

Horizon 2020 SC1-HCO-01-2018-2019-2020: Actions in support of the International Consortium for personalised Medicine

SAPHIRe Work package 5 Deliverable D5.1

Communication and Dissemination Plan

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Deliverable 5.1

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Contents

- 1 Executive Summary
- 2 Project Objectives
- 3 Detailed report on the deliverable
- 4 Conclusion and outlook
- 5 References cited
- 6 Annexes

1 Executive Summary

SAPHIRE dissemination and communication actions will be intrinsically linked to the exploitation of the project's activities and results. Efficient publicity and wide exposure and its achievements will increase stakeholders' engagement with the SAPHIRE initiative, and the use of SAPHIRE results beyond the project's lifetime. Ultimately, communication and dissemination activities will maximise SAPHIRE impact on prompting dialogues, cooperation, and coordination.

The communication and dissemination plan described herein defines the key messages, target audiences, tools and channels and timelines that will be used for SAPHIRe.

2 Project Objectives

The SAPHIRe consortium supports Regions in Europe to structure the implementation and adoption of personalised medicine in regional healthcare systems involving all stakeholders across the entire value chain. SAPHIRe will initiate a platform by creating a network of regions and their ecosystems. Furthermore SAPHIRe will stimulate the development and deployment of cross-border and/or interregional collaboration projects. Recommendations will be provided on funding and investments through the relevant financial instruments available.

Why

Nowadays one can observe disruption in healthcare systems worldwide. These are caused by amongst others key enabling technologies (KETs) like genomics, the need for a transition from cure & care towards prediction & prevention, full utilization of big data, the impact of lifestyle and self-management on individual health and wellbeing, the changing interaction between citizens/patients and healthcare professionals and the need to shift to value based healthcare and the transformation in a health approach rather than a disease approach.

The activities will include three elements:

- A thorough mapping exercise to address specific regional needs, while taken the different levels of PM adoption into account. Special attention will be given to link remote and sparsely populated regions to regions that are more advanced in personalised medicine. A modular regional roadmap for personalised medicine implementation will be developed.
- The SAPHIRe network will include regional policy and decision makers, opinion leaders, regulatory
 agencies, regional development agencies, cluster organisations, patient organisations and regional
 knowledge institutions, healthcare actors and will bring regional strengths, needs and barriers to
 the attention of national and European level.
- Actions will be taken to support interregional collaborations and identify opportunities for funding
 or investment by the framework programme, the structural funds or the EIB. Alignment will also be
 made to regional smart specialisation initiatives focusing on personalised medicine.

3 Detailed report on the deliverable

Communication Plan for SAPHIRe

This document describes the communication plan and tools that will be used to carry out targeted communication for SAPHIRe, as described in work package 5.

The document contains the following sections: introduction; definition of the aims and objectives; target audience; key messages; strategy, actions and tools, and evaluation (KPIs – key performance indicators).

1.0 Introduction

All Horizon 2020 projects are contractually obliged to communicate the project and its' activities, the recipients should "promote the action and its results, by providing targeted information to multiple audiences (including the media and the public), in a strategic and effective manner and possibly engaging in a two-way exchange" (Article 38 of the Model Grant Agreement).

In order to improve the chances of the project being successful and having lasting impact it is vital to promote and communicate all project-related activities in the most appropriate manner.

1.1 Definition

What is communication and dissemination?

What is communication? Communication is the imparting or exchanging of information by speaking, writing, or using some other medium. The successful conveying or sharing of ideas and feelings (Oxford dictionary).

According to the European Commission, communication is promoting the action and its results.

What is dissemination?

Communication and dissemination are closely linked and can overlap. Dissemination however, is more focussed on ensuring that the projects' results are available to stakeholders. This could be achieved by presenting data at conferences and publishing peer-reviewed articles.

The following plan will focus on the communication activities of SAPHIRe, but may also include some dissemination.

1.2 Objectives

The overall objective is to ensure that the SAPHIRe project is successful and that the activities and results of the project have far reaching and maximum, long-lasting impact.

Specifically, the objectives of the communication and dissemination strategy is to maximise the influence of the project and to engage European regions to develop and implement personalised health. Personalised health builds further on the concept of personalised medicine (PM), which has been one of the policy focal points in Europe in the last decade. With personalised health, however, attention also focuses on health and well-being of individuals. The communication strategy will promote the project and create awareness for the target groups from regional and national levels (funding, policy decision makers,

opinion leaders, industry – including SMEs, scientific community and healthcare providers), and end-users (civil society, consumer organisations, healthcare professionals and patient organisations, etc.).

The aims and objectives of SAPHIRe are to:

- a) Raise awareness of the regional strengths and developments in the area of PM, the potential for the development of novel interregional collaborations based on complementarities, as well as raise awareness and connecting the regional actors involved in this area with actors at national and European level;
- b) Increase understanding about SAPHIRe goals and activities through tailored messages to the target groups and end-users.
- c) Engagement of the target communities and end-users, in workshops, to trigger discussions and encourage their participation in the development of recommendations, and the identification of future collaborations opportunities for new funding and investment programmes.
- d) Ensure long-term impact of the SAPHIRE activities through encouraging uptake of recommendations, relevant messages, and results by appropriate policy and decision makers at regional, national and European level, to induce actions where needed at different policy levels. Communication to end-users will ensure uptake by health professionals and society.

2.0 Target Audience

- 1. Policy-related
- 2. Industry
- 3. Research community
- 4. Networking platforms
- 5. Public actors
- 6. Consortium partners
- 7. The media
- 8. The public

Table 1 – SAPHIRe target audience

TARGET AUDIENCE	Such as	ROLE
Policy related	European Commission, regional and national governments, funding agencies, regional development organisations	This group will not only advise, it will actively work within the implementation of the project and the dissemination of results. Further organisations will be contacted during the project and integrated if interested.
Industry	Cluster organisations, major industrial actors, including SMEs, bio-incubators	This group will not only advise, it will actively work within the implementation of the project and the dissemination of results. Further companies will be contacted during the project and integrated if interested.
Research	Research institutions, Collaborative projects	This group will not only advise, it will actively work within the implementation of the project and the dissemination of results. It allows to integrate relevant project results from FP7, H2020 and INTERREG funded projects. Further scientists will be contacted during the project and integrated if interested.
Networking platforms	Other supranational, national, regional initiatives addressing PM	European relevant platforms and associations will be involved as multiplicators and experts in workshops but also dissemination. A first list of initiatives, platforms and networks has been identified in section 1.3.1.
Public actors	Regional hospitals, regional biobank initiatives, civil society organisations, consumer organisations, patient associations, healthcare professionals associations, etc.), general public, media, press	Umbrella organisations will be involved and invited to attend specific workshops and public events. A further engagement will be achieved through a social media strategy.

