

EUROPEAN COMMISSION

HORIZON 2020 PROGRAMME - TOPIC H2020-LC-GV-01-2018
Connected Electric Vehicle Optimized for Life, Value, Efficiency and Range

GRANT AGREEMENT No. 824295



CEVOLVER – Deliverable Report

D7.1 – Short description of the setup of the
dissemination tools

Deliverable No.	CEVOLVER D7.1	
Related WP	7	
Deliverable Title	Short description of the setup of the dissemination tools	
Deliverable Date	2019-04-25	
Deliverable Type	Report	
Dissemination level	Public (PU)	
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Approved by	Jens Tang (FEV)	2019-04-29
Status	Final	2019-04-30

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This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824295. The information and views set out in this publication does not necessarily reflect the official opinion of the European Commission. Neither the European Union institutions and bodies nor any person acting on their behalf, may be held responsible for the use which may be made of the information contained therein.

Publishable summary

This deliverable describes the CEVOLVER project website, templates, and general flyer. The internal website was launched during the proposal and grant preparation period and the external public website on the 1st of November 2018, the start date of the project. The external website contains both public information and was launched under the domain www.cevolver.eu. A flyer will be created in the first half of 2019 and hard copies will be provided and available for download. Also, a general presentation will be created which can be used by the project's partners as a basis for presentations at conferences, meetings etc.

This deliverable also shows the setup of the CEVOLVER project templates which incorporate a graphical logo created uniquely for the project. The templates were created to support project presentations, deliverables, meeting documents, and reporting requirements.

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1 Introduction

This document describes the dissemination activities with respect to the CEVOLVER website, the graphical design, the document templates, and the project flyer.

This deliverable together with the Dissemination Plan (D7.2) are the first two deliverables of Workpackage WP7. The main mission of WP7 is to make certain that CEVOLVER impacts will become known to the widest possible group of potential users.

In Task 7.1, the website and the project identity dissemination tools were developed by the WP Leader, Uniresearch (UNR), with contributions from all CEVOLVER partners.

The website and the project identity were developed by UNR, with input from all CEVOLVER partners. The website was designed with the following objectives in mind:

- To act as contact point for interested third parties;
- To provide a brief project summary and project information;
- To provide company profiles of each of the project partners, and a link to their websites;
- To inform the public with the ongoing and completed research activities;
- To host the publications of the project for the general public (flyers and technical publications); and
- To provide links to other research activities and connected projects.

The website will be maintained and updated during the project and for a number of years thereafter.

The graphical project identity is composed of visual elements that aim to represent the project. It includes logo, fonts, colors, and templates for presentations and text documents and is in line with the website. This will also be the case for the project flyer, the general presentation, and the newsletters. The graphical identity is important for consistent and recognizable communication and dissemination. Together with the guidelines and templates, it will save time and effort for the members of the consortium.

The first part of the document gives a detailed overview of the website and its functions for both the public as well as partner platform sections. It also describes the templates developed and their use in the project. The second part shows and describes the general documentation.

2 CEVOLVER Website and project identity

2.1 CEVOLVER public website

2.1.1 CEVOLVER Homepage

The public website has been designed to act as a contact point for third parties who are interested in the progress and/or outcomes of CEVOLVER. It has an 'easy to navigate' menu structure and provides all basic information as well as a brief summary of the project. The partners involved in CEVOLVER are presented on the website, with their logos, a short description of the organization and a link to their websites.

The objective of the website is to inform interested stakeholders as well as the general public of ongoing and finalised activities through the production of flyers, newsletters, and technical project publications. All the information displayed on the project website is updated and maintained on a regular basis. The public website was alive from the start of the project.

