communication activities
<i>11:30 - 13:00</i>	<i>Lunch and networking</i>
13:00 - 15:30	<b>Ansis Bogustovs:</b> How to communicate your project to wider audiences
15:30 - 16:00	Discussion / programme support functions and closing



## MANAGING AUTHORITY

- Regulatory tasks (MA and CA)
- Overall implementation and responsibility
- Administration and support services (IT support, bookkeeping, financial management of programme)

## AUDIT AUTHORITY

## PROJECT TEAM

Project consultations and monitoring

## FINANCIAL TEAM

- Financial management of projects
- Certification and payment

## INFO TEAM

Communication activities

EST FIN LV  
SWE ÅI  
Contact Point network

**Tell us about your great project!**

**What will come out of it?**

**How will you make it happen?**



# IMPORTANCE OF GOOD COMMUNICATION



Imagine what would happen  
if you did not communicate...

- a) ...within your project
- b) ...about your project

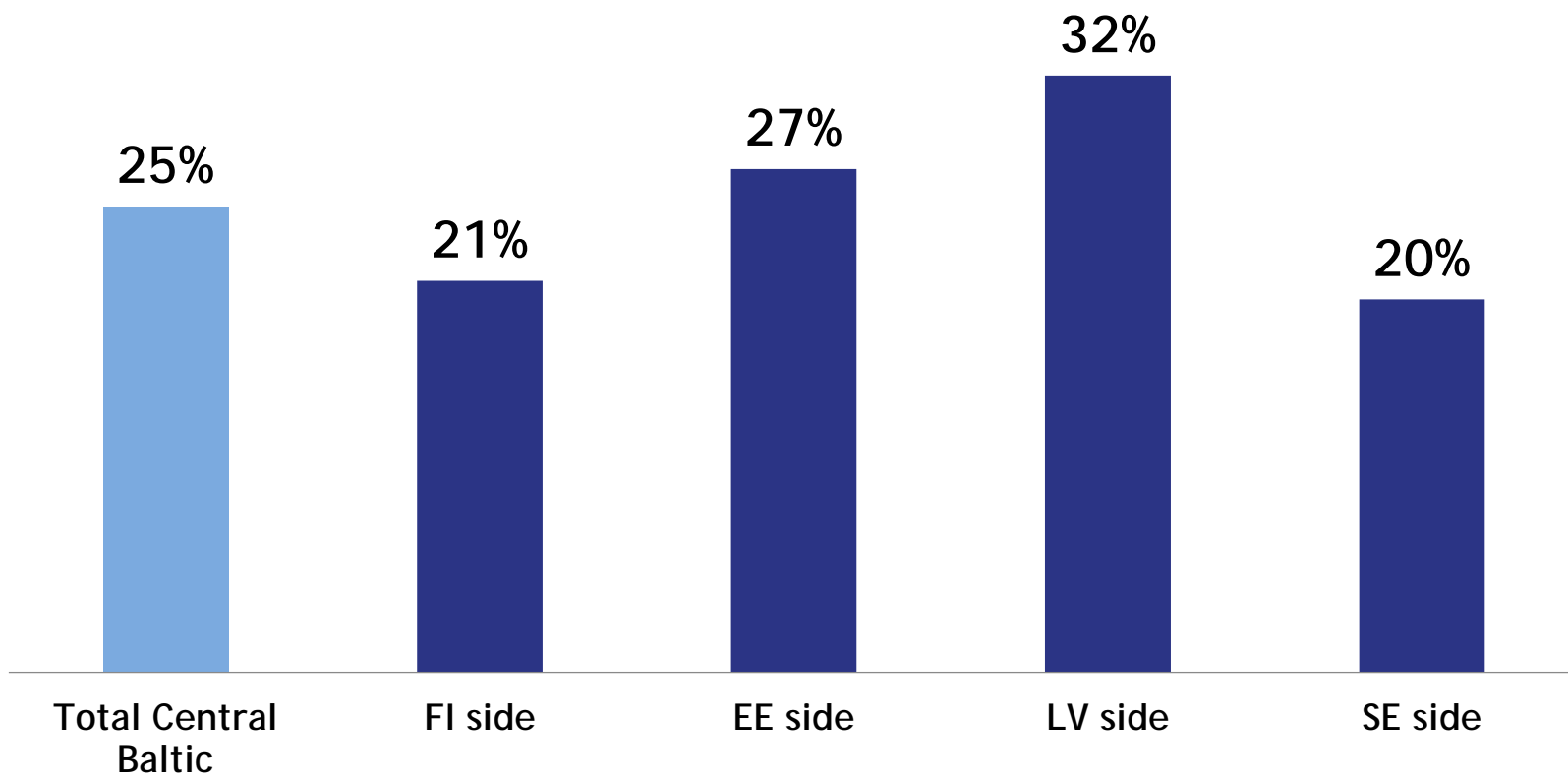
# THIS IS WHERE WE ARE



Joint challenges | Expert teams | Good ideas



## FLASH EUROBAROMETER Awareness of EU-funded cross-border cooperation



## DEFINING COMMUNICATION

**Two-way process** of reaching **mutual understanding**, in which participants not only exchange information, news, ideas and feelings but also **create and share meaning**.



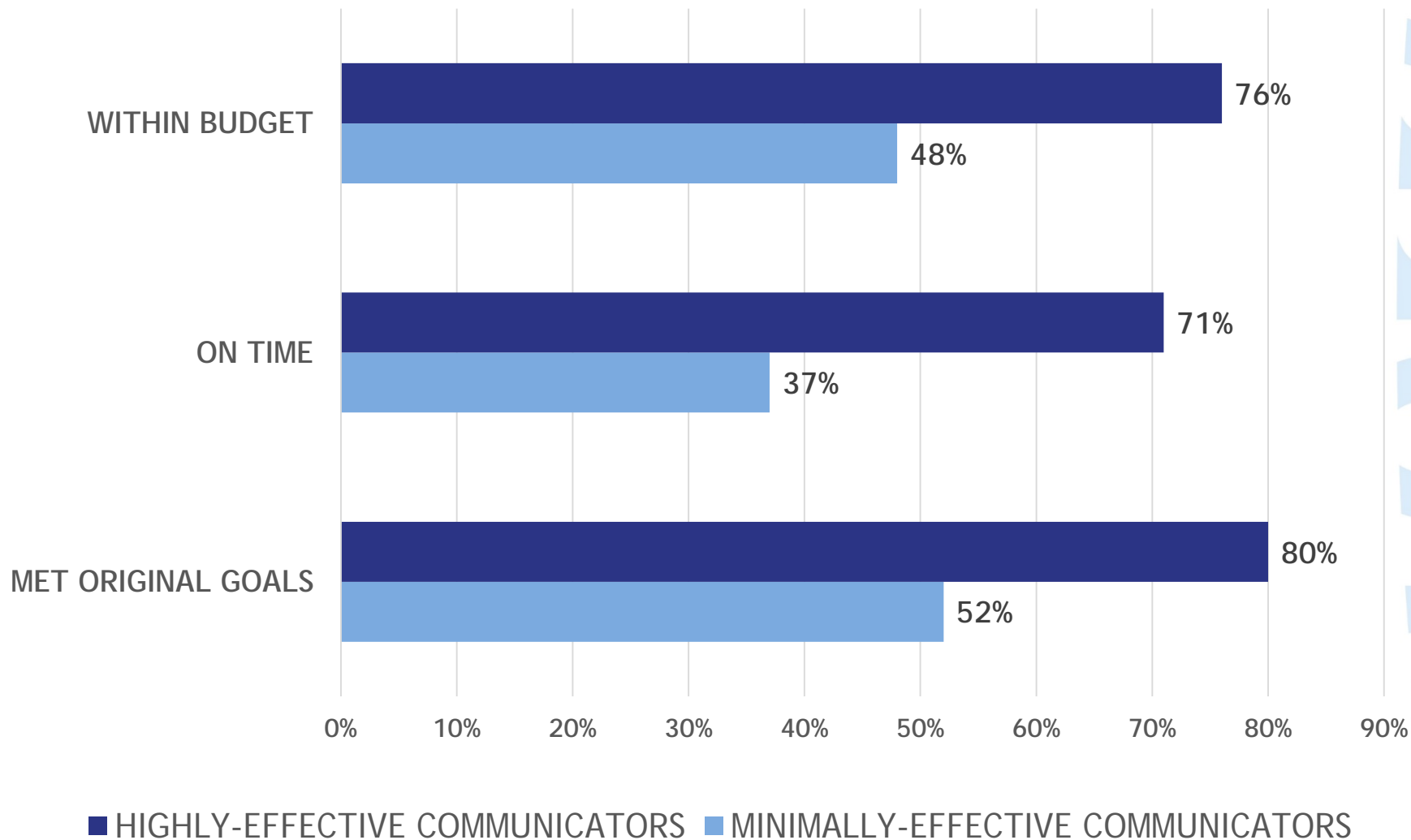
Means of connecting people or places.