2.2 Tailoring the message to the target audience

The messages conveyed by SAPHIRe will depend upon the target audience and the expected outcome. Communication material and content will be tailored to the appropriate audience.

- a) **Public and patients** Examples of messages to the public: What is PM and how does it affect you? what is SAPHIRe? What can SAPHIRe do for you?
- b) **Policy makers and government departments** Have your regional voice heard and shared at a European level. Share ideas with other regions. Build connections and collaborations.
- c) Healthcare professionals, scientists, academics, industry partners The benefits of becoming involved in SAPHIRe Showcase and expose your regions capacities and capabilities; build partnerships and learn about policies and funding; engage in active brokerage to create interregional investment opportunities and obtain funding for joint projects.
- d) **Consortium partners** –Develop a communication protocol one partner (PHA) is responsible for most of the communication activities to keep all partners abreast of all activities and developments.

Ensure all partners know what is happening at all times, and, they understand their responsibilities towards the other consortium partners.

3.0 Key Messages

The following key messages will be communicated for SAPHIRe:

What is personalised health?

Personalised health builds further on the concept of personalised medicine, which has been one of the policy focal points in Europe in the last decade. With personalised health, however, attention also focuses on health and well-being of individuals.

• Why focus on regions?

Regions are regarded as the new powerhouses for innovation and adoption of personalised health, and will drive the transition towards sustainable healthcare and personalised health.

SAPHIRe will:

OBSERVE (SCOUT)

A thorough mapping exercise will address specific regional needs, while taking the different levels of personalised health maturity into account. Attention will also focus on linking remote and sparsely populated regions to regions that are more advanced in personalised health. A toolbox for services and support will be developed to help regions with joint initiatives in personalised health implementation.

NETWORK (CONNECT)

A network will be developed which will include regional policy and decision makers, opinion leaders, regulatory agencies, regional development agencies, cluster organisations, patient organisations, regional knowledge

institutions and healthcare providers. The network will bring regional strengths, needs and barriers to the attention of national and European policy makers. This will enable a collaborative approach to developing personalised health in regions.

SUPPORT (ACTIVATE)

Actions will be undertaken to supprt and enable inter-regional collaborations and to help identify opportunities for financing or investment by the Framework Programme, the Structural Funds or the EIB. Alignment will also be made to regional smart specialisation initiatives focusing on personalised health.

Becoming involved in SAPHIRe

will enable you to:

- Showcase and expose your regions' capacities, capabilities and efforts in personalised health
- Build partnerships and liaise with other members to learn about policies and funding from other regions
- Engage in active brokerage to create inter-regional (cross border) investment opportunities, and obtain funding for joint projects

4.0 Strategy

SAPHIRe will involve a local, regional and European approach:

- a) Consortium partners and stakeholders we will raise awareness amongst consortium partners and interested stakeholders and ask that they also spread SAPHIRe-related communications. This could help spread the reach of SAPHIRe.
- b) **EU level** the European Commission produces a number of communication articles including the Horizon magazine, Research*EU magazine, Research*EU Focus magazine and newsletters. We can approach these channels.
- c) Workshops, debates, matchmaking, round tables, conferences, national events Inherent to SAPHIRe's success is the ability to interact with, and collect ideas and opinions from a wide variety of stakeholders from many different regions across Europe. We will do this throughout the project by organising different events.
- d) **Presence at other PM events** This will include representatives from SAPHIRe attending other PM-related conferences/workshops. This could simply be as a delegate, or as an invited speaker. It may also be possible to have an information stand to disseminate information e.g. fact sheets etc.
- e) **The personal approach** This approach will be very important to SAPHIRe's success. SAPHIRe relies on building connections and networks between people, institutions and regions. Forging relationships with interested parties with face-to-face meetings is vital. The SAPHIRe Operations Manager and Special Envoy will undertake this vital role.

5.0 Actions and tools

This section describes the different actions and tools we will use to achieve our communication objectives for SAPHIRe.

5.1 Development of project identity

5.1.1 Project logo

The following logo (Figure 1) has been developed to represent SAPHIRe. The SAPHIRe consortium will use the logo and its variations and brand guidelines (appendix 1) for all project-related activities. The logo will be used on the SAPHIRe website, Twitter and LinkedIn. It will be used for SAPHIRe workshop invitations, letters, posters, information material and advertising material.

Figure 1 – Variations of SAPHIRe official logo





5.1.2 Design of project templates

A set of templates (PowerPoint and Word documents Appendix 2) will be designed following the visual identity for the project. This will ensure a consistent and unified image that can be used for presentations and publications made by consortium members. These templates will enable the audience to identify the project immediately. All presentations given by SAPHIRe Consortium partners should use the approved SAPHIRe PowerPoint template. All presentations should also contain the partner banner and the statement (usually on the last slide):

"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 825046".

Figure 2 - SAPHIRe partner banner











5.1.3 Creation of project website

A website will be created and used as the main channel for communication throughout the project. www.saphire-eu.eu will consist of an external, public-facing platform to showcase the project objectives, aims, work areas, relevant news and developments, social media links and project results. The internal, restricted area will be used by consortium partners and will be used to store and share documents.

All partners will be encouraged to share a link to <u>www.saphire-eu.eu</u> on their institutional websites (see appendix 5.0).

The website will be updated regularly with relevant news, posts, press releases and event information. There will be a subscription form on the website for interested parties to sign up to receive SAPHIRe-related communications including the newsletter. See appendix 3.0 for policy relating to posting on SAPHIRe website.

5.1.4 Creation and maintenance of social media profiles

SAPHIRe will use social media to ensure the project is communicated to the relevant audiences. A Policy for the maintenance and use of social media has been developed (Appendix 4.0). Using the channels and networks of other partners Twitter and LinkedIn will be used to target the respective stakeholder groups. The Twitter account, dedicated to PM-related news, will also be used to disseminate project results. The aim of the social media strategy will be to build an engaged community.

