

Science Communication Plan of the COST Action <CA22127>

Each Action MC shall adopt a Science Communication Plan including a communication, dissemination, and valorisation strategy, as well as a plan to implement this strategy. The Science Communication Plan shall reflect the MoU in particular connecting to the aims and objectives of the Action. It is recommended that the Science Communication Plan is approved by the Management Committee not later than 6 months after the start date of the Action. It is recommended that the Science Communication Plan, including progress on implementation, is discussed on a yearly basis by the Action MC and reviewed or amended where necessary. (*Annotated Rules for COST Actions, article 5*)

This template is provided to COST Actions as a support for developing the Action Science Communication plan. Actions can adapt the plan structure and content according to their needs.

VERSIONS AND HISTORY OF CHANGES

Version	Date of adoption by MC	Notes (e.g. changes from previous versions)	Lead author(s) ¹
1.0		First version	Cornelia Brandstötter-Gugg, Piret Paal, Minna Hokkä, Sandra Martins Pereira, Guillaume Economos
2.0	28.08.2025	Annex 2: "Authorship & Intellectual Property Policy" was added, including the section "Intellectual Property and Copyright of the Quality Indicators (QI)" The entire document has been reviewed in terms of language and content. Achieved goals were marked.	Cornelia Brandstötter-Gugg, Piret Paal, Minna Hökkä, Irem Ozgoren Kinli, Tania Pastrana

¹ The Science Communication plan is developed, updated and its implementation monitored under the overall supervision of the Science Communication Coordinator, and in close collaboration with other relevant contributors.

This document is based upon work from COST Action CODE-YAA@PC-EDU, CA22127, supported by COST (European Cooperation in Science and Technology).

COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation.

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1. SUMMARY

All social and health care systems across the WHO European Region should prepare to respond to the age-related increase in deaths from chronic diseases, by focusing on integration and boosting of palliative care education. The CODE-YAA@PC-EDU COST Action will set quality indicators to establish a gold standard for high-quality education and training in palliative care. CODE-YAA@PC-EDU aims to measure, explore, and promote access to palliative care education and training in the WHO Euro-region, focusing mainly on primary health care, which is considered the most sustainable and cost-effective model for palliative care delivery. CODE-YAA@PC-EDU will develop and provide a new culturally and ethically appropriate inclusive evidence-based self-assessment tool, CODE-YAA, to inform leadership priorities and evidence-based decision-making related to palliative care education and training.

CODE-YAA@PC-EDU is composed of three Pan-European; interdisciplinary; geographical, age and gender balanced; open and inclusive; and excellence-driven working groups: FIRE (aims at developing new, and strengthening existing networks, expertise and leadership), TORCH (aims at providing innovation in communication and public outreach), and THUNDER (aims at establishing and encouraging participation and collaboration with the global audience). CODE-YAA@PC-EDU will provide networking opportunities and activities for researchers and innovators to strengthen Europe's capacity to the scientific, technological, and societal challenge of ensuring access to palliative care education and training. CODE-YAA@PC-EDU will capitalise on other EU-funded projects on ethics, research ethics, and palliative care. The CODE-YAA indicators will have a long-lasting impact in Europe and beyond. CODE-YAA@PC-EDU will coordinate joint efforts to seek ways to improve palliative care education and accelerate knowledge transfer into ethically sound practices that can be shared across Europe to reduce the societal and economic burden and harmful experiences caused by people experiencing unnecessary health-related suffering.

Therefore, the communication activities focus on an exchange between the COST Action CA22127 members and experts on the topic of Palliative Care in Europe and beyond. Due to the fact that the project focuses on the topic of palliative care education and training, we will actively involve stakeholders, including healthcare professionals, educators, and patient representatives. Regular consultations and feedback sessions will be conducted to integrate diverse perspectives. A multi-pronged approach will be adopted for disseminating the research results. This includes academic publications and presentations at international conferences. Another important goal is to spread information about the project at a policy level (policy-makers). Therefore, a collaboration, communication with and support of

organisations such as the WHO and the EAPC is essential. As the CA22127 Action is about Palliative Care, it should not be forgotten that it is important to communicate with patients and relatives. One main goal is that the results of the project reach this target group.

