DELIVERABLE

Project Acronym: DISCOVER
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Revision History and Statement of Originality

Revision History

Revision	Date	Author	Organisation	Description
1.0	24 Aug 2012	Yolanda Connolly, Andrew Macfarlane	CASALA	First Version Published

Statement of originality:

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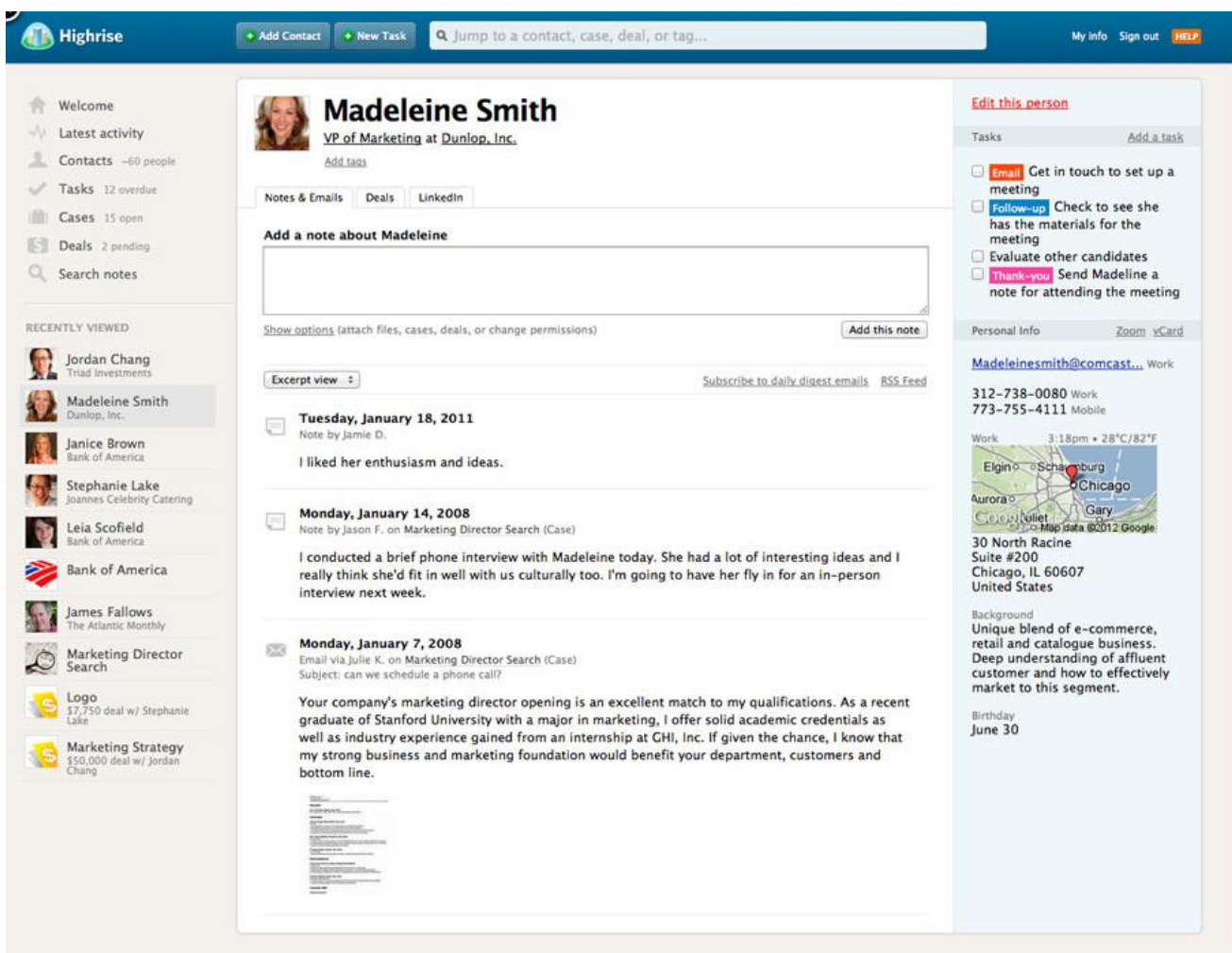
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1. Introduction

A database of contacts will be established across the project Consortium containing stakeholders and interested partners segmented according to potential information needs and interests. This will be coordinated by CASALA. The database will be continuously added to with new contacts during the lifetime of the project and will include the following target groups at local, national and international level:

- Home care providers and home care organisations

- Formal and Informal carer organisation

- Care training providers

- Care/Social Health research community

- Medical Practitioners e.g. nursing organisations, general practitioners, hospitals

- Third Sector organisations (e.g. cancer care groups, Alzheimer's Society)

- Local Government /Government contacts (e.g. Health/Work/Education/Skills departments)

- Accreditation providers

- Skills Agencies (e.g. UK Skills Funding Agency or equivalent in other countries)

- Local strategic partnerships/local municipal partnerships

- Potential sponsor (e.g. telecare providers)

2. Stakeholder Database Description

Highrise has been selected as our Contact Management System (www.highrisehq.com). Highrise **Plus Option** will enable us to have one account shared by different users (Communications Lead) across all countries and partner sites.

