

PLUREL



PLUREL project

All modules

February 2008

PERI-URBAN LAND USE RELATIONSHIPS –
STRATEGIES AND SUSTAINABILITY
ASSESSMENT TOOLS FOR URBAN-RURAL
LINKAGES, INTEGRATED PROJECT,
CONTRACT NO. 036921

Dissemination Plan

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Introduction

The PLUREL project

The Integrated Project **PLUREL**, funded under the European Commission's Sixth Framework Programme, aims to develop new strategies and innovative planning and forecasting tools for developing sustainable rural-urban land use relationships. These strategies and tools, including a generic Sustainability Assessment Tool for Rural-urban Relations (SIAT-RUR), will support the analysis of urbanisation trends in the EU so that ways can be identified to support this process and mitigate its negative impacts. **PLUREL** will evaluate costs for the implementation of new strategies, and aid stakeholders to better understand, plan and forecast the interactions between rural, peri-urban and urban areas. For the purpose of the project, six European rural-urban regions, as well as one Chinese reference case were selected as appropriate units of reference to address the mentioned issues.

PLUREL, with its 31 partner institutions from 15 countries, will be highly proactive in its approach to disseminating the project's results to all relevant user groups. These include the European Union (EU), national, regional and local policy makers and planners, the scientific community and the wider public. In particular, **PLUREL** will actively involve stakeholders in the case study regions in its activities.

Dissemination in focus

In the light of the above, sound dissemination of **PLUREL** project findings is crucial. Not only should project findings be transferred to key target groups throughout the entire project, but stakeholders are also an active partner in the development of outputs. In this way, stakeholder needs and demands can be met. Thus dissemination is not an 'add on' to the research and development work within the project, but an integral part of all activities.

Overall, dissemination activities within **PLUREL** have the objective to deliver relevant project results to key target groups, to improve the relevance of results by a continuous dialogue with these stakeholders, to enhance visibility and awareness of the project, and to influence decision making.

This Dissemination Plan, which is a product of the project's Module 6 (Workpackage 6.4), provides an overview of the **PLUREL** dissemination strategy, activities and materials. Moreover, the Plan demonstrates how quality assurance and monitoring of the dissemination work are arranged.

Dissemination strategy

A clear vision for dissemination

As mentioned, communication and dissemination are central to **PLUREL**'s work, as the project aims to produce results that make a difference in land-use decision making. Dissemination is not an 'add on' to research and development work, but an integrative part of it. The project's Dissemination Strategy should ensure that key messages are communicated effectively by means of appropriate activities and materials, and through suitable media, to the different target audiences.

Moreover, the project should become recognised as being transparent, inclusive and inviting. Therefore a continuous and steady flow of information towards different audiences is important. Dissemination takes place during all project stages and not only towards project end, although obviously a major communication effort will be needed here.

All project partners are encouraged to actively engage themselves in dissemination activities, at the international, national and local level. They can base themselves on the project's findings and use the **PLUREL** 'house style' and products (see below) for this purpose.

PLUREL's vision for communication also embraces the adoption of best practices in communication, making use of a wide range of tools, engaging stakeholders, and ensuring timeliness of information. These issues are described below.

Adopting best practices in dissemination

As resources are limited, it is important to have a targeted and coordinated dissemination strategy. This requires, for example, to combine dissemination activities with key project milestones – such as case study workshops and project conferences – and to 'hook up' to existing communication activities and media rather than to duplicate efforts.

State-of-art experience in, for example, using the Internet as a communication medium will be used. Good practice in communication and participation also relates to interaction with stakeholders, for example through interactive workshops.

Good dissemination is a matter for communication experts. The importance of dissemination within **PLUREL** is reflected in the involvement of a marketing company as a full partner. Moreover, professional editing services are used, for example for the project's newsletter.

Making use of a wide range of tools

Different audiences and findings require different dissemination tools. This is recognised by **PLUREL** and reflected in the project's wide range of dissemination tools and activities. These range from an up-to-date project website and a newsletter aimed at both external and internal audiences, to scientific and professional papers and podcasts of key project presentations and training sessions. The mechanisms in place for stakeholder involvement also double as important dissemination and communication channels.

