



D6.1 – Communication and Capitalisation plan

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Protection

ACKNOWLEDGEMENT

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Gant Agreement Nr.	101004912
Project Website	Under development

Deliverable Nr.	D6.1
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1. Project presentation

1.1. Context

Release of gaseous or volatile HNS can result in production of atmospheric plumes of potentially toxic, flammable or reactive chemicals. These plumes can travel considerable distances with potential to pose risks over a wide area and in relatively short timescales. As incidents can happen in port or close to shore response will often require actions to protect coastal communities with informed decisions needing to be made quickly often before monitoring can be initiated. Such an incident is vividly illustrated by the recent event in the South Korean port city of Ulsan where at least 18 people were injured following an explosion and huge blaze on a cargo ship while docked¹. Likewise, gas and oil platforms or subsea pipelines are widely present in the North Sea posing a potential risk of leakage. Such leaks can result in the formation of toxic or explosive clouds with the potential to impact English and European coasts as illustrated by the accident on the Elgin platform in the North Sea in 2010.

Significant improvement has been achieved over recent years in terms of HNS preparedness and response with most Member States having implemented contingency plans against HNS spills. Moreover, previous EU projects have tackled different HNS issues: HNS-MS dealt with HNS drift, fate and behaviour forecast (<http://www.hns-ms.eu/>), MARINER aimed to improve planning, preparedness and response to HNS spills (<http://mariner-project.eu/>), ChemSAR focused on the definition of operational plans and procedures for maritime search and rescue in HNS incidents (<https://blogit.utu.fi/chemsar/>).

However, key challenges still remain, in particular regarding HNS that behave as gases and evaporators, for which a lack of data and easy access to reliable information, decision support tools and proper training and exercise resources still jeopardize efficient response. Currently, there is no crisis management assistance tool to assess the consequences of the explosion or ignition of a gas cloud linked to a maritime accident at sea or harbours and the impacts on coastal environments and populations.

Fully aligned with the call objective of "Enhancing prevention and protection from the effects of maritime disasters" under priority 1: Developing response capacity for marine pollution", MANIFESTS will build upon previous projects and address these challenges by developing modelling tools and guidance adapted for the forecasting and evaluation of impacts from evaporators and gases. MANIFESTS will also propose advanced training and by testing these

¹ <https://www.bbc.co.uk/news/av/world-asia-49863955/south-korea-oil-tanker-fire-crew-members-rescued>



innovative response capacities generated by the project through exercises to be carried out in open sea, shoreline and ports. The proposed outputs will be focussed around 3 key phases of HNS response: 1) Identification and assessment of risks associated with HNS, 2) Monitoring and modelling capabilities, 3) decision support guidance to select best response option in terms of protecting public health.

MANIFESTS partners have interacted with the project end users, namely the maritime authorities of each country and all have confirmed the need for such work and their interest in the project in terms of improving their response capacity. Furthermore, all have been invited and subsequently agreed to join the Advisory Board.

The work of MANIFESTS will aid resilience regards planning, training and responding to such incidents and will be directly applicable to relevant agencies across the Atlantic Arc, the Bonn Agreement area and to wider international stakeholders.

Outputs will be transferred through suitable channels to the EU Civil Protection Mechanism and its Participating States contributing in this way to reinforce their response capacity to HNS spills.

1.2. Objectives

The overall objective of the MANIFESTS project is to raise awareness and improve capacity of responders thanks to the development of advanced technologies supporting training and exercises as well as improving detection, monitoring, forecasting and response to marine pollution, particularly around gaseous and volatile HNS.

To do so, the ultimate project goal is to develop an operational decision-support system (DSS) to ease and improve the response efficiency against HNS spills. Additional and complementary objectives include 1) the improvement of knowledge on gases and evaporators through the collection of new experimental data that will feed existing HNS databases, 2) the improvement of HNS modelling capabilities through the development of the explosive and fire risk modules and 3) desktop and field trials to validate response protocol and modelling.



1.3. Expected outcomes and impact

MANIFESTS main expected outcome is to enhance HNS response and training capacities by gaining data and knowledge and developing tools focused on gaseous and volatile HNS issues, namely:

- Operational guidance;
- Desktop and field exercise;
- *In situ* training;
- Exercise package;
- Experimental data on gas cloud dispersion and fate;
- Fire / explosion modelling module to enhance modelling capabilities;
- HNS database improvement;
- HNS knowledge Tool upgrading;
- MANIFESTS decision support system (DSS).