# EFFECTIVE COMMUNICATION

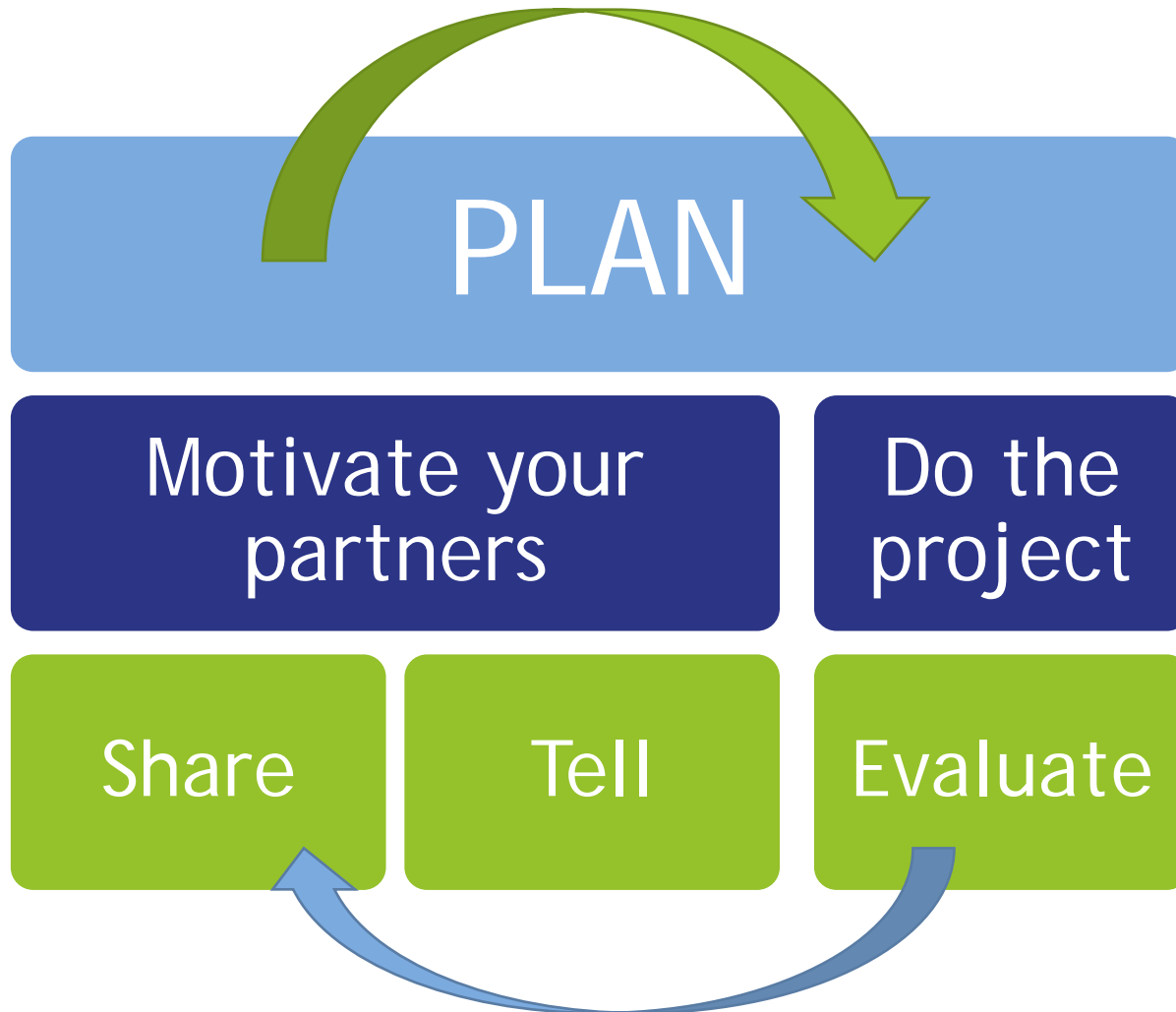


[PMI's Pulse communications research](#)

## Organisations that communicate more effectively have more successful projects



## So how does it work?



# How to plan and evaluate your communication activities





# Plan your communication

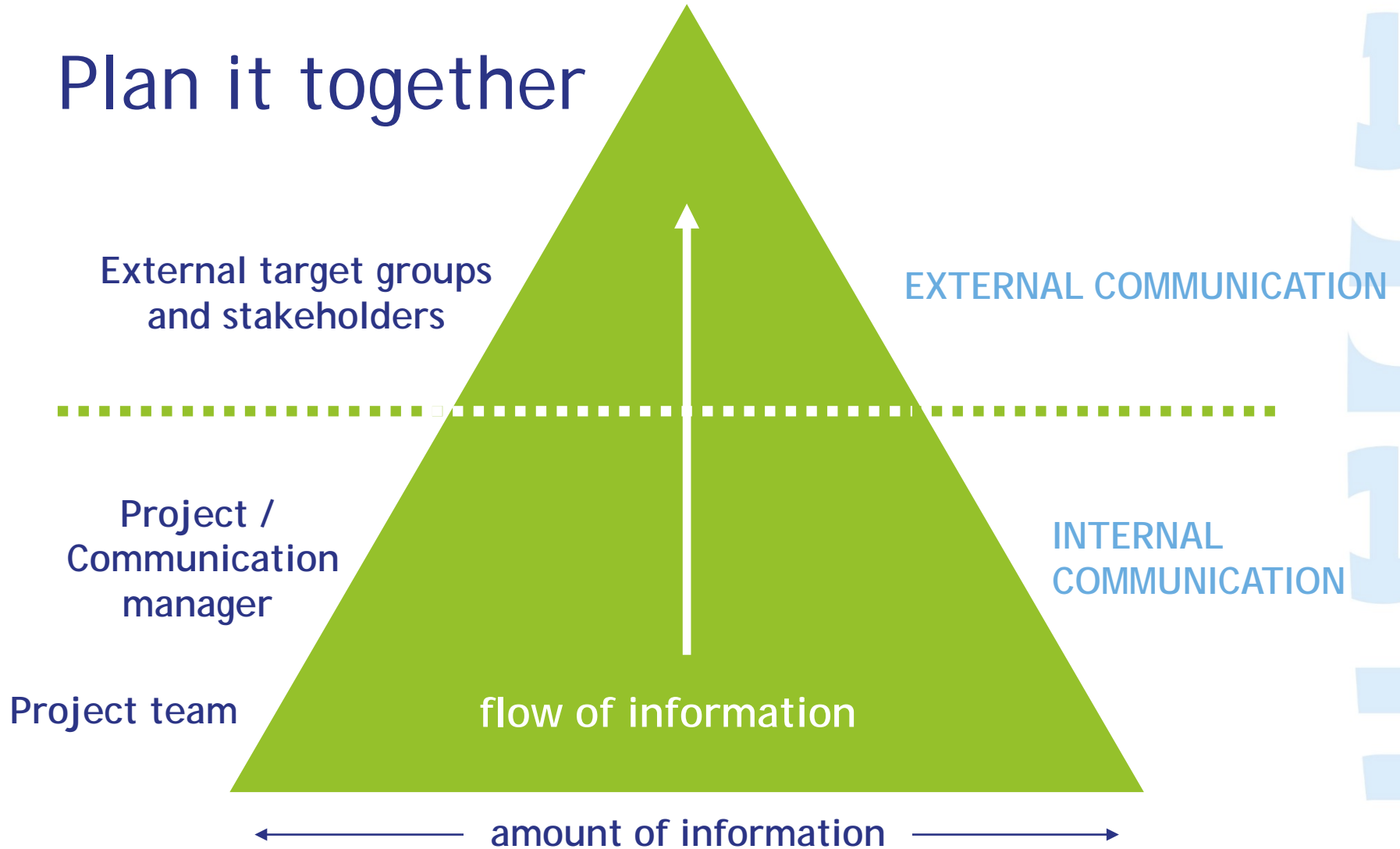
- Preparation phase and your approved application are a good starting point
- In order to really succeed with your communication: do use some time to sit down to plan it further **in the beginning** of your project
- Having a communication plan/strategy is **strongly recommended** (but not required) by the programme