Twitter will be used to communicate with our target audience. It will also be used to share general PM-related news. Partners are encouraged to tag the project @projectSAPHIRe when they attend events to publicise SAPHIRe. It will also be used to announce the latest news about the project.

LinkedIn is mainly used for professional networking, including employers posting jobs and job seekers posting their CVs. It will be used as a forum for sharing information about SAPHIRe.

5.2 Newsletters and leaflets

A newsletter will be used to inform stakeholders about project developments. At least two newsletters per year will be issued. The first newsletter will be released in June 2019. SAPHIRe consortium members are encouraged to include the SAPHIRe newsletter in their institutional newsletters and communication documents in order to increase local coverage. The e-newsletter will be created and disseminated through the network of all partners and on the website, including the outreach to relevant networks and also ICPerMed, EC DGs SANTE, RTD, and JRC, Science Europe, European Foresight Platform, IMI2 JU, JPI HDHL, JPND, Innovation, and Science Policy Experts (RISE) high level group (HLG), Virtual Institute of Responsible Innovation (VIRI), ERA-NETs (ERA-LEARN, ERA PerMed), RADIORG, ESMO, Cancer.Net, ...

A fact sheet (see figure3) will be created early on in the project to provide easily accessible information about SAPHIRe. All partners are encouraged to disseminate the fact sheet when appropriate.

5.3 Press releases

Press releases will be used to communicate with relevant stakeholders. A form to subscribe to a distribution list will be available on the SAPHIRe website. Press releases will be used to showcase the progress and the results obtained. Press releases should be published on consortium partners' websites. A press release protocol has been created to make communications more effective (Appendix 7.0).

5.4 Stakeholder platform

SAPHIRe will create a stakeholder platform/network to allow sharing of information and ideas, and collaboration between stakeholders and partners in all regions across Europe.

The initial work of the consortium will be to develop the Stakeholders' Platform community (WP2). The principal community will be built by reaching out to all European regions willing to advance PM. The main objective will be to engage with regional authorities. Next to regional authorities, other major regional institutions and stakeholders, such as regional hospitals, databases or research institutions active in a field relevant for PM will be part of the Stakeholders' Platform. Another community in the Stakeholders' Platform will be cluster organisations and major industry partners, with specific needs or ambitions to advance PM. A third community envisioned is to link with regional patient organisations that may have specific regional networks or initiatives running that are relevant for PM. Finally, links will be made to engage with previous and existing initiatives focussing on PM to reduce fragmentation and avoid duplication of work. The Stakeholders' Platform will be an organically growing body for which appropriate communications channels will be developed. Representatives from the different communities will be invited to participate in relevant workshops.

5.5 Organisation of workshops

SAPHIRe will organise a number of dedicated workshops to build an engaged community. Workshops will focus on a variety of topics, these may include (amongst others): barriers and needs, regulatory issues, the role of regional hospitals, sparsely populated areas, translating science in applications and industry involvement. Feedback will be gathered from each of the workshops. Engagement of the target communities and end-users in workshops will trigger discussions and encourage stakeholder participation in the development of recommendations, the identification of future collaborations and opportunities for new funding and investment programmes (see appendix 6.0 *Communications policy when attending or hosting events*).

5.6 Visibility and presence at other PM-related events

SAPHIRe should participate in different PM-related events in order to promote the project and to attract interested parties. This should be discussed with the Co-ordinator to ensure a unified approach (see appendix 6.0 *Communications policy when attending or hosting events*).

5.7 Involvement of patients/public

As much as possible we will try to involve patients and the public in relevant events. The website and Twitter account are open to the public and we will endeavour to ensure that the public/patients views are heard, by inviting, where appropriate, representatives from these communities to events. We will produce a number of short video clips (that can be hosted on YouTube) of interviews with various stakeholders, these will be targeted towards patients/public.

5.8 Publication of the results

Results will be published in journals and on the SAPHIRe website, shared on LinkedIn and Twitter.

5.9 Communication of results though European Commission media and platforms

Project results will be shared with the EU Commission for publication on the European Commission channels such as Horizon magazine, Research*EU magazine, Research*EU Focus magazine and newsletters.

5.10 Communication between SAPHIRe consortium partners

A monthly teleconference will be set up for all partners to take part and update on work packages. Partners will share information via email and telephone. There will be a restricted access area on the SAPHIRe website for partners to access internal documents.

6.0 Evaluation

Evaluation of communication activities will take place to monitor progress. The following reporting template will be used for evaluation of communication activities.

Partner	Name of	Date of	Location of	Number of	Target	Objective of	Link to	
responsible	event/activity	activity	activity	attendees	audience	the event	website/event	
			-				material/news	
							article	

6.1 Key Performance Indicators (KPIs)

A number of KPIs will be used to assess activities and events. These will include:

- Number of visits to website
- Number of Twitter followers, number of "likes", number of "retweets"
- Number of people attending event
- Publication of press releases in the local/regional media
- Feedback collected from events
- Engagement on LinkedIn
- Number of stakeholders receiving the newsletter

Appendix

- 1.0 see attached SAPHIRe Brand Guidelines and logos
- 2.0 see attached PowerPoint and Word templates
- 3.0 Policy for posting on SAPHIRe website

PHA as leader of communication WP5 will lead the task of creating content for the website and social platforms, partners will also provide content.

Partners should contribute to SAPHIRe "News & Events" section with posts and photos in order to offer continuously updated information and engage our audience. The SAPHIRe partners are encouraged to send contents and photos to WP5 leader (PHA) to communicate their progress on the project. They should also send any material including photos, videos and documents from PM-related and SAPHIRe events to WP5 leader (PHA).

3.1 Recommendations for website posts

The following are the types of posts that should be added to the SAPHIRe website:

- Presence of partners at other PM-related events
- Progress in PM articles
- Developments in PM
- Published journal articles
- Project results

Website articles/posts should be short, clear and to the point. It is important to use an engaging headline and high resolution images. You should include links to relevant websites.

4.0 Policy for use of Twitter and LinkedIn

All partners are encouraged to use Twitter. It should be used to publicise events and project results. It can also be used to share information about precision medicine/personalised health developments. Tweets should include links to relevant websites, articles and press releases.

The following hashtags are suggestions to use when tweeting: #precisionmedicine #healthcare #H2020 #europeancommission #stratifiedmedicine #personalisedhealth #personalisedcare #personalizedhealth #personalizedmedicine #personalisedmedicine

LinkedIn can be used to link to articles and information about events. SAPHIRe events should be publicised on LinkedIn.

