

Overall management incl. identification and invitation of journalists and experts

Kick-off meeting for definition of topic and key messages, elaboration of concept

- Kick-off meeting between the EU-OSHA's national partner and the Contractor's national partner should determine the overall approach and concept of the round table (including its focus, topic and key messages);
- Concept to be elaborated including a structure and agenda of the roundtable with suggestions of spokespersons /experts and journalists.
- Planning grid, to do list template and other resources should be provided by Contractor headquarters. EU-OSHA's national partner to provide the Contractor's national partner with OSH related background information relevant for the main topic of the round table;
- The insurance will be arranged via a framework contract with an insurance company through the Contractor;

Identification, invitation and briefing of journalists/experts

- The Contractor's national partner must identify key media/journalists from general and specialised media (national and regional);
- Final list of suggested media/journalists should be approved by the EU-OSHA's national partner;
- The Contractor's national partner could assist EU-OSHA's national partner in identifying the experts;
- National and regional media should be approached to ensure broad and sufficient media coverage. EU-OSHA's national partner should advise if any specific media is desired;
- The Contractor's national partner is responsible for the layout, design and text of the invitation;
- Invitations should include main information on subject of the round table, including attending spokespersons, agenda, address of venue/e-platform, contact details etc.;
- EU-OSHA's national partner has to approve the draft invitations in a timely manner;
- Invitation template has to be made available by Contractor headquarters. Final invitations should be uploaded to EU-OSHA's online collaborative tool by Contractor headquarters.
- Invitation's branding should respect EU-OSHA's campaign/project design and includes the national logo of EU-OSHA, any other relevant logo and the EU-OSHA's national partner's institution;
- Invitations to be sent out via e-mail by the Contractor's national partner;