## Examples

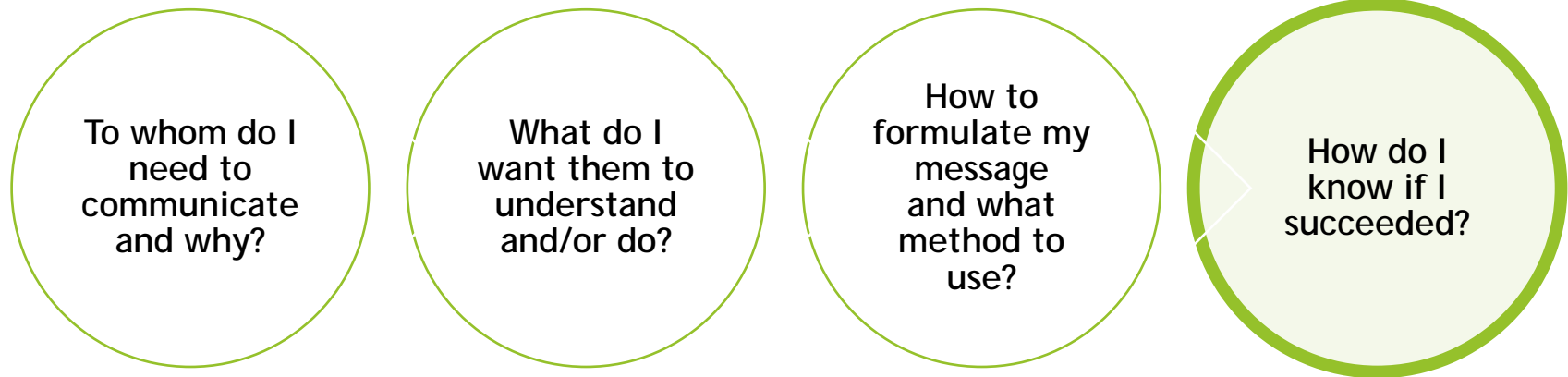


- The emphasis is on ensuring the visibility of the project and results transnationally together with the Project Partners.
- A joint international newsletter will be produced twice a year, and local newsletters will be produced on a regular basis. The local newsletters can be produced in different ways by different partners, according to the different local needs.

# Plan it together



# Things to think:



All this is described in the  
[Template for a project communication plan.doc](#)  
available on the programme website.

## Sometimes needs are urgent

Real life example:

**Trouble in the eMS! Few days left of the open call!  
What to do?**

**We need to reach the applicants and get them to  
stop pressing "create pdf" button too many times.**



## Central Baltic Programme

Published by Linda Talve [?] · 22 October · 

Dear applicants finalising your applications in the eMS, we have spotted the reason for the slowness of the system: it is caused by too many PDFs being generated simultaneously.

The users are asked to wait while a pdf is being generated (after clicking on "Save as PDF file"). This may take up to 10 minutes, after which the generated PDF can be found under "Generated files". Each click on the "Save as PDF file" starts a new generation of a large file causing the system to slow down as the number of users in the system is currently high.

We apologize for the inconvenience and hope for this information to reach all users allowing the system to be running better. Thank you for your understanding.

## eMS



Save as PDF file (takes up to 10 minutes)

# WWW

[Home](#)[Programme](#)[Projects](#)[Documents](#)[Events](#)[eMS](#)[Intranet Documents](#)

## CATEGORIES

[GENERAL NEWS \(34\)](#)[EVENT NEWS \(13\)](#)[DOCUMENT UPDATES \(8\)](#)

## Important information for eMS users filling in applications

[View](#)[Edit](#)

Thursday, October 22, 2015 - 12:54

The noted slowness of the eMS is caused by too many PDFs being generated in the system. The users now finalising their applications in the system are asked to wait while a pdf is being generated (after clicking on "Save as PDF file"). This may take up to 10 minutes, after which the generated PDF can be found under "Generated files". Each click on the "Save as PDF file" starts a new generation of a large file causing the system to slow down as the number of users in the system is currently high.

Thank you for your consideration.



## Sometimes needs are calm

### Real life example:

The European Commission wishes for the citizens to perceive EU funds as a benefit for the people.

We need to reach the general public and help them build a more positive image about the EU funds by involving them in activities and telling them about the benefits.

## 21.9.2015 on 5 beaches around the Baltic Sea



### Central Baltic Programme

Published by Linda Talve [?] · 19 September ·

Hundreds of people celebrating European Cooperation Day by cleaning the Central Baltic beaches with us. One of them, Noora in Yyteri (Finland), said it aloud: "It usually feels that EU is somewhere far away from me but now I feel that it's not." Thank you to all who came! #cbbeaches #ecday