5.0 Posting on partner websites

All SAPHIRe Consortium partners are encouraged to share SAPHIRe-related news through their institutional websites and newsletters. They should send the communication material to WP5 leader (PHA) before publishing to ensure consistency. All posts must include a link to the SAPHIRe website and Twitter account.

6.0 Communications policy when attending or hosting events

Partners are actively encouraged to publicise SAPHIRe events. They can share content, videos and photos relating to their participation in PM-related events and activities They should communicate the activity to WP5 leader (PHA) as soon as they are aware the event is taking place so that the communication can be planned.

- During any PM-related and SAPHIRe event, partners should always try and share a tweet of the event and use the most relevant hashtags, to increase exposure.
- The recommended hashtags to use are #precisionmedicine #healthcare #H2020 #europeancommission #stratifiedmedicine #personalisedhealth #personalisedcare
- Ensure you have permission to share photos before posting them.
- Ensure your message/tweet is clear and is in line with SAPHIRes objectives and goals.
- The SAPHIRe Twitter account should only be used for PM/health-related communications and should not be used for sharing personal opinions on other matters.

7.0 Press release protocol

- During the lifetime of the SAPHIRe project various press releases will be issued in order to let the public and stakeholders know about SAPHIRe and related events.
- Any member of the SAPHIRe Consortium can propose a topic for press release and can write a
 press release. All topics should however be approved by the Co-ordinator and the
 communications lead.
- All press releases will be sent to all partners for editing and comments before release.
- Once the press release has been approved it will be sent to all partners for distribution in their region.
- It is acceptable for partners to adapt the press release to suit their region/stakeholders, as long as the main message is not altered.
- All press releases should contain contact details and the SAPHIRe website and email address.
- All press releases should include the partner logos and the following statement "This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 825046".

8.0 see figure 3 - SAPHIRe fact sheet

Figure 3 – SAPHIRe factsheet





Tables 2-6 below provide a summary of the communications plan.

			When					
Target group/ audience/ stakeholder	Why (The aim)	What (The product/ results/ good practices)	(When do plan your activity? Is this a one-off activity at launch of project or an ongoing activity?)	How	Who (Who is responsible for implementing this part of the plan?)	Costs	Evaluation (tell us how you will measure whether or not it has worked)	Comments
INTERNAL/Consortium partners:	To raise awareness of the SAPHIRe project, among internal staff of partner organisations To clarify roles and	Articles within existing staff communication channels i.e. newsletters/intranet and external websites. Press release. Information on SAPHIRe website (www.saphireeu.eu). Email.	At project commencement and throughout	Website, LinkedIn, Twitter, Email	WP5 leader (PHA)	Website development costs. Newsletter template costs. WP5 staff salary costs.	Queries from staff/ FAQs developed. Website/Twitter statistics	
•Vlaams Gewest •Public Health Agency (PHA), Research and Development Division (R&D Division)	responsibilities and establish lines of communication	Updates via Partner organisation websites i.e. same content mirrored on partner websites with comms integrated into the mainstream approach	Kick-off meeting 15/16 Jan 2019.	Website, email, face-to-face, web-call, Slack	WP5 leader (PHA) and co- ordinator (Vlaams Gewest)	Costs to travel to Kick-off meeting in Belgium in Jan 2019.	Feedback	
•European Institute for Innovation & Technology (EIT) HealthInnoStars e.V. •Stichting Eurobioforum (EBFF)	WP5 leader (PHA) to promote key SAPHIRe messages with regular communications	Compilation of project branding and newsletter	M1-6 and ongoing	Newsletter, Development of branding/logo and website	WP5 leader (PHA)	WP5 staff salary costs, costs for logo development	Questionnaire/ feedback No. of Stakeholders who receive communications	
		Presentation on SAPHIRe to highlight its aims and objectives; introduce work of SAPHIRe project team members.	Ongoing	Presentation at meetings	WP5 leader (PHA)	WP5 Staff salary costs. Costs to organise and attend meetings.	No. of attendees/ FAQs developed	

Target group/ audience/ stakeholder	Why (The aim)	What (The product/ results/ good practices)	When (When do plan your activity? Is this a one- off activity at launch of project or an ongoing activity?)	How	Who (Who is responsible for implementing this part of the plan?)	Costs	Evaluation (tell us how you will measure whether or not it has worked)
PARTNERSHIP LEVEL Strategic Associated Project Partners: • FlandersBio • DSP Valley • VIB • KULeuven • Department of Health Northern Ireland	To keep all strategic associated project partners up to date with progress surrounding all aspects of the project To establish roles and responsibilities and clear lines of	Dedicated SAPHIRe website (www.SAPHIRe-eu.eu) and dedicated project section mirrored on all partner corporate websites. Prepare progress updates on project.	Month 1-6 Quarterly	Develop database of email addresses of stakeholders. Email links to all project team members for circulation to stakeholder	WP5 leader (PHA)	WP5 staffing costs associated with activity	Queries from staff/ FAQs developed Website statistics
 InvestNI Medical University of Bialystok Oost-Nederland Limburg FundeSalud – Junta de Extremadura Stakeholder's Platform – which will 	communication re advertisements; public announcements, events etc.	Develop newsletter to communicate key milestones/progress and introduce work of project team members. Circulation of project leaflet for further distribution through partner organisations.	Month 1-6 As produced	community of interest. Website, Twitter, Linkedin Electronic circulation			Questionnaire/ feedback No. of attendees/ FAQs developed
grow and develop throughout the lifetime of SAPHIRE.		Circulation of all press releases.	As produced	Email, website, Twitter, Linkedin	WP5 leader	WP5 staffing costs associated with	Feedback
		Annual meeting	1 per year M1-M36	Meeting Workshop	(PHA) and co- ordinator (Vlaams Gewest)	activity. Costs associated with annual	
		Workshops	2-4 workshops per year M1-M36	·	Gewesi)	meeting, workshops and final conference	
		Final conference	M28-M36	Conference			