The expected impact of the field data and the tools developed is a better preparedness of national, regional and local maritime authorities in charge of marine pollution response. The operational guidance developed in MANIFESTS can indeed be used as a basis to improve contingency plans, prior to an accident. In addition, advanced training of involved personnel can be achieved thanks to the desktop exercises, exercise package and Serious Game produced during the project. Finally, in case of a HNS accident, the MANIFESTS DSS will be made available for authorised maritime authorities to forecast the fate and behaviour of the implicated HNS through on-line or mobile applications.

1.4. Project partners

The Consortium of the MANIFESTS project has a strong link with national maritime authorities and has an extensive experience in maritime accidents involving HNS. The partnership involves 9 research institutes and administrations from 6 countries (FR, BE, UK, NO, ES, PT) with strong and complementary expertise in all of the aspects of marine pollution being addressed by the project, as summarised in Table 1:

Table 1. List of partners involved in the MANIFESTS project and field of expertise.

Partner	Field of expertise
CEDRE – Centre de Documentation et de Recherche sur les pollutions accidentelles des Eaux	Chemical analysis Training and exercises
RBINS – Institut Royal des Sciences Naturelles de Belgique	Pollution modelling Decision support tools
CETMAR – Centro Tecnológico del Mar – Fundación CETMAR	Training and exercises Knowledge transfer
ARMINES – Association pour la Recherche et le Développement des Méthodes et Processus Industriels	Risk assessment and incident management
INTECMAR – Instituto Tecnológico para el Control del Medio Marino de Galicia	Pollution modelling Decision support tools Training and exercises
MET.NO – Norwegian Meteorological Institute	Pollution modelling
IST – Instituto Superior Técnico	Pollution modelling
PHE – Public Health England	Risk assessment and incident management
DG-ENV – Directorate-General for Environment of the Federal Public Service. Health, Food Chain Safety and Environment	Marine Environment Knowledge transfer

The MANIFESTS partnership will also work in close collaboration with an Advisory Board (AB) comprising 6 maritime authorities short-listed below:

- FR: French navy, CEPPOL (Centre of practical expertise for anti-pollution) and French customs;
- BE: DG-ENV;
- NO: Norwegian Coastal Administration;
- ES: Dirección General de la Marina Mercante;
- PT: Directorate-General Maritime Authority – Marine Pollution Response Directorate;
- UK: Maritime Coastguard Agency.

These maritime authorities are the main end-users of the project results.

1.5. Project budget

The total budget of the MANIFESTS project is 1,028,456.18 € with a maximum grant amount of 874,187.75€ (85%) from the EU (DG-ECHO). The total budget available for WP6 – Dissemination strategy, capitalisation and visibility (WP6) is of 186,600.61€. Budget allocated for each partner is presented in Table 2.

Table 2. Budget per partner for WP6.

Partner	Budget for WP6 (€)
Cedre	46,598.34
RBINS	3,840.50
CETMAR	28,246
ARMINES	74,007.77
INTECMAR	6,865
MET.NO	1,000
IST	9,608
PHE	7,635
DG-ENV	8,800
TOTAL	186,600.61€

1.6. Project WPs

Besides the two coordination and dissemination horizontal WPs requested (WP1 and WP6), the project is structured into four technical WPs, which are fully aligned with the DG-ECHO call's objectives:

- WP2 – Enhancing knowledge and data on gases and evaporators;
- WP3 – Application of response tools – *in situ* training and table top exercise;
- WP4 – Improving modelling tools;
- WP5 – MANIFESTS decision support system.

WPs and the corresponding tasks are displayed in Figure 1.

WP1 Project management

WP2 Enhancing knowledge on data and gases and evaporators

- T2.1 Chemical slick on fire / Feedback from past accidents
- T2.2 Evaporation from a slick / theoretical study
- T2.3 Experimental study on evaporation from a slick
- T2.4 Experimental study on gas cloud (fire and explosion)

WP3 Application of response tools - in situ training and table top exercises

- T3.1 Desktop study: emergency response on toxic gas clouds
- T3.2 Field trial in open sea (HNS released)
- T3.3 Shoreline & port: desktop and field trials (no HNS released)
- T3.4 Exercise package covering a wide range of scenarios and actors

WP4 Improving modelling tools

- T4.1 Explosive and fire risk module
- T4.2 Improving the prediction of HNS concentration in the atmosphere
- T4.3 Models inter-comparison
- T4.4 Models validation

WP5 MANIFESTS decision support system

- T5.1 DSS resources center
- T5.2 HNS database
- T5.3 Model interface
- T5.4 COP tool
- T5.5 Proof of concept of the MANIFESTS DSS

WP6 Dissemination strategy, capitalisation and visibility

Figure 1. Summary of the six WPs and the corresponding tasks foreseen in the MANIFESTS project.

