



## D8.1 Dissemination, Exploitation and Communication Plan

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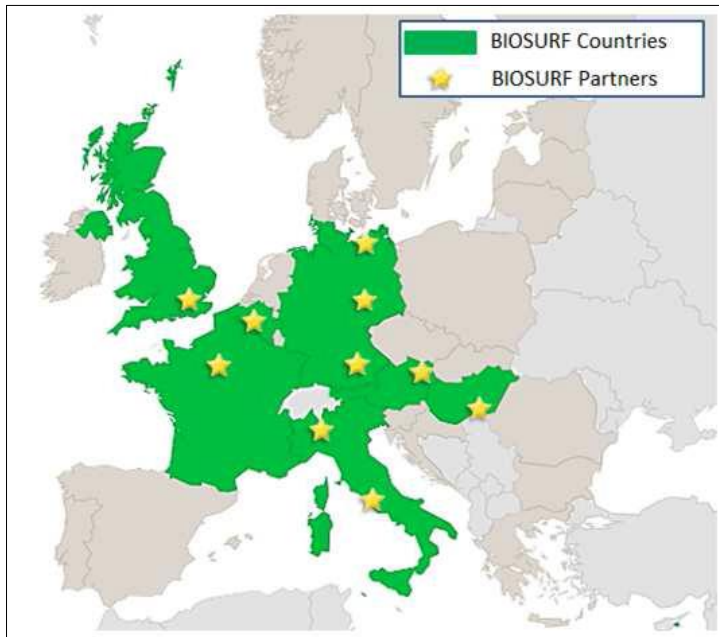
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## INTRODUCTION

BIOSURF is an EU-funded project under the Horizon 2020 programme for research, technological development and demonstration.

The objective of BIOSURF (BIOmethane as SUstainable and Renewable Fuel) is to increase the production and use of biomethane (from animal waste, other waste materials and sustainable biomass), for grid injection and as transport fuel, by removing non-technical barriers and by paving the way towards a European biomethane market.



The BIOSURF consortium consists of 11 partners from 7 countries (Austria, Belgium, France, Germany, Hungary, Italy and United Kingdom), covering a large geographical area, as indicated in the figure on the left.

The intention of the project is:

- To analyse the value chain from production to use, based on territorial, physical and economic features (specified for different areas, i.e., biofuel for transport, electricity generation, heating & cooling);
- To analyse, compare and promote biomethane registering, labelling, certification and trade practices in Europe, in order to favour cooperation among the different countries and cross border markets on the basis of the partner countries involved;
- To address traceability, environmental criteria and quality standards to reduce GHG emissions and indirect land-use change (ILUC), as well as to preserve biodiversity and to assess the energy and CO<sub>2</sub> balance;
- To identify the most prominent drivers for CO<sub>2</sub>-emissions along the value chain as an input for future optimization approaches and to exchange information and best practices all across Europe with regard to biomethane policy, regulations, support schemes and technical standards.

### STRUCTURE

This document illustrates the concepts and activities of BIOSURF WP8 (Dissemination, Exploitation and Communication).

Section 1 contains:

- The objectives of the dissemination, exploitation and communication plan and related activities;
- The identification of the key target groups and the methodology used to reach them.

Section 2 sets out:

- The project's visual identity (logo, templates, press releases and other communication channels);
- The project's website;
- Dissemination and communication tools (project leaflet, project postcard, roll-up, e-newsletters, social media, media relations, final booklet);
- Aspects of European transferability;
- A brief description of the Final Conference.

Section 3 explains how the success of the dissemination plan's activities will be assessed.

Section 4 provides:

- Information regarding the obligation to disseminate results and exceptions to this;
- Rules regarding open access;
- Acknowledgement of EU funding and other disclaimers.

# 1. DISSEMINATION, EXPLOITATION AND COMMUNICATION WITHIN BIOSURF

## 1.1 Objectives of Dissemination, Exploitation and Communication

BIOSURF places a high value on the visibility of its actions vis-a-vis its main target groups (see Chapter 1.4, Key target groups and actors of dissemination) as well as amongst Europe's transport professionals.