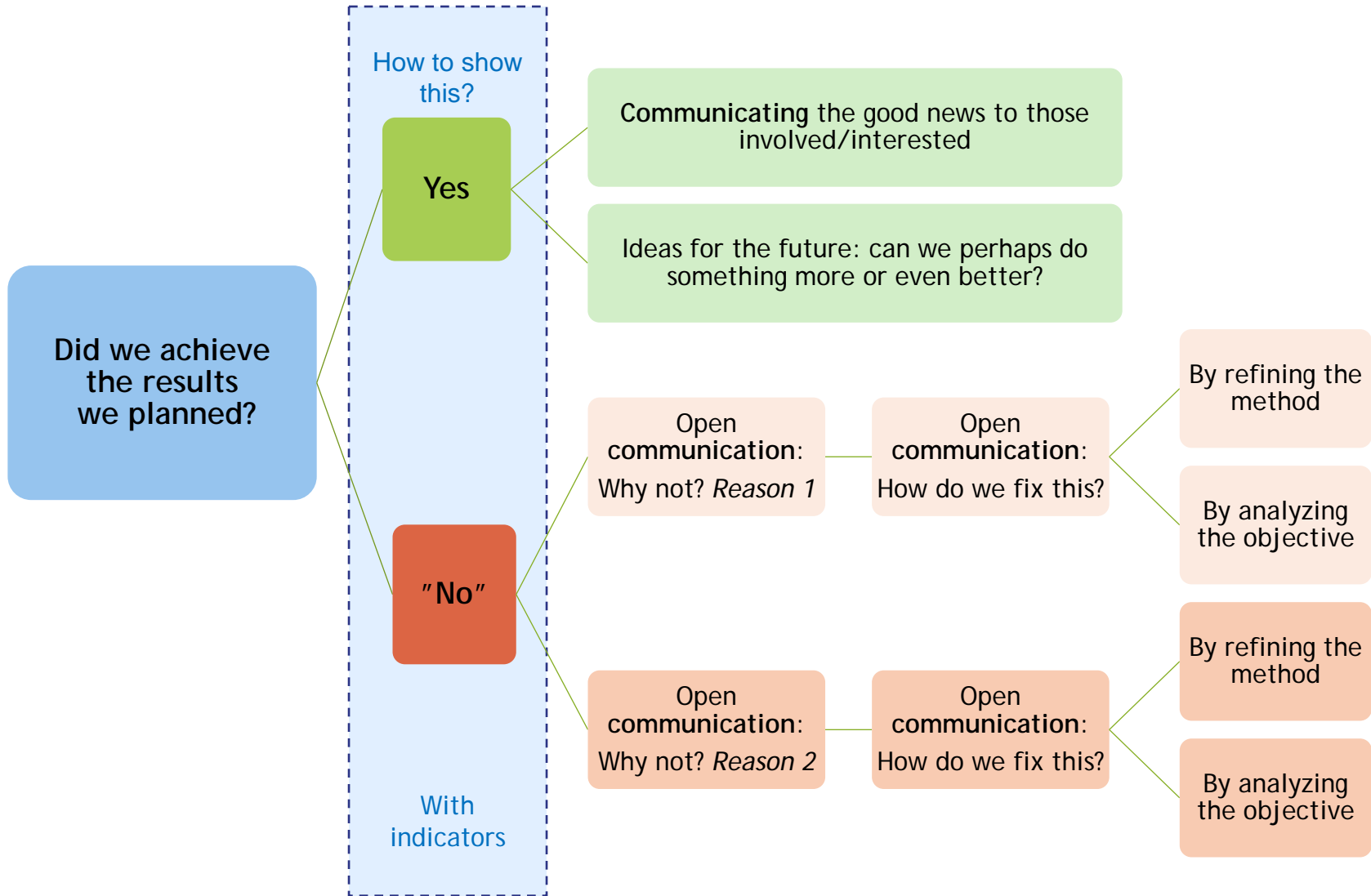


# Things to think for each target group

- What does this group need to know and want to hear? What should I get them to do? (e.g. change their attitude, participate in an activity, promote a change in legislation)
- How should it be formulated?  
(e.g. friendly, demanding, official, fun, provoking, short and catchy or well-elaborated and in-depth)
- What would be the best way to reach them?  
(e.g. phone call, newsletter, visit, organising an event, doing a presentation, social media update)
- What will stop them listening to what you have to say?  
(e.g. writing a too long or difficult message, being too official, not being able to show that you know who you are talking to)
- How will you know that they have got the message?  
(e.g. they register to an event, take part in a discussion, reply to a questionnaire)

# Evaluation of (communication) activities

- Monitoring is following how things are going
  - E.g. Counting media articles, participants, satisfaction levels
- Evaluation is processing the results of monitoring
  - E.g. Was 12 articles enough - why?
  - E.g. We got 64 participants instead of the aimed 100 - why?
  - E.g. People gave us score 7.5/10 for the event and told that it was more technical than they expected.
- The evaluation outcomes are first and foremostly **fuel for your project implementation!**



# TECHNICAL REQUIREMENTS

CMYK  
RGB

.ai  
.pdf  
.jpg

ENG  
EST  
FIN  
LAT  
SVE

vertical  
horizontal  
small items



**Interreg**  
Central Baltic



**Interreg**  
Central Baltic



EUROPEAN UNION  
European Regional  
Development Fund



EUROOPAN UNIONI  
Euroopan  
aluekehitysrahasto



EUROPEISKA UNIONEN  
Europeiska regionala  
utvecklingsfonden



EIROPAS SAVIENĪBA  
Eiropas Reģionālās attīstības fonds



EUROOPA LIIT



## EU projects have something in common

- The need to let EU citizens know about what is being done with the "EU money" and our "membership fees"
- Let's work on it together!
  - Communication guide
  - Communication network and seminars
  - Joint events
  - Joint Secretariat
  - National Contact Points (media work)



European Union

European Regional  
Development Fund

# Technical communication requirements

- It all comes from...
  - The regulation (EC) No 1303/2013 (especially articles 115, 116 and 117) and its Annex XII
- And leads to...
  - The Subsidy Contract §7
  - Programme Manual
  - Communication Guide for projects

# Technical requirements I

The Regulation says:

*“All information and communication measures of the project must display the EU flag together with textual reference “European Union” and “European Regional Development Fund” (exception: when space is limited the reference to the ERDF can be left out).”*

- Templates available on the programme website, guidance table in the Communication guide for projects

## DOCUMENTS

PROGRAMME DOCUMENTS

PROJECT DOCUMENTS

LOGOS

BROCHURES

EVENT MATERIALS

PROGRAMME STATISTICS

FLC MATERIALS (FLC USE ONLY)

## Logos

View

Edit

Manage display

### Central Baltic Programme logo | rgb | jpg

Programme logo for use in web and documents



Download: [CB logo RGB.jpg](#) (jpg, 579.93 KB)

Date added: Monday, 10 November, 2014

Date modified: Monday, 10 November, 2014

### Central Baltic Programme logo | mono | jpg

Programme logo for use in one colour printing



Download: [CB logo mono.jpg](#) (jpg, 492.52 KB)

Date added: Monday, 10 November, 2014

Date modified: Monday, 10 November, 2014

### Central Baltic Programme logo | cmyk | eps

Programme logo in vector format



Download: [CB logo vector CMYK.eps](#) (eps, 712.95 KB)

Date added: Monday, 10 November, 2014

Date modified: Monday, 10 November, 2014

### EU flag with text references | rgb | jpg

European Union flag together with the reference to the European Regional Development Fund for use in web and documents



European Union  
European Regional  
Development Fund

Download: [EU flag RGB.jpg](#) (jpg, 217.01 KB)

Date added: Monday, 10 November, 2014

Date modified: Monday, 10 November, 2014

Methods and measures	Emblem (flag) of the European Union	Text “European Union”	Reference to the European Regional Development Fund	Programme logo	Additional
<b>INFORMATION / PROMOTION MATERIALS (examples)</b>	x	x	x	x	<b>NB! The size of the item defines the requirements</b>
<b>Materials where space allows</b> (e.g. brochures, leaflets, books, t-shirts, bags, folders, videos, CDs, DVDs)	x	x	x	x	
<b>Materials where space limits printing</b> (e.g. pens, USB sticks, business cards)	x	x		x (or project logo)	
<b>Examples</b>					
<i>Project website or section in a project partner’s website</i>	x	x	x	x	On a separate project website, the EU flag must be visible <u>on the front page without having to scroll down</u> .
<i>Newsletters and other electronic materials</i>	x	x	x	x	
<i>Press releases</i>	x	x	x	x	If a third party (e.g. a newspaper) publishes an article about the project for free, we cannot demand them to display the flag and logo in the article.
<i>Presentations (Powerpoint or other)</i>	x	x	x	x	It is enough if a presentation has the EU references and programme logo in the beginning and end. They don’t need to be on each slide.
<b>INFRASTRUCTURE INVESTMENTS</b>	x	x	x	x	A permanent plaque displaying these has to be erected at the infrastructure site when the investment exceeds 500.000 euros ERDF. (see Programme Manual)
<b>EQUIPMENT</b>	x	x		x	To be attached to the equipment as a sticker or similar (stickers are not provided by the programme and can be printed by the project e.g. with a regular office printer)

*Table available in the Guide for project communication*

## Technical requirements II

The Regulation says:

*"All project partner organizations having a website must publish there at least short description of the project including the project's aims and results and highlighting the received EU funding."*

- A separate project website is not a must as long as the information about the project is easily available online, e.g. on each partner organisation's website

## Technical requirements III

- The Regulation says:

*“ All project partner organizations must display in their premises at least one information poster (minimum size A3) informing about the project and the received EU funding. The poster is to be placed in a place where it is well visible for the public such as an entrance area of a building. ”*

- Template for the poster is available

# VALUE FOR MONEY!

In these premises you can find an EU-financed project in action.  
And not just any project, but a good and interesting one.

Today's EU projects want you to know what they are all about, so please read on!



## The project XXX aims at:

Write here what is the main situation to be improved by the project. Max three lines of text.  
So that the reader gets interested, nothing less is required.