The technical work includes the development of new data and knowledge on gases and evaporators through 1) the acquisition of theoretical and experimental data (WP2), 2) the development of guidance for risk assessment and testing of response tools, 3) desktop and field trials (WP3), 4) the improvement of HNS modelling tools (WP4) and 5) the development of MANIFESTS decision support system (WP5). The overall organisation of the project and the information outlined above are summarized in Figure 2.

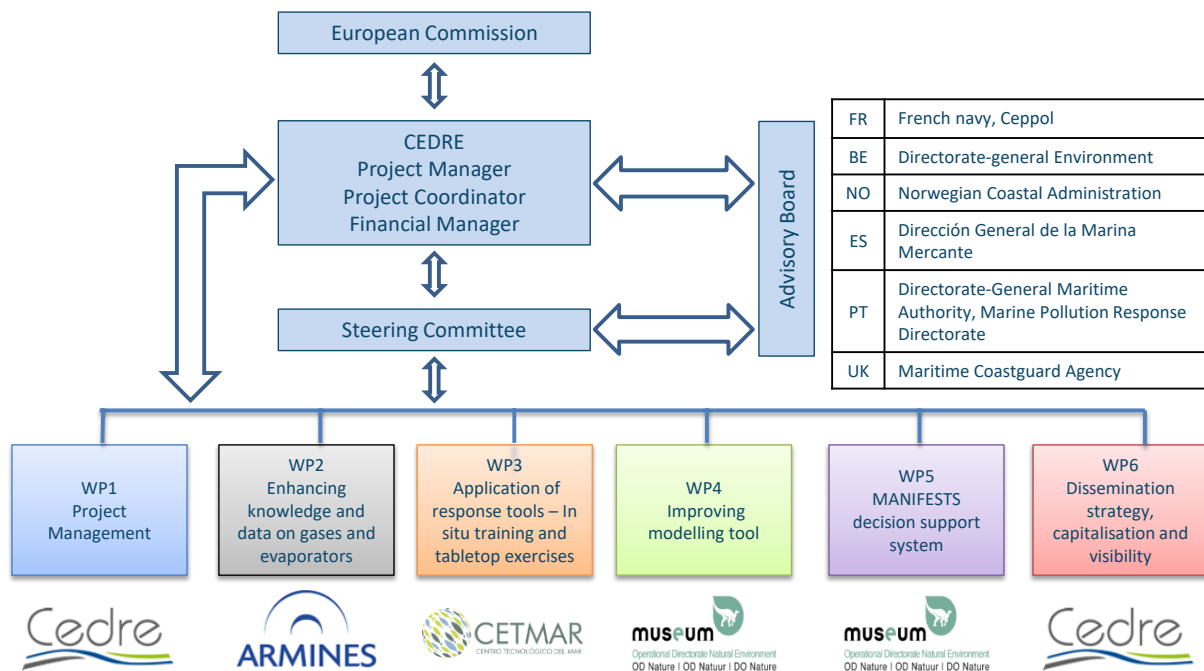


Figure 2. Diagram summarising the project organisation. The Steering Committee will work closely with the Advisory Board (AB) which includes the main end-users of the project outcomes. Cedre will coordinate the project as a whole as well as WP1 and WP6. ARMINES will be responsible for WP2, CETMAR for WP3 and RBINS for WP4 and WP5.

2. Communication and capitalisation plan

This Communication plan describes the procedures, methods and tools to enable the effective and consistent communication of the project outcomes to all local, regional, national and international stakeholders. In addition to this, the plan will also act as the means for recording and reporting dissemination activities carried out in the framework of MANIFESTS.

The Dissemination plan will be validated by the MANIFESTS Consortium and updated thereafter at 6 month intervals.

2.1. MANIFESTS target public and stakeholders database

MANIFESTS will interact with a number of target groups as follows:

1. Competent authorities and entities involved in maritime pollution response and management;
2. European Commission's relevant DGs, EU Agencies, etc.;



3. Research Institutes dealing with marine pollutions;
4. General public interested in maritime incidents involving HNS.

All the target groups listed will be informed about and/or involved in the project progress and will be the target of dissemination activities so they can benefit from the project outputs.