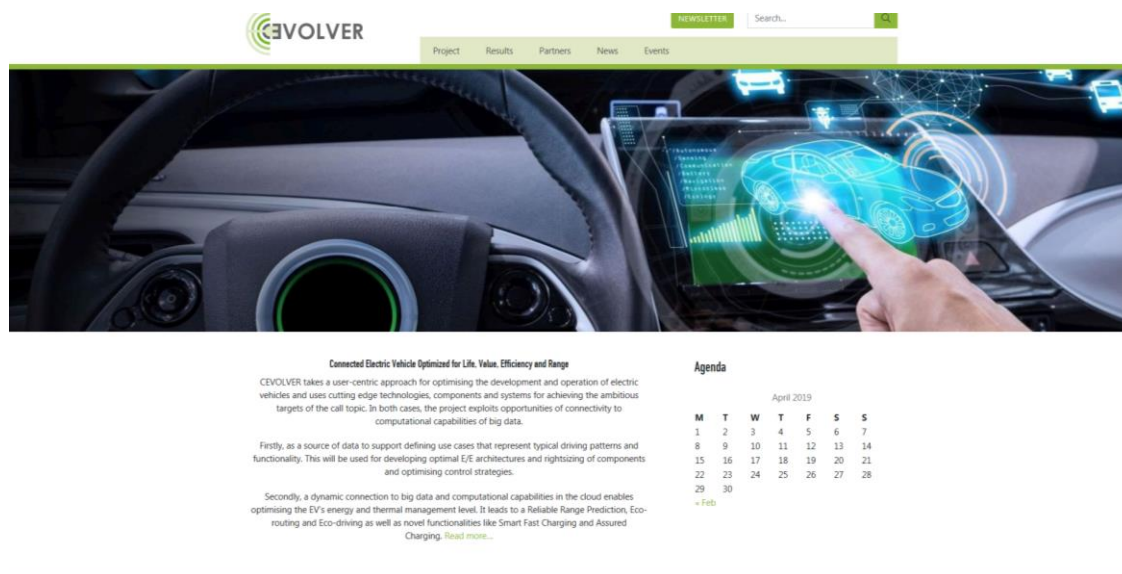


Figure 1 Homepage CEVOLVER Website

CEVOLVER Website and dynamics

The CEVOLVER public website has an attractive format supported by a visual approach. On the homepage a graphic picture gives a visual overview of the project together with a description. The homepage also includes contact details of the coordinator and the project manager. The website will be updated regularly with news, events, results etc.

2.1.2 CEVOLVER Project frame

The section 'Project' provides the website visitor an introduction to the project, information on the technical approach, and the objectives.

2.1.3 CEVOLVER Results frame

This section provides all results of the project, both technical as non-technical. If a result with the project is non-public, a publishable summary is made and included also under the results.