The main objective of this Science and Communication Plan is to promote and effective communication to the target audience through the use of adequate media channel and to promote activities to disseminate and communicate about the CODE-YAA@PC-EDU Action. The aim is to maximize the impact of the Action. This document provides a guidance on how the communication activities should be handled during the Action life-time and includes information on how the communication plan will be refined along the project.

This Science and Communication Plan has been collaboratively developed by dedicated Science Communication Team within our COST Action which includes:

- The designated Science Communication Coordinator who will act as the contact point for researchers within the Action to coordinate the publication of scientific data issued from the Action. Their role is also to enable proper communication between the groups to facilitate data exchange and enhance inter-group collaboration. This is not the purpose of this document to describe the communication within the Action.
- The designated WG 6 leader whose role is to co-develop the Science Communication Plan and to promote communication activities to raise awareness of the project and its findings to the public.
Additionally, the WG 6 will set up a “communication award” to recognize the outstanding effort of an individual in disseminating and promoting high-level palliative care education standards within the scientific and medical education communities.
- The designated WG 5 leader to promote advocacy Actions.
- The Action chair and co-chair whose aim is to supervise the overall consistency of the document within the scope of the action.

The science communication plan will be updated yearly. Each version will be approved by a vote within the MC members.

The science communication coordinators and the working group leader of WG 6 will oversee the development of communication materials, press releases, and other outreach efforts.

2. GENERAL AIM AND TARGET AUDIENCES

The fundamental objective of the communication and valorisation strategy is to mobilize health systems across the WHO European Region to proactively address the rising challenges posed by age-related chronic diseases. Our focus is on fostering integration and elevating palliative care education in all healthcare professionals' basis education. Specifically, the CODE-YAA@PC-EDU COST Action aims to establish quality indicators, defining a gold standard for high-quality education and promoting education in palliative care.

Main Objectives addressed with the communication plan:

To raise awareness of the Action and its results:

- To develop CODE-YAA@PC-EDU logos and other templates with recognition value

- To develop the CODE-YAA@PC-EDU social media channels and website
- To identify target groups and plan how to reach them and how to collaborate with them
- To inform the scholars, educators, trainers and other stakeholders or end-users on the development of the CODE-YAA tool
- To spread information about working group activities (online via different channels, at congresses, via publications)

To increase the Action's impact:

- To advocate for the use of the developed tool in the definition of curricula in palliative care
- To advocate for the development of higher-quality palliative care curricula
- To provide policymakers with a tool to assess the quality of palliative care curricula

To engage stakeholders:

- To promote the integration of the Action by disseminating awareness of the Action and the opportunities linked to it
- To provide networking opportunities for (young) researchers and innovators.
- To promote communication activities by setting a communication award.

To collaborate with other COST Actions and international projects.

Key target audience:

Potential key audience:

The COST action CA22127 targets a wide audience. Including the following:

- ***Individuals:***
 - Educators in charge of palliative care curricula
 - Palliative care clinical-academics
 - Palliative care scholars
 - Palliative care students
 - Teachers, trainers, and educators teaching palliative care
 - Palliative care providers
 - Patients' representatives
- ***Local institutions:***
 - Universities
 - Medical schools
 - Nursing schools
 - Pharmacy schools
 - Psychology schools
 - Social-workers schools
 - Patients' associations
 - University Hospitals
- ***National institutions:***
 - Ministry of Higher Education
 - Ministry of Health
 - National bodies in charge of defining public policies
- ***International institutions***
 - International patients' associations: for instance – the European Patients Forum, the Cancer Patients Europe
 - International professional associations: for instance - the European Patients Forum, the Cancer Patients Europe, the European Association for Palliative Care, the Multinational Association for

Supportive Care in Cancer, the International Association for Hospice and Palliative Care, the

- International policy agencies and palliative care advocates: for instance, the WHO Academy, Worldwide Hospice Palliative Care Alliance
- Check the EP website after July 2024, with the Health Committee

Refining the key target audience:

To make sure that the communication will effectively target an audience relevant to the Action's aims, WG 6 will handle a structured audience analysis as part of the Action's deliverables.