2.2. Reporting requirements

As part of the EU requirements, all publications and dissemination activities related to MANIFESTS have to be reported. Partners are requested to keep records of their dissemination activities and report on these at defined stages. The information requested for dissemination activities are detailed in each specific section below.

2.3. Project visual identity

The visual identity includes identifying symbols, logos, or graphic representations creating a sort of 'branding' associated with the project and its activities. The value of a visual identity lies in maintaining consistency through repeated use of the project's name and symbols.

A specific branding has been / will be developed for the project identity according to the EC guidelines. It includes the project's logo, templates for documents, leaflets and PowerPoint presentations. All documentation generated in the MANIFESTS project must comply with the format requirements and branding guidelines explained in the following sections.

Any communication, report or publication, regardless of the medium or format (books, brochures, folders, panels, posters, videos, web pages, etc.) published during the course of the project must display in a visible place (cover, inside cover) the items described in the following sections.

2.3.1. Disclaimer

Any communication activity, including the Internet, must indicate the following disclaimer:

"The content of this *[insert appropriate description, e.g. report, publication, conference, etc.]* represents the views of the author only and is his/her sole responsibility. The European Commission does not accept any responsibility for use that may be made of the information it contains."

2.3.2. The EU emblem

The EU emblem must be displayed on all materials – printed or digital – and communication activities (e.g. publications, newsletters, flyers, studies, manuals, presentations, promotional material, videos, etc.). Next to the EU emblem should be systematically mentioned “Co-funded by the European Union Civil Protection”, as displayed in Figure 3. Other institutional logos should be at the same size or smaller than the EU emblem.



Co-funded by the European Union Civil Protection

Figure 3. Recommended usage of the EU emblem and associated funding programme.

2.3.3. Project logo

The MANIFESTS logo has been sketched by A-level students² with the aim of making them aware of industrial risks at sea and how Europe can provide support to prevent those risks. Following partners' consultation, Cedre has delivered the finalised logo together with a graphic charter that includes the different colour variations, fonts and instructions for usage. The final logo and the graphic charter are presented in Figure 4 and Figure 5.



Figure 4. MANIFESTS project logo.

² From 'Lycée de l'Iroise', Brest.



Graphic charter of the MANIFESTS project

Main colours



R116 V198 B200
C56 M0 J25 N0
#74C6C8
Pantone 630 C



R240 V126 B56
C0 M60 J82 N0
#F07E38
Pantone 1575 C

Secondary colours



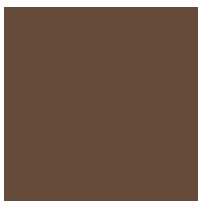
R19 V53 B66
C93 M64 J50 N53
#133542
Pantone 2767 C



R252 V216 B189
C0 M20 J27 N0
#FCD8BD
Pantone 475 C



R214 V112 B47
C13 M64 J87 N3
#D6702F
Pantone 7578 C



R112 V80 B59
C38 M56 J66 N47
#70503B
Pantone 7518 C

Font

Din Bold

Din Regular

Din Regular Italic

To be used for titles, headers, footers, diagrams, etc. Open-source font.

Figure 5. MANIFESTS graphic charter.

2.3.4. Partners' logos

Partners' logos are presented in Figure 6 and will be used for every communication and dissemination material. Partners' logos must be the same as those presented below and must not be edited in any way without prior permission from the partner Agency.



Figure 6. Partners' institutional logos.

2.3.5. Project templates

Document and PowerPoint layouts have been prepared in order to be used by the MANIFESTS Consortium for project deliverables and presentations in internal and external events. Both templates will be available for download in the intranet document repository and are presented below (Figure 7Figure 8).



Title

Subtitle

Author/s



Co-funded by the European Union Civil Protection

Figure 7. MANIFESTS Word template.





MANaging risks and Impacts From Evaporating and gaseous Substances To population Safety

MANIFESTS is a project co-funded by the European Union Civil Protection – DG-ECHO, developed in cooperation with RBINS, CETMAR, ARMINES, INTEDMAR, METNO, IST, PHE and DG-ENW and coordinated by Cedre.

(N°)



Partners' logo



Title

Subtile 1

Subtile 2

Speaker/s



Title

> Subtitle

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed orci elit, commodo non est ultrices, congue facilisis odio. Duis at viverra massa, vehicula accumsan ex. Aliquam eleifend in ante id cursus. Nullam vulputate, tellus nec condimentum accumsan, tellus diam sagittis eros, eu accumsan nulla tortor dapibus turpis. Sed finibus nisl imperdiet dui maximus, sit amet tincidunt dui euismod.