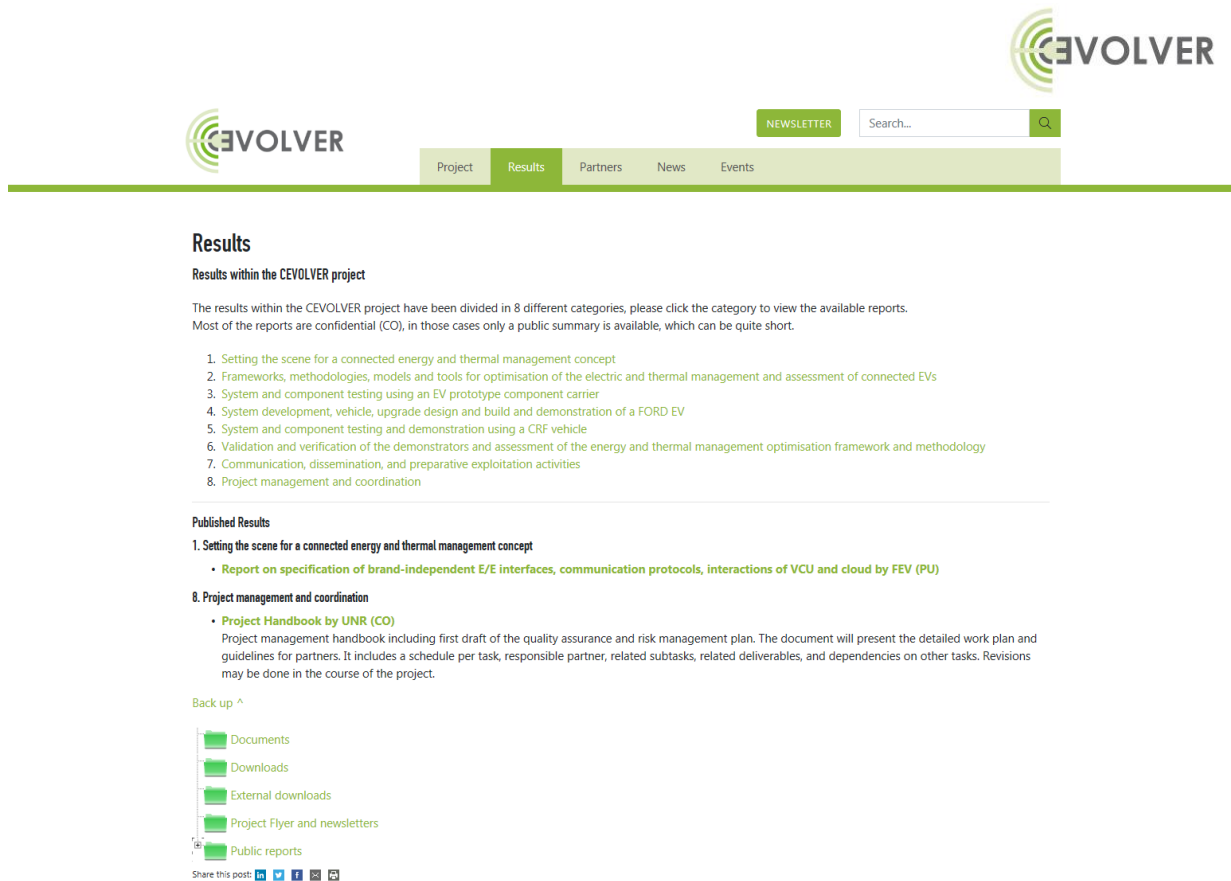


Figure 2 The Result Page of the CEVOLVER website

2.1.4 CEVOLVER Partners frame

This section presents a short description of all the project partners and allows visitors to connect directly to each partner's official website.

The partners are grouped into categories: Industry, research and service suppliers.

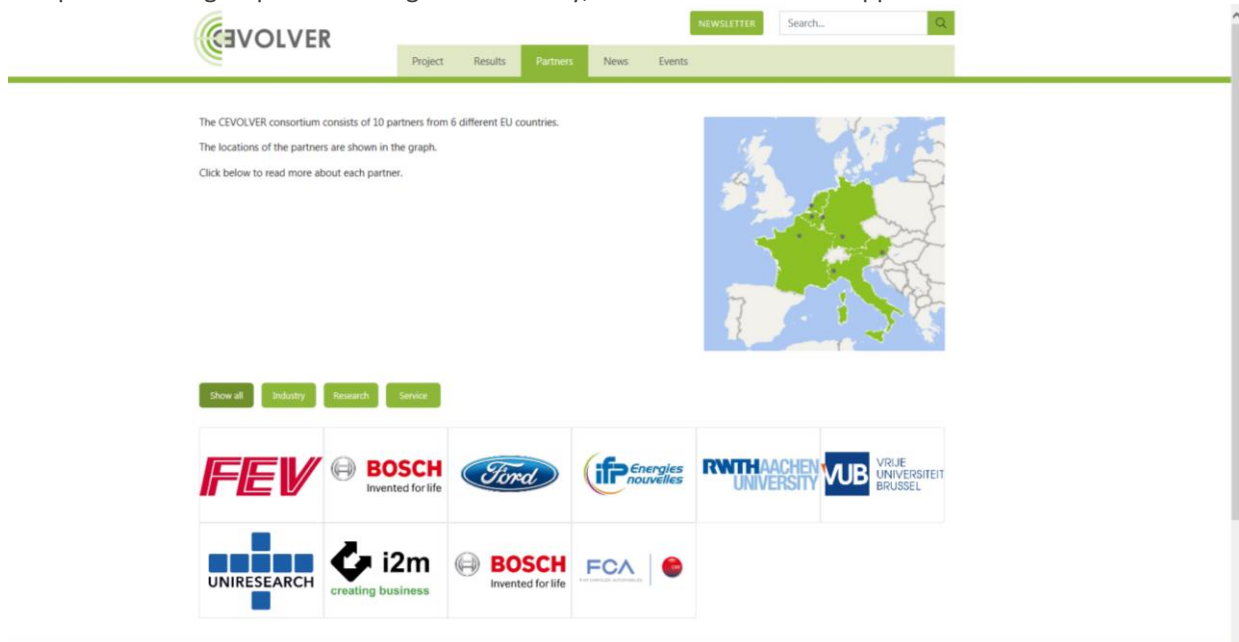


Figure 3 The Partner Page of the CEVOLVER website

2.1.5 CEVOLVER News frame

Here all news or interesting facts can be found. The partner Uniresearch depends on the input received from all partners but will have a proactive approach on this.