As mentioned above, existing dissemination channels and instruments will be used when possible, in addition to more project-specific dissemination.

Engagement of stakeholders

Dissemination within **PLUREL** should strengthen and optimally use the project's socially-inclusive character. Stakeholders should be made interested in the project and its findings and be stimulated to get actively involved.

PLUREL aims to anchor its research in the reality of rural-urban regions in Europe. It involves practitioners from these regions, giving them a say in research and development work, in order to strengthen its practical relevance and enable the adoption of the research results by European urban regions. At the same time the project will make use of the information from stakeholders to benchmark spatial planning and governance strategies for sustainable relationships between urban, peri-urban and rural areas and to develop forecasting tools. The SIAT-RUR tool, the project's main deliverable, will be tailored to the assessment of local, regional and EU-level policies within the context of rural-urban regions.

A collaborative design group was established for the development of planning guidance and training programmes. In this design group, stakeholders join up with researchers from the **PLUREL** project to elaborate the approach to communication and dissemination of knowledge. Moreover, a Board of Stakeholders was set up to strengthen overall stakeholder participation in the project. This Board will also be used for strengthening dissemination activities.

A systematic survey of different end-user groups will evaluate **PLUREL**'s dissemination success. The survey will be based on workshops at EU and regional levels, interviews with stakeholders from key organisations and questionnaires. This consultation process is also important to identify best practice for communication of key results from the project.

Project results will be processed and compiled according to the specific requirements of each user group, and by using different communication means. Three main audiences (or 'user groups') have been identified for **PLUREL**'s dissemination activities: 1) Policy makers and planners at EU, national and regional (including case-study) level; 2) Peers, i.e. the scientific and expert community, and 3) the wider public.

For the target groups under 1 and 2, partnerships is established with key international organisations, such as the European Spatial Planning Observation Network (ESPON), ICLEI – Local Governments for Sustainability and the Joint Research Centre (JRC), to strengthen dissemination and get the information out to relevant networks of experts.

Timeliness of information

Information needs to be timely in order to be relevant. As dissemination takes place throughout the project and is fully integrated within all activities, timeliness can be ensured. The close dialogue with the main end users as outlined above will also help ensure timely delivery of information. Timeliness also requires an effort from all project partners to be communicative about their activities and findings. Project partners work 'close to the field' in their respective country and region and thus have a good idea of information needs amongst stakeholders.

Timeliness of information also has another, more sustainable dimension. After **PLUREL** has ended, it is important that its findings remain available. Agreement is made with the Joint Research Centre to host the project website and key findings after project completion.

The PLUREL Brand

It is important for a project like **PLUREL** to be visible and recognisable. The different products need to be clearly linked to the project. This can be realised by developing a 'house style' for all material, which then becomes part of a brand. A joint brand identity will also strengthen the project internally, as partners feel that they are part of a joint effort.

Project partners have discussed a common design style for **PLUREL**. A recognisable logo, style, etc. were then developed by a professional marketing and branding company, Scandinavian Branding A/S. The **PLUREL** standard design for reports has been used for this document. Other examples of outputs in the project's house style (such as the project

website, newsletter and templates for presentations) are provided elsewhere in this document.

Dissemination activities

End users in focus

From project outset, **PLUREL** will develop the discussion with its three main groups of end users. The mode of presentation of project results will be adapted to the needs of these specific user groups. For example, the project includes a specific Module on instruments and tools that aims to adapt research products into suitable formats that meet the specific tasks and information demands of the users. But the focus on end users also drives dissemination activities at large.

Activities aimed at policy-makers and planners

Policy makers and planners at the EU, national and regional level comprise the main end user group of **PLUREL**. The SIAT-RUR tool will primarily be developed for them, to aid these policy makers and planners in the decision making for rural-urban regions.