Partners' logo



Figure 8. MANIFESTS PowerPoint template.





2.3.6. Leaflet

A MANIFESTS leaflet will be designed and produced at the beginning of the project. It will describe the project, its main objectives, methodology, partnership, funding and expected results, and will be used as a way to disseminate the Project progress and outputs.

The leaflet will be available for download from the share point and/or from the project website. The leaflet will be designed for print as a three-panel booklet (A4 format and printed as a PDF "Booklet"). Partners are encouraged to distribute the leaflet through their networks and at relevant events.

2.3.7. Poster

A MANIFESTS poster will be developed by Cedre with the support of all partners for use at internal and external events when presenting the project and/or its outcomes. The digital version will be available on the website and the project intranet and it will be used for project workshops and conferences.

2.4. Dissemination activities

The expected outcomes of the project will be of high applicability (tools, manuals, guides, protocols, videos, etc.) and will be transferred to key stakeholders and organisations by using different channels of communication as listed below:

- Stakeholder database;
- The MANIFESTS website;
- MANIFESTS events: conferences, workshops, etc.;
- Articles, press releases and links to other websites;
- Attendance to external events dealing with Maritime incident response;
- Social media;
- Other dissemination channels.

Partners should keep track of all their dissemination and exploitation activities, all of which should be reported. Partners are required to report any publication and dissemination activities and provide details to Cedre according to the present guidelines.

A contact list including all project participants is attached to this document as Annex I to facilitate the internal communication and exchanges among partners.



2.4.1. Stakeholder database

Cedre will develop a stakeholder database³ that will be updated over the project life-time. This database will be used to communicate the results of the project, provide regular updates on the project progress, disseminate the outputs, and to inform the stakeholders about forthcoming events, such as conferences and workshops. A Cedre electronic mailing list has been set up to assist the process.

The MANIFESTS partners will also identify national, regional and local organisations, industries and relevant experts in the field of Maritime incident response to create a stakeholder database for each region.

2.4.2. MANIFESTS website

The project website (in English) will be the focal point for project promotion. It will be used to document project activities, results and outputs and to share with the EC and the general public, stakeholders and institutions the deliverables and communication material produced.

Cedre and RBINS will be responsible for regularly updating the project website and all Project partners will be expected to actively contribute by providing relevant material. Where possible, partner's respective websites should have a dedicated section for the MANIFESTS project. The domain <https://www.manifests-project.eu/> has been registered by RBINS. Updated versions of the website will be released over the project duration.

2.4.3. MANIFESTS events

A series of project events will be organised to independently showcase different technical aspects addressed in the project. These events will target the direct end-users of those specific outputs and will be listed in Table 3.

³ GDPR: The data collected - only professional contact details (email addresses, telephone number) - will be recorded in an Excel file by the coordinator of the MANIFESTS project (Cedre). The legal basis for the processing is 'public-interest mission'. The data collected will be shared solely with the MANIFESTS project partners. The data will be kept over the duration of the project (2 years). Stakeholders can access their data, rectify it, request its deletion or exercise their right to limit the processing of their data. To exercise these rights or for any question about the processing of their data, they can contact Dr. Stéphane Le Floch, head of the Research Department at the following address: Stephane.LeFloch@Cedre.fr

Table 3. List of event planned in the MANIFESTS project.

Title	Description and objectives	Partner	Delivery(*)

Partners may provide proposals for lists of representatives who are likely to attend these events in order to give presentations and inform the audience on the progress and findings on specific project work streams. In addition to that, key speakers from relevant organisations may be identified and invited to the events. Representatives from the European Commission will be invited to all events. Each programme and the presentations made at these events will be made available on the website for download.

EU visibility must be ensured before and during the event. Consequently, the compulsory logos must appear on every printed document, as invitations, agenda, list of participants, practical information, participation certificates, banners, display boards, and any other supporting documents.

As a first step, partners in charge of organising project workshops are required to send a proposal following the indications given in Annex II.

Evaluation sheets will be distributed at the end of workshops to gather participant feedback and learning points for the organisation of future project events. A tentative template is annexed to this document as Annex III. The information gathered will be used by the organiser to prepare a report evaluating the event. The organiser will also be required to provide a list of participants displaying signatures of the attendees.

