

EU-OSHA's national partners and the Contractor's national partners must meet in the form of a "Kick-off meeting" to ensure an effective planning and effective and smooth implementation of all activities. Depending on the scheme and involvement of EU-OSHA's national partner (OiRA, FOP, others) there are different schedules to respect. FOP's planning takes place on a yearly basis following a strict calendar that is valid for all national partners while OiRA projects are only sporadically implemented. The general objective of the kick-off meetings is to plan the respective activities according to EU-OSHA's national partners' requests and desired activities and to see how these activities can best be supported by events, media, and PR activities and other communication activities to raise awareness and ensure the promotion at national level.

A timetable should be agreed upon outlining the main events, media, and PR activities within the project timeline including key milestones for each activity, clearly identifying the main deadlines for delivery from the Contractor's national partner, approval processes and the final implementation.

Further meetings or conference calls between the EU-OSHA's national partner and the Contractor's national partner should be held on a regular basis and be included in the monitoring table to ensure constant communication and status reporting to the Contractor and consequently to EU-OSHA.

For the yearly activities, a mid-term review meeting between the Contractor's national partner and the EU-OSHA's national partner in June/July is recommended to evaluate the activities in the first half of the year, measure their success, identify areas for improvement and finalise the planning for the remainder of the year. The Contractor's national partner should report about the both the kick-off meeting and the midterm review meeting to the Contractor.

Event-type activities

Events are an ideal tool to raise awareness of the key EU-OSHA projects. They are a direct channel to the target audience and offer them a deeper insight into project topics. The aim of event-type activities is to address key stakeholders and partners to raise awareness with a focus on certain occupational sectors, opportunity to exchange good practices, and providing personal networking opportunities.

The following description of "event-type activities" details all the necessary tasks and minimum quality standards for the good and smooth implementation.

Events/Seminars/Workshops

15, 30, 50, 75, 100, 150, 200, 250 and 300 pax size events are available in both half-day and full day formats.

Activities can be on-site, purely online, hybrid (a mix of on-site and online) or on-site and "online +".