- **Key audience selection:** the key target audience will be defined during an online WG6 meeting by relying on the following frame: "The COST Action CA22127 CODE-YAA@PC-EDU target audience is all individuals or institutions who....". Then, the Action members will be surveyed to identify which stakeholders from their country or research area are relevant audience to the Action (with matching the definition and list of potential stakeholders provided by WG 6). This will result in a list of key audience stakeholders that will be reached to disseminate the action findings. Moreover, key influencers will be identified to be targeted in a privileged way.
- **Key audience characteristics identification:** The WG6 will collaborate to define what each key audience stakeholder characteristics are. It will aim to tailor the message and its format to be impactful, and to use the adequate medial channel.
- **Barriers and facilitator identification:** All along the project, the WG 6 and Science Communication Coordinator will reflect on the barriers and facilitators met during the Action when communicating with the key audience. It will then enable a refinement of the Actions Science and Communication Plan to tackle potential communication issues.

Action communication activities:

The Action result communication will be tailored to fit with the specific goals and objectives we pursue in communicating with each key stakeholder.

The Action result communication will use various activities including:

- Communication in high-ranking international journals
- Communication in international conferences
- Participation in international webinars
- Organization of workshops and summer schools
- Publications on social media
- Regular update of the Action website
- Setting short-term scientific missions to support international collaborations

The process of making an impact through the Action's course and results will also be further developed as part of the deliverables.

3. PLAN FOR THE COMMUNICATION OF ACTION RESULTS

This section covers the suitable communication tools/channels to be used for communication purposes (e.g., Action website, social media, press releases, infographics), as well as the products to be developed for communication purposes (e.g., Action logo and visual identity, templates, leaflet, videos/animations, podcasts). A tentative timeline is included as well.

COST Action Website

The Website <https://codeyaa.eu/> is the main platform of the COST ACTION CA22127. It will offer information about the CODE-YAA@PC-EDU project and COST. The following activities are planned for the website:

- the website has been online since the start of the project in November 2023
- the aim of the project is presented on the website
- the core group is presented
- findings and publications are presented on the website
- news and activities of the Action are promoted
- possibilities for interested individuals and organisations to get in touch with the COST Action
- the website will be update on a regular basis to disseminate the project milestones and findings.

Social media:

It is estimated that at the end of year 2021, 427 million users used social media in Europe. Despite a decline in social media use during the COVID-19 pandemic, this number is steadily rising. Users can include individuals as well as institutional representatives. Therefore, it has the potential to boost the Action communication and impact.

In October 2023, Facebook, Instagram, Pinterest, Twitter, YouTube and LinkedIn were the most used social networks by descending order in terms of market share. However, some are not appropriate for science communication as they are mainly used for private networking. For the purpose of the CA22127 Action, and after having considered the potential contribution of these social media channels for the project, we decided to open official communication on Facebook, X, and LinkedIn.

For each social media channel used to communicate about the results of the Action, a COST Action CA22127 profile will be created. Various social media channels exist, however, the following ones are the most likely to be effective in reaching the target groups:

During a core group meeting, the following social media channels have been defined as those used during the COST-ACTION: **Facebook, X and LinkedIn.**

These social media platforms have been selected as they target the different groups of the project. While X and LinkedIn are mainly used to get in touch with scientists, universities,

organisations and stakeholders, Facebook is the main platform to increase visibility among the general public.

Posts will be published regularly to keep followers informed (on the significant findings, milestones and events). We expect that one post every two weeks would offer sufficient mediatic coverage to the project.

As the social media landscape changes and expands rapidly, the WG 6 and the Science Communication Coordinator will yearly reassess which social media should be considered to further communicate the Action results.

The following communication tools will be used to develop the social media content:

- CANVA: The CANVA platform is used to produce the social media content and the content on the website. This platform makes it easier to edit and create logos, images, videos and photos.
- Buffer: The marketing tool Buffer helps to plan and organize social media posts.

Scientific communication strategy:

The Action WGs will be encouraged to publish relevant scientific articles to scientific journals. High-impact peer-reviewed journals will be prioritized for scientific communication, based on their impact factor, target audience and scope. These communications will need to be authorized first by the Action core group by making an inquiry to the Science Communication Coordinator at least 3 months before publication.

Additionally, working group members will be encouraged to communicate at scientific conference about the project and its results if they have significantly contributed to. These communications will need to be authorized first by the core group by enquiring the Science Communication Coordinator at least 3 months before publication.

