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Internal Communication Plan

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Eco Minds

Enhancing Environmental Data Collection through Machine Learning and Database Systems

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Identification Sheet

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Project Full Title	Enhancing Environmental Data Collection through Machine Learning and Database Systems

Keywords	Internal communication, project management, quality assurance
Abstract	The document outlines strategies for effective communication among project partners, supporting the objectives of enhancing environmental data collection through machine learning and database systems. It includes communication objectives, target audiences, key messages, channels, roles, responsibilities, a contingency plan, and a communication activities timeline, aiming to facilitate coordination and promote transparency.
Disclaimer	The European Commission has funded this project. This publication reflects the author's views only, and the Commission cannot be held responsible for any use that may be made of the information contained therein.



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1. INTRODUCTION

The Eco Minds project involves a consortium of higher education institutions and vocational schools from across Europe, each contributing unique expertise and resources. Effective internal communication is essential for the success of this cross-sectoral, transnational project.

This Internal Communication Plan (**Plan**) outlines the strategies and activities designed to ensure seamless and effective communication among all project partners. The plan aims to facilitate the coordination of activities, promote transparency, and ensure that all partners are aligned with the project's goals and timelines by establishing clear communication protocols and utilizing various communication channels. The goal is to foster a collaborative environment where information is shared promptly, issues are addressed proactively, and project milestones are achieved efficiently.

The main goals of this Plan are to regularly update all partners on project progress, facilitate coordination among work package leading organizations, and maintain an open line of communication to address any challenges that may arise. The plan also emphasizes the importance of monitoring communication activities and evaluating their effectiveness to make necessary adjustments and improvements throughout the project duration.

This Plan considers the diverse nature of the consortium partners, who include representatives from Croatia, Italy, Ukraine, North Macedonia, and Slovenia. It ensures that communication is clear, inclusive, and respectful, taking into account potential cultural and language differences. By adhering to this plan, the project aims to effectively achieve its objectives and make a lasting impact on environmental data collection and analysis in higher education.

2. COMMUNICATION OBJECTIVES

Ensure seamless communication among project partners: ensure timely information sharing by establishing protocols for regular and timely dissemination of information to keep all partners updated on project developments. Utilize consistent and reliable communication channels to avoid confusion and ensure all relevant parties receive messages. Develop clear guidelines for communication, including response times, documentation standards, and meeting protocols.



Facilitate coordination of project activities and deliverables: Implement a robust task management system to track progress on various project activities and ensure timely completion of deliverables. Clearly define the roles and responsibilities of each partner to avoid overlap and ensure accountability. Foster collaborative planning sessions to ensure all activities are aligned with project goals and timelines.

Promote transparency and mutual understanding among partners: By encouraging an open communication culture, you empower partners to share ideas, feedback, and concerns, making them feel more involved and responsible. To maintain transparency, provide regular updates on project progress, challenges, and successes. Involve all partners in key decision-making processes to ensure mutual understanding and buy-in, further reinforcing their sense of responsibility.

Monitor progress and address issues promptly: Establish regular check-ins and progress reports to monitor the status of project activities and identify any potential problems early. Create a feedback loop where partners can provide input on project processes and suggest improvements. Develop a transparent process for addressing and resolving issues that arise, ensuring they are dealt with promptly and do not hinder project progress.

Enhance collaborative efforts and team cohesion: Organize team-building activities and workshops to strengthen relationships and improve collaboration among partners. Promote knowledge-sharing sessions where partners can share expertise, resources, and best practices. Reinforce the project's common goals to ensure all partners are working towards the same objectives and understand the collective vision.

Maintain high standards of professionalism and quality: By ensuring all communication is professional, clear, and respectful, you are not just maintaining the project's integrity and reputation but also instilling a sense of pride in your work. Implement quality control measures for all communications and deliverables to ensure they meet the project's standards and expectations. Encourage continuous improvement by regularly reviewing communication practices and making necessary adjustments, further enhancing the sense of achievement.



3. TARGET GROUPS

The target groups for the internal communication of the Eco Minds project include the following key groups:

Project partners: The project partners include the Polytechnic of Šibenik (applicant), LUISS Guido Carli, University of Zadar, National Technical University of Ukraine Igor Sikorsky Kyiv Polytechnic Institute, Ss. Cyril and Methodius University in Skopje, and The Upper-Secondary School of Electrical and Computer Engineering and Technical Gymnasium Ljubljana. Each partner has a specific role, such as providing expertise in machine learning and database systems, focusing on ecology and aquaculture, or representing secondary education. Effective communication ensures that all partners align their contributions with the project's goals, integrate activities smoothly, and incorporate diverse educational perspectives.

Project Team: Comprised of representatives from each partner institution (Project Manager – applicant, Local Project Managers), the Project Team oversees project governance, strategic decisions, and risk management. The Project Team is also responsible for project administration and financial management, receiving timely information to handle budgeting, reporting, and compliance with Erasmus+ guidelines, ensuring all financial transactions and administrative tasks are conducted smoothly and transparently. Regular communication with this group ensures that high-level issues are addressed promptly and that the project remains aligned with its strategic objectives.

Quality Assurance Team: This committee is tasked with monitoring project quality and evaluating progress. Regular communication ensures they have the information needed to assess the project accurately and provide constructive feedback for continuous improvement.

Work package leading organizations: The project institutions responsible for specific work packages need to communicate regularly to ensure coordination across different project components. They provide updates on progress, share challenges, and collaborate on solutions. Effective communication ensures that all work packages are progressing as planned and are integrated seamlessly.