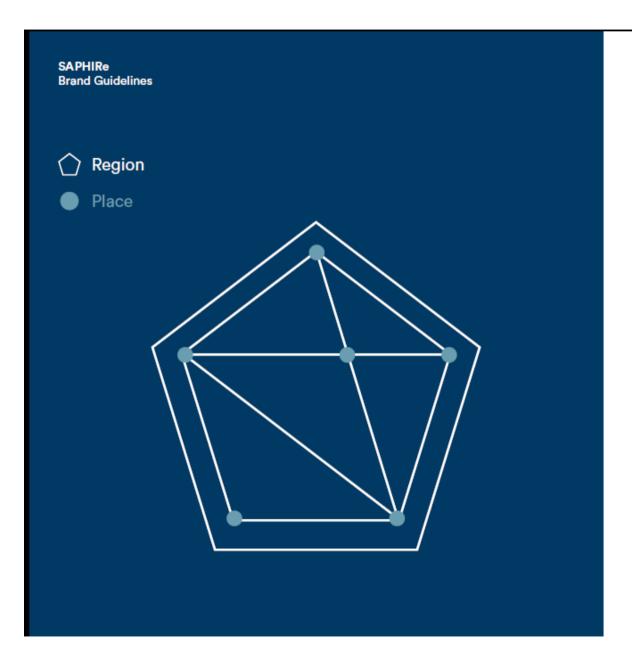
Target group/ audience/ stakeholder	Why (The aim)	What (The product/ results/ good practices)	When do plan your activity? Is this a one-off activity at launch of project or an ongoing activity?)	How	Who (Who is responsible for implementing this part of the plan?)	Costs	Evaluation (tell us how you will measure whether or not it has worked)
REGIONAL LEVEL Local Authorities, Local/County Councils, Local politicians and councillors in all participating EU regions	To ensure these key stakeholders are aware of the project and its funding; report on progress; key milestones and the interim project results achieved	Briefings Project leaflets Press releases Newsletter	M1-6 At key milestones As produced As produced/quarterly	Issue of press releases and associated photography; event invites; progress updates etc	WP5 leader (PHA) and other consortium partners	WP5 Staff costs associated with activity	Level of stakeholder attendance at events Level of queries Press clippings
Government Agencies in participating EU regions	To benchmark development and progress against baseline activity?	Request for advice/ perspective on development	As above	Meetings and events	WP5 leader (PHA)	WP5 Staff costs associated with activity	Action taken as a result of discussions (meeting minutes)
Local/ regional press in participating EU regions	To reach a broad public audience on a regional level	Keep SAPHIRe project at forefront of local media by drip feeding regular good news stories	Ongoing	Invitation to events, issue of press releases	WP5 leader (PHA)	WP5 Staff costs associated with activity	Level of stakeholder attendance at events Level of queries Press clippings

Target group/ audience/ stakeholder	Why (The aim)	What (The product/ results/ good practices)	When do plan your activity? Is this a one-off activity at launch of project or an ongoing activity?)	How	Who (Who is responsible for implementing this part of the plan?)	Costs	Evaluation (tell us how you will measure whether or not it has worked)
NATIONAL LEVEL Governments: in all participating EU regions. National newspaper media/ specialist health media in EU regions National bodies such as	To promote awareness of the SAPHIRe project To present project results; promote best practice strategies & exchange knowledge	Meetings/ emails to targeted key personnel Advise on key milestones, links into mainstream activities	Throughout the project During creation of the Stakeholder	Contact through existing mainstream activities Email; editorial; reports; Press	WP5 leaders and other WP leaders	WP5 staffing costs associated with activity WP5 staffing costs associated with	Number of key stakeholders attending the launch event and feedback from attendees
EU Horizon2020 National Support Networks, Healthcare Innovation Hub	To promote project and EU funding To promote	To introduce project & website Share success stories:	Platform and throughout the project Throughout	releases Emails; editorial; newsletters;	assoc with partner leads WP5 leader in assoc with partner leads	WP5 staffing costs associated with activity	Monitor articles Email correspondence; level
	awareness of the SAPHIRe project; present project results	findings from SAPHIRe project Newsletter	Tilloughout	reports	partifer leads		of interest

Target group/ audience/ stakeholder	Why (The aim)	What (The product/ results/ good practices)	When (When do plan your activity? Is this a one-off activity at launch of project or an ongoing activity?)	How	Who (Who is responsible for implementing this part of the plan?)	Costs	Evaluation (tell us how you will measure whether or not it has worked)
EU LEVEL European Commission, MEPs	To inform about project and results	Sharing of project results and outputs with the European Commission	End of the project	Report with supporting letter, end of project report, updates on EU Participant Portal	Lead partner	staffing costs associated with activity	Questions, feedback from EU Commission

Appendix 1. SAPHIRe Brand Guidelines





SAPHIRe

The logo shape and dots connect European regions and places.

- Europe
- Regions
- Places
- Cross-border
- Collaboration
- Harmonized
- Conglomerate network





Securing Adoption of Personalised Health in Regions

SAPHIRe Logo

Colour background.

Do not distort
the font or logo shape.



SAPHIRe

Securing Adoption of Personalised Health in Regions

SAPHIRe Logo

White background.

Do not distort the font or logo shape.

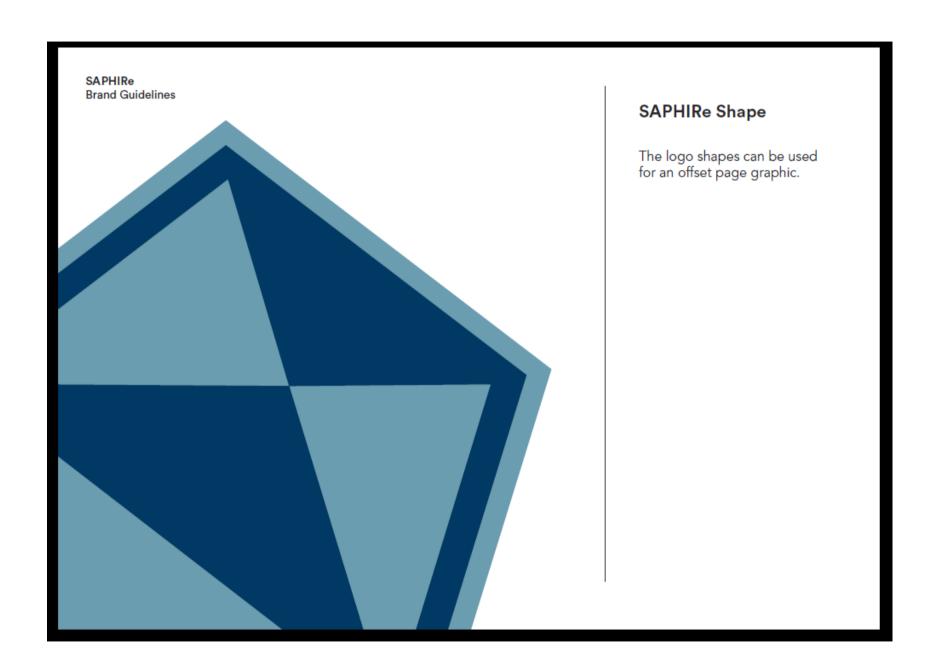




SAPHIRe Logo

Single colour / mono.