A communications group has been established with representation from each of the partners across the consortium to facilitate and lead local dissemination, which will be essential to ensuring uptake and active engagement during and beyond the life of the project. These users can log in and use Highrise together to share and manage contacts (Stakeholders) and dissemination tasks.

Figure 1: Highrise Contact Management System Screen Shot

The initial database has been populated from the output of WP2 Deliverable *D2.3 Stakeholder Matrix.*

The Stakeholder database of contacts contains the stakeholders and interested partners segmented according to potential information needs and interests. The database will be continuously added to with new contacts during the lifetime of the project by the individual dissemination leads for each partner so as to provide a platform for regular involvement of stakeholders in their areas of interest. Web 2.0 technologies will be important in building online communities and linking to other stakeholder communities. Contacts for the database will be collected by:

- Invitations to subscribe to the DISCOVER mailing list that all consortium partners can circulate to their relevant contacts.

- An invitation to subscribe to the mailing list included on all DISCOVER communications.

- Sign up facility to the e-newsletter through the project website.

- Access to new contacts and audiences through presentations and attendance at events.

The database will form the primary source for dissemination activties throughout the dissemination phases of the DISCOVER project outlined in Figure 2.
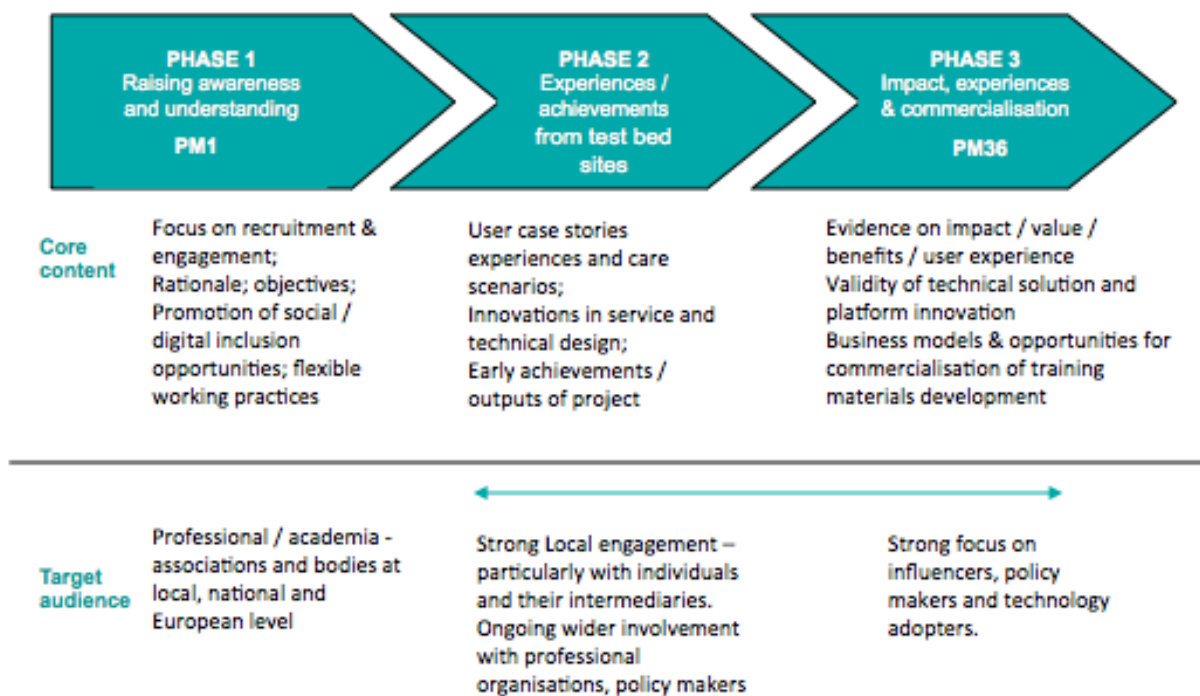

Figure 2: DISCOVER dissemination phases

The stakeholder database enables contacts and communication history to be shared across project partners; keeping track of the people, conversations, and tasks. DISCOVER Communication Leads will use Highrise primarily for the following:

- Collect all contacts and update new ones in the spreadsheet

- Categorise Stakeholders according to our dissemination plan

- Manage communications to stakeholders (e.g. electronic mailshots to target groups, inviting stakeholders e.g. to final conference and EU event)

- Send newsletters & updates

- Collect information about the stakeholders e.g. preferences, invite response etc.

- Reviewing the stakeholders that could contribute to the market assessment in WP5

Highrise features can be customised and adjusted to match our tasks and activities. Highrise will also form the basis for reporting on dissemination metrics, in addition to the activities that will be recorded by the dissemination leads in the Dissemination Activity Log.

Compatibility & Data Security

The following browsers work with Highrise; Internet Explorer 7 and higher, Firefox 3 and higher, Safari 4 and higher & Chrome 4 and higher.

Highrise is safe and secure, providing state-of-the-art computer servers which are protected by biometric locks and 24-hour surveillance. The product software and infrastructure is updated regularly with the latest security patches. Highrise network is protected by an enterprise-class firewall to keep data safe.