

Annual Communication Action Plans

Hybrid Intelligence

The annual detailed Action Plan for Communication, includes the proposed actions to communicate the project outcomes to HI's target audience and stakeholders. It is generated by the project management team, reviewed and approved by the Executive Board and adopts the responsibilities from the Communication Policy. The procedures are described in the [Project Manual](#). The budget for executing the Action Plan is discussed and allocated by the Executive Board.

The main objectives of the Communication Action Plan:

1. Designing and delivering external project communication that speaks to the target audience and stakeholders.
2. Define the processes for strong coordination of the communication actions.

These annual plans consist of planned internal and external communications.

1 Internal Communication Activities and Schedule

After presenting the Internal Communication Channels, we provide, as examples, the realised internal communication activities of 2022 and the planned internal communication activities of 2023.

1.1 Internal Communication 2022

The internal communication activities of the HI Project of 2022 are summarized in [Table 1](#).

Table 1: Realised Internal Communication Activities of 2022

Medium	Audience	Responsible	Planned Timing	Realisation
Consortium meeting	Full consortium	Project Manager	3-4x/year	3 Feb online, 10 Mar Delft, 22-23 Sept Hoofddorp
Journal club	PhD candidates and Postdocs of HI	Rineke Verbrugge	bi-weekly	✓ occasionally onsite
Research Line meeting	Collaborative HI members	RL Coordinator	4-6 weeks	Jan, Mar, April, May (2 meetings), Jul, Oct, Nov, Dec
Research Line meeting	Adaptive HI members	RL Coordinator	4-6 weeks	Jan, May, Sept, Nov

Table 1: Realised Internal Communication Activities of 2022

Medium	Audience	Responsible	Planned Timing	Realisation
Research Line meeting	Responsible HI members	RL Coordinator	4-6 weeks	Jan, May, Sept, Nov
Research Line meeting	Explainable HI members	RL Coordinator	4-6 weeks	24 Feb
HI-ESDiT committee	HI & ESDiT leaders	Birna van Riemsdijk	3-4 per year	Mar, Jun, Sep, Nov
Research Line Coordinator meeting	Research Line Coordinators	MT	monthly	✓, not in August
Case Study Robotic Surgery	interested HI members & Taskforce members	Catholijn Jonker	n.a.	20 June
2nd Cohort open call meeting	2nd Cohort writers and interested members	MT	n.a.	21 Oct, 26 Oct
Dialogue Cluster meeting	HI members	Catha Oertel	n.a.	11 Nov
Taskforce meeting	Taskforce members	Taskforce Coordinator	bi-weekly, Wednesday at 13:00 - 15:00	skipped once in May, June, Oct, Nov
Executive Board meeting	Executive Board	Management Team	Monthly, every 1st Wednesday of the month 14:00 - 15:00	✓, not in August
Management Team meeting	Management Team	Management Team	Weekly, Fridays 16:00 - 17:00	✓, with a summerbreak
Management Team meeting Strategy	Management Team	Management Team	n.a.	19 May, 25 Aug

1.2 Planned Internal Communication 2023

The internal communication activities comprise regular meetings and any communication across the internal communication channels. The scheduled meetings (Consortium meetings, Matrix Line meetings, Matrix Line leaders meetings, Executive Board meetings, Management Team meetings and PhD reading group meetings) and events will appear in the [HI meeting calendar](#).

The proposed planning of the internal regular meeting is summarized in [Table 2](#). Unforeseen or ad-hoc activities and opportunities are not included but can be added in line with the communication policy.

Table 2: Planned Internal Communication Activities of 2023

Medium	Audience	Responsible	Planned Timing	Message
Consortium meeting	Full consortium	Project Manager	3-4x/year	Exchange research progress and results, general direction and coherence of the research program
Research Line meeting Assistants & Trust	members	ML leader	4-6 weeks	Joint research activities, technical discussions, exchanges
Matrix Line meeting Systems Design in Context & User Literacy	members	ML leader	4-6 weeks	Joint research activities, technical discussions, exchanges
Matrix Line meeting Collaboration & Synergy	members	ML leader	4-6 weeks	Joint research activities, technical discussions, exchanges
Matrix Line meeting SIG Reinforcement Learning	members	ML leader	4-6 weeks	Joint research activities, technical discussions, exchanges
Matrix Line meeting SIG Deliberation & Argumentation	members	ML leader	4-6 weeks	Joint research activities, technical discussions, exchanges
Matrix Line meeting Case Study Education	members	ML leader	bi-monthly	Joint research activities, technical discussions, exchanges
Matrix Line meeting Case Study Scientific Assistant	members	ML leader	bi-monthly	Joint research activities, technical discussions, exchanges