Do not distort
the font or logo shape.



> SAPHIRe Logo Colours

Pantone+ P 108-16

C100 M52 Y0 K60

Pantone 534 C

R0 G53 B100

#003564

Pantone+ P 120-4

C57 M0 Y9 K27

Pantone 549 C

R75 G159 B178

#4A9FB2

■ Avenir Heavy

Avenir Book Avenir Book Oblique

Typography

01. Avenir Heavy

To be used for headings and sub headings.

02. Avenir book (family)

To be used for body copy.













Partners Logos

Partner/s logo with SAPHIRe logo.

Do not distort the font or logo shape.

SAPHIRe **Brand Guidelines** Partners Logo Strip Present partner logos in this order. This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 825046 EURO BIO FORUM

Appendix 2.0 PowerPoint and Word templates





Dissemination plan for SAPHIRe

Dissemination and communication activities for SAPHIRe will be intricately linked. There is a communication plan for SAPHIRe, and together, with this dissemination plan, both will be used to increase visibility, accessibility and impact of the project activities.

Tailored dissemination activities will be designed to make the project outcomes visible and accessible to the different target stakeholders and end-users. The dissemination activities will aim to increase stakeholder engagement with SAPHIRe and to ensure its' long-lasting impact.

The dissemination plan for SAPHIRe will consist of **six major components** that will help facilitate translation of findings into policy and practice:

- 1. What are the results and findings? -This will influence what will be disseminated.
- 2. Who are our target audience and end users -This is the group of people who will use the results and apply them to policy and practice.
- 3. Dissemination partners—Individuals, organisations and networks through whom we can reach end users.
- 4. Communication—How we will convey the research findings.
- 5. Evaluation—How will we determine what worked?
- 6. Dissemination plan—Where to start?

1. What are the results and findings?

SAPHIRe aims to provide:

- A strategic roadmap to implement PM in regions; this will address the specific needs and barriers in the different regions, including sparsely populated regions, with the aim of bringing convergence towards implementing PM amongst regions.
- Strengthened links between European regions that are setting up or planning personalised healthcare approaches.
- SAPHIRe will provide help and advice relating to alignment of research funding with ongoing and foreseen investments.
- SAPHIRe will produce a set of recommendations on best practices for implementation of PM at regional level.

The results and findings, based on the above objectives, will take the form of a series of reports, articles and production of a database. Dissemination will also take place through a series of workshops and events, and targeted communications.

The messages that will be disseminated to the audience include:

- 1. Presentation of the state of play of PM in different regions throughout Europe, including remote and sparsely populated regions in an online database.
- 2. Assets, strengths, gaps, barriers and needs to implement PM will be elaborated, based on the outcomes of workshops. Presentation of a modular strategic roadmap for regions

willing to accelerate the implementation of PM, based on analyses of WP2, WP4 and the outcome of the workshops planned.

- 3. Creation of a platform for future collaborative projects for funding or investments.
- 4. A set of recommendations on best practice in PM.

2. Target audience and end users

The groups targeted for dissemination will be the same as those targeted in the communications plan. This includes:

- Policy related
- Industry
- Research community
- Networking platforms
- Healthcare professionals
- Patients and the public

Table 7 – target audience for dissemination

TARGET AUDIENCE	Such as	ROLE
Policy related	European Commission, regional and national governments, funding agencies, regional development organisations	This group will not only advise, it will actively work within the implementation of the project and the dissemination of results. Further organisations will be contacted during the project and integrated if interested.
Industry	Cluster organisations, major industrial actors, including SMEs, bio-incubators	This group will not only advise, it will actively work within the implementation of the project and the dissemination of results. Further companies will be contacted during the project and integrated if interested.
Research	Research institutions, Collaborative projects	This group will not only advise, it will actively work within the implementation of the project and the dissemination of results. It allows to integrate relevant project results from FP7, H2020 and INTERREG funded projects. Further scientists will be contacted during the project and integrated if interested.
Networking platforms	Other supranational, national, regional initiatives addressing PM	European relevant platforms and associations will be involved as multiplicators and experts in workshops but also dissemination. A first list of initiatives, platforms and networks has been identified in section 1.3.1.
Public actors	Regional hospitals, regional biobank initiatives, civil society organisations, consumer organisations, patient associations, healthcare professionals associations, etc.), general public, media, press	Umbrella organisations will be involved and invited to attend specific workshops and public events. A further engagement will be achieved through a social media strategy.

3. Dissemination partners

These include individuals, organisations and networks through whom we can reach end users. This group will include the partner organisations – the HSC R&D Division of the Public Health Agency (Northern Ireland), EuroBioForm (Netherlands), EITHealth (Hungary) and Department of Economy, Science & Innovation, Flemish government. As well as stakeholder group organisations and our strategic associated partners which includes:

FlandersBio, DSP Valley, VIB, KULeuven, Department Health Northern Ireland, UK, InvestNI, Medical University of Bialystok, Oost-Nederland, Limburg, FundeSalud - Junta de Extremadura.

The following dissemination channels will be used to convey these messages:

- 1. Online tools and channels (i.e. email, SAPHIRe website, social media i.e. Twitter, LinkedIn....)
- 2. Face-to-face (face-to-face meetings, workshops, conferences, teleconferences.....)
- 3. Physical channels (press releases, infographics, Newspapers, magazines, journal articles, newsletters, fact sheets, posters, branded material TV, radio....)