Policy makers and planners are engaged in the project, for example through the Board of Stakeholders and in the case study teams. Thus the SIAT-RUR and other project outputs are developed jointly with this group of end users. A collaborative design group for the project tools will be established from potential end users across Europe. They will be able to test and provide feedback comments to the developers as the project proceeds, helping to ensure that it meets their requirements as far as possible given the limitations of budget and time.

During the project's lifetime, regional workshops, interviews and round tables with planners will be used for dissemination and communication. Other relevant audiences, such as chambers of commerce, NGOs, CSOs (Civic Society Organisations) and officers from different sectors and administration levels, will also be involved in these activities. Web-based questionnaires and web forums can further facilitate involvement of policy makers and planners.

Several of **PLUREL**'s more general means of dissemination, such as the project website and newsletter, will also provide an important source of information for policy-makers and planners. In addition, project partners are encouraged to publish in professional (planning) journals. Audio-visual means, and more specifically podcasts of key presentations given at **PLUREL** conferences and workshops, will be posted on the project website and offer a source of further reference. These recorded presentations are an important component of training material, which will also include demos of the tools developed by the project.

Activities aimed at the scientific community

Scientific peers comprise another key end user group for **PLUREL**. It is important from a scientific quality perspective to disseminate scientific findings and to obtain peer feedback on the project's research work.

PLUREL's results will be published in peer-reviewed scientific journals, a book, in project reports and working papers, as well as in popular-scientific publications. A process of internal peer review, as described in the chapter on Quality Assurance, has been set up to ensure scientific quality, but external peer review should also be applied for key publications. A Scientific Advisory Board is in place for overall scrutiny of the scientific quality of the project.

Scientific results will also be presented at an international conference at the end of **PLUREL**'s term. Moreover, project results are to be presented at key European conferences aimed at different stakeholder groups, such as those organised in cooperation with Eurocities, ESPON, ICLEI, and so forth. For further dissemination activities contacts will be established with other relevant stakeholder networks, such as the European Council of Town Planners (ECTP), the Association of European Regional Development

Agencies (EURADA), the Council of European Municipalities and Regions (CERM) and European Local Authorities Telematics Initiative.

Dissemination of findings and expertise is also reflected in courses designed to train researchers to carry out **PLUREL** research activities. Where specific skills are needed, for example in local case study teams, the project will encourage their development as part of its capacity-building activity. By doing so, the project contributes to building research capacity on a European scale.

Activities aimed at local communities and the general public

PLUREL will communicate directly with stakeholders in the case study regions as an integrated part of the case studies. Evocative events that raise people's interest, audio-visual communications, workshops and roundtables will structurally involve representatives of business, local communities, ENGOs (environmental non-governmental organisations) and other locally relevant groups or individuals. These events should raise the interest of stakeholders to become active partners in the discussions. Local stakeholders will be stimulated to bring forward their own views and demand information on motives and planning decisions of their own authorities and planning institutions. This will strengthen the development of relevant outputs as well as overall dissemination. From a more strategic perspective, the project will raise public awareness in the regions and mobilise stakeholders that have an interest in sustainable development of their own urban region.

The outputs of the project, such as the tools that will be developed and the results of scenario modelling, will be made available to the wider public as well, for example in the form of the SIAT-RUR with predefined scenarios located on the website.

PLUREL's website and newsletter will be important instruments for informing the general public. News items will be designed for release through podcasts, newspapers and local television and radio.