For written communication in peer-reviewed journals, WG 6 will summarize the article and its contribution to science into a graphical abstract made on CANVA. These graphical abstracts will then be shared using the CODE-YAA@PC-EDU social media.

The graphical abstracts will also be made available in English for the Action members to be shared in various media including blogs, personal social media or institution websites.

Additionally, a lay abstract of no more than 250 words will be made available in English for dissemination to the non-scientific public. It will be made available to the Action members to be translated into their languages and shared in various media including blogs, personal social media or institution websites.

The WG 5 will provide policy briefs when relevant during the project lifetime to be shared using a similar strategy.

Newsletter:

Stakeholders will be advertised using the Action social media channels on the existence of a newsletter. They will be encouraged to subscribe to this newsletter that will be written by the Science Communication Coordinator twice a year during the Action lifetime.

Key impact parameters:

The impact of the science communication and dissemination will be assessed by key performance parameters, such as:

Website engagement	Social media metrics	Publication and coverage	Event participations	Exchange and collaboration
Number of website visitors	Number of followers across different social media platforms	Number of publications and reports regarding the COST Action	Participation of COST members in webinars, conferences and other events	Partnerships with other COST Actions
Time spent on the website	Engagement rates (likes, comments, shares) on social media	Mentions in journals and other media	Number of participants at COST Action events	Collaboration with other organizations and projects
Frequency of website updates and posts	Reach and visibility of social media campaigns			

Table 1: Key performance indicators used in the Action CA22127

4. PLAN FOR THE DISSEMINATION OF ACTION RESULTS

Dissemination deals with making Action knowledge and results public towards its target audiences, who could benefit and use them. The information is conveyed in a language that is customised to the specific target audience (e.g. scientific publication for researchers).

The Action approach to Open Science and Open Access (e.g., openness, accessibility, adherence to FAIR principles, IPR) is covered in this section in relation to its application to Action activities, (expected) results and outputs.

Plan and timeline for the dissemination products of the Action:

Tool	Milestone	Action outcome	Responsible	Due date	Additional details
Website	Launching of the website	Promoting the awareness of the Action and its results	Science Communication Coordinator and team	Sep 2023	DELIVERABLE 1 Website available at: https://codeyaa.eu/


Logo	Creating an Action logo	Create an Action visual identity	Science Communication Coordinator and Team	Sep 2023	Action's logo: 
LinkedIn account	Having a LinkedIn Account for the action	Disseminating the Actions progress and results to the professionals	Science Communication Coordinator and team	Sep 2023	DELIVERABLE 1 https://www.linkedin.com/company/codeyaa/?viewAsMember=true
Facebook account	Having a Facebook account for the Action	Disseminating the Actions progress and results to the public	Science Communication Coordinator and team	Sep 2023	DELIVERABLE 1 https://www.facebook.com/codeyaa/
X account	Having a X account for the Action	Disseminating the Actions progress and results to the professionals	Science Communication Coordinator and X Account coordinator	Sep 2023	DELIVERABLE 1 https://twitter.com/CODEYAA @CODEYAA
Action communication set	Having a set of templates for the Action communication activities	Create an Action visual identity	WG6 leader and Science Communication Coordinator	June 2024	
Scientific articles	Having at least	Communication about the Action results	All members	End of Sep 2027	3 articles are expected from the Action. One is already published: https://journals.viamedica.pl/palliative_medicine_in_practice/article/view/100189 .

Table 2: Timeline for the development of the Action communication tools.

Communication to target the specific audience:

Communication to the scientific community:

The communication targeting the scientific community will be written in English and use the adequate technical language.

To increase the dissemination and valorisation of the Action, graphical abstracts will be issued. These will use the adequate technical language and will be written in English.

Communication to the public and policymakers:

Lay abstract, and policy briefs will be translated into the Action members' languages for wider dissemination to the public and policymakers.

This type of communication will use adequate language to be easily understandable by non-specialists in the field to better engage the public.

Supporting ethics in science:

CODE-YAA@PC-EDU supports high-standards ethics in science, research, science communication and dissemination.

The Action's activities will comply with the General Data Protection Regulation applicable in Europe and similar regulations in non-EU countries.

The Action supports the ethics in publication and requires that every publication issued from the Action work complies with the International Committee of Medical Journal Editors (ICMJE Recommendations) on Role & Responsibilities and Disclosure of Financial and non-financial Relationships and Activities and Conflicts of Interest.

