

Communication requirements checklist

When?	What?	Status
April 2019	Attend the lead partner seminar in Brussels (organised by JS).	<input checked="" type="checkbox"/>
May - June 2019	Select COM manager for the project.	<input type="checkbox"/>
	Invite project partners to join Interreg Europe community	<input type="checkbox"/>
	Select project website administrators.	<input type="checkbox"/>
	Ensure all project website administrators are registered to Interreg Europe community.	<input type="checkbox"/>
	Turn communication strategy (AF, Sections C5, D) into communication plan.	<input type="checkbox"/>
	Download project logo (provided by JS).	<input type="checkbox"/>
	Modify ppt template (provided by JS) or create your own.	<input type="checkbox"/>
	Design other templates (word, excel, etc.).	<input type="checkbox"/>
	Prepare a short description of the project (to be sent to JS).	<input type="checkbox"/>
	Select project photo (to be sent to JS).	<input type="checkbox"/>
July – August 2019	Share your project logo and other templates with your project partners.	<input type="checkbox"/>
	Collect from each partner institutional logo, website and short description of their institution. Note: Will be needed for updating the contact cards on the project website.	<input type="checkbox"/>
	Ensure each project partner publishes information about the project on their institutional website .	<input type="checkbox"/>
September 2019	Plan what news and articles you will publish on the project website.	<input type="checkbox"/>
	Attend webinar on how to edit project websites (organised by JS).	<input type="checkbox"/>
	Download project poster (provided by JS).	<input type="checkbox"/>
	Adapt project poster (if needed).	<input type="checkbox"/>
	Update project website content: description, news and events, library, contacts.	<input type="checkbox"/>
	Consider creating a media folder in the project website library to present the best appearances in press.	<input type="checkbox"/>
January 2020	Print and place the poster in a visible place (all project partners).	<input type="checkbox"/>
January 2020	Attend communication seminar for the fourth call projects (organised by JS).	<input type="checkbox"/>
Every month	Check the monthly google analytics reports received by email to see how your website is performing. NOTE: Reports are sent to the web admins of the project websites.	<input type="checkbox"/>

Every six months	Update your project website. Note: We recommend at least once a month.	<input type="checkbox"/>
By 1 May 2020 and with each progress report	Make sure that the figure for media appearances in your progress report corresponds with the media appearances table in your project folder on google drive .	<input type="checkbox"/>
	Insert the number of the sessions on your project website from an overview table to your progress report.	<input type="checkbox"/>

Do not forget:

- For all communication activities **use full logo set**: (1) project logo + (2) EU flag and (3) reference to the European Regional Development fund (ERDF). If you cannot use the logo set on a document, make sure there is at least a reference to co-financing by the ERDF.
- For publications with content going beyond the information from your application form (recommendations, good practice guides, etc.), **use a disclaimer**.