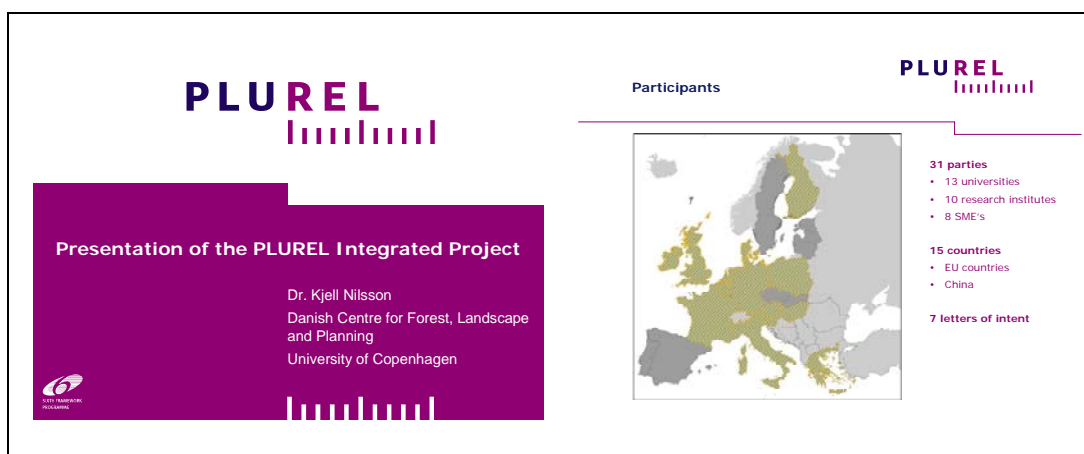
Dissemination material

PLUREL design programme

A common base for all of **PLUREL**'s dissemination is provided by the project's 'house style' as presented earlier in this document. Characteristic for the **PLUREL** 'brand' are its logo and the purple colour. The design, developed by project partner Scandinavian Branding A/S, has been used for developing the project website, as well as templates for PowerPoint presentations, Word Documents (e.g., plans, working papers), Deliverable reports, newsletter, name tags and posters (70x100 cm).

The **PLUREL** logo and design should be used for all project material, be it at the international or local level. This will strengthen the 'corporate identity' of the project and raise awareness about it.

The logo and style can only be used by project partners. Use should respect the official colour scheme (as illustrated in this document), or be in black and white. The logo can be of different sizes, but should never be distorted in any way.