2.4.4. Articles, press releases and link in other websites

News of the project will be disseminated regularly, making use of a range of publications and services. Press releases will be issued to appropriate media outlets (trade press, journals, web portals) to ensure that industry, civil society organisations, policy-making authorities, and the wider community are aware of the project, its objectives and, later on, its outcomes. The strategy is intended to ensure that there is publicity and media coverage at local, regional and European levels.



All partners are encouraged to publish articles and press releases at regional, national and international level, making use of their own communication networks and channels. Press releases, interviews, and links to MANIFESTS in other websites must be recorded in the table "Press releases" and presented to the partners at every coordination meeting (see Annex IV.1 **Erreur ! Source du renvoi introuvable.**). Annex IV.1 will be also available as an Excel spreadsheet on the MANIFESTS Share point. Each record should contain the following information (see the different sections of Annex IV for more details on the information that is required):

- **Press releases:** name of journal, title of the article, date of publication, partner/s involved and link. In case the article is not published on the Internet, partners should send a copy of the article via email to Cedre (documentation@Cedre.fr).
- **Interviews:** partner/s involved, date of the interview, type and name of media (radio, TV, etc.), name of the programme, link to the interview if available.
- **Link in other websites.** Partners are encouraged to include the logo and link to the MANIFESTS website on their organisations' websites, as well as on other related websites. Information on the date of publication and the address of the web will be recorded.
- **Scientific articles** can be published detailing project results. They may be submitted to international journals and scientific press, newspapers, specialist magazines, and other national, regional and local websites. Publications shall acknowledge the financial assistance from the Programme and must state that it only reflects the author's view and that the programme authorities are not liable for any use that may be made of the information contained therein.

Partners will send this information to Cedre who will be responsible for keeping records updated. For press releases, a paragraph on co-financing referring to the Programme must be included as follows:

"MANIFESTS is co-financed by the European Union in the framework of European Civil Protection".

The rest of project communications (publications, scientific articles, etc.) must include the disclaimer provided in section 2.3.1.

2.4.5. Social media

Social networking is part of the communication strategy. The project will be disseminated through LinkedIn, Twitter and Instagram Cedre's accounts, systematically reminding the name and logo of the project. This will be a forum for engagement with interested external parties and will contribute to capacity building and showcasing the partnerships expertise and knowledge through active discussions. In addition to this, using social media is also considered as a good way to keep all partners actively involved in the project communication.

LinkedIn and Twitter will be used to keep followers updated on the daily activities of the project and to inform about news related to the project. Instagram will act as a visual tool to favour the interaction with followers through photos. Cedre will post and pin photos to connect with stakeholders and society in a dynamic way. All partners will be invited to share and forward relevant information through their social media accounts. All the communications made through social media networks must be recorded in the Annex IV.6, Annex IV.7 and Annex IV.8 tables, respectively. A summary table will be available on the MANIFESTS Share point, so it can be easily updated and visible to the whole Consortium.

Cedre will regularly publish short messages/photos – on its own social media accounts – dealing with project news (e.g. working progress, new deliverables, organisation of events, etc.) or other information in the scope of the project. Partners are encouraged to publish from their own institutional accounts relevant news about their activity in the project using the hashtag #MANIFESTS. Cedre will share each partner's publication on its accounts.

2.4.6. Other dissemination materials

- USB keys including MANIFESTS outcomes, manuals, compilation of presentations from conferences and seminars, etc., which may be of interest for responders and other end-users.
- Folders, notebooks, pencils, pens, bags, etc. for distribution during project conferences/workshops.

Besides all the possible channels of dissemination mentioned above, national authorities will also learn about MANIFESTS outputs in their role as members of the Advisory Board, as well as by the direct contact with project partners as defined by the working plan. In addition and as detailed in previous sections, the link to the MANIFESTS website will be included in partners' websites where possible and in relevant web pages of national and EU initiatives in which partners are currently



involved. Consequently, a wide range of policy makers and stakeholders from coastal EU countries will learn about the MANIFESTS website.

Similarly, partners will be encouraged to promote MANIFESTS at regional and national level and to disseminate its results through existing channels.

3. Performance indicators

The communication plan will be evaluated in order to monitor and review the achievements of the project and if necessary readjust the communication tactics during the project lifecycle.

The MANIFESTS communication strategy will be monitored through the recording of the following performance indicators, in compliance with GDPR rules:

- Number of visitors to the project website;
- Number of participants in project events;
- Number of external events with MANIFESTS contributions;
- Media exposure: press releases, interviews, radio, etc.;
- Number of dissemination materials produced and distributed;
- LinkedIn: Number of posts;
- Twitter: Number of tweets;
- Instagram: Number of photos posted.