We distinguish internal and external dissemination tools and channels, as displayed below in Table 1 and Table 2:

Table 8 – Dissemination Channels

Dissemination channel	Internal	External	
Project website			X
Intranet	X		
Other websites (partners, ICPerMed, EC, National, local,)		X	
Social media and professional networks		X	
Events, conferences, workshops		X	
Specialised magazines (for industry, policy makers, EU			
stakeholders, etc)		X	
Mass media (radio, TV, online)		X	
Dedicated mailing and contact databases	X	X	

Table 9 – Dissemination Tools

Dissemination tools	Key target	Short-term impact	Long-term impact
Logo, corporate project identity, project website content	All actors (policy related, industry, research, networking platforms (clusters and initiatives), public, healthcare professionals)	X	х
Leaflet, periodical articles for lay audience, infographics, e-newsletters	All actors	X	X
Social media channels (e.g. Twitter, Facebook, LinkedIn)	All actors (different channels – e.g. Twitter – public actors, industry, networking platforms, public, LinkedIn – industry, research, Facebook - public	X	The aim is to establish a sustainable community enabling long-term collaboration
Articles in specialised	All actors		
magazines	Madia policy catana	X	
Press releases, videos	Media, policy actors, public actors	X	
Presentations, posters, workshops/conferences	All actors		X

- **4. Communication**—Please refer to the separate communications plan
- **5. Evaluation** Please refer to the separate communications plan
- **6. Dissemination timetable**—Please see Tables 10-12 below

Table 10

Timing	Dissemination activity	Output	Work package	Audience	purpose	progress
YEAR 1 Dec 2018 – Nov 2019						
Throughout at regular intervals	Posts and updates in Twitter and LinkedIn	Updates on Twitter feed	5	All stakeholders	To publicise SAPHIRe and PM, advertise events, showcase results	ongoing
Throughout at regular intervals	Update SAPHIRe website	Updates on website	5	All stakeholders	To publicise SAPHIRe and PM, advertise events, showcase results, news articles, best practice examples	ongoing
Jan-19	First partner meeting	Minutes, meeting documents, plan and agenda for year ahead	N/A	Consortium partners	To agree work plans and strategy	complete
Mar-19	SAPHIRe fact sheet	Fact sheet available to the public	5	All stakeholders	To provide information about SAPHIRe, its' aims and objectives, contact information	complete
Mar-19	Communication and dissemination plan	Written communication and dissemination plan with deliverables and timetable	5	Consortium partners and EU Commission	To inform the Commission and partners of the communication and dissemination activities planned for SAPHIRe.	complete

Mar-April 19	Workshop: barriers and needs interfering with PM implementations (VLO EWI, Brussels, BE)	1. Findings summary paper available on website and emailed to all attendees. 2.PowerPoint presentations available on website for public to access. 3. feedback forms from attendees	3	All actors (policy related, industry, research, networking platforms (clusters and initiatives), public, healthcare professionals)	To gain an oversight, from the different regions, on the barriers and needs involved in implementation of PM. Build engagement, increase visibility of SAPHIRe project.	In process
June-19	SAPHIRe website	New SAPHIRe website launched. Regularly updated.	5	All stakeholders	To provide information about SAPHIRe and PM, publicise events, news articles, examples of best practice	in process
Jun-19	Project newsletter	Newsletter distributed to SAPHIRe mailing list. Posted on website, LinkedIn and Twitter.	5	All stakeholders	To provide an update on progress of SAPHIRe, information about upcoming events, PM-related news	
Jun-19	Report summarising the information gathering from desk research: Regional ecosystems and frameworks for PM	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites	2	All stakeholders and EU Commission	Update commission and stakeholders. Showcase SAPHIRe.	

Sept-19	Report on regional PM profiles (SWOT) including forward look.	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites	2	All stakeholders and EU Commission	Update commission and stakeholders. Showcase SAPHIRe.	
Oct-Dec 2019	Workshop: Best Practice in Personalised Health. Belfast Northern Ireland.	1. Findings summary paper available on website and emailed to all attendees. 2.PowerPoint presentations available on website for public to access. 3. feedback forms from attendees	4	All actors (policy related, industry, research, networking platforms (clusters and initiatives), public, healthcare professionals)	To engage stakeholders and create networking opportunities. To share ideas. To showcase SAPHIRe. To illustrate best practice examples.	
Dec-19	Project newsletter	Newsletter distributed to SAPHIRe mailing list. Posted on website, LinkedIn and Twitter.	5	All stakeholders	To provide an update on progress of SAPHIRe, information about upcoming events, PM-related news	
Dec -19	Report on complementarities across regions and specific prioritised themes for interregional collaboration to implement PM.	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites	2	All stakeholders and EU Commission	Update commission and stakeholders. Showcase SAPHIRe.	

Table 11

Timing	Dissemination activity	Output	Work package	Audience	purpose	progress
YEAR 2 Dec 2019 – Nov 2020						
Throughout at regular intervals	Posts and updates in Twitter and LinkedIn	Updates on Twitter and LinkedIn feed	5	All stakeholders	To publicise SAPHIRe and PM, advertise events, showcase results	ongoing
Throughout at regular intervals	Update SAPHIRe website	Updates on website	5	All stakeholders	To publicise SAPHIRe and PM, advertise events, showcase results, news articles, best practice examples	ongoing
Mar -20	Policy brief on barriers and needs interfering with PM implementations and how to overcome these (M15). Posted on website, Twitter, LinkedIn, Newsletter, EU magazines.	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites	2	All stakeholders and EU Commission	Update commission and stakeholders. Showcase SAPHIRe.	
Apr-Jun 20	2nd annual meeting (NI, Belfast, UK)	Minutes, meeting documents, plan of action with deadlines/dates for year ahead	N/A	consortium partners	To agree work plans and strategy and discuss results	

Apr-Jun 20	Workshop: regulatory needs and opportunities in regions (VLO EWI, Brussels, BE)	Press release Findings summary paper available on website and emailed to all attendees. PowerPoint presentations available on website for public to access. Feedback forms from attendees	3	stakeholders - policy related	To gain an overview, from the various regions, what regulatory and policy changes are required to enhance uptake of PM. Gain examples of good policy and regulatory frameworks from the regions.	
Jun-20	Policy brief of regulatory needs and opportunities in regions (M18)	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites	3		Jun-20	Policy brief of regulatory needs and opportunities in regions (M18)
Apr-Jun 20	Workshop: the role of university hospitals and of regional hospitals and other regional actors (VLO EWI, Brussels, BE)	Press release Findings summary paper available on website and emailed to all attendees. PowerPoint presentations available on website for public to access. Feedback forms from attendees	3	stakeholders - policy related, research, healthcare professionals, academia	To gather information, opinions and ideas from those involved in healthcare about their role in PM and the barriers faced.	