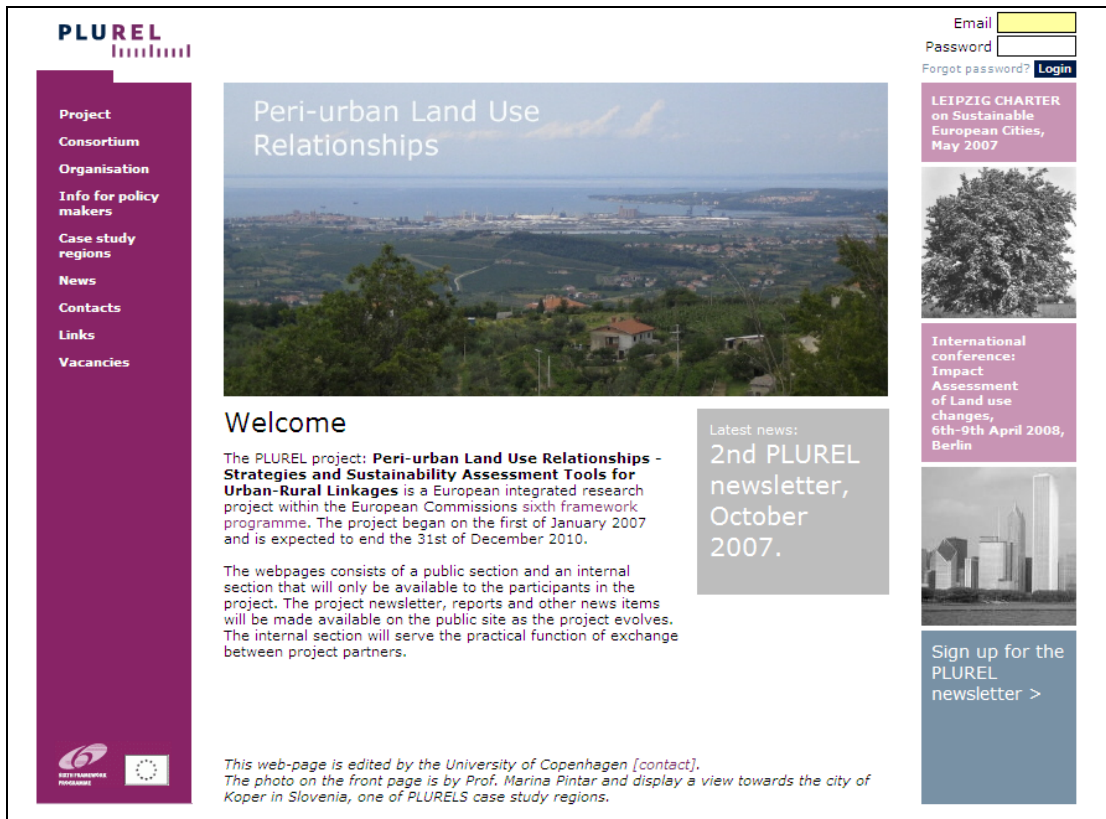


*Examples of use of **PLUREL** style, here in the case of PowerPoint presentations*

Project website

The project website (www.plurel.net or www.plurel.eu), developed based on open source CMS OX and set up in **PLUREL**'s recognisable house style, is arguably the project's main means of dissemination. The site functions as a web portal, serving the project's end user groups as well as the wider, interested community, comprising key academic, commercial, voluntary and public sector audiences. The site has a public part, as well as a password-protected part for project partners only. The latter plays an important role in internal communication. The website also includes a file library where files can be uploaded and downloaded by the researchers. The **PLUREL** newsletter and all major deliverables will be made available through the site. Reciprocal website links are included with organisations selected as important and relevant.

The website is continuously updated, so that users are motivated to keep coming back to it.



The screenshot shows the PLUREL website front page. At the top left is the PLUREL logo. Below it is a vertical purple navigation menu with the following items: Project, Consortium, Organisation, Info for policy makers, Case study regions, News, Contacts, Links, and Vacancies. At the top right, there are login fields for Email and Password, with links for 'Forgot password?' and 'Login'. The main content area features a large photograph of a peri-urban landscape with the title 'Peri-urban Land Use Relationships'. Below the photo is a 'Welcome' section with text describing the project as a European integrated research project within the sixth framework programme, starting in January 2007 and ending in December 2010. It also mentions the website's structure (public and internal sections) and the project's focus on urban-rural linkages. To the right of the welcome text is a 'Latest news' box announcing the '2nd PLUREL newsletter, October 2007'. Below the welcome text are logos for the 6th Framework Programme and the European Union. At the bottom of the main content area, there is a note: 'This web-page is edited by the University of Copenhagen [contact]. The photo on the front page is by Prof. Marina Pintar and display a view towards the city of Koper in Slovenia, one of PLURELS case study regions.' On the right side of the page, there are three small promotional boxes: 'LEIPZIG CHARTER on Sustainable European Cities, May 2007' with a tree image, 'International conference: Impact Assessment of Land use changes, 6th-9th April 2008, Berlin' with a city skyline image, and a 'Sign up for the PLUREL newsletter >' button.

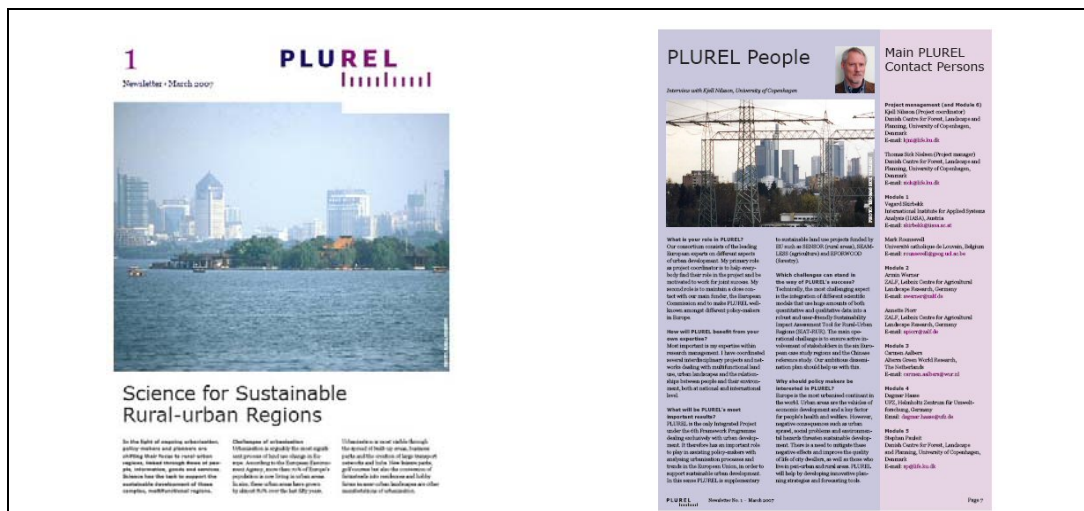
Front page of **PLUREL** website, available at www.plurel.net or www.plurel.eu