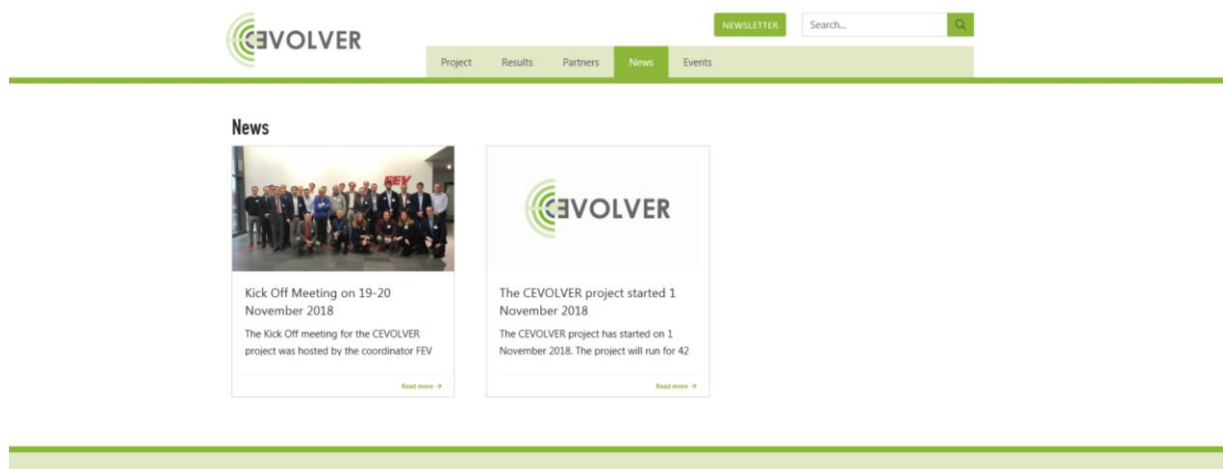


Figure 4 The News part of the CEVOLVER website

2.1.6 CEVOLVER Events frame

In this section all relevant events can be found. Both the events concerning the project itself and interesting external events will be reported.

2.2 CEVOLVER Partner Platform

The platform for document sharing between the project partners is called METT. This is a password protected platform where documents can be shared. This platform is also used for sharing all meeting documents, guidelines, etc.

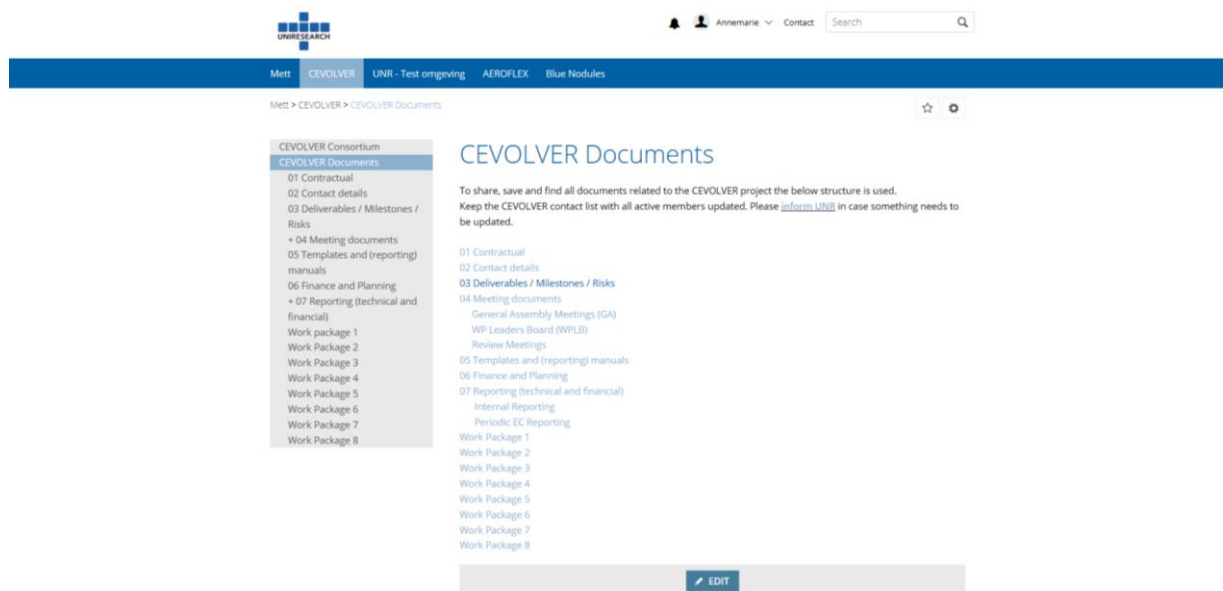


Figure 5 CEVOLVER Partner Platform

2.3 CEVOLVER Project Reporting

At the end of each 6 months, an e-mail is sent with the link to the project reporting tool EU-FIN. All partners are required to report on project costs while WP leaders also have to report on the project progress. This will also be used at the time of the periodic reporting