Jun-20	Policy brief on the role of university hospitals and of regional hospitals and other regional actors (M18)	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner	3	All stakeholders and EU Commission	Update commission and stakeholders. Showcase SAPHIRe.	Jun-20
Jun-20	Project newsletter	Newsletter distributed to SAPHIRe mailing list. Posted on website, LinkedIn and Twitter.	5	All stakeholders	To provide an update on progress of SAPHIRe, information about upcoming events, PM-related news	
Jun -20	Project report	Project report to EU Commission	1	Consortium partners and EU Commission	To provide project update to the Commission	
Jun-20	Recommendations on the implementation of PM in regions based on case studies (M18- M30)	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites. Examples of best practice published on website, Twitter, LinkedIn.	5	All stakeholders, partners and EU Commission	To provide a set of recommendations on the implementation of PM in regions.	

Oct-Dec 20	Workshop: specific needs in different regions and	1. Press release 2. Website, Twitter and			To gain an overview, from the various regions	
	specifically in sparsely populated regions.	LinkedIn updates. 3. Findings summary paper available on website and emailed to all attendees. 4. PowerPoint presentations available on website for public to access. 5. Feedback forms from attendees	3	Oct-Dec 20	on the specific needs in different regions and specifically in sparsely populated regions.	
Oct-Dec-20	Policy brief on specific needs in different regions and specifically in sparsely populated regions (North-South; East-West (EU-13)	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites	3	All stakeholders and EU Commission	Update commission and stakeholders. Showcase SAPHIRe.	
Oct-Dec 20	Workshop: how to translate science in applications – industry involvement.	1. Press release 2. website, Twitter and LinkedIn updates. 2. Findings summary paper available on website and emailed to all attendees. 3. PowerPoint presentations available on website for public to access. 4. Feedback forms from attendees	3	Stakeholders from industry, policy, healthcare, academia	Expert opinions from regions on translational research and how this can be applied to enhance spread and uptake of PM	

Sep-20	Policy brief on how to translate science in applications – industry involvement (M21)	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites	3	All stakeholders and EU Commission	Update commission and stakeholders. Showcase SAPHIRe.	
Oct-Dec 20	Matchmaking event (InnoStars, Budapest, HU)	 Press release Findings summary paper available on website and emailed to all attendees. PowerPoint presentations available on website for public to access. Feedback forms from attendees 	4	TBC	To create networking opportunities. To share ideas. To showcase SAPHIRe. To illustrate best practice examples.	
Dec-20	Project newsletter	Newsletter distributed to SAPHIRe mailing list. Posted on website, LinkedIn and Twitter.	5	All stakeholders	To provide an update on progress of SAPHIRe, information about upcoming events, PM-related news	
Dec-20	Plan for the sustainable engagement with stakeholders (M24)	Report submitted to Commission and partners.	5	Consortium partner and EU commission	To inform the Commission and partner about the plan to engage with stakeholder beyond the lifetime of SAPHIRe.	

When available	Publication of results in journal, the Horizon magazine, Research*EU magazine, Research*EU Focus magazine and newsletters.	Results published in magazines, H2020 website, newsletters	All	All stakeholders	To showcase SAPHIRe results	
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Table 12

Timing	Dissemination activity		Work package	Audience	purpose	progress
YEAR 3 Dec 2020-Nov 2011						
Throughout at regular intervals	Posts and updates in Twitter and LinkedIn	Updates on Twitter feed	5	All stakeholders	To publicise SAPHIRe and PM, advertise events, showcase results	ongoing
Throughout at regular intervals	Update SAPHIRe website	Updates on website	5	All stakeholders	To publicise SAPHIRe and PM, advertise events, showcase results, news articles, best practice examples	ongoing
Jan-Feb 21	Summary paper from workshops and matchmaking events	1. Press release 2. Findings summary paper available on website and emailed to all attendees. 3. PowerPoint presentations available on website for public to access. 4. Feedback forms from attendees	3	All stakeholders	To summarise findings from workshops and matchmaking events, build engagement, increase visibility of SAPHIRe project	

Oct-Dec 21	3rd annual meeting (InnoStars, Budapest, HU	Minutes, plan of action with deadlines/dates for year ahead	N/A	Consortium partners	To agree work plans and strategy and discuss results	
Apr-Jun 21	Summarising Workshop to develop the modular roadmap to implement PM in regions (VLO EWI, Brussels, BE)	1. Press release 2. Findings summary paper available on website and emailed to all attendees. 3. PowerPoint presentations available on website for public to access. 4. Feedback forms from attendees	3	ТВС	TBC	
Jun-21	Project newsletter	Newsletter distributed to SAPHIRe mailing list. Posted on website, LinkedIn and Twitter.	5	All stakeholders	To provide an update on progress of SAPHIRe, information about upcoming events, PM-related news	

Jul-Sep 21	Matchmaking event (InnoStars, Budapest, HU)	1. Press release 2. Findings summary paper available on website and emailed to all attendees. 3. PowerPoint presentations available on website for public to access. 4. Feedback forms from attendees	4&5	TBC	To create networking opportunities. To share ideas. To showcase SAPHIRe. To illustrate best practice examples. build engagement, increase visibility of SAPHIRe project
Jun-21	Final report on Matchmaking events and funding strategies (M30)	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites	4	All stakeholders and EU Commission	Update commission and stakeholders. Showcase SAPHIRe.

Sep-21	Report on recommendations for alignment and usage of structural funds (M34)	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites	4	All stakeholders and EU Commission	Update commission and stakeholders. Showcase SAPHIRe.	
Oct-Dec 21	Final conference, combined with final annual meeting (Budapest, HU)	1. Press release 2. Findings summary paper available on website and emailed to all attendees. 3. PowerPoint presentations available on website for public to access. 5. Conference Programme 4. Feedback forms from attendees	5	All stakeholders, Consortium partners.	Final showcase conference - TBC	

Oct-Dec 21	Publication of results in journal, the Horizon magazine, Research*EU magazine, Research*EU Focus magazine and newsletters.	Results published in magazines, H2020 website, newsletters	All	All stakeholders	To showcase SAPHIRe results	
Dec-21	A modular roadmap for regions to implement PM, including best practice recommendations, (M36)	Report made available to stakeholders and commission. Published on website, links via Twitter, LinkedIn and partner websites	3	All stakeholders and EU Commission	Update commission and stakeholders. Showcase SAPHIRe.	

4 Conclusion and outlook

N/A

5 References cited

N/A

6 Annexes/Appendix

N/A