The Action will make available the data supporting their publications when appropriate, either on the journal website, or on a public repository.

An Ethics Officer helps to reflect and adhere to ethical aspects in the Action.

Supporting access to science results – CODE-YAA@PC-EDU open science policy:

CODE-YAA@PC-EDU supports open science and the Action's publications will be published in open-science journals or using open access when possible to enable a wide and fair dissemination of the scientific knowledge.

When appropriate the data will be made available on the journal website or on public repositories.

The Action supports reproducible science and then with the principles of FAIR "findable, accessible, interoperable and reusable" to optimize reuse of the data.

Identified target events, conferences, journals and other forums:

The aim of the CODE-YAA@PC-EDU COST Action is to disseminate the findings of the project to the target groups.

To do so, the following communication types will be considered:

- Open access publications
- Oral presentations
- Poster sessions
- Participation in Congresses
- Meetings: Workshops, Short-term Scientific missions, summer schools
- Policy briefs
- Webinar series

The identification of the targeted conferences and journals relevant to the Action will be made collaboratively by the Science Communication Team.

Influencer award:

An influence award will be developed by WG 6. It will recognize the outstanding contribution of a social media influencer to the field of palliative care medical education.

The influencer award will be published by month 12 (DELIVERABLE 3), data will be collected for analysis and final decision by month 24 (DELIVERABLE 4), and the final results are expected to be available by the end of month 48 (DELIVERABLE 5).

Dissemination activities during the project lifetime:

Year 1:

- Launching the website (DELIVERABLE 1) ✓
- Launching the social media accounts (DELIVERABLE 1) ✓
- Publishing a scientific article on the methods to raise awareness on the Action ✓
- Oral communication about the Action at the EAPC annual conference. ✓
- Participation in web seminars ✓
- Influence program published (DELIVERABLE 3)

Year 2:

- Participation in scientific conferences ✓
- Participation in web seminars ✓
- Set short terms scientific missions or summer schools ✓
- Influence program awarded (DELIVERABLE 4)

Year 3:

- Participation in scientific conferences
- Participation in web seminars
- Set short terms scientific missions or summer schools
- Publish Palliative Care Educational Needs in Primary Care report (DELIVERABLE 7)

Year 4:

- Participation in scientific conferences
- Participation in web seminars
- Set short terms scientific missions or summer schools
- Advocate for the use of the tool using policy briefs
- Publish the project results in scientific articles.

- Publish final report (DELIVERABLE 10)

5. PLAN FOR THE VALORISATION OF ACTION RESULTS

All health systems across the WHO European Region should prepare to respond to the age-related increase in deaths from chronic diseases, by focusing on integration and boosting of palliative care education. CODE-YAA@PC-EDU will develop and provide a new culturally and ethically appropriate inclusive evidence-based self-assessment tool, CODE-YAA, to inform leadership priorities and evidence-based decision-making related to palliative care education and training.

The findings of this COST Action will be important for:

- Individuals:
 - Medical educators in charge of palliative care curricula
 - Palliative care clinical-academics
 - Palliative care scholars
 - Palliative care students
 - Palliative care curricula
 - Palliative care providers
 - Patients' representatives
- Local institutions:
 - Universities
 - Medical schools
 - Nursing schools
 - Pharmacy schools
 - Psychology schools
 - Social-workers
 - Patients' associations
 - University hospitals
- National institutions:
 - Ministry of higher education
 - Ministry of health
 - National bodies in charge of defining the public policies

The dissemination and communication strategies are relevant to reach these target groups. There should be a constant exchange so that the findings and tools developed can be implemented in practice and thus make a lasting contribution to the field of palliative care. This last point will be a continuous concern to the consortium, thus it will be discussed regularly as a topic discussed in every general meeting.

After the project termination, we expect the tool to be used widely in palliative care education and will consider collaborating on a project to further improve the tool impact on medical education and policies.

The project aims to be valorised by the publication of several scientific papers including:

- A method paper to advertise for the project at the beginning of it – Published online: 2024-04-29

- A method paper relating to the cultural adaptation of the tool.
- A paper reporting on the tool development and validation.
- A policy brief / international guideline to advocate for a higher standard education in palliative care and for the use of the tool.