ANNEX I – CONTACT LIST

Partnership

Organisme	First name SURNAME	Email address	Role in the project	Telephone
Cedre	Stéphane LE FLOCH	Stephane.Le.Floch@Cedre.fr	Coordinator	+33 (0)2 98 33 67 02
	Laura COTTE	Laura.Cotte@Cedre.fr	Participant contact	+33 (0)2 98 33 67 06
	Stéphane DOLL	stephane.doll@Cedre.fr	Project Legal Signatory	+33 (0)2 98 33 10 10
	Arnaud GUÉNA	arnaud.guena@Cedre.fr	Participant contact	+33 (0)2 98 33 67 10
	William GIRAUD	william.giraud@Cedre.fr	Participant contact	+33 (0)2 98 33 67 01
	Agnese DIVERRES	agnese.diverres@Cedre.fr	Participant contact	+33 (0)2 98 33 67 47
	Camille LAOT	camille.laot@Cedre.fr	Participant contact	+33 (0)2 98 33 67 41
	Pascale LE GUERROUE	pascale.le.guerroue@Cedre.fr	Participant contact	+33 (0)2 98 33 67 15

	Julien GUYOMARCH	julien.guyomarch@Cedre.fr	Participant contact	+33 (0)2 98 33 67 17
	Annaïg LONDRES	annaig.londres@Cedre.fr	Participant contact	+33 (0)2 98 33 67 11
IMT Mines Ales	Laurent APRIN	laurent.aprin@mines-ales.fr	Participant contact	+33 (0)4 66 78 27 58
	Frédéric HEYMES	fheyms@mines-ales.fr	Participant contact	+33 4 66 78 27 29
	Aurélia BONY-DANDRIEUX	aurelia.bony-dandrieux@mines-ales.fr	Participant contact	+33(0)4 66 78 27 13
	Jérôme TIXIER	jerome.tixier@mines-ales.fr	Participant contact	+33(0)4 66 78 27 53
	Philippe BOUILLET	Philippe.Bouillet@mines-ales.fr	Participant contact	+33(0)4 66 78 53 24
	RBINS (Royal Belgian Institute of Natural Sciences)	Sébastien LEGRAND	slegrand@naturalsciences.be	Participant contact
Ludovic LEPERS		llepers@naturalsciences.be	Participant contact	



	Katrijn BAETENS	kbaetens@naturalsciences.be	Participant contact	
	Samuel ORSI	sorsi@naturalsciences.be	Participant contact	+32 2 627 42 22
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Advisory board

	Organism	First name SURNAME	Responsability	Email address	Role in the project	Telephone	Mobile
1. France	CEPPOL / french Navy	(CF) Raphaël FACHINETTI	CEPPOL director	raphael.fachinetti@intradef.gouv.fr	Participant contact	+33 (0)2 98 22 52 81 (secr 52 79)	+33 (0)6 85 07 46 77
2. Belgique	Federal public service Health, Food Chain Safety and Environment	Eric DONNAY	Head of pollution response team National competent authority marine pollution	Eric.Donnay@health.fgov.be	Participant contact	+32 2 524 96 28	+32 477 259 005
	MUMM	Ronny Schallier	Counter-pollution officer Coordinator aerial surveillance	rschallier@naturalsciences.be	Participant contact	+32-2-627.43.65	+32-476- 55.06.44
3. Spain	DGMM	Pablo Pedrosa Rey	Jefe de Area de Contaminacion Maritima, DGMM	ppedrosa@mitma.es	Advisory Board member	91 5979098	N/A
4. Portugal	Portuguese Directorate-General Maritime Authority	Leopoldino Carola	Director of Marine Pollution Response Directorate	rijo.carola@marinha.pt	Advisory Board member	+351 210 984 071	+351 917 592 700



5. UK	PHE	Neil Chapman	Lead Pollution Scientist	Neil.Chapman@mcga.gov.uk	Advisory Board UK representative	+44 (0)20 381 72484	N/A
6. Norway	Norwegian Coastal Administration	Hilde Dolva	Senior advisor	hilde.dolva@kystverket.no	Advisory Board member	N/A	N/A



ANNEX II – EVENTS FORMAT

Partners in charge of organising Workshops are requested to complete the following information to be sent to Cedre:

Event	Responsible partner/s	Expected contributions from partners	Place	Tentative date	Target audience	Dynamic (presentations, discussion groups, demonstrations, etc.)	Remarks



ANNEX III – EVENTS EVALUATION SHEET

Dear Sir/Madam,

Thank you for attending this event organised in the frame of MANIFESTS project.