PLUREL Newsletter

Another important means of dissemination is the project's newsletter. This 8-16 page publication describes the project, its main components and findings, and the people involved in an accessible way. A professional editor compiles the newsletter and helps prepare its contents.

The newsletter appears at least twice a year, in spring and autumn. It is disseminated primarily in electronic form, although about 800 hardcopies of each issue will also be available at all **PLUREL** events.

The newsletter is disseminated via the project partners, as well as through a mailing list of key international organisations and contacts.



Page examples from the first issue of the **PLUREL** Newsletter.

Conferences and other events

PLUREL will organise a host of meetings throughout its existence. A detailed meeting plan is part of the project’s Description of Work. This plan shows when meetings of the General Assembly, Scientific Coordination Team, Project Management Board, Scientific Advisory Group and Board of Stakeholders take place. It also indicates when events that are particularly important from a dissemination perspective, i.e. conferences, social and economic science workshops, and meetings with end users, take place.

In line with the project’s overall strategy for dissemination and communication, as a main principle, meetings are assembled around bi-annual project meetings held in the **PLUREL** case study cities. Large meetings that involve many or most partners are supplemented with regional workshops in the case study regions and Module meetings according to need.

Two **PLUREL** conferences are planned. The first is aimed at practitioners (i.e. policy makers and planners) and will be held in Montpellier, France, in connection with a project meeting in 2009. The other, an international scientific conference, will be held at the time of project conclusion (2010) in Copenhagen, Denmark.

Conferences and workshops are important dissemination events, offering an excellent opportunity to present the project to different end users as well as in the media. Prior to each conference and major event, a targeted dissemination plan will be developed. Moreover, a communication contact person who handles media relations and the like needs to be appointed.

Academic book

Among **PLUREL**’s scientific outputs will be a book, issued by an international publisher, which provides an overview of the project’s main findings. Preliminary title for this work is “Peri-urban land use relationships. Strategies for sustainable land use planning in rural-urban regions.” The following chapters are envisaged:

- Chapter 1: Drivers and scenarios of changing relationships between rural and urban areas
- Chapter 2: The rural – urban region: concept and policy frameworks
- Chapter 3: Governance of rural – urban land use relationships: case studies
- Chapter 4: Predicting the impacts of land use change within rural-urban regions
- Chapter 5: Strategies for sustainable land use planning in rural-urban regions

Booklet for practitioners and stakeholders

A popular-scientific booklet will present main project findings to policy makers, planners as well as other interested stakeholders at the local, regional and EU level. The booklet's structure focuses on specific problems or practical issues in or related to peri-urban areas. It can be seen as a popular version of the academic book described above.

Working title of this publication is "Peri-urban space in European city regions. Challenges and approaches". The preliminary outline for this booklet is provided below.