They can come and ask you more. **Max 280 characters with spaces.**

## The project XXX will result in:

Write here the very concrete results that will be the outcome of your project.  
Something that everyone can understand and remember if asked the next day.

This is what adds up the value of your work in the eyes of others. **Max 280 characters with spaces.**

## The project is a joint cooperation venture of:

Organisation X, Country | Organisation Y, Country | Organisation Z, Country | Organisation Å, Country |  
Organisation Ä, Country | Organisation Ö, Country

This is done with xxxxxx euros from the European Regional Development Fund.

Find out more:

Project Manager xx xx (e-mail) | [www.projectwebsite.eu](http://www.projectwebsite.eu)





## Technical requirements IV

The Regulation says:

*“At the site of an infrastructure investment carried out within a project exceeding 500.000 euros of ERDF, a billboard has to be put up during the implementation of the infrastructure investment at the site of the operation. After the operation has been completed, the billboard has to be replaced by a permanent explanatory plaque. Both the billboard and the plaque have to carry the above mentioned references to the EU and to the Central Baltic Programme 2014-2020 highlighting the added value of the intervention of the European Community.”*



Bridging to the afternoon...



## Work with large audiences / media

- Important work for us all to do to get our messages out to other people than our own circles
- Step out from the project technicalities and find e.g.:
  - A local angle
  - Something new that is coming out of your work
  - An easily understandable benefit to people→ Tell the people why your work on this issue is important!



# LOVIISAN SANOMAT



## Vesienhallinnalla ravinnepestöjä kuriin

● Maatalouden ravinnepestöjä vähennetään syyskuussa käynnistyneessä Nutrinflow -hankkeessa Loviisanjoen valuma-alueella.

**LOVIISA** Hankkeen vetäjä on Pro Agria Etelä-Suomi. Suomessa muut partnerit ovat Loviisan kaupunki sekä Nylands Svenska Lantbrukssällskap. Hanke alkoi tämän vuoden syyskuussa ja kestää kolme ja puoli vuotta. Suomessa hankkeen toiminta kohdistuu Loviisanjoen valuma-alueelle, jossa jo suunnitelun pääuoman tulvasuojeluun tähtäävän peruskunnostushankkeen lisäksi suunnitellaan pelto- ja ojitustason toimenpiteitä.

Loviisanjoelle on tehty esiselvityksiä kosteikkojen rakentamisesta (WWF 2011) ja myös Loviisan ympäristötoimen Heidi Lyytikäinen on tehnyt yleissuunnitelman 2000-luvun alkupuolella. Yksi kosteikko on toteutettu WWF:n ja kaupungin yhteistyönä. Pro Agrian asiantuntija ja Nutrinflow -hankevetäjä Ari Kultanen toteaa näiden selvitysten ja suunnitelmien antaneen hyvän pohjan tämän uuden hankkeen suunnittelulle.

- Loviisanjoki on myös sopivan kokoinen valuma-alueeltaan ja Loviisanlahden tilan parantaminen on paikallisesti tärkeä päämäärä. Lah-

den rehevöitymistä voidaan hillitä vain vähentämällä joen kautta siihen päätyvää ravinto- ja kiintoainekuormitusta. Kultanen sanoo.

EU:n aluekehitysrahastosta tulee

75 prosenttia hankkeen rahoituksesta. Omarahoitus koostuu Suomen valtion vastinrahoituksesta sekä hyödynsaajien omarahoituksesta. Mitä ja missä tehdään, päätetään



**VALUMA-ALUE.** Haddomin alueella on jo keskusteltu viljelijöiden kanssa mahdollisista pelto- ja ojitustöistä. KARTTA: SYKE



**KOOLLA.** Hankkeen aloitustilaisuus pidettiin Loviisassa 19. ja 20. marraskuuta. Tilaisuuteen osallistuivat kaikkien partnereiden edustajat Suomesta, Ruotsista ja Latviasta. KUVA: ARI KULTANEN

alkuvaiheessa viljelijöiden ja maanomistajien kanssa käytävissä neuvotteluissa. Pelto- ja ojitustyöt ovat vapaaehtoisia. Niillä pyritään vähentämään ravinnevalumia vesistöihin, mutta samalla ne Kultasen mukaan parantavat viljelyn tehokkuutta ja viljelijöiden taloutta.

- Esimerkiksi peltöjen hyvä vesitalous ja maan rakenne palvelevat molempia päämääriä.

Pelto- ja ojitustason toimenpiteet pyritään kohdistamaan yhdelle tai useammalle osavalmu-alueelle.

- Tässä suhteessa on tarkasteltu Haddomin aluetta, jossa on keskusteltu jo viljelijöidenkin kanssa. Loviisan kaupunki on hankkeen partneri ja kaupungin maaseutuasiamies tai ympäristötoimisto voi antaa kiinnostuneille maanomistajille tietoa hankkeesta, vinkkaa Kultanen, joka myös antaa tarvittaessa lisätietoja viljelijöille ja maanomistajille.

**Auli Henriksson**  
auli.henriksson@ovari.fi

# SKUNK-unga lärde om digitala medier

Förra helgen ordnade SKUNK - skärgårds-ungdomarnas intresseorganisation sitt första läger inom Central Baltic EU projektet RIBS - Rolling Images in Business Startups.

RIBS handlar om att göra entreprenörskap attraktivt samt att arbeta med kreativitet inom digitala medier.

Lägret den 20-22 november hölls på Kumlinge tillsammans med 12 deltagare från hela skärgården. Under lägret fick deltagarna pröva på skärminspelning, podcasting och geocaching samt diskutera entreprenörskap och kreativitet.

Förutom att pröva på olika saker innehöll lägret mycket lek och en viktig del är att ungdomar får möjlighet att träffa andra



**BLEV INSPIRERADE** På lägret fick ungdomarna bland annat göra egna filmer.  
Foto: Alexandra Näfverborn

från de olika skärgårds-kommunerna.

RIBS är ett treårigt projekt och kommer att regelbundet erbjuda läger och andra workshops med olika teman inom digitala medier och entreprenörskap. Läger är en supermetod när det kommer till informal

learning där allt från workshopsen till städningen blir ett sätt för deltagarna att i en trygg miljö stiga ur sin komfortzone och bryta barriärer berättar lägerledaren och SKUNKS ungdomscoach **Rebecca Mattsson**.

**Emelie Hanström** är projektledare för RIBS

och var tillsammans med **Therese Ling** från Ålands Näringsliv experter på lägret och **Alexandra Näfverborn** hjälpte med det lekar vilket är viktigt på ett SKUNK läger.

**Sofia Lahtinen**, deltagare: Lägret var väldigt intressant och jag skulle verkligen rekommendera andra att fara på liknande läger. Jag lärde mig sånt som jag innan lägret inte hade en aning om vad det var.