The main communication and dissemination objectives are:

- To spread the expertise acquired through BIOSURF as broadly and as comprehensively as possible;
- To communicate directly with key actors so as to best address their needs;
- To disseminate the project's results to potential multipliers.

The project aims at establishing a common biomethane market in Europe, and it will do so by establishing **national biomethane registries** in several European countries, by encouraging **cooperation** among these national biomethane registries, and through the European **mass-balancing system for biomethane**, with the recognition of the European natural gas network as one single balance-circle. Clear dissemination and exploitation of the project's results to the target groups will increase the cohesiveness of this common biomethane market and facilitate cooperation and communication among the various regions.

Another fundamental part of the project, and by extension, its dissemination, will be the analysis and comparison of biomethane registering, labelling, certification and trade practices across Europe, and the exchange of information and European best practices with regard to biomethane policy, regulation support schemes and technical standards. This will encourage cooperation among different countries and cross-border markets. The project will also address traceability, environmental criteria and quality standards, to reduce GHG emissions, preserve biodiversity and assess the energy and CO<sub>2</sub> balance while identifying the most prominent drivers for CO<sub>2</sub>-emissions along the value chain to improve future optimization approaches.

By making existing legislation, technical standards, and the aforementioned analyses publicly available on the website, the project will ensure that all of the different countries, regions and markets have access to the same information, thus facilitating cooperation and the creation of a single market.

The project will work at two levels, i.e., at European/national level (in the project countries), where a key national partner will be chosen (e.g., with biogas and national farmer associations), and at regional/inter-regional level, with associations of farmers and biogas/biomethane producing companies, where specific geographical areas will be selected for the production and use of biomethane and in the framework of a more stable and reliable legislative and institutional reference. The dissemination and communication strategy will work at both of these levels, with English materials aimed at raising the profile of biomethane at the European level, bringing it to the centre of public policy debate and interaction with the business community and other institutions, and

national language materials aimed at providing customised, direct communication to local stakeholders and potential multipliers within regional contexts.

### 1.2 Aims of the Dissemination Plan

This Dissemination Plan (a) describes the project's communication activities and how they will address the interests of its target groups; (b) specifies the project's various communication channels; and (c) sets out guidelines for the dissemination of research.

### 1.3 Coordination of dissemination with other Work Packages

WP8 interrelates closely with the other project WPs, particularly WP2 for networking and cooperation activities and WP3, WP4, WP5 and WP6, which provide the contents to be distributed and promoted to the target groups and the biomethane community in general.

WP2 has a dual dimension, as it operates across the project's countries, and holds international sessions involving the entire group of networks on a rotating basis between the countries. Similarly, WP2 maintains an internal work plan and interrelates with the other project WPs, as well as WP3, WP4, WP5 and WP6, whose knowledge improvements bear considerable weight on the success of the engagement effort of the networks.

### 1.4 Key target groups and actors of dissemination

In order to communicate efficiently to the identified target groups, both traditional and customized dissemination tools will be utilized.

- Decision-makers and politicians at the regional, national and EU-level, such as the European Commission's services (DG ENER, DG MOVE, DG CLIM, DG AGRI), relevant Members of the European Parliament, national energy officials in Brussels and national capitals, local authorities and relevant members of national parliaments. The project partners that are also national biogas associations have contact to the relevant ministries (environment, agriculture, transport, commerce, health) and chambers for commerce, agriculture and gas & heat in their countries and reach out to the decision makers on regional and national level. These stakeholders will be provided with valuable experiences for informed decision-making on framework conditions for enhanced, sustainable and viable production and for the use of biomethane as renewable energy source.
- Organisations and interest groups, aiming to support the dissemination of BIOSURF activities: among others, associations/organisations, such as EUFORES (European Forum for Renewable Energy Sources), EREF (European Renewable Energies Federation), AEBIOM (European Biomass Association), ECN (European Compost Network), EUROGAS, GIE (Gas Infrastructure Europe), Marcogaz (Technical Association for the European Natural gas Industry), NGVA Europe (Natural Gas Vehicle Association) and Copa-Cogega (European Association of

farmers and agri-cooperatives); networks of municipalities, cities and regions (Climate Alliance, Energy Cities, ICLEI, POLIS); public transport operators' associations (UITP); networks of energy agencies (FEDARENE, European Federation of Agencies and Regions for Energy and the Environment); the European Commission, and the European Parliament. In particular, the project's partners are linked with the following national and EU networks and associations:

- EBA is member of EREF (European Renewable Energies Federation), and EUFORES (The European Forum for Renewable Energy Sources) and has cooperation with AEBIOM (European Biomass Association), ECN (European Compost Network), NGVA Europe (Natural Gas Vehicle Association), EUROGAS, GIE (Gas Infrastructure Europe) and Marcogaz (Technical Association for the European Natural gas Industry);
- AKB is member of EBA and of Renewable energy Austria (EEÖ: Erneuerbare Energie Österreich) and European Biogas Association EBA. It works together with the relevant ministries (environment, agriculture, commerce, health) and chambers for commerce, agriculture and gas & heat, etc;
- ATEE is member of EBA;
- GBA is member of EBA and and of EREF (European Renewable Energies Federation) and has partnership with DVGW (German Technical and Scientific Association for Gas and Water) and DWA (German Water Association). GBA is involved in the standardization of biomethane (CEN 408) and the overall standardization of biogas with the ISO TC 255;
- HBA is member of EBA, the National Renewable Energy Forum and of the Hungarian Gaseous Fuel Cluster. HBA is cooperating with other renewable energy associations and with environmental NGO's. HBA keeps close contacts with the national biogas associations of Austria, Czech Republic, Germany and Serbia;
- CIB is member of EBA, NGVA Europe (Natural Gas Vehicle Association), CTI - Comitato Termotecnico Italiano (Standardization Body), ITABIA (Italian Biomass Association), Kyoto Club (Non-Profit Organisation engaged in reaching the greenhouse gases reduction targets set by Kyoto Protocol), AssoGasMetano (natural gas carriers and natural gas stations Association), Coordinamento FREE (Renewable Sources Association), NGV System Italia (Natural Gas Vehicle Association);
- REA is a member of EBA, a member of EREF (European Renewable Energies Federation), EUFORES (The European Forum for Renewable Energy Sources), ECN (European Compost Network), NGVA Europe (Natural Gas Vehicle Association), Energy Networks Association in UK, CEN-TC408 (for Standards for transport and biomethane for injection in the natural gas network). It co-operates with other renewable energy trade bodies in UK and in other EU states.
- Existing and potential feedstock suppliers: this group, being the starting point of the biomethane supply chain, comprises farmers, sewage, wastewater and municipal waste companies/authorities, etc. There will be a focus on suppliers providing alternative feedstock from undisputed resources rather than a competing food supply, sustaining natural cycles, reliable logistics and low conversion losses, and feedstock that can also be provided in winter.
- Biogas/Biomethane plant investors and producers: these can be private and public companies and authorities, as well as groups of citizens, when it comes to financing models of biogas plants. These shall ensure viable approaches for the setting up and running of biomethane plants as well as ensuring a location with possibilities for economic grid-injection and/or customer supply.
- Energy distribution companies are of the utmost importance, in order to ensure supply from the production site to customers. Key actors in this field are owners/operators of gas grids for grid-injection as well as public/private filling operators for direct use in transport.

- Municipalities, cities, and regions and interest groups willing to set up a biomethane supply chain in their region (e.g. to diversify the regional economy) and who are in charge of permits for biomethane plant construction. Alongside biomethane interest groups, these key actors for biomethane production can act as multipliers and will spread the BIOSURF approach within their local/regional/national community as well as within networks, which will be set up as part of the project at the policy level for improving the framework for the use of biomethane.
- The scientific community: BIOSURF provides a huge number of results regarding biomass potentials, life cycle assessment, costs, etc. These results will be available to the scientific community and will be communicated via reports, conferences and scientific papers.
- The public will be shown the diverse benefits of a biomethane economy (in environmental, economic and social terms), in order to increase their awareness and to defuse the “NIMBY” resistance in some countries.