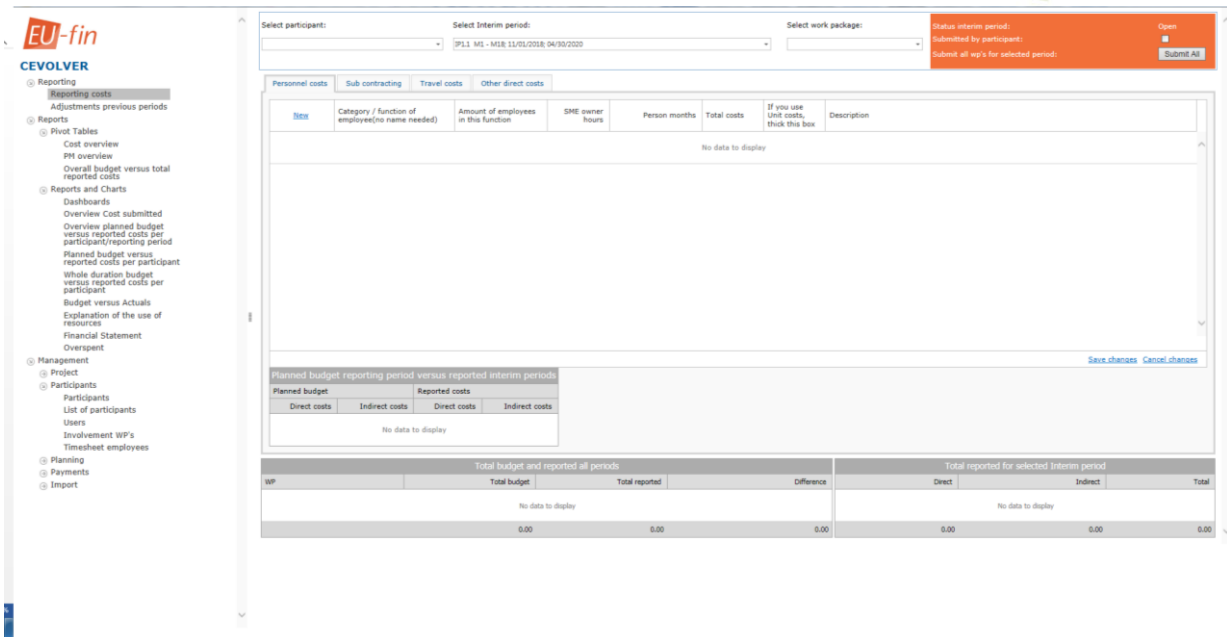


Figure 6 CEVOLVER Internal Financial reporting system

2.4 CEVOLVER Project Identity

2.4.1 CEVOLVER Logo

An exclusive logo for the CEVOLVER project was created in several formats to allow it to be used for all purposes (posters, website, etc.). The logo can be seen in the header of this document. Three logo proposals were sent out to the partners and the one that had the most votes was chosen. The logo was unveiled at the kick-off meeting.

2.4.2 CEVOLVER Templates

In order to support the management of the project, and accommodate and support the partners in their activities, a set of templates have been developed, namely:

- Deliverable template: is used by the partners to report on the project deliverables. It contains all the necessary sections required in the report, including front/title page, publishable summary and all headings, tables, and figures.
- Agenda and minutes of meeting template: is used to create the agenda and the minutes of meetings.
- Presentation template: is used to create the presentations for the dissemination of CEVOLVER at conferences.
- Memo template: is used for internal correspondence.
- Guidelines on suggested letter type, document naming, etc. is provided in a one-page document.

All the templates and the guidelines can be found on the Partner Platform METT.

3 General documentation

3.1 CEVOLVER Flyer

In the original planning, a flyer was to be available within the first 3 months of the project. However, since the amendment to include a partner took some time, the flyer will be now most likely available in the first half of 2019. Hardcopies will most likely be distributed during the second GA meeting to each partner and the flyer will be downloadable via the website. It will be an A-4, printed double-sided, landscape, and folded in 3, in which general information on the project and partners is provided.

3.2 CEVOLVER General Presentation

The purpose of the presentation will be to act as a template for partner presentations at seminars and conferences. The presentation will be available via the website. For the same reason as mentioned in the section CEVOLVER Flyer, it was decided to put the development of the general presentation on standby till the amendment was accepted. The presentation will be available in the first half of 2019.

4 Acknowledgement

The author(s) would like to thank the partners in the project for their valuable comments on previous drafts and for performing the review.

Project partners:

#	Partner	Partner Full Name
1	FEV	FEV Europe GmbH
2	BOSCH	Robert Bosch GmbH
3	FORD	Ford-Werke GmbH
5	IFPEN	IFP Energies Nouvelles
6	RWTH	Rheinish-Westfaelische Technische Hochschule Aachen
7	VUB	Vrije Universiteit Brussel
8	UNR	Uniresearch BV
9	I2M	I2M Unternehmensentwicklung GmbH
10	RBOS	Robert Bosch AG
11	CRF	Centre Recherche Fiat



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement no. 824295