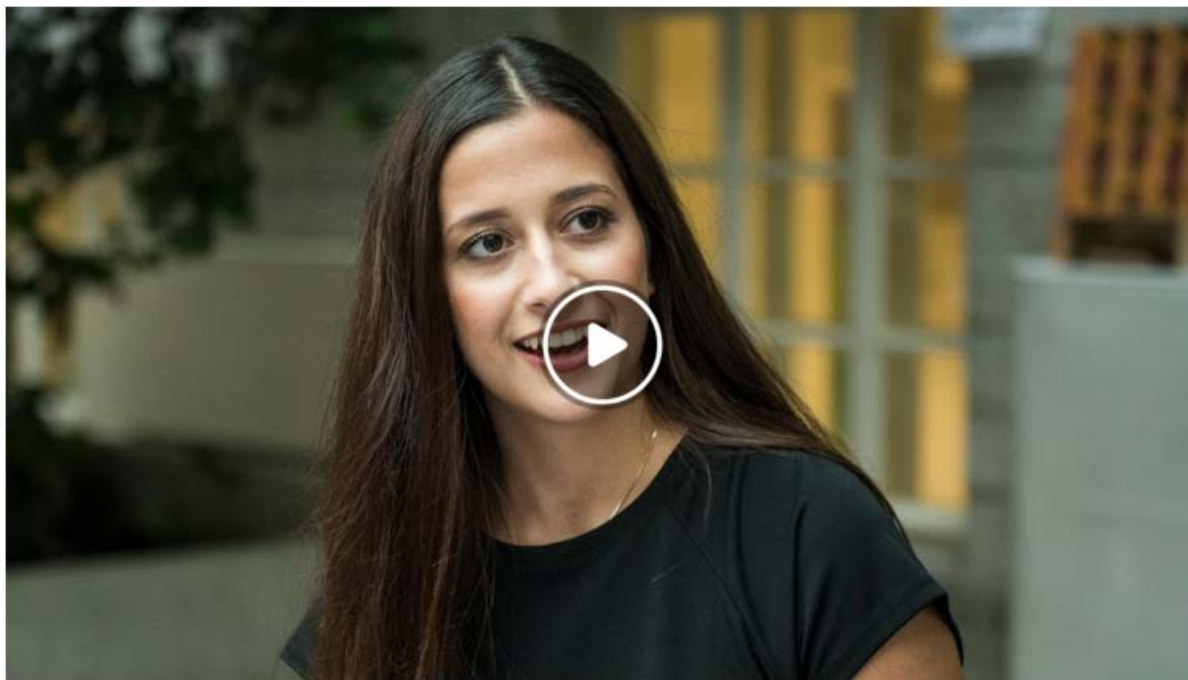
Nyckelordet för lägret var inspiration, något som verkligen kom fram genom de olika digitala verktygen och som visade sig i en mängd olika resultat i form av bland annat filmer och podcasts.

**Emelie Hanström**

Projektledare EU-projektet RIBS (Rolling images in Business Startups)



## Video: lapsena Rootsi pagenud iraaklanna kummutab pagulashirme



Noras Shante (Foto: Siim Lõvi /ERR)

Allan Rajavee. Video: Siim Lõvi

10.11.2015 9:59

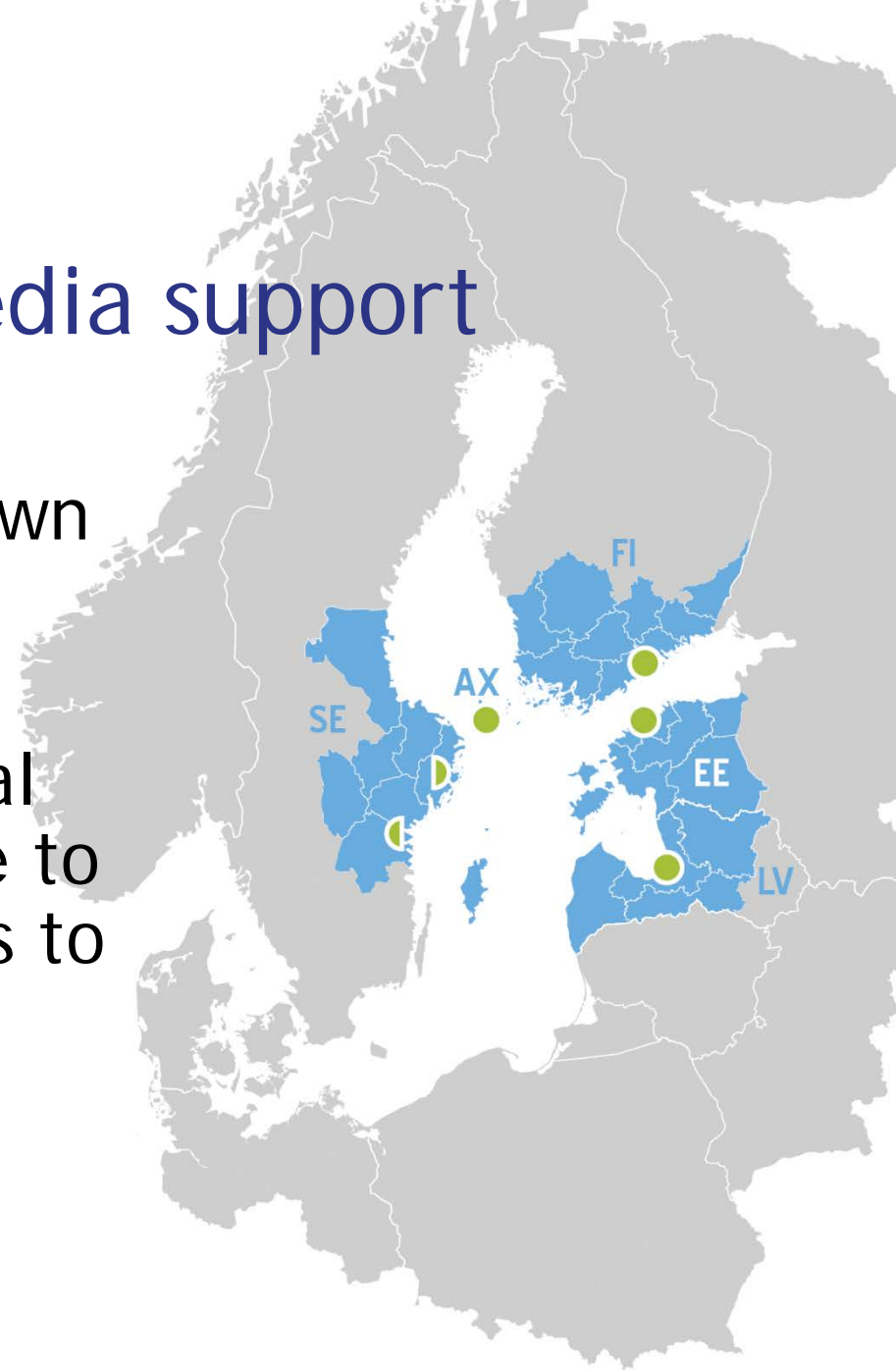
Rubriik: [Haridus](#)

**Noras Shante on Iraagi sõjapõgenik, kelle vanemad saatsid toona 8-aastase tüdruku ihuüksi Rootsis elava tädi juurde. Seejuures polnud veel lapseas Noras varem Rootsis oleva sugulasega kohtunud. Praegu, kümme aastat hiljem on neiu selle kogemuse võtnud aluseks, et luua rahvusvaheline õpilasfirma.**

"Olin kooliajal ainus laps, kellel oli teistsugune taust, sest kõik teised koolikaaslased olid rootslased. Hirm teistsuguse ees oli see, mis pani neid mind kiusama," rääkis Shante. Tema sõnul õeldi talle pidevalt, et Iraagi päritolu tüdruk pole oodatud Rootsi ühiskonda ning lisati, et ta on tulnud selleks, et Rootsi elanike sissetulekut ära võtta.

# Contact Points = media support

- Each project has their own contact person in the JS
  - Always to be informed
- Additionally, the national Contact Points are there to support project partners to gain media visibility in local/national media







CentralBaltic



Central Baltic Programme



[www.centralbaltic.eu](http://www.centralbaltic.eu)

What the Contact Points can help you with?

