## Appendix 2 - Checklist for partners

**General provisions**

P2 and all partners at the DEMUSIS project are responsible for dissemination activities at national and European level. Partners will provide necessary information from their work to the WP7 chair for the website, social media, etc. Partners will engage to disseminate the produced knowledge, results and processes of DEMUSIS to the key groups at the national level, and where relevant, at the EU level.

**Documenting the dissemination activities**

Please make sure to communicate and disseminate all DEMUSIS related information in the templates developed in WP7 and available at the project website (library section).

**Document your work**

It is important that all partners document their work in DEMUSIS:

•for documentation of all dissemination activities please use the table/template provided in appendix 3 (also available at the project website for download in a library section).

•please take pictures at all important project events, prepare attendance lists for meetings, study and training visits etc. and forward them to the WP7 chair who will forward them to the project coordinator. When taking pictures, please notify the participants and please obtain their consent.

**Website**

Present DEMUSIS at your institutional website and link to the project website. Maintain and regularly update your Serbian sub-website or webpages.

**Social media**

Follow the DEMUSIS accounts with your organization’s Twitter and Facebook accounts and also with your private ones if relevant and if you use them for work-related purposes

Media contact

•Target the press releases at the national media, translate and adapt them from the English version provided by Dissemination and exploitation plan if needed.

•Involve national media in national level activities whenever possible.

**Dissemination to policy makers**

•Disseminate results from the project to stakeholders and policy makers at the national level.

•Please register dissemination activities in the format provided in Appendix 3.