Table 2: Planned Internal Communication Activities of 2023

Medium	Audience	Responsible	Planned Timing	Message
Matrix Line meeting Case Study Robotic Surgery	members	ML leader	bi-monthly	Joint research activities, technical discussions, exchanges
Matrix Line meeting Case Study Diabetics Support	members	ML leader	bi-monthly	Joint research activities, technical discussions, exchanges
Taskforce HIMII meeting	Taskforce members	MT Catholijn Jonker	bi-weekly, Wednesday at 13:00 - 15:00	Joint research activities, technical discussions, case studies and collaboration exchanges
HI-ESDiT committee	committee members	Birna van Riemsdijk	bi-monthly, 1 hour	Joint research activities, technical discussions, case studies and collaboration exchanges
Executive Board meeting	Executive Board	Management Team	Monthly, every 1st Wednesday of the Month 14:00 - 15:00	Strategic decisions at consortium level
Management Team meeting	Management Team	Management Team	Weekly, Fridays 16:00 - 17:00	Operational decisions at consortium level
Management Team Strategy meeting	Management Team	Management Team	3 per year, full afternoon plus evening	Prepare Strategical decisions at consortium level

2 External communication Activities

The rules for external communication are outlined in the Communication Policy while the procedures for external communication activities are detailed in the HI Project Manual, the Communication Action Plan describes the following external communication Channels and its planned Activities. External communication concerns all communication to external target audiences and stakeholders, such as publications, conference presentations, contributions to radio and TV programmes, press releases.

After presenting the External Communication Channels of the HI Project, we provide, as exam-

ples, the realised external communication activities of 2022 and the planned external communication activities of 2023.

2.1 External Communication Activities of 2022

The activities of the HI project in 2022 are summarized in [Table 3](#), and reflect the [HI meeting calendar](#), the [HI publications](#), and the [HI presentations](#).

Table 3: External Communication Activities of 2022

Medium	Audience	Responsible	Timing
Scientific publications	Possible collaboration partners, other scientists and technology developers	Project members	Ongoing
Scientific presentations	Possible collaboration partners, other scientists and technology developers, and societal institutions	Project members	Ongoing
HHAI First International Conference with peer-reviewed articles	International Research Community	Management Team, Stefan Schlobach	13-17 June, 2022
Heterodox Methods for Interpretable and Efficient Artificial Intelligence Workshop	International research community	HI members with international colleagues	HHAI2022 13-17 June, 2022
Knowledge Representation for Hybrid Intelligence Workshop	International research community	HI members with international colleagues	HHAI2022 13-17 June, 2022
Human-centered Design of Symbiotic Hybrid Intelligence Workshop	International research community	HI members with international colleagues	HHAI2022 13-17 June, 2022
The (eco)systemic challenges in AI Workshop	International research community	HI members with international colleagues	HHAI2022 13-17 June, 2022
Representation, sharing and evaluation of multimodal agent interaction Workshop	International research community	HI members with international colleagues	HHAI2022 13-17 June, 2022
H3AI Hackaton	International research community, Industrial AI developers, Societal stakeholders	HI members with international colleagues	HHAI2022 13-17 June, 2022

Table 3: External Communication Activities of 2022

Medium	Audience	Responsible	Timing
SIKS-AI course Responsible AI	PhD candidates from HI and SIKS	Rineke Verbrugge, Birna van Riemsdijk & Bart Verheij	21-22 & 28-29 June 2022
SIKS-AI course Explainable AI	PhD candidates from HI and SIKS	Rineke Verbrugge, Afra Alishahi	21-22 September 2021
SIKS-AI course Hybrid Intelligence	PhD candidates from HI and SIKS	Annette ten Teije, Frank van Harmelen, & Perry Groot	25-26 May 2021
Newsletter on the website	All stakeholders	MT	Dec 2022
Annual Reports	All stakeholders, befriended consortia	MT	Spring 2023
Social Media	International research community, all stakeholders	MT	not planned for 2023

2.2 Planned External Communication Activities for 2023

The proposed planning of the activities for 2023 is summarized in [Table 4](#). The scheduled meetings and events are indicated in the [HI meeting calendar](#), the publications will be made available through the website ([HI publications](#)), and the presentations will be listed on the website as well ([HI presentations](#)).

Unforeseen or ad-hoc activities and opportunities are not included but can be added in line with the communication policy.

Table 4: Planned External Communication Activities of 2023

Medium	Audience	Responsible	Timing	Message
Scientific publications	Possible collaboration partners, other scientists and technology developers	Project members	Ongoing	New findings and insights
Scientific Presentations	Possible collaboration partners, other scientists, technology developers, and societal institutions	Project members	Ongoing	New findings and insights
Newsletter on the website	All stakeholders	April 2023	MT	New findings and insights

Table 4: Planned External Communication Activities of 2023

Medium	Audience	Responsible	Timing	Message
HHAI International Conference	International Research Community	Management Team, Stefan Schlobach, HumaneAI Net ICT48	26-30 June, 2023	Hybrid Intelligence as a new paradigm for research into Artificial Intelligence, new insights
Newsletter on the website	All stakeholders	September 2023	MT	New findings and insights
Newsletter on the website	All stakeholders	December 2023	MT	New findings and insights
Establish connections with other research consortia, in particular with Zwaartekracht ALGOSOC, Zwaartekracht Stress in Action, the Wallenberg programme in Sweden, IMPACT	other scientists also from other disciplines	MT	Ongoing	We have shared interests in establishing a sustainable community
SIKS + HI course on Adaptive Hybrid Intelligence	audience: HI + SIKS PhD students	Rineke Verbrugge, Erman Acar & Herke van Hooff	20-21 September, 2023	Education