We would appreciate if you could fill this form out and help us to improve the general organisation and contents of the workshop for future editions.

Thank you very much in advance for your time.

GENERAL INFORMATION FOR CONTEXTUALISATION OF THE SURVEY

COMPANY/ORGANISATION	
GENDER	
AGE RANGE (18-28; 29-35; 35-45; 45-55; 55-65; over 65)	

EVENT GENERAL CONTENTS

PRESENTATIONS	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The content of presentations has met my expectations					
The format was appropriate to the subject					
The presentations illustrated important issues					
The materials improved my understanding of HNS response.					
The time allocated for each presentation was sufficient for a clear explanation of the issue addressed and					





the subsequent discussion with the audience

PRESENTERS	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
Speakers were clear in their explanations					
Speakers showed an adequate knowledge on the issues presented					
Speakers answered satisfactorily the question posed by the audience					
Speakers were engaging and interesting					
Speakers encouraged participation and discussion					

MANIFESTS Project	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
MANIFESTS resources are useful and relevant to my role					
I will use MANIFESTS as a resource in my future arrangements					

EVENT GENERAL ORGANISATION

EVENT GENERAL ORGANISATION	Excellent	Good	OK	Deficient	Very deficient
Information provided before and during the event					
Adequacy of the room					
Time schedule					
Overall organisation					

SUGGESTIONS/COMMENTS

Please include in here any suggestion/comments that could allow us to improve the organisation and/or contents of these events (especially if you have assigned low marks to any of the issues)



indicated on this survey):

Do not hesitate to leave us your email if you want us to contact you for discussing anything about this survey, the workshop or about MANIFESTS project:



ANNEX IV – DISSEMINATION ACTIVITIES - RECORD

AIV.1. Press releases

PRESS RELEASES					
Title	Name of the Newspaper/source	Short description of the content	Date of publication	Partner/s involved	Link
MANIFESTS, 2021-2022 (FR/EN)	Cedre's website	Presentation of the MANIFESTS project (in the project section)	February 2021	Cedre	Here
New project! MANIFESTS (FR/EN)	Cedre's website (news section)	Presentation of the project on Cedre's website (in the news section)	12th March 2021	Cedre	Here
MANIFESTS project (FR)	Regulatory watch " Actualités juridiques et administratives" n° 2020-151 - FR. The article appeared in the section "Accidents, shipwrecks and rescue at sea" and more particularly in the sub-section: "Preparation, anticipation, exercises".	Short paragraph on the project KOM	31 March 2021	Cedre	Here
Des outils d'aide à la décision dans la gestion des accidents maritimes (FR)	1) article published on IMT's blog 2) Sharing of the article on Mtech's Twitter and LinkedIn official accounts	Interview of L. APRIN to introduce the project and its objectives	28 April 2021	ARMINES	Here
					Here
					Here

AIV.2. MANIFESTS website

WEBSITE		
Number of visits	Date	Comments

AIV.3. MANIFESTS events

PROJECT EVENTS					
Event	Responsible partner	Place	Date	Target audience	Number of participants

AIV.4. Dissemination materials

DISSEMINATION MATERIALS		
Type of material	Number of copies distributed	Event and partner

AIV.5. Interviews

INTERVIEWS		
Partner/s involved	Date	Name of the Media & link to interview

AIV. 6. Twitter

TWITTER		
Reporting period	Number of tweets	Number of followers

AIV. 7. LinkedIn

LINKEDIN		
Reporting period	Number of posts	Number of views

AIV. 8. Instagram

INSTAGRAM		
Reporting period	Number of photos	Number of likes

AIV. 9. External events

EVENTS (Conferences, presentations...)						
Type of event	Name of the event	Partner/s involved	Type (poster/oral)	Title of the communication/communications	Location	Date
Conference	CTG MPPR N°14 – EMSA	Cedre	Oral	Project MANIFESTS – Presentation of the project and its objectives	Online	14 October 2020
Conference	West MOPoCo closing event	Cedre	Oral	Project MANIFESTS – Presentation of the project and its objectives	Online	14 April 2021

AIV. 10. Links on other websites

MANIFESTS linked on other websites	
Name of the Website	Website address