As for the stakeholders that will be involved in the different countries, some of them are reported below:

### Austria

Stakeholder	Mission
BMWFV	Federal ministry for commerce, science and research (responsible for legislation).
BMLFUW	Federal ministry of agriculture, forestry, water and environment (responsible for environment, climate change and resources).
BMF	Federal ministry of finance (responsible for taxes and therefore also for exemptions).
WKO	Chamber of commerce (Interest group of commerce).
LKO	Chamber of agriculture (Interest group of farmers).
FGW	Chamber of gas and heat (Interest group for gas traders).
IV	Association of industry (Interest group for industries).
OMV, WienEnergie, EVN, EnergieAG, Salzburg AG	Relevant gas grid operators and gas traders.
AGCS	Austrian gas clearing & settlement (running the biomethane register).

### France

Stakeholder	Mission
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ADEME	Environment and Energy National Agency: it studies and gives its opinions on the options and helps everyone involved in the network.
SER	Renewable Energy Office that promotes all renewable energy sources.
GRT gaz	It owns and operates the longest high-pressure natural gas transmission network in Europe. In charge of the management of the grid capacities considering biomethane / natural gas.
TGIF	Operating the gas grid in the southwestern part of France.
GrDF	It operates the gas grid on the distribution level. It is in charge of the biomethane registries.
Club Biogaz	Association of more than 200 members from the entire network, promoting Biogaz.
AAMF	Association of Biogas plant owners, mostly farmers, helping them through each step of the process.

### Germany

Stakeholder	Mission
DVGW	German Technical and Scientific Association for Gas and Water.
DENA	German Energy Agency. Initiator of the project "biogas partner" with the task to establish political, economic, environmental and technical frameworks for the creation and implementation of a biogas feed-in system.
erdgas mobil	It is an initiative of leading German energy providers (13 companies).
BNetzA	<i>The Bundesnetzagentur</i> promotes effective competition in the regulated areas and ensures non-discriminatory access to networks. It protects important consumer rights and is also the root certification authority under the Electronic Signatures Act. In addition, it is responsible for implementing the Grid Expansion Acceleration Act.
BMWi	The Ministry for Economic Affairs and Energy's goal is to reinvigorate the social market economy, stay innovative in the long term and strengthen the social fabric in Germany.

German Bioenergy Association	The German Bioenergy Association is active in the promotion of all forms of bioenergy along the entire added value chain in Germany and abroad.
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### Hungary

Stakeholder	Mission
MKEH	Hungarian Energy and Utility Regulatory Office.
NGM	Ministry of Economic Development.
MVM	Ministry of Agriculture, Rural Development and Environment.
MKIK	National and Regional Chambers of Commerce and Industry.
MAK	National and Regional Chambers of Agriculture.
MOL	Hungarian Oil and Gas Corporation.
E-ON HU	E-ON Hungary.
MC Zrt	Hungarian Sugar Factory.
EK	Energy Club Hungary.
MMEF	National Renewable Energy Forum.
MGKKE	Hungarian Gaseous Fuel Transportation Cluster
MBSz	Hungarian Biotechnology Association.

### Italy

Stakeholder	Mission
AEGG	Independent body which regulates, controls and monitors the electricity and gas markets in Italy.
Assogasmetano	National association bringing together the carriers (trucks and jumbo vessels) of natural gas and the owners of natural gas filling stations.
Confartigianato Trasporti	National association representing the heavy transport sector.
ASSTRA	National association of public and private transport fleet owners.
Confagricoltura	National association representing Italian agricultural enterprises.
CIC – Consorzio Italiano Compostatori	Association bringing together companies that produce biogas from waste.

