



Qualification of innovative floating substructures for 10MW wind turbines and water depths greater than 50m

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Definitions & Abbreviations	
AST	Administrative Support Team
DC	Dissemination Committee
IPR	Intellectual Property Rights
IPG	IP Management Group
PC	Project Coordinator
PM	Project Manager
WPL	Work Package Leader



Executive Summary

This document contains guidelines and procedures for public dissemination throughout the LIFES50+ project.

It outlines overall rules for dissemination (in accordance with the Grant Agreement and the Consortium Agreement) and project dissemination tools including:

- Project branding
- Public website
- Targeted mailing list
- Press coverage and dissemination at conferences
- Project publications
- Anticipated events and knowledge sharing

The document also summarises the role of the Dissemination Committee (DC) and the procedures to be followed in terms of the DC's approval of dissemination material.

Intellectual Property Rights (IPR) Guidelines is under the responsibility of LIFES50+ WP9 and are presented in D9.4 IPR Guidelines.

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1 INTRODUCTION

This document contains guidelines and procedures for public dissemination throughout the project, with indicative timelines. In addition the document presents the dissemination tools available in LIFES50+. The document will be updated whenever needed.

2 DISSEMINATION GUIDELINES

Dissemination guidelines are based on the formal guidelines relevant for all Horizon2020 research projects (EC guidelines, Grant Agreement) and the guidelines defined in the LIFES50+ Consortium Agreement. In addition a set of practical guidelines defined by the Project Coordinator and the Dissemination Committee are presented.

The consortium should use various means of communication to increase the visibility as well as disseminate the outcome from the project. It is the Project Management Team, including the project manager and WP leaders, who are responsible for identification and making use of opportunities for publication of project output throughout the project lifetime. Typical journals for scientific publications include:

- Journal of Fluids and Structures
- Journal of Fluid Mechanics
- Journal of Wind Engineering and Industrial Aerodynamics
- Journal of Energy and Power Engineering
- Wind energy
- Ocean Engineering
- Marine Structures
- Energy Procedia

In addition the project aims at publications in specialised media and representation at international conferences when found convenient.

2.1 EC guidelines

These are described in the Grant Agreement (GA) Article 29.4, but key points include:

Unless the Commission requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronics) must:

- Display the EU emblem
- Include the following text:
 - "This project has received funding from the *European Union's Horizon 2020 research and innovation programme* under grant agreement No 640741"

When displayed together with another logo, the EU emblem must have appropriate prominence.

Any publicity made by the beneficiaries in respect of the project must specify that it reflects only the author's view and that the Commission is not liable for any use that may be made on the information contained therein.

All dissemination shall be compatible with the protection of Intellectual Property Rights.



2.2 Dissemination Committee

The Dissemination Committee was proposed by the Project Coordinator and approved by the Steering Committee on June 25th. The Committee will communicate via teleconference and e-mail as appropriate, only meeting if significant problems/conflicts arise.

The main responsibilities of the Dissemination Committee include:

- Provide guidance for the dissemination
- Review of dissemination material from beneficiaries, such as journal papers, conference presentations, press releases, etc.
- Dissemination of project results through different activities such as workshops, webinars, conferences, press releases, etc.
- Ensure compliance with the rules stated in the Grant Agreement regarding dissemination in projects funded through Horizon2020

The Dissemination Committee must be informed of, and approve all, public dissemination activities. They keep track of activities and ensure that all knowledge-sharing activities conform to the agreed guidelines.

Organisation	Contact
MARINTEK	Jo Stein Moen
Ore Catapult	Lee Madigan
IDEOL	Maria Bayard

Table 1 LIFES50+ Dissemination Committee

The Project Coordinator (Petter Andreas Berthelsen) will be the main point of contact towards the Dissemination Committee.

2.3 Procedure for dissemination activities

Prior notice of any planned publication shall be given to the Dissemination Committee via Petter Andreas Berthelsen (PetterAndreas.Berthelsen@marintek.sintef.no) with copy to Jan Arthur Norbeck (JanArthur.Norbeck@marintek.sintef.no) at least 60 calendar days before the publication, who will inform the IP Management Group and concerned Parties at least 45 days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing to the Project Coordinator (PetterAndreas.Berthelsen@marintek.sintef.no), the Dissemination Committee (Jo.Stein.Moen@marintek.sintef.no) and to the Party or Parties proposing the dissemination within 15 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

Beneficiaries should notify the Project Manager (JanArthur.Norbeck@marintek.sintef.no) when the activity has been completed to facilitate tracking of dissemination activities in LIFES50+. The Administrative Support Team (AST) will upload presentations held and published articles (or summary, if



not public) to the project website (<http://www.lifes50plus.eu>). The table below summarises the procedure for dissemination, hereunder notice of planned dissemination, approval by the DC and documentation of dissemination activities.

Please note that presentations at conferences and deadlines for submitting abstracts for approval by the Dissemination Committee are presented in Section 3.4.

"T" defines the planned date of the publication.