Internal project teams: Each partner institution has its internal project team that includes researchers, educators, and administrative staff. Ensuring these teams are well-informed and



engaged is crucial for day-to-day project activities. Communication helps in task delegation,

Technical support: The Polytechnic of Šibenik (applicant) supports the project's IT infrastructure, including online collaboration tools and data management systems, which need to be kept informed about project requirements and timelines. This ensures that all technical aspects of the project run smoothly and that any technical issues are resolved promptly.

4. KEY MESSAGES

Effective internal communication is essential for the success of the Eco Minds project. The following key messages should be consistently communicated among all project partners to ensure alignment and collaboration:

Timely updates and information sharing: Regular updates will be provided to keep everyone informed about the project's progress, challenges, and achievements. Partners will share relevant information promptly, including any changes in timelines, resources, or objectives.

Roles and responsibilities: Each partner institution and individual team member will be clearly outlined. All partners will understand their specific tasks and how they contribute to the project's overall success. The importance of accountability and mutual support in achieving project milestones will be highlighted.

Collaboration and teamwork: We will promote a culture of collaboration and open communication where partners feel comfortable sharing ideas, feedback, and concerns. Interdisciplinary cooperation will be encouraged, leveraging the diverse expertise of all partners to enhance project outcomes. A sense of community and shared purpose among all team members will be fostered.

Proactive problem-solving: Partners will be encouraged to identify potential issues early and communicate these promptly to the relevant parties. A proactive approach to problem-solving will be emphasized, including brainstorming solutions and swiftly implementing corrective actions. The importance of maintaining a positive and solution-oriented attitude will be stressed.

Transparency and trust: All communication will be transparent, honest, and aimed at building confidence among partners. Both successes and setbacks will be shared openly to maintain credibility and foster a collaborative environment. Partners will be encouraged to ask questions



and seek clarification whenever needed to avoid misunderstandings.

Alignment with project goals: Partners will be continuously reminded of the project's objectives and how each activity contributes to these goals. All communication will reinforce the alignment of individual tasks and efforts with the broader project vision. The long-term impact and benefits of the project will be highlighted to maintain motivation and commitment.

Recognition and appreciation: Partners' and team members' contributions and achievements will be acknowledged and celebrated. Regular feedback and recognition will be provided to maintain morale and motivation. An environment where efforts are appreciated and successes are shared will be fostered.

5. COMMUNICATION CHANNELS

Email: Email will be used for formal communication, including the distribution of official documents, announcements, and updates. Partners are expected to check their email daily and respond to queries within 48 hours. Important emails should be marked with high priority to ensure prompt attention. Institutional email accounts will be used to maintain professionalism and security.

Online collaboration tools: Microsoft Teams will be used for real-time communication, quick queries, informal discussions, and immediate feedback. This tool offers features such as channels for specific work packages, direct messaging, file sharing, and video conferencing capabilities. All documentation will be stored and shared through Microsoft Teams. Partners should participate in relevant channels and ensure that discussions remain focused on project tasks. The project manager will update the task status regularly, and all partners will check task boards to stay informed about ongoing activities.

Video conferences will be held to discuss project progress, address challenges, and plan upcoming activities as needed by the project. Zoom will be used for these meetings. Agendas will be shared at least one week in advance, and minutes will be recorded and distributed after each meeting. The video conferences will be recorded and stored in the MS Teams folder. Participation is mandatory for at least one representative from each partner institution.



6. ROLES AND RESPONSIBILITIES

The Project Manager will oversee internal communication activities, ensuring timely updates and managing the central repository. He will also facilitate progress meetings and ensure that all partners are informed about project developments. The Local Project Managers from each partner institution will manage specific internal communication tasks, such as organizing internal meetings and distributing current project information. They will ensure that all necessary information is shared promptly and efficiently among the project partners.

The work package leading organizations will provide updates on the work package. They will also be responsible for coordinating the efforts within their respective work packages and ensuring that all tasks are completed on time. Additionally, they will communicate any issues or delays to the Project Coordinator to facilitate timely resolution.

All partners are expected to participate actively in meetings, share information, and collaborate to achieve project objectives. Regular feedback and communication will be maintained to ensure transparency and effective problem-solving throughout the project lifecycle.

7. CONTINGENCY PLAN

Risk management: All partners need to be aware of the common risks, which can include delays in responding to partners, technical issues with online collaboration tools, miscommunication or misunderstandings among team members, and unexpected changes in partner availability. To deal with these risks, we will set clear expectations for response times and create alternative communication channels in case the tools fail. We will also provide training on using the collaboration tools if necessary. Regular reviews and updates will ensure that any new risks are dealt with promptly.

Issue resolution protocol: This protocol outlines the steps to be taken when an issue is identified, including immediate actions, responsible persons, and timelines for resolution:

- Identifying the issue and documenting it
- Notifying the project coordinator and relevant work package leader immediately.
- Convening an ad hoc meeting with affected partners to discuss and develop a resolution



plan.

- Implementing the agreed-upon resolution and monitoring its effectiveness.
- Documenting the resolution process and outcomes for future reference.

8.COMMUNICATION ACTIVITIES AND TIMELINE

The following table outlines the key communication activities, the target audience for each activity, the responsible partner or person, and the timeline for completion:

Activity	Target Audience	Responsible	Timeline
Project Kick-off Meeting	All Partners	Project Manager	Month 1
Setup of Online Collaboration Tools	All Partners	Project Manager	Month 1
Quarterly Progress Report	All Partners	Project Manager	Quarterly
Quality Assurance Reports	All Partners	Quality Assurance Team	According to the project activity timeline
Transnational Project Meeting	All Partners	Leading organization (Local Project Manager) for each TPM	According to the project activity timeline