Enel Rete Gas	Leader for distribution of natural gas in Italy.
ENI	Leader for distribution of natural gas (also as fuel).
Federutility	National association bringing together public and private companies that distribute natural gas.
FCA – Fiat Chrysler Automobiles	Leader for natural gas vehicles.
GSE	State-owned company that promotes and supports renewable energy sources (RES) in Italy.
Legambiente	National association for the protection of the environment.
Ministero delle Politiche Agricole Alimentari e Forestali – MIPAAF	Ministry for agriculture, food and forestry policies.
Ministero dello Sviluppo Economico - MSE	Ministry of economic development.
Regione Lombardia	Lombardy Region.
Regione Emilia Romagna	Emilia-Romagna Region.
Regione Veneto	Veneto Region.
SNAM	Leader for transport and dispatching of natural gas in Italy.

### United Kingdom

Stakeholder	Mission
DECC	Department of Energy and Climate Change – government department that initiates legislation on renewable energy.
OFGEM	Government department that regulates the energy industry in the UK.
ENA	Energy Networks Association - The industry body for UK electricity and gas networks.
DEFRA	Government department responsible for farming and rural affairs.
NFU	National Farmers Union.
CLA	Country Land and Business Association.
NNFCC	National Non Food Crop Centre – Consultancy with government contract to track the biogas and biomethane industry in the UK.
DECC	Department of Energy and Climate Change – government department that initiates legislation on renewable energy.
OFGEM	Government department that regulates the energy industry in the UK.
ENA	Energy Networks Association - the industry body for UK electricity and gas networks.

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DEFRA	Government department responsible for farming and rural affairs.
NFU	National Farmers Union.
CLA	Country Land and Business Association.
NNFCC	National Non Food Crop Centre – Consultancy with government contract to track the Biogas and Biomethane industry in the UK.
DECC	Department of Energy and Climate Change – Government Department that initiates legislation on renewable energy.
OFGEM	Government department that regulates the energy industry in the UK.
ENA	Energy Networks Association - The industry body for UK electricity and gas networks.

Each one of these target groups will be informed and involved through dedicated outreach activities and tools, as specified in section 2 below.

## 2. DISSEMINATION, EXPLOITATION AND COMMUNICATION ACTIVITIES AND TOOLS

This section provides details of BIOSURF's different dissemination activities. A range of communication tools and methods will be used to ensure that the results of the project reach stakeholders, other groups that fall within the biomethane supply chain or who have an interest in encouraging biomethane production, and the wider public.

### 2.1 Visual Identity

#### 2.1.1 Introduction

This section gives an overview of the project's visual identity, which is designed to make it a unique, recognisable brand across all communication channels. Having a strong and clear image, as well as a clear message, is essential in order to ensure that target groups easily recall the project and its products.

The visual identity will set standards for local dissemination, such as:

- The design framework of local print products or presentations;
- The use of the project logo itself as well as project designs for any occasion.

In order to fulfil these requirements BIOSURF will create a visual identity manual, to be distributed to all BIOSURF partners. This visual identity manual will contain:

- The different logo elements, how to use and where to place them;
- The project's colours and how to include them;
- The structure of design products, templates and fonts to use.

Visual identity guidelines regarding proper use and placement of the logo, as well as information on the project's colours and fonts and templates for documents and presentations, are provided in the Annex to this document.

### 2.1.2 Logo and Slogan

This is the logo of the BIOSURF project:



The BIOSURF logo is a figurative mark, consisting of four main elements: project name, slogan, colour and key image.

As the project name "BIOSURF" is not self-explanatory, a slogan ("Fuelling Biomethane") is incorporated, to offer a sense of the overall aim of the project.

The project's slogan, "Fuelling biomethane", is a play on words: biomethane is of course a fuel, but more importantly, the verb "to fuel" means to stimulate, support or strengthen something, which is exactly what the project aims to do. "Fuelling biomethane" is referencing the goals of the project, that is, to drive the production of biomethane and encourage its use by sharing research as well as by developing partnerships, networks, best practices and standards at both the national and European level.