An example from Contact Point Åland

*Ester Miros, Information Officer 10.12.2015*

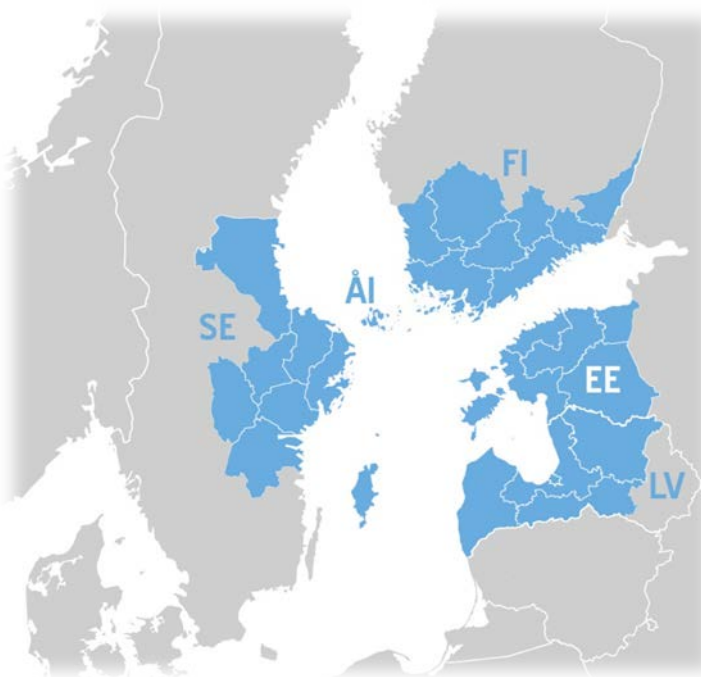
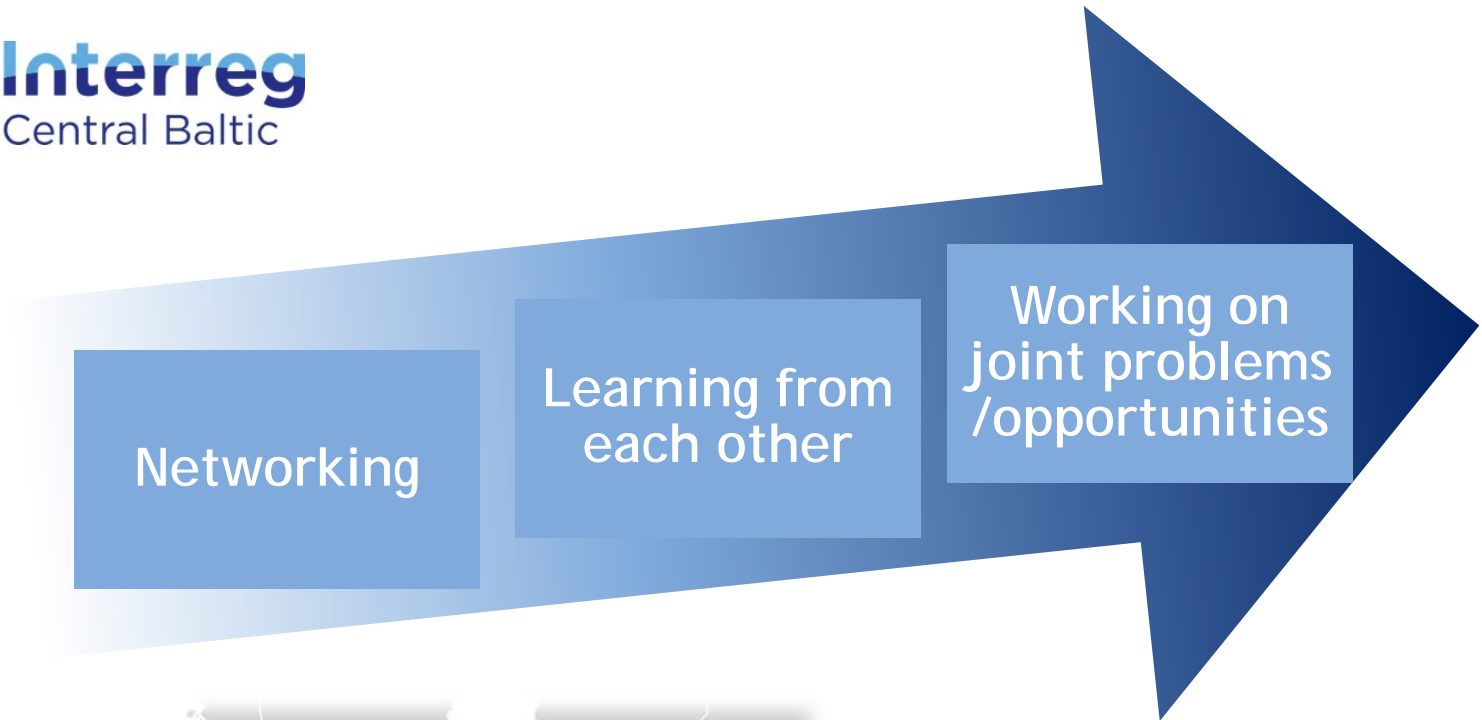
## The national Contact points: the national/local perspective

### Åland in the first call:

- 177 applications - 18 partners from Åland
- 42 approved projects = 5 partners from Åland

### Åland in the second call:

- 148 applications - 18 partners from Åland
- ? approved projects = ? partners from Åland





- ✓ Arrange meetings for you to network and cooperate between the projects to learn from each other, plan joint activities etc.



Project partners AX: Exchange of experience November 2015

- ✓ Spread your news in our Newsletter, etc.

ADAPT  
MASAPO

RIBS

SMART PORTS

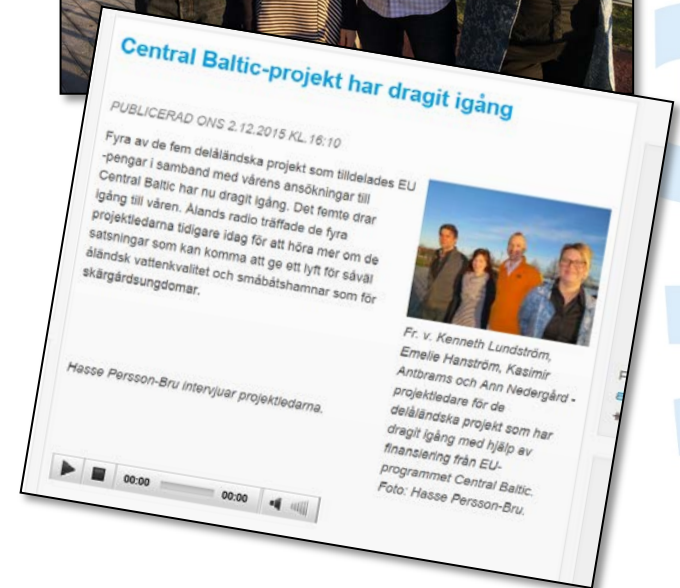
WATERCHAIN



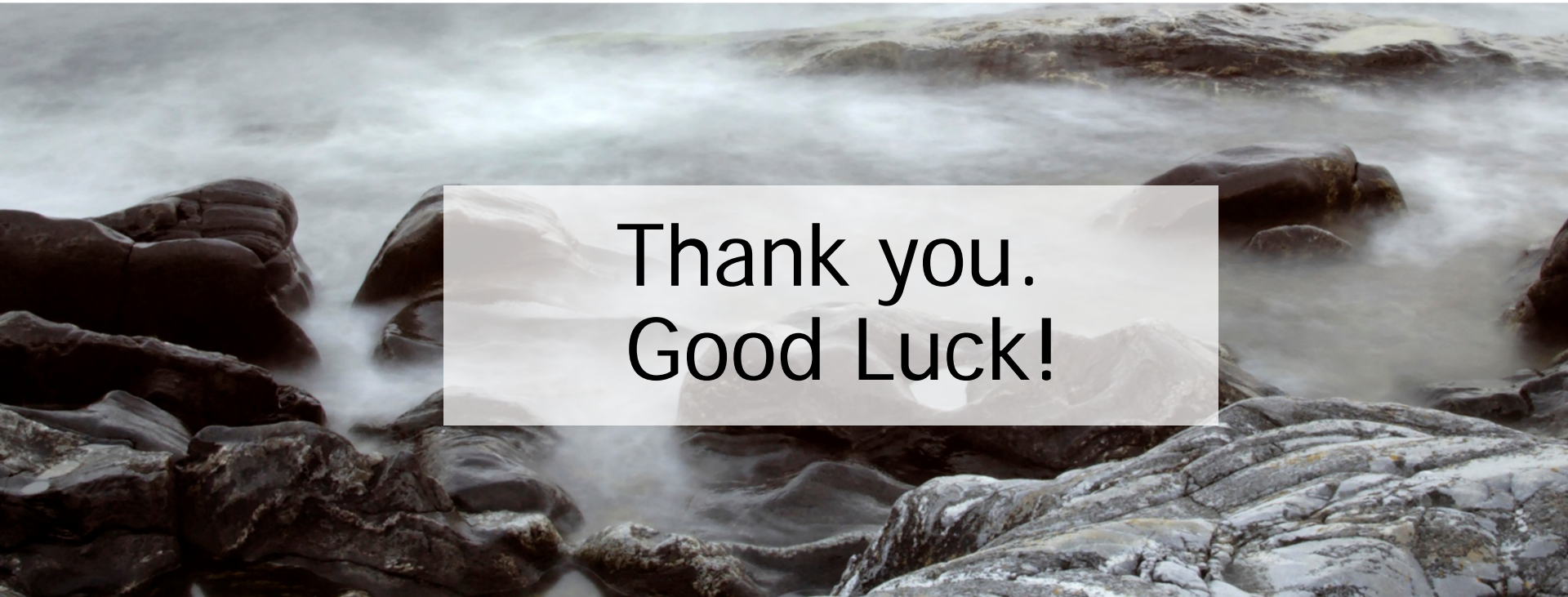
- ✓ Arrange media and press information to support your media work



- Joint Press conference  
December 2015 >  
local radio, newspaper







Thank you.  
Good Luck!

