

Decisions made by the Steering Committee members

1. All partners must use the logo of the Project in each activity and in general, adhere to the manual for project implementation for any activities.

2. PP2 will submit the Deliverable “3.2.1 Operational models for the economic valuation of biodiversity services in forest ecosystems”, no later than May 2019. Accordingly, a revised work plan will be sent to the MA/JS.

3. The task leaders as specified in the Task/Deliverable “1.1.4 Coordination communication and quality control handbook”, should monitor the related activities, included in collaborative tasks, notifying the Scientific and Steering Committee for any risks and barriers.

4. Regarding the production of dissemination material, the Steering Committee members decided that considering also the SoB, the following activities are foreseen:

- Leaflets will be distributed to all partners via courier or other mean of transport

Partner	Deliverable	Description within SoB	Budget (€)	Suggestion from the Communication Manager
Project-specific material				
LP1	D2.1.2	Memorabilia (t-shirts with Project-Program ID) x 500 items	2.000	Distributed to all partners equally.
PP2	D2.2.2	-Printed Material = 3.000 ¹ -Banners in sites = 2.000 -Social Media Campaign = 4.400	9.400	1000 leaflets for GR, 1000 leaflets for EN, 12 roll-up banners. Distributed to all partners.
PP3	D2.3.1	Preparation and production of information material (leaflets, cups, hats, t-shirts, books, pens, usb sticks).	3.000	Cups x 200, hats x 200, usb sticks x 120, pens x 480, notebooks x 1000
PP5	D2.5.2	Project Leaflets (2.300 pieces, 4 colors, 3-4 pages, 5 languages).	1.840	Distributed to all partners-300 for GR, 500 for EN, 400 for FYROM, 500 for BG, 600 for AL. Leaflets will be distributed to all partners via courier or other mean of transport
PP8	D2.8.2	Design and reproduction of project brochures for all partners (16 pages, 4 colors, 5 languages)-2.400 pieces.	7.200	Distributed to all partners. Multi-lingual. Brochures will be distributed to all partners via courier or other mean of transport
	D2.8.2	Development of 2-4 min	3.000	Elaborate under the

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		project-promo video, creation and maintenance of a youtube project account.		guidance of PP3
	D2.8.2	Promotion actions to mass media (2 advertisements in national newspapers, 2 radio interviews, 2 press releases)	700	
Event-specific material				
PP2	D2.2.1	Material (usb, bag, pen, paper, photocopies) €30*100 persons	3.000	To be used in the final Conference.
PP4	D2.4.1	Organization of a Scientific Symposium (100 participants, catering, banners, informative material)	6.600	To be used in the Scientific Symposium.
PP6	D2.6.1	Organization of 1 infoday to inform decision makers, stakeholders and public about the project objectives, outcomes and future applications. Expected number of participants 70. Includes the hall rental, catering, informative material, invitations and programme, event promotion actions.	4.000	To be used in the Infoday.
PP7	D2.7.1	Printed material for wide public communication focused on PP7 – Agrobioinstitute project activities and capacities related to forest genepool mapping and biodiversity valuation	750	To be used by Agrobioinstitute.
PP8	D2.8.1	1 open infoday to inform decision makers, stakeholders and public about the project objectives, outcomes and future applications. Expected number of participants 150. Includes the hall rental, catering, informative material	4.400	To be used in the Infoday.

5. Tasks/Deliverables 3.3, 3.6, 3.7, 3.8, 3.9 and 3.10 will adhere to the overlay layout and content to the template prepared by LP1.

6. All partners, prior to any communication event must notify the communication manager and the project coordinator.

7. The Scientific Committee will review critical documents for project implementation such as the economic valuation questionnaire, stakeholder meetings material etc prior to its distribution and use by the consortium.



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8. Four (4) power point presentation of 15-20 slides each that will be used during stakeholder's meetings and info days will produced by LP1, PP2, PP4 and PP6. The template of the presentations will be edited by PP3.
9. The consortium will submit a request for modification if needed, in early autumn.
10. No significant risks for project implementation were identified.

Actions to be made

1. LP1 will circulate by 15th of June a template to be completed by all the partners with stakeholder's emails (NGOs, Forest Services, National Parks, administrative authorities). The mailing list will be completed till 22nd of June and it will be used for disseminating newsletter and questionnaires within the framework of the BIOPROSPECT implementation.
2. PP3 will address an inquiry to the MA/JS and provide an update to the consortium regarding the GDPR Policy and how this affects consortium activities.
3. PP3 will send an email to all partners asking to prepare material (e.g. study area info) and make suggestions for the project website till 16th of June and finalize the contents of the website by the end of June.
4. PP3 will prepare the first newsletter of the project in the first week of July, based upon content received by all partners.
5. PP5, PP6, PP7, PP8 will send to LP1 their study area limits in digital format as kml or picture of Google Earth till 15th of June.
6. LP1 will translate the contents of the Action Plan and Roadmap related deliverables and provide them to the rest of the partnership, to be used for their own procurements, till 20th of June.
7. **LP1** will produce a brief (15-20 slides) presentation on Ecosystem Services, **PP2** will produce a brief (15-20 slides) presentation on Valuation of Ecosystem Services and Biodiversity, **PP4** will produce a brief (15-20 slides) presentation on Biodiversity relation to Ecosystem Services and **PP6** will produce a brief (15-20 slides) presentation on Genetic Biodiversity in relation to Forest Ecosystem Services, till 22th of June.
8. LP1 will request and gather information from all partners to prepare the project's progress report by the end of June, 2018.
9. The Scientific Committee will meet till the end of June, in order to clarify aspects related to the economic evaluation questionnaire.
10. The next meeting will be hosted by PP6-Cyprus University of Technology, on December, 2018.