The colour of the logo is a dark grey that fades to a lighter grey, reflecting how the use of biomethane reduces our environmental impact. The "U" of "BIOSURF" is composed of a green leaf, indicating biological dimension, which, at the centre of the "U", is transformed into fuel, symbolized by the blue flame. The slogan, "Fuelling Biomethane", is written in green to highlight the sustainable and renewable feature of biomethane.

### 2.1.3 Guidelines and Templates

Within BIOSURF, nine templates have been designed. These templates define various elements, such as page layout, font and font size, headlines, bullet points, etc. All of these elements will be strictly respected by the BIOSURF partners.

The templates can be divided into four categories:

1. Document Templates
2. A Letter Template
3. A PowerPoint Template

#### 4. A Newsletter Template

### 2.2 Project Website

The BIOSURF website ([www.biosurf.eu](http://www.biosurf.eu)) will be created at the beginning of the project. It is designed in an attractive and user friendly way and serves the needs of all user groups. It will be updated on a regular basis, and will feature a general description of the project, a section with links and contact information for the partners, a section featuring all public project deliverables, a section for news and events, a section with links to other biogas projects, and a section featuring the various country networks, with separate subsections for each country. In addition, as results become available, articles and other pages may be published that highlight the project's progress and results. The project website will feature responsive design enabling a seamless browsing experience from various portable devices, which are increasingly important for online communication.

The website will also feature an online repository that will be populated with original inputs and existing material provided by the partners: it will be the main instrument to ensure the proper use of the project's results during and after its duration, by collecting, distilling, organising and categorizing previously existing knowledge alongside the knowledge produced by the project.

The online repository will be divided into two main sections: "Downloads and deliverables" and "Regulatory frameworks". The "Downloads and deliverables" section will contain the agenda, summary and presentations from the project's workshops and deliverables from each work package. The "Regulatory frameworks" section will feature subsections for each one of the project's countries as well as for the EU. Within these subsections will be searchable tables containing links to individual legislative acts as well as a link to a PDF for each act that will provide other relevant information, such as the legislation's purpose, relevance, scope, targets and sustainability criteria.

The BIOSURF website will be designed to meet the requirements of the European Commission's Information Providers Guide and the W3C Content Accessibility Guidelines 2.0 (which promote equal access to disabled or ageing users as well as users with older hardware).

All of the information on the website will be accessible to all users (except for the internal section) and will be provided in English. In addition, basic, introductory texts, such as a description of BIOSURF and its key conclusions, will be translated into German, Italian, Hungarian and French. These translations will be done by the respective partners; to facilitate this, the website will feature plug-ins allowing for seamless translations through the content management system.

The web site will link all important projects and networks dealing with biogas and biomethane and, if possible, vice versa, and will be maintained for at least one year after the end of the project.

### 2.3 Project Leaflet

A project leaflet (4 pages) will be produced in English and in the other languages of the BIOSURF countries (German, Italian, Hungarian and French), with 1,000 copies per language. The purpose of the leaflet is to generate interest about the project among the key target groups and to establish contact with them at the beginning of the project.

### 2.4 Project Postcard

A project postcard (900 copies per language) will be designed and printed in English and in the other languages of the BIOSURF countries (German, Italian, Hungarian and French) to attract users with a high quality image and a compelling message. The project postcard will contain the logo, the web address and a short slogan regarding the project. The project's countries will have the opportunity to adapt their project postcards to their needs.

### 2.5 Roll-Up

One project roll-up will be created to attract the attention of visitors and participants at conferences, exhibitions, workshops and other events. It will be in English and then translated into the other languages of the BIOSURF countries (French German, Hungarian and Italian). The project's countries will have the opportunity to adapt the roll-up in their language to their needs.

### 2.6 E-newsletters

Six online newsletters will be prepared (at six-month intervals) and disseminated regularly via email during the project. Newsletters will be prepared in the international version (in English) and in five local versions for the BIOSURF countries (in German for Germany, in German for Austria, in French for France, in Hungarian for Hungary, and in Italian for Italy). The newsletters will contain recent news on biomethane markets and on the status of the project.

