Thermopolis Oy   Answer to questions
Lassilantie 12   LowTEMP – Communication manager
FI-62100 Lapua   14.9.2017   1 (1)
Finland

This document contains questions and answers related to the Invitation to Tender published on HILMA (announcement number 2017-018426). The deadline for asking questions was 11.9.2017. The answers have been provided on 14.9.2017. There were a total of two questions asked. The answers to these questions must be taken into consideration when writing the tender.

Question 1

Does the maximum budget (63.000€) include also so called out-of-pocket expenses as technical support for building the website and for example graphic design?

Answer 1

There is a small budget (1 500 €) for expenses of setting up the website. This can be used for technical support of building the website and/or for example graphic design and of course domain costs will be covered from this sum. Please state in your tender what kind of support you will require for setting up the project website.

Question 2

Considering the budget, how broad should the coordination and support for partner organisations be? Is it seen more as a consultant/second opinion for each partner or both consultant and every-day help for each partner?

Answer 2

The following answer aims at describing the role the Communication Manager (CM) will take in relation to each partner's individual communication and not the totality of the CM's role. Please read the Invitation to Tender for a description of all that is required of the CM.

As CM you will be expected to handle the overall communication management of the project. Each partner organisation will be asked to appoint a Local Communication Manager (LCM).

The CM will keep LCMs informed of the communicational aims of each semester and work package, the visibility rules and answer possible questions LCMs have in relation to their local communication activities. At the project partner meetings the CM has the opportunity to present how communicational goals have been achieved and provide ideas on how the project could improve. The CM will also create templates that each LCM can use (e.g. PowerPoint, Word) and a project banner/poster design. The role of the CM is more of a consultant in relation to the project partner organisations.

In cases where a project partner is lagging behind in communication activities, the CM should consult the situation with the Project Manager and the Lead Partner. If the difficulty seriously impacts the CM's ability to carry out their tasks Thermopolis Ltd. must also be informed of the situation.