When	Responsible	Action	Receiver
T – 60 days	Lead beneficiary (of publication)	Prior notice of planned publication	DC
T – 45 days	DC	Inform IP Management Group	IPG
T – 45 days	DC	Inform concerned Parties	All
T – 30 days	Concerned parties /IPG	Deadline for submitting objections	PC/DC/ Lead beneficiary
T + 10	Lead beneficiary (of publication)	Notification of dissemination	PM

Table 2 Deadlines related to publications

2.4 Dissemination and Exploitation Reports

LIFES50+ is divided into the following reporting periods (RP):

- RP1: From M1 to M16 (June 2015 to September 2016)
- RP2: From M17 to M28 (October 2016 to September 2017)
- RP3 From M29 to M40 (October 2017 to September 2018)

Following the end of each reporting period an official periodic report will be submitted to the EC. Among its items is an overview of exploitation and dissemination activities. The Project Coordinator holds the formal responsibility for submission of the periodic reports but will rely on the Dissemination Committee for tracking and documentation of dissemination activities. Ultimately it is the responsibility of each beneficiary to report any dissemination activity in accordance with the procedures defined in Section 2.3.

3 DISSEMINATION TOOLS

3.1 Project logo and templates

MARINTEK has designed a project logo (D8.2), which will be used for all dissemination material. In addition templates (D8.3, due M3) will be provided for project deliverables, presentations, progress reports, minutes of meetings, etc. All Deliverables and presentations done by any beneficiary shall be written in the appropriate template. This is the responsibility of each lead beneficiary.

The Project Logo and all project templates are available on the project-internal website (<http://www.Lifes50plus.eu/project>) through a dedicated folder for project dissemination tools. The official EU-emblem will also be available for download here.



3.2 Public website

The website www.lifes50plus.eu (D8.4, due M6) will contain objectives of and a general introduction to the project, downloadable results per activity, press and event activities, workshop outcomes, overview of beneficiaries, etc. As a primary communication tool, the website address will feature in all the project's publications and newsletters.

MARINTEK will design the website, and all beneficiaries must contribute to its content (articles, presentations, news etc.). Beneficiaries must also provide a link on their own organisation's website. The LIFES50+ website will remain online for another two years after the project ends.

3.3 Targeted mailing list

Each beneficiary will contribute to a Targeted Mailing List (TML) by sending a list of relevant contacts to the Project Manager, who's Administrative Support Team will put together a database. Additional contacts (i.e. workshop participants, questions from the website, from beneficiary's networks, etc.) can be added at any time throughout the project.

3.4 Press coverage and presentations at conferences

Presentations should be made in highly respected conferences in the relevant fields, including

- EWEA: European Wind Energy Association Conference
- EWEA Offshore.
- EERA Deep Sea Offshore Wind R&D Conference
- RENEW: International Conference on Renewable Energies Offshore
- Global Offshore Wind
- All Energy
- OMAE: International Conference on Ocean, Offshore and Arctic Engineering
- ISOPE: International Ocean and Polar Engineering Conference

Beneficiaries intending to submit an abstract for a conference should inform and send a draft to the Dissemination Committee via Petter Andreas Berthelsen (PetterAndreas.Berthelsen@marintek.sintef.no) with copy to Jan Arthur Norbeck (JanArthurNorbeck@marintek.sintef.no), at the latest 1 month in advance. The Dissemination Committee will review and approve/reject the material within two weeks of submission.

Beneficiaries are expected to put some notice of LIFES50+ on their organisation's website, any social media accounts or in their newsletters¹. When relevant, beneficiaries can also issue press releases after approval of the Dissemination Committee. Please note that the EC guidelines (see Section 2.1) in terms of proper references, apply.

3.5 Project publications

3.5.1 Project Flyer

A project flyer (D8.5, due M6) will serve as a tangible introduction to the project and will be distributed to all LIFES50+ beneficiaries and at internal and external project events. It will contain a short description of the project's objectives and mention the website. MARINTEK will coordinate the proposal, the design, proofreading, and printing. The Dissemination Committee shall provide input and review the text.

¹ Such a notice does not require approval by the Dissemination Committee



The flyer will be printed in 500 copies for use at project events and to disseminate by beneficiaries to their contacts, and can be downloaded from the project-internal website. A poster version, that beneficiaries can use to display, will be available internally.

3.5.2 Single-page public summary of Deliverables

Every public Deliverable shall be summarised into a single page public document² (on letterhead). These documents will be uploaded on the external project website and distributed externally (e.g. at project events). They will ensure public awareness of everything the project is working on. It is the responsibility of the lead beneficiary to produce this document and submit it to the Project Manager for review by the Dissemination Committee.

3.5.3 E-newsletters

Short newsletters will be produced at six-monthly intervals, with updates on the project developments and summary versions of the most recent Deliverables. The newsletters will be sent to the TML and be available on the website. MARINTEK will coordinate the sending, the Dissemination Committee will input on the text.

3.5.4 Final publication

The final publication of LIFES50+ will include the main findings and recommendations of the project's tasks. Its Executive Summary will also be designed as a separate document.

Each WPL is responsible for drafting the text on his/her work, and the Dissemination Committee will review and produce a final draft of the text. MARINTEK will suggest a structure and coordinate the design, proofreading and printing.

The final publication and its summary will be disseminated at the Final workshop and at subsequent events of the beneficiaries and can be downloaded from the external project website.

3.6 Events and knowledge sharing

Workshops will be held during and at the end of the project. Guests from the EAG, from the European offshore wind industry and scientific communities will be invited to review results and discuss further research opportunities and/or exploitation of the result.

² This in addition to the deliverable itself.