The international version of the newsletter will include the articles on the project itself and all English versions of the local news. If space does not allow the full versions of the local articles to be published in the newsletter, the introductory lines of these articles will be shown with a "Read more" button, allowing the reader to click through to the English article on the website. This version will be disseminated to the international audience.

In the local version of the newsletter, the first two articles will present information on a dedicated project topic, as in the international version. The other one or two articles of the newsletter will present various topics from respective project countries, in accordance with their own needs and requirements. The first two parts of the newsletter (the two project articles and the one or two local articles) will be written in the local language. The third part will include titles and links (in English) to the news items from the other project countries, which will be published on the website.

In total, there will be six versions of the newsletters every six months (five local and one international version) which will be disseminated via MailChimp by the project partners. This will entail sending out the newsletter to corresponding national stakeholders and target groups in their national language. This is an important consideration, given that a document in a national language is more attractive to most of the key actors.



The impact of the project newsletter will be regularly evaluated using various electronic tools, suitable for the analysis of electronic communications. After the first newsletter, the success rate of this methodology will be assessed.

### 2.7 Social Media and Other Web Resources

Given the nature of the project, the most demographically appropriate social network for sharing BIOSURF's results is LinkedIn. A LinkedIn group will be created with a description of the project and partners will be invited to join. The partners will then invite others in their networks who are interested in biomethane to join the group and to post relevant articles and other items for discussion.

### 2.8 Media Relations

Media relations will be established, with articles and at least three press releases at the beginning of the project, after the project's mid-term and at the final conference.

All project partners will work with the press (at the European and national level), to present their work to their respective target groups and key actors, in order to enhance networking and communication with them.

This can be done via press conferences as well as through articles for specialist magazines and in local, regional and national papers. All press coverage will be available on the BIOSURF website, directly and via links. The press coverage will be monitored via a tool in the internal website.

### 2.9 Final Booklet

A final booklet will be produced in order to provide a summary of BIOSURF's main achievements and recommendations, and to increase the involvement of multipliers and businesses. This booklet will be produced in English, but will be translated into the other languages of the BIOSURF countries (German, Italian, Hungarian and French) and will be available both in digital as well as printed format (150 copies per language and per country), and will also be downloadable from the website.

### 2.10 European Transferability

The project partners are responsible for dissemination and communication within their respective networks via conferences, seminars, and other events (see Task 2.2). In particular, the partners will hold the following:

- 6 general workshops during the project duration to gather around 20 stakeholders per meeting (including consortium partners concerned). They can focus on technical and non-technical topics, to be chosen, each time, according to main interests and needs of

stakeholders: e.g., on biomethane registries, sustainability criteria, GHG emissions, public acceptance, etc. Participation is on a voluntary basis, and can change over time;

- 1 inter-association workshop;
- 1 national conference per country, gathering all main national stakeholders (50 persons, including the consortium partners concerned) in a one-day meeting; by presenting the project results, it will be an opportunity to exploit them in a larger and more strategic perspective through the involvement of national decision makers, potential investors and financing institutions;
- One-to-one/small size/working meetings with representatives of the stakeholders' groups to discuss specific topics to be agreed on for concrete advancements for the development of the biomethane market.

Beyond the consortium partners and networking activities in their home countries (WP2), BIOSURF will be promoted at a number of European conferences in order to reach a broader international public. The project partners will identify the most suitable conferences (3 per partner) that deal with the production and use of biomethane.

Moreover, BIOSURF intends to address several other stakeholders outside the project that have showed strong interest in biomethane.

The best way to guarantee the proper use and transferability of BIOSURF's results is through the organisation of five workshops in non-partner countries (in Sweden, The Netherlands, Czech Republic, Belgium and Romania).

These workshops, through the involvement of the main local stakeholders (around 20 participants, including selected project partners), will allow the consolidation and exchange of the concepts and outputs developed by the project (e.g. registries, guarantees of origin, tradable certificates, sustainability, GHG emissions reduction, etc.).

### 2.11 Final Conference

A full-day project conference (around 100 participants) will be organized upon completion of the project, presenting the main results. This conference will be open and will address all target groups and key actors that have supported the project and that are interested in the field of biomethane.

### 3. MONITORING OF DISSEMINATION AND COMMUNICATION ACTIVITIES

The results achieved as part of WP8 will be reported by ISIS during BIOSURF’s project meetings. In addition, results will be incorporated into BIOSURF’s administrative progress reports of BIOSURF and the final communication reports at the end of the project. Throughout the duration of the BIOSURF project, the progress of dissemination and publication will be assessed against this dissemination plan and the visual identity guidelines.

Proposed monitoring of dissemination activities will relate to the following:

Activity	Monitoring process
BIOSURF website	<p>Starting with the launch of the website, requests and downloads per section will be tracked on a monthly basis.</p> <ul style="list-style-type: none"> <li>• Methodology      Monitoring of access and external links to the website</li> <li>• Frequency        Every six months</li> </ul>
Participation at the final conference	<p>At least 100 participants of the biogas/biomethane chain attending the BIOSURF Final Conference in Brussels.</p> <ul style="list-style-type: none"> <li>• Methodology      List of participants at the final conference</li> <li>• Frequency        After the final conference</li> </ul>
BIOSURF Online repository	<p>A database of documentation published by all BIOSURF partners will be established and regularly updated, to be accessed via the BIOSURF website.</p> <ul style="list-style-type: none"> <li>• Methodology      Counts</li> <li>• Frequency        Every six months</li> </ul>
BIOSURF Database of press activities	<p>A database of press releases and reviews published by all BIOSURF partners will be established via the internal area of the BIOSURF website.</p> <ul style="list-style-type: none"> <li>• Methodology      Counts</li> <li>• Frequency        Every six months</li> </ul>
BIOSURF event participation	<p>All partners of BIOSURF will report on conferences, meetings and other events, where appropriate, via the internal area of the BIOSURF website. Conference attendance will allow for an estimate of the number of visitors and an assessment of their interests.</p> <ul style="list-style-type: none"> <li>• Methodology      Counts, estimation</li> <li>• Frequency        Every six months</li> </ul>

## **4. DISSEMINATION OF RESULTS, OPEN ACCESS, AND ACKNOWLEDGEMENT OF EU FUNDING**

### **4.1 Obligation to Disseminate Results**

Unless it goes against their legitimate interests, each beneficiary must 'disseminate' its results as soon as possible by disclosing them to the public by appropriate means, including in scientific publications and in the online repository (see 4.2, Open Access to Scientific Publications (b) and (c)). This does not change the obligation to protect results, confidentiality obligations, security obligations, or the obligation to protect personal data.

### **4.2 Open Access to Scientific Publications**

Each beneficiary must ensure open access (online access for any user free of charge) to all peer-reviewed scientific publications relating to their results.

In particular, they must:

(a) As soon as possible, and at the latest upon publication, file a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;

Moreover, the beneficiary must concurrently log the research data needed to validate the results presented in the filed scientific publications.

(b) Ensure open access to the filed publication via the repository, at the latest:

(i) Upon publication, if an electronic version is available for free via the publisher, or

(ii) Within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.

(c) Ensure open access, via the repository, to the bibliographic metadata that identifies the filed publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- The terms "European Union (EU)" and "Horizon 2020";
- The name of the action, acronym and grant number;
- The publication date, and length of embargo period if applicable;
- A uniform identifier.

### 4.3 Open Access to Research Data

Not applicable

### 4.4 Information on EU Funding — Obligation and Right to Use the EU Emblem

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

- (a) Display the EU emblem and
- (b) Include the following text:

“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 646533”.

When displayed together with another logo, the EU emblem must have appropriate prominence. For the purposes of their obligations under this Article, the beneficiaries may use the EU emblem without first obtaining approval from the Agency. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.

### 4.5 Disclaimer Excluding Agency Responsibility

Any dissemination of results must indicate that these only reflect the author’s view and that the Agency is not responsible for any use that may be made of the information it contains.