Additional papers may arise from the WGs works.

Additionally, the project will be presented at international conferences, including the European Association for Palliative Care Annual Congress (at least once in the project's lifetime) and the International Association for Health Profession Education (AMEE) annual Congress (at least once in the project lifetime).

ANNEX 1

The tables below are meant to provide an overview to the Action of relevant dimensions to be considered while structuring the Science Communication Plan. Table 1 highlights the different scope of Dissemination and Communication activities, while Table 2 underlines key questions to be addressed in each plan.

TABLE 1. COMMUNICATION – DISSEMINATION – VALORISATION

	COMMUNICATION	DISSEMINATION	VALORIZATION
Objectives	Promotion of the Action and its results. Raise awareness about the topic. Inform, promote and communicate – Visibility	Public disclosure about the Action results only.	Make concrete use of results for research, knowledge transfer or commercial use.
Expected Impact	Show the success of research collaboration. Engaging with society to show how it can benefit from the Action results.	Maximise result's impact. Allow researchers to go a step forward. Make Action results a common good.	For socio-economic purposes, further research, market validation, licencing, norms setting, standardisation. Represents society's direct & indirect return on the public sector's investment in research.
Audiences	Reaching multiple audiences from general public, citizens, civil society, and mass media.	Groups that may use the results in their own work including peers, industry, stakeholders. Regarding policymakers, engage and share evidence-based results during the legislative process.	Not only researchers: incubators, venture capital, local, national or EU-related innovation ecosystems including policy-makers, industry, SMEs, sector of interest, civil society.
Languages	Non specialist language, layman – avoid jargon. Be understandable.	Scientific and specialist language/jargon.	Combines both general and technical language to present reports, results, prototypes, software, data, etc.
Channels & Tools	Public debate, TV channels, radio, newspapers, websites, social media targeting general public.	Peer-review journals, scientific or stakeholder conferences, online repository of results, etc.	Stakeholder groups and events, industry publications/reports, competitions/awards. EU related platforms and services such as CORDIS, Horizon Results Booster,

	Leaflet/brochure, infographics, multimedia (podcast, webinars, videos)	Leaflet/brochure, infographics, multimedia (podcast, webinars, videos) EU related platforms and services such as Open Research Europe, European Open Science Cloud.	Innovation Radar, Horizon Results platform, European Patent Office.
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TABLE 2. THE 5 W TO STRUCTURE YOUR PLAN

WHY It is relevant to communicate about the Action?	<p>A few examples:</p> <ul style="list-style-type: none"> • Research has been scattered across Europe; • Urgent need for a coordinated and joint effort to build a collaborative platform linking science, industry, and management; • Raise awareness; • Bring added value of belonging to a multidisciplinary network involving numerous countries; • To spark new collaborations.
WHAT is the key message?	<p>Consider the Action MoU to set the objectives and develop the main key message.</p> <p>A few examples:</p> <ul style="list-style-type: none"> • Improve the quality of the air, water, health, roads, buildings; • Change the current legislation; • Explore new techniques in treating cancer.
WHO is the target audience?	<p>A few examples</p> <ul style="list-style-type: none"> • Scientific community, scientists, academia; • Businesses, industry, SMEs; • NGOs, Citizen organisations, patient groups; • Authorities, Policymakers and specify at what level: local; regional; national; European or international...
WHERE and how to communicate & disseminate?	<p>Use the tools and channels to convey the key message of your network</p> <ul style="list-style-type: none"> • Public debate; • TV channels, radio, newspapers, websites, social media; • Workshops, training schools, conference, fairs, festivals, campaign...
WHEN it is appropriate to start communicating & disseminating?	<p>A general recommendation - From the start to the end</p> <p>Think of timeliness – key moments during the lifetime of the Action when there is something new to release.</p> <ul style="list-style-type: none"> • When setting the network to introduce the Action; • When the website & social media are set; • When there are some results to release; • When participating to an activity that has a wider scope with key stakeholders; • When a joint scientific publication is published; • When other evidence-based results and output are available. <p>In short: not only at the end of the Action but during the lifetime. Planning is key: a dissemination calendar based on the Action planned activities and milestones is helpful to identify key moments.</p>

ANNEX 2

AUTHORSHIP & INTELLECTUAL PROPERTY POLICY

Adopted as part of the governance and ethical framework of the CODE-YAA@PC-EDU COST Action (CA22127)

This document sets out the principles for authorship and intellectual property management within the CODE-YAA palliative care COST research stream. It aims to promote fairness, transparency, and ethical clarity in collaborative academic work involving multiple contributors and disciplines.