## What was it? What should I do?

- **Motivate your partners**
  - make sure they know their tasks in the project and feel that they are important
- **Do the project**
  - don't forget to enjoy it
- **Tell the world about how your project is going and what comes out of it**
  - no point in doing anything if no one knows about it.



## Support from the programme

- Template for a project communication plan (*on [programme website](#)*)
- List of media contacts in the countries/regions (*sent to projects*)
- National Contact Points to support media work (*[contacts on programme website](#)*)
- Social media cooperation  
- Project database (*under development*)



## During lunch

- Use the opportunity to meet people doing the same job as you do
- Group work materials on the walls
- Examples of previous projects' publications available for viewing
  - Have a look for some do's and dont's

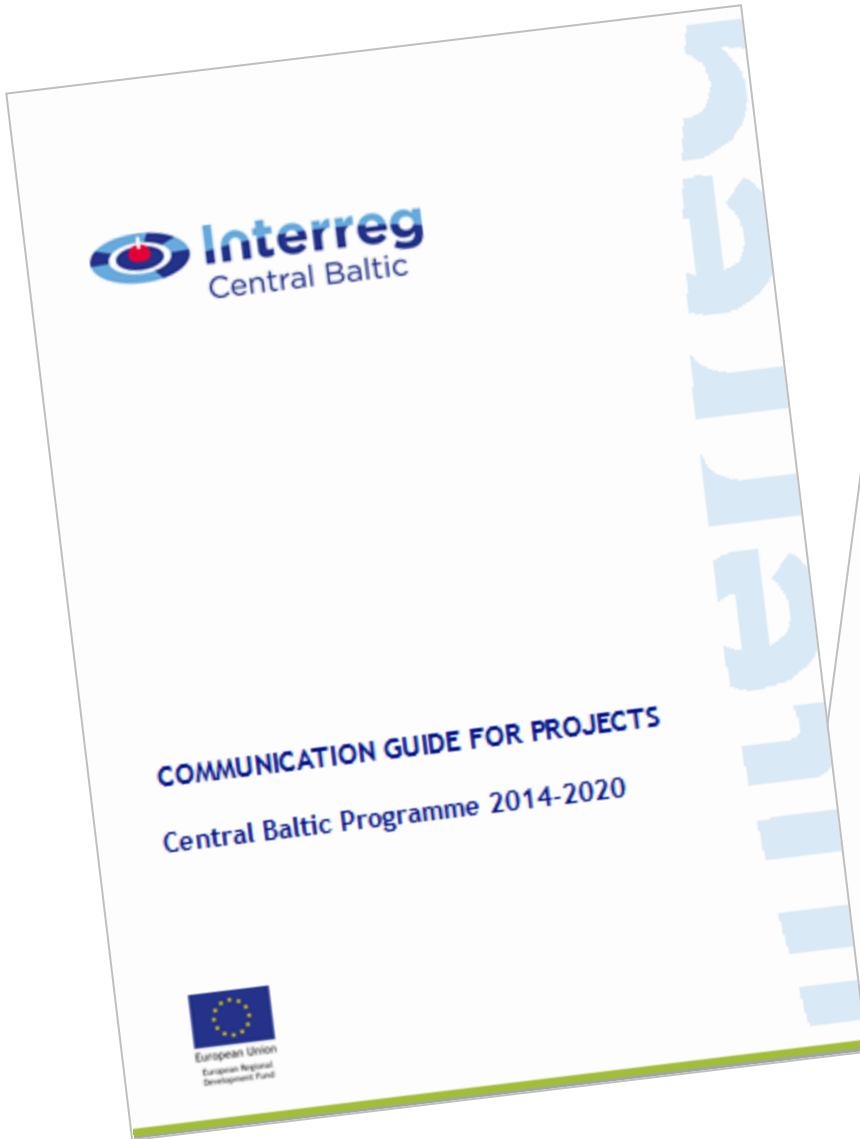
# We are in it together!

- Already existing support tools:
  - Facebook and Twitter
  - List of media contacts for projects
  - Media overview of projects
  - Guide for project communication
  - Template for project Communication plan
  - Template for poster for office premises
  - Logo pack with all needed graphical elements

# List of media contacts

	A	B	C	D
1	 			
2	<b>List of media contacts in the Central Baltic Programme area / ESTONIA</b>			
3	<b>Media</b>	<b>Type of media</b>	<b>E-mail</b>	<b>Web site</b>
4	<b>EU level</b>			
5	EU info agency	Other	elik@ntlib.ee	<a href="http://elik.ntlib.ee">elik.ntlib.ee</a>
6	Eurokratt	Other	info@euroopaliit.ee	<a href="http://www.euroopaliit.ee">www.euroopaliit.ee</a>
7	The Baltic Times	Newspaper	tbt@baltictimes.ee	<a href="http://www.baltictimes.com">www.baltictimes.com</a>
8	<b>Nation wide</b>			
9	Äripäev	Newspaper	aripaev@aripaev.ee	<a href="http://www.aripaev.ee">www.aripaev.ee</a>
10	Äripäev	Website	online@aripaev.ee	<a href="http://www.aripaev.ee">www.aripaev.ee</a>
11	Association of cities of Estonia	Other	info@ell.ee; projektid@lists.ell.ee	<a href="http://www.ell.ee">www.ell.ee</a>
12	Association of Estonian SMEs	Other	evea@evea.ee	<a href="http://www.evea.ee">www.evea.ee</a>
13	Association of Municipalities of Estonia	Other	info@emovl.ee	<a href="http://www.emovl.ee">www.emovl.ee</a>
14	BNS	Website	bns@bns.ee	<a href="http://www.bns.ee">www.bns.ee</a>
15	Chamber of Commerce and Industry	Other	koda@koda.ee	<a href="http://www.koda.ee">www.koda.ee</a>
16	Delfi.ee	Website	press@delfi.ee	<a href="http://www.delfi.ee">www.delfi.ee</a>
17	Delfi.ee	Website	rus@delfi.ee	<a href="http://rus.delfi.ee">rus.delfi.ee</a>
18	Delfi.ee	Website	majandus@delfi.ee	<a href="http://www.delfi.ee">www.delfi.ee</a>





## Overview material of all projects:

- Search and filter functions
- User-made project compilations in pdf
- Maps (e.g. partners)
- Result indicator fulfillment follow-up
- ERDF allocation fulfillment follow-up
- COM required xls file of projects



## CB Project Database

## Individual projects, other sources:

- Summary description of the project
- Pictures and videos (also for media use)
- Social media contents
- Results (files, links etc.)

## Automated data transfer:

- Partners
- Budgets (allocated, paid out)
- Duration
- Priority, SO



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## Coming up:

- Closer media work cooperation between the national Contact Points and the project partners
- *A closed Facebook group for projects to share their new and discuss communication issues?*
- *Something else?*





Thank you!