



BALANCE

Communication, Dissemination & Co-ordination

Kick-off Meeting, Copenhagen, Denmark

31th of August - 1st of September 2005

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(Balance@sns.dk)



BALANCE WEB PAGE

Internal communication

The BALANCE web site will be the major tool for disseminating information within the project. It will contain information on:

- Meeting calendar of planned meetings and previous meetings. Available information:
 - agenda & venue
 - background information
 - meeting summary
 - presentations made
- A “partners only” discussion forum. Password will be distributed.



BALANCE WEB PAGE

External communication

- BALANCE Newsletters
- Press releases (PM can provide template in English if necessary)
- Presentations made by project management and partners on BALANCE activities
- For publishing all BALANCE products (where relevant)
- Map and photo gallery
- Annual summary on activities in the language of each participating country (PM provide template in English).
- Link to BSR INTERREG IIB documents
- Links to partners like MESH, Baltic Master & MSUO



WEB COMMUNICATION

The <http://www.balance-eu.org> and the project secretariat act as a service function for the partnership, but its success depends on:

YOU USING THE WEB PAGE

**YOUR DELIVERY OF THE
RELEVANT MATERIAL**



COMMUNICATION within the project

Project Secretariat:

- Financial issues (Jesper H. Andersen)
- Activities, activity report twice per MS (Johnny Reker)
- E-mail communication with the Project Secretariat, please use the Balance@sns.dk. Please indicate topic in the subject line
- All communication is saved for future reference, if something has been agreed by phone, please ask for confirmation on e-mail.
- Aim to answer e-mails as soon as possible, but normally within 5 working days
- If urgent, please do not hesitate to call us



COMMUNICATION outside the project

Project Secretariat:

- All communication etc. with the BSR INTERREG Secretariat has to go through the Lead Partner. They do not liaise directly with partners.
- All communication with MSUO has to go through Lead Partner unless something else has been agreed
- All communication with other INTERREG projects, please Cc to Lead Partner
- Phone conferences & eMeetings will be used when necessary



COMMUNICATION within the project

Within the partnership:

- Mailing list for following groups will be set up:
 - One contact person for each organisation (PM contact)
 - All participating persons from each partner & consultants (phone numbers as well)
 - All participating persons within a specific WP & activity
 - BALANCE Newsletter
 - A complete list of participants
 - Presented at the partner section of the web page
 - Need for anything else?



COMMUNICATION within the project

Within a Work Package:

- All e-mail communication, please Cc to WP Lead (when relevant).
- Participation in meetings should be prioritised
- Meeting summaries published as soon as possible. Use AP to keep track of agreements and progress. Template supplied by PM
- Phone conferences & eMeetings should be used when necessary
- Please inform Project Secretariat only when relevant.



COMMUNICATION within the project

Between Work Packages:

- All e-mail communication, please Cc to all WP Leads (when relevant).
- Participation in meetings should be prioritised
- Meeting summaries published as soon as possible. Use AP to keep track of agreements and progress. Template supplied by PM
- Phone conferences & eMeetings should be used when necessary
- Please inform Project Secretariat only when relevant.



**Any Questions &
Comments?**

BALANCE@SNS.DK



CO-ORDINATION OF ACTIVITIES

Co-ordination Basics:

- Overall co-ordination (problem solving?) e.g. between activities in different Work Packages will be done by the Project Management
- Overall co-ordination of activities within a WP will be done by the WP Responsible Partner
- Co-ordination of specific activities will be done as agreed by involved partners
- Project Secretariat provide support at all levels and clarify when needed!
- You are the brain, the Secretariat the muscles!



CO-ORDINATION OF ACTIVITIES

Initial project plan:

- Initial project plan setting the frame for the BALANCE activities has been developed (see poster)
- It will be further developed over the next month specifying partner activities, such as:
 - needs from other Work Packages
 - deadlines
 - involved partners
 - deliverables



CO-ORDINATION OF ACTIVITIES

Project plan:

- The project plan will, together with a more detailed description of each partners activities, form the basis for the contract between each partner and the Lead Partner.
- Your help is needed!
- Please take the time to look at the poster and put a yellow paper with suggestions or speak with the Project Co-ordinator.
- Up dated version will be presented along with Subsidy Contract