All individuals designated as authors on any CODE-YAA@PC-EDU publication must meet all four authorship criteria defined by the International Committee of Medical Journal Editors (ICMJE): (1) substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; (2) drafting the work or revising it critically for important intellectual content; (3) final approval of the version to be published; and (4) agreement to be accountable for all aspects of the work, ensuring that questions related to the accuracy or integrity of any part are appropriately addressed.

Individuals who do not meet all four criteria should not be listed as authors, but their contributions may be acknowledged if appropriate. Each author should be able to identify which co-authors are responsible for specific parts of the work and have confidence in the integrity of their contributions. Roles such as securing funding, general supervision, administrative support, or technical assistance do not, by themselves, justify authorship.

The following authorship practices are considered unethical and are not acceptable within the CODE-YAA@PC-EDU project: honorary or gift authorship (including individuals who did not make a qualifying contribution); ghost authorship (excluding individuals who did make such a contribution); coercive authorship (pressuring inclusion or exclusion); and automatic authorship based on institutional role or seniority.

To ensure clarity, authorship discussions should occur at the earliest stages of collaboration, particularly before developing any outputs that may lead to intellectual property rights (IPRs), including tools, models, and glossaries. Authorship and author order should be discussed early in the research and writing process and revised as necessary to reflect the actual contributions accurately. All listed authors must approve the final version and author order before submission and agree upon any subsequent changes collaboratively.

In the event of disagreement, the involved parties are encouraged to first discuss the issue among themselves respectfully and constructively. If needed, the Ethics Officer may offer ethical guidance or refer to established standards such as those from ICMJE or the Committee on Publication Ethics (COPE), but will not facilitate group discussions or mediate directly unless explicitly requested by all parties.

Contributors who do not meet authorship criteria but have supported the work in meaningful ways, such as through technical help, administrative support, or language editing, may be acknowledged in the final publication with their permission. A contributorship statement may accompany each submission, outlining the specific roles of each author (e.g., conceptualisation, analysis, writing, supervision).

Outputs generated through the CODE-YAA project—including papers, tools, data sets, models, and glossaries—are considered joint intellectual property of the contributing authors

and the consortium, unless otherwise specified. The copyright of glossaries or terminological resources developed collaboratively rests with the authors who made substantive contributions to their content, in accordance with academic standards and agreements made during the project.

Outputs generated through the CODE-YAA project—including papers, tools, data sets, and models—are considered joint intellectual property of the contributing authors and the consortium, unless otherwise specified. Tools—whether conceptual, digital, or procedural—fall under this framework and remain the joint property of their contributors during and after development. These outputs may not be reused, published, modified, or disseminated outside the scope of the CODE-YAA project without explicit, documented permission from all involved parties. All outputs should adhere to FAIR principles (Findable, Accessible, Interoperable, Reusable) and include appropriate documentation.

Sensitive data, especially in the context of palliative care, must be handled with strict adherence to ethical and legal standards. Access to raw data will be limited to approved project members and documented accordingly.

Any unresolved issues concerning authorship, intellectual property, or ethical practice may be reviewed by the Ethics Officer in reference to internationally recognised standards, particularly those of the ICMJE and COPE, to support a fair and principled resolution.

Intellectual Property and Copyright of the Quality Indicators (QI)

The Quality Indicators (QI) developed within the CODE-YAA@PC-EDU Action constitute the joint intellectual property of the consortium, in line with Annex 2 on Authorship and Intellectual Property Policy. To ensure both protection and broad dissemination, the QI will be released under a Creative Commons Attribution–NonCommercial (CC BY-NC) licence. This licence permits to share and use the indicators for non-commercial educational, research, and policy purposes, provided that appropriate attribution is given to CODE-YAA@PC-EDU COST Action CA22127. Any commercial use, duplication, or adaptation requires prior permission from the project team.

To guarantee visibility and proper attribution, every page of documents and all online resources containing the QI will display the following copyright statement together with the Creative Commons icon:

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