*Preliminary structure of the **PLUREL** popular-scientific booklet*

Section 1: Scenarios of land use change in European rural-Urban Regions	
Future perspectives: Global drivers and scenarios of land use change	
Land-use relationships in rural-urban regions	
Section 2: Challenges in peri-urban areas (<i>This chapter will outline major pressures on land use in rural-urban regions, and discuss approaches to address these challenges, based on results from case studies. The column to the right is just illustrative</i>)	<i>Case studies for illustration</i>
Land pressure due to housing development (/industrialisation) in the urban fringe Problem analysis (trends, scenarios) on European and on case study level	<i>Haaglanden</i>
High value nature areas in the urban fringe at risk	<i>Warsaw</i>
Agriculture not able to resist pressure	<i>Hangzhou</i>
Traffic pressure	<i>Manchester</i>
Shrinkage	<i>Leipzig</i>
Integration tourism	<i>Montpellier</i>
Water management	<i>Koper</i>
x. further challenges	...
Section 3: Strategies for sustainable land use relationships in rural-urban regions (<i>synopsis of lessons learnt</i>)	
This chapter will summarize the approaches from section 2 and provide an overview of instruments used (successfully) to deal with the challenges from section 1. The result could be matrices, illustrating the best combination of strategies & instruments/ tools for certain challenges.	

Project reports and working papers

Throughout the project, internal and external project reports will be prepared. Many of these will be formal Deliverables as described in **PLUREL's** Description of Work. Findings of the case study work and major Module outputs will be published as Working Papers. These will be released as electronic documents and assigned an ISBN-number where relevant and possible.

All reports and working papers will be formatted according to the **PLUREL** house style. Publications are subjected to quality assurance as described in the next chapter.

Other publications

Peer-reviewed scientific journals are generally regarded as the best medium for publishing scientific results. The **PLUREL** project team will thus make an effort to disseminate its main findings by means of peer-reviewed articles. These publications will involve external review of findings, which is crucial for safeguarding the overall scientific quality of the project.

Project findings will also be published in professional and technical journals, which are an important source of information for planning and other professionals.

The regional and local media (newspapers, magazines, television, radio, Internet publications) are important for reaching out to the general public, as well as opinion formers. By means of press releases, news conferences, interviews, as well as prepared stories, **PLUREL** will inform about its work and findings. This is especially important within the case study regions as a way to create awareness and engagement. Project partners will develop good relations with local journalists in order to be able to get their stories published or aired.

Other means of dissemination

Apart from the dissemination materials and means mentioned above, **PLUREL** will apply a range of additional tools. Audio-visual means were already mentioned, for example in the form of recorded key presentations. These can be used as parts of training packages. The two **PLUREL** conferences as well as seminars and workshops can be used to record relevant presentations. This aspect should be reflected in the dissemination plan for each individual conference/main event.

Other dissemination materials will include, among other, project leaflets in different languages, standard presentations about the project and its components, and handouts at conferences and seminars.

*Overview of **PLUREL** dissemination material*

Dissemination output	End user	Estimated time of delivery
<i>PLUREL design programme</i>	Project consortium (base for all internal and external communication)	2007
<i>Project website</i>	Policy makers and planners, scientific community, public at large, project consortium (Special password protected part for internal communication)	2007 (continuous updates afterwards)
<i>PLUREL Newsletter</i>	Policy makers and planners, scientific community, public at large, project consortium	At least twice a year (spring and autumn) during entire project duration
<i>Conferences and other events</i>	Policy makers and planners, scientific community, public at large, project consortium Different events targeted towards different end users	2009: Stakeholder conference in Montpellier, France 2010: Scientific conference in Copenhagen, Denmark Bi-annual meetings for entire project consortium Other events throughout the project

Dissemination output	End user	Estimated time of delivery
<i>Academic book</i>	Scientific community	2010
<i>Booklet for practitioners and stakeholders</i>	Policy makers and planners, general public	2010
<i>Project reports and working papers</i>	Policy makers and planners, scientific community, project consortium	Continuous
<i>Other publications (scientific and technical publications, articles in press, etc.)</i>	Policy makers and planners, scientific community, public at large	Continuous For articles in popular press/media, conferences and main events are important milestones
<i>Other means of dissemination (podcasts, training material, leaflets, etc.)</i>	Policy makers and planners, scientific community, public at large, as well as project consortium	Continuous Podcasts based on key presentations during conferences and main events Training packages to be available towards project ending

Quality assurance and monitoring

Quality assurance and monitoring are important elements of a good dissemination strategy. Quality assurance should ensure that the 'right' messages get out and that **PLUREL** is seen as a reliable source of information. This is obviously important from a scientific perspective, but not in the least also when communicating with decision makers and other stakeholders. It should be made clear that **PLUREL**'s findings are based on sound scientific work developed in close collaboration with relevant stakeholders. Monitoring is important for keeping track of **PLUREL**'s dissemination throughout the project period. It can also help assess the impact of the project on the 'wider world'.

Overall responsibility for quality assurance and monitoring lies with the project coordinator, i.e. the Danish Centre for Forest, Landscape and Planning, University of Copenhagen.

Quality assurance

Assuring the quality of all **PLUREL** products is a matter for the entire project consortium. Scientific and professional credibility is crucial and will affect each individual element of the project.

Different mechanisms and tools for quality assurance are in place. The project's Scientific Advisory Board, comprising of three independent scientists, plays an important part in ensuring overall scientific quality and validity of the project. External experts will also be asked to evaluate key project outputs. The peer-review process used by scientific journals in which **PLUREL** findings are published will be one way of obtaining important feedback. Internal peer review will also be used for evaluating deliverables. For this purpose, a Deliverable Review Form was developed (see Appendix 1).

Quality assurance is not only about scientific quality. Main findings and products should also be discussed with stakeholders, for example those taking an active part in the case study work.

When press releases are prepared at the regional level, it is important to discuss their contents with the project coordinators.

Monitoring

Project partners should report about all of their dissemination activities, however small, to the project coordinator. They should provide details about the dissemination activity, and a copy of the product, if applicable. The project coordinator maintains an up-to-date list of dissemination activities and outputs. Quantitative indicators will be used in order to benchmark the output of partner's and WP's scientific and popular production.

Monitoring of dissemination activities per partner will also be done. This will allow for subsequent analysis, for example in terms of the ratio of specific dissemination products (e.g., scientific articles) per person month.

The impact of different **PLUREL** dissemination products and activities needs to be monitored in different ways. Web statistics, for example, will indicate whether the project's website is satisfactorily used, as well as show trends, etc. Another indicator is the number of subscribers to the project's newsletter. Attendance at conferences and meetings also gives an indication of the success of the project. Statistics like these should be supplemented by surveys of user satisfaction about website, newsletter, events and other **PLUREL** products.

Appendix: Deliverable Review Form

Reviewer (name and organization):

Date of review:

Deliverable no:

Deliverable title:

Type of deliverable:

PU

RE

CO

Short description of the deliverable: (max. 10 lines)

REVIEW (please provide comments under each heading if the answer is no)

- | | yes | no |
|--|--------------------------|--------------------------|
| 1. Does the title of this deliverable clearly reflect its content? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the abstract/ short description sufficiently informative especially when read in isolation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the keywords informative and appropriate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have the aims and objectives been fulfilled as defined in the DoW? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the context of the deliverable been well exposed? (Theoretical background, scientific or technological state-of-the art) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are materials and methods correctly exposed, sound and sufficiently well described to allow replication? For data sets: is the content of the data set well described? Has metadata been delivered? | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|---|--------------------------|--------------------------|
| 7. Is the organization of the paper/satisfactory and are the results clearly presented? Is the data set well structured? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are interpretations and conclusions sound? Are they consistent with the objectives and justified by the data? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the length of the report/ paper/ data set appropriate to the content? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is the layout of the report appropriate and does it accord to the templates provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are the illustrations and tables necessary and adequate? Are further illustrations and tables required? Are the captions adequate and informative? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are the references adequate and in agreement with the guidance (should be prepared)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is the quality of the English satisfactory and appropriate to the target group? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Can the results of the deliverable be used by other modules/ work packages as intended? Can you suggest revisions that will increase the value of this deliverable for internal and external readers/ users? | <input type="checkbox"/> | <input type="checkbox"/> |

GENERAL COMMENTS:

SPECIFIC COMMENTS: