EUROPEAN COMMISSION

HORIZON 2020 PROGRAMME - TOPIC H2020-GV-05-2017
Electric vehicle user-centric design for optimised energy efficiency

GRANT AGREEMENT No. 769902

Design OptiMisation for efficient electric vehicles based on a
USer-centric approach

DOMUS – Deliverable Report

D7.1 Project website and project identity

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Change Log

Version	Modifications of document	Author	Date

Disclaimer/ Acknowledgment

Publishable summary

This deliverable describes the DOMUS project identity, consisting of project logo, website, templates for reports and presentations, and the explanation of the setting up and use of the dissemination database (stakeholders, interest groups, contact details and general info).
The internal (i.e. partner restricted) website was initially prepared and launched among partners during the proposal and grant preparation phases. After the project start (1 November 2017), the internal website was updated and extended and the work for setting up the external public website commenced. The website was launched, in January 2018, under the domain www.domus-project.eu.

The deliverable also shows the setup of the DOMUS project templates, which incorporate the graphical logo which was created uniquely for the project. The templates are created to support project presentations, deliverables, meeting documents and reporting requirements.

Furthermore, this document reports on the setting up of a dissemination contact database, meant to collect contact details from possible stakeholders for dissemination purposes.

Contents

1   Introduction

This document describes the creation of the DOMUS website, the document templates and the creation of the project flyer that has been developed.

This deliverable is the first one for Work Package 7 – Dissemination, communication and preparative exploitation. The main mission of WP7 is to make certain that DOMUS results and impacts will become known to the widest possible group of potential users. The WP consists of 2 tasks:
- Task 7.1 Dissemination and communication activities
- Task 7.2 Exploitation of project results and tuning to partners individual interests

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

Within subtask 7.1.1 – Dissemination tools and materials
A graphical project identity was composed of visual elements that represent the project. It includes logo, fonts, colours and templates for presentations and text documents and is in line with the website, the project flyer and the newsletters. The graphical identity is important for consistent and recognizable communication and dissemination; and together with the guidelines and templates will save time and effort for the members of the consortium.

The website was designed with the following specific 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 (public deliverables, 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 will be kept online for a 5 years thereafter.

This deliverable D7.1 describes the efforts of the subtask mentioned above.
The first part of the document gives a detailed overview of the website and its functions for both the public as well as the partner restricted sections, the templates developed and their use in the project. The second part shows and describes the general documentation.

2   DOMUS Website

2.4   Public website

2.4.1   DOMUS Public Website - 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 the DOMUS project. 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 DOMUS are presented on the website, with their logo, a short description of the organisation and a link to their website. With the results button it is possible to go directly to the results overview of the project.

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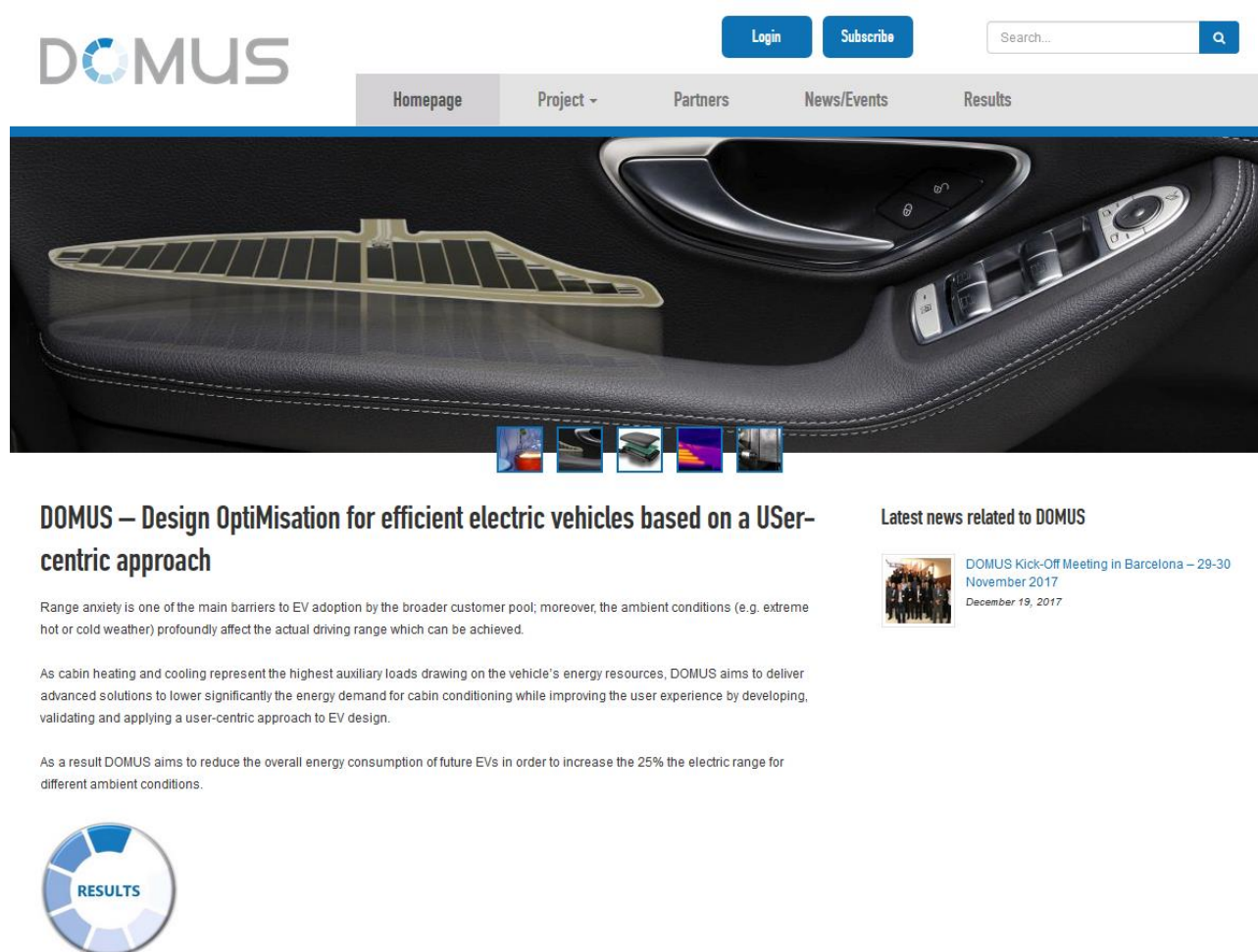

Figure 2.1 – DOMUS Website homepage

2.4.2   DOMUS website design, hyperlinks and dynamic elements

The DOMUS public website has an attractive format supported by a considerable amount of hyperlinks.

From all the sections of the website, and without using the conventional top bar, the visitor is directed to the sections "Latest news".

Figure 2.2 DOMUS example of hyperlinks

Furthermore, the project public website has an attractive format supported by a more visual approach and images of project-related items are shown "in carrousel" on the homepage, enhancing the dynamic effect and giving the website a modern and appealing look and feel. These pictures will be implemented in the website, during the project execution, as soon as relevant project results are produced and made available for the dissemination.

At the time of the preparation of this report partners are considering a slogan/one line description to link the project. The homepage also includes partner logos on the bottom of the homepage and a picture of the main contact person for each partner with a quote ascribed to them. This rotates per partner automatically (see Figure 2.3).
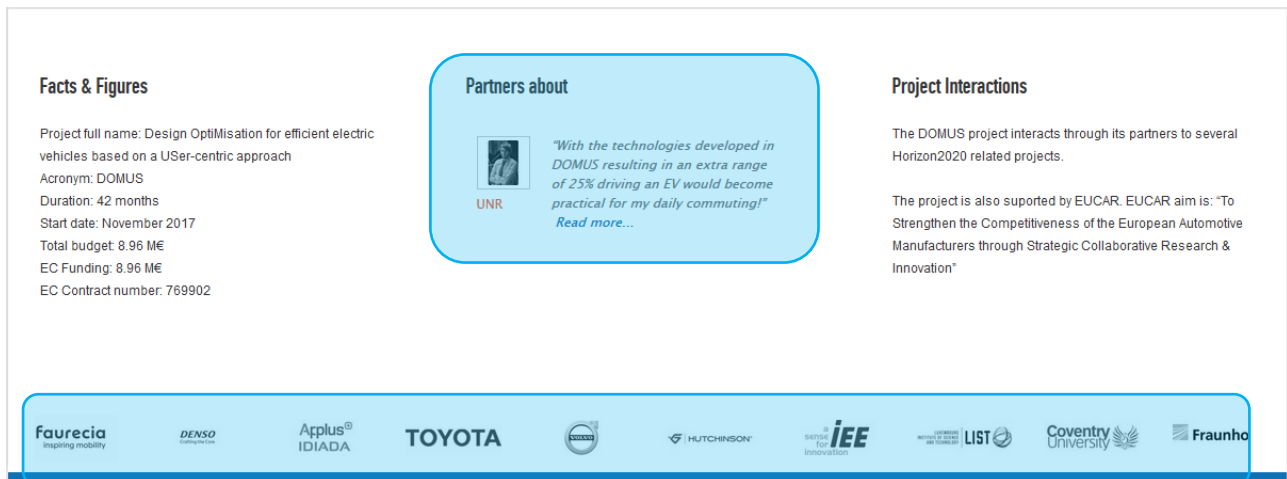
Figure 2.3 DOMUS homepage dynamic elements

On the homepage it is also possible to find a summary of the project concept, vision, interactions and related events (as showed in Figure 2.3 and 2.4). A google map presenting the partners' location (and related link) is also available.

Special icons are inserted which allow to share and follow the project website and updates via social media (LinkedIn, Facebook, Twitter, etc.)
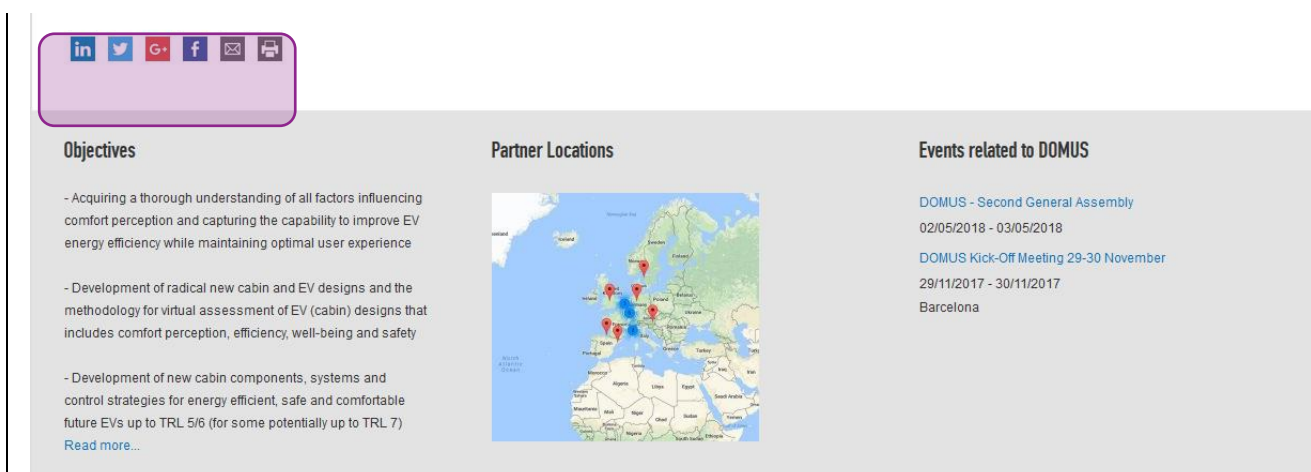

Figure 2.4 – DOMUS links and social media

2.4.3 DOMUS Project information

The Section 'Project' contains 4 subsections and gives the website visitor an introduction to the project, information on the project objectives and technical concept and approach, and some general project-related Facts and Figures.

For each subsection a dedicated webpage is available.

Figure 2.5 – DOMUS ´Project´ page

2.4.4 DOMUS Consortium

In the Section ´Partners` a short description is presented of all project beneficiaries, and - from there – visitors are allowed to connect directly to each partner's official website.

The partners can also be grouped into different categories for better identifying 'who-does-what': Industry, Research, and Service.
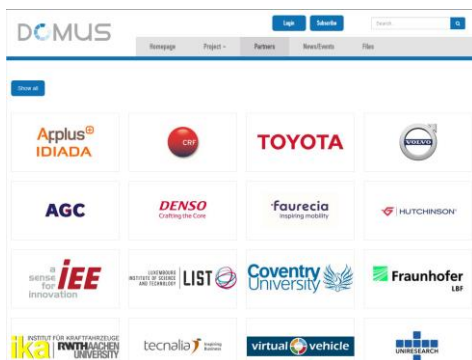

Figure 2.6 – Project partners

When clicking on the partner logo, the page unfolds showing the partner's contact person, a quote and information about the company.
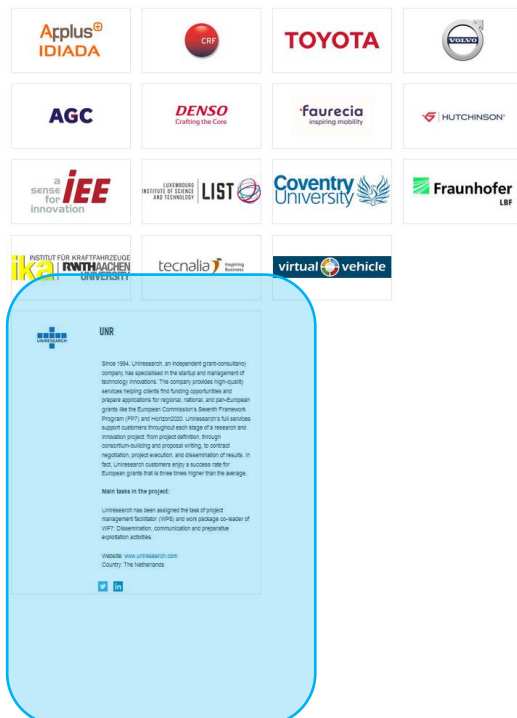

Figure 2.7 – DOMUS partner section

2.4.5   DOMUS Dynamic Information

Several sections provide information, which is regularly updated and thus adding to the dynamic character of the website and encouraging visitors to return to the website regularly. These are the sections "News", "Downloads" and "Links/project interactions":

- **News (/Events):** Topics directly or indirectly related to the project topic, as well as coming forums, workshops, conferences, meetings, initiatives, demonstrations and activities. Reference to this page appears also directly on the homepage, see Figure 2.8.
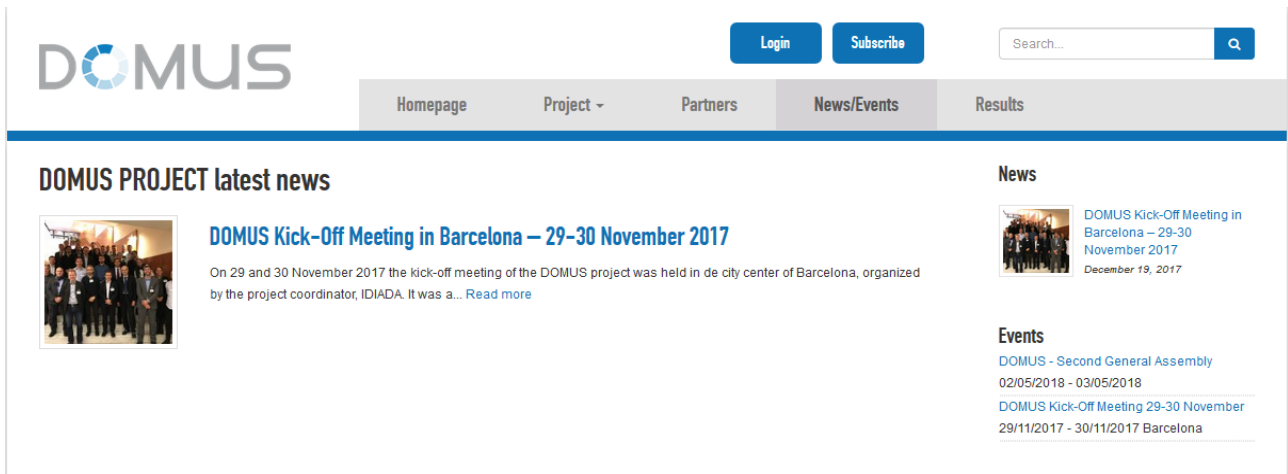

Figure 2.8 – DOMUS latest news page

- **Results:** Here the visitor can find articles and publications related to the topics, public DOMUS newsletters and leaflets, DOMUS deliverables, pictures and movies. The deliverables can be found per category. See Figure 2.9.
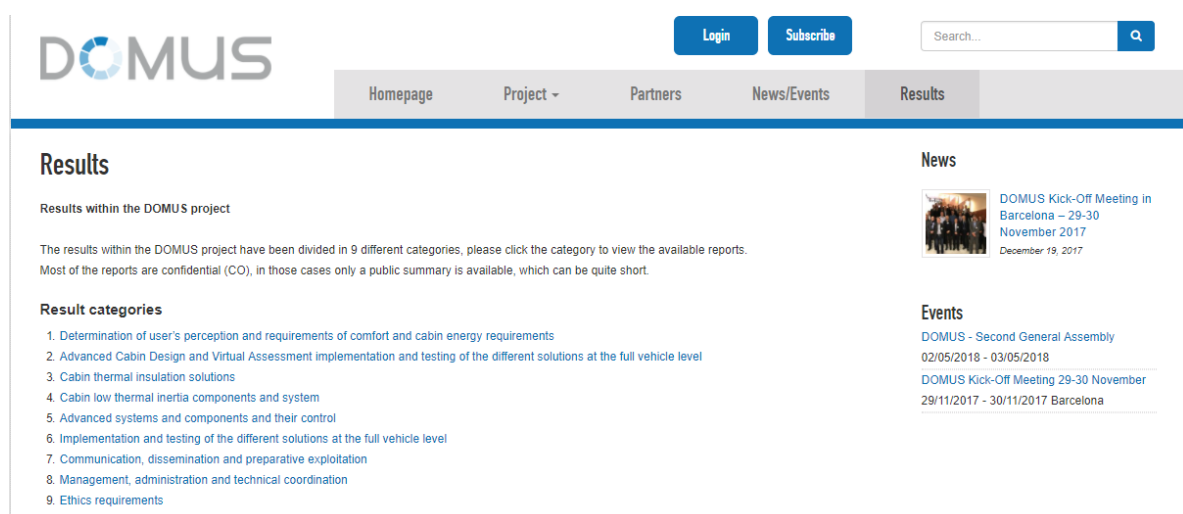

Figure 2.9 – DOMUS Results page

- **Links:** Within this section, links can be found to other projects, initiatives and organisations with related subjects. Reference to this page appears also directly on the homepage, see Figure 2.10.

Figure 2.10 – DOMUS Links page

- <u>Subscribe:</u> here the visitor can register his/her email address in order to receive the DOMUS newsletters and other project-related information. The contact details will be automatically saved and inserted in the project dissemination database. The dissemination database is NOT a public document and information will be protected (file only available in the partner-restricted area), see Figure 2.11
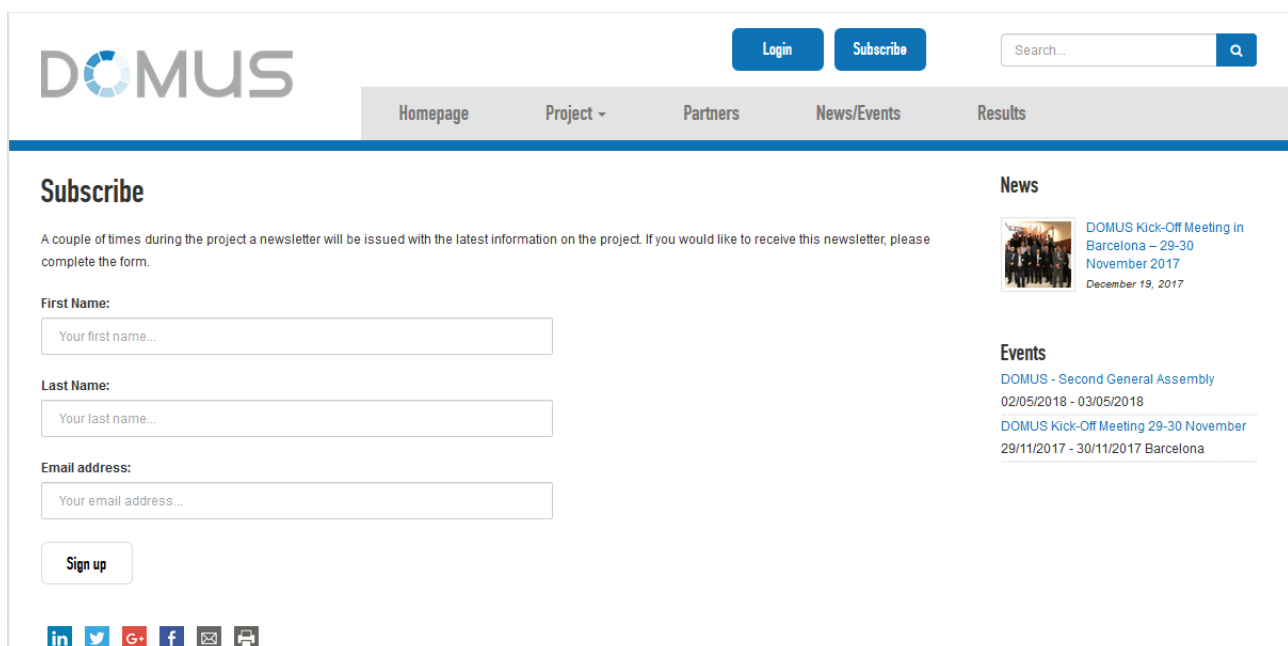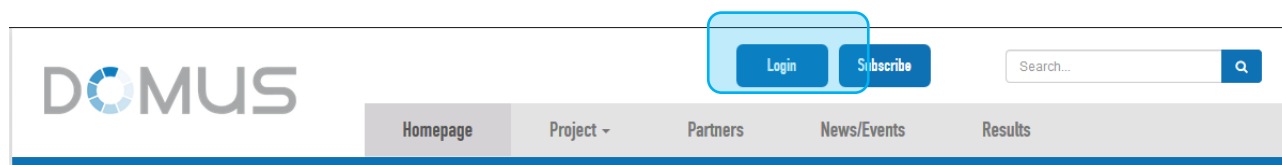

Figure 2.11 – DOMUS Subscribe page

DOMUS Partner Restricted Website

The partner restricted area or "partners only" area is only accessible to the project partners. Clicking on the link called "login", situated at the top right hand side of the public site, partners have access using a personal username and password.

The internal website is hosted by Projectplace (www.projectplace.com) and can be entered via the DOMUS website or directly via Projectplace.
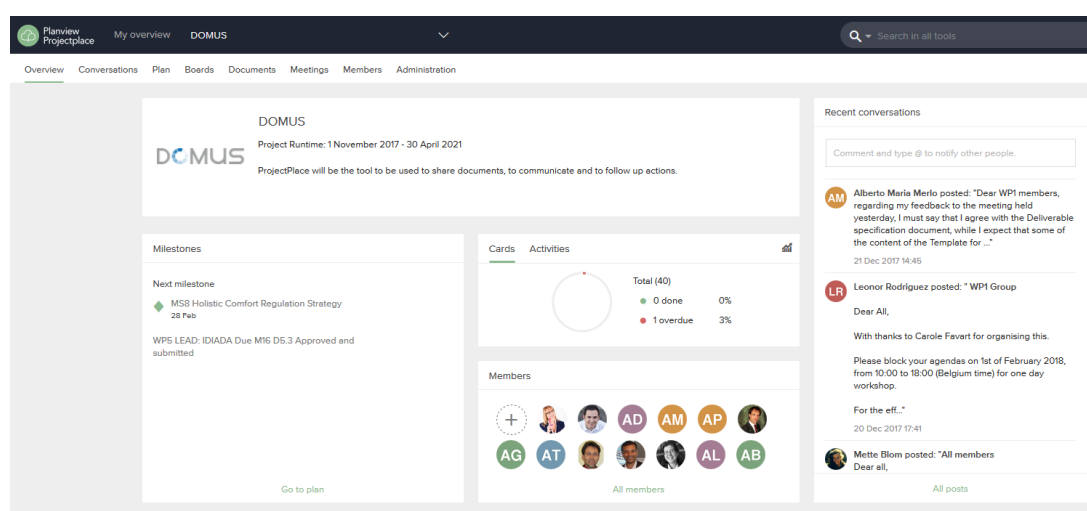

Figure 2.12 - DOMUS partner restricted site – welcome page

2.4.6 DOMUS Document Exchange

An important and frequently used feature of the restricted area is the document exchange area. Partners can upload and download working documents. Each work package has its own folder. This part also acts as a project archive area where the latest version of the project contracts, the minutes, agendas and meeting presentations are stored. The work package folders can be restricted to people working on a certain work package.

Figure 2.13 – DOMUS document exchange

2.4.7   Other features of Partner restricted area

On the DOMUS partner-restricted area more 'services' are offered to maintain and facilitate project monitoring and internal communication, such as:

- <u>Plan:</u> An overview of the project planning (at WP and possibly also at task level) is available. The plan can be checked (and updated) whenever necessary
- <u>Boards:</u> for each deliverable a 'board' has been made, each board has a responsible person, a deadline and is linked to a special WP or task. This functions as a 'warning' system, since once a board is due an automatic reminder is sent to the responsible person. Boards will be categorized as: "planned", "working on" or "done".
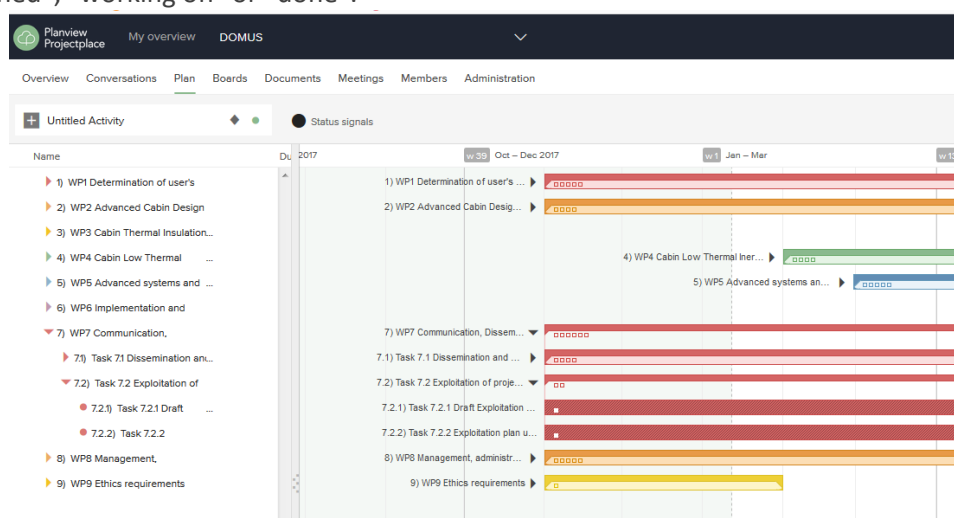
Figure 2.14 – DOMUS 'Plan'

- <u>Meetings</u>: project meetings and telecall can be organized via Projectplace, the meetings will be automatically registered in the calendar for partners to check.
- <u>People</u>: partners can join the project-restricted area only upon invitation. List of participants can be checked and different groups (with different access rights) can be created.

2.4.8   Project Reporting

At the end of each 6 months, management summaries are provided based upon information submitted by all project partners. An e-mail is sent every 6 months with the link to the project reporting tool "EU-fin". All the partners have to report on project costs while WP leaders also have to report on the project progress.

By selecting "WP Leader menu", which is only visible for the WP leaders, the list of deliverables for which the WP leader is responsible is shown. The WP leader can report on the actual starting and actual end date and on the progress made in percentages.

The WP leader also reports on achievements, problems, critical points, risks and corrective actions. The figure above shows the login to report in the EU-fin system. This tool allows the project manager and coordinator to generate automatically cost reports comparing the actual expenses versus the budget per beneficiary, WP, activity, etc. Other functionalities are creating charts for comparing deliverables planned vs. actual, budget planned vs. actual, etc.
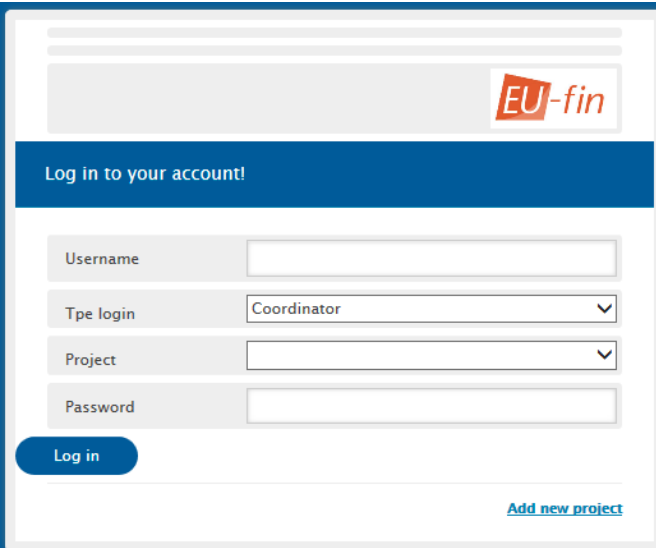
Figure 2.15 – EU-fin management tool for project monitoring

3 DOMUS templates

3.1 DOMUS Logo

An exclusive logo for the DOMUS project was created in several formats and different resolutions, so it can be used for all purposes (posters, website, flyers etc.).

Figure 3-1 – DOMUS Logo

Furthermore, part of the logo can be used as icon or bullet point in presentation and documentation and to create a strong project brand.

Figure 3-2 – DOMUS icon

3.2 Document Templates

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

- Deliverable template: is used by the partners to report on the project deliverables. It contains all the necessary parts of the reports, like front/title page, executive publishable summary, general part of the work performed, conclusions, risk registry and acknowledgement.
- Agenda of meeting & minutes template: is used to create the meeting agenda & minutes (see Annex A)
- Presentation template: is used to create the presentations of the DOMUS meetings and conferences

Figure 3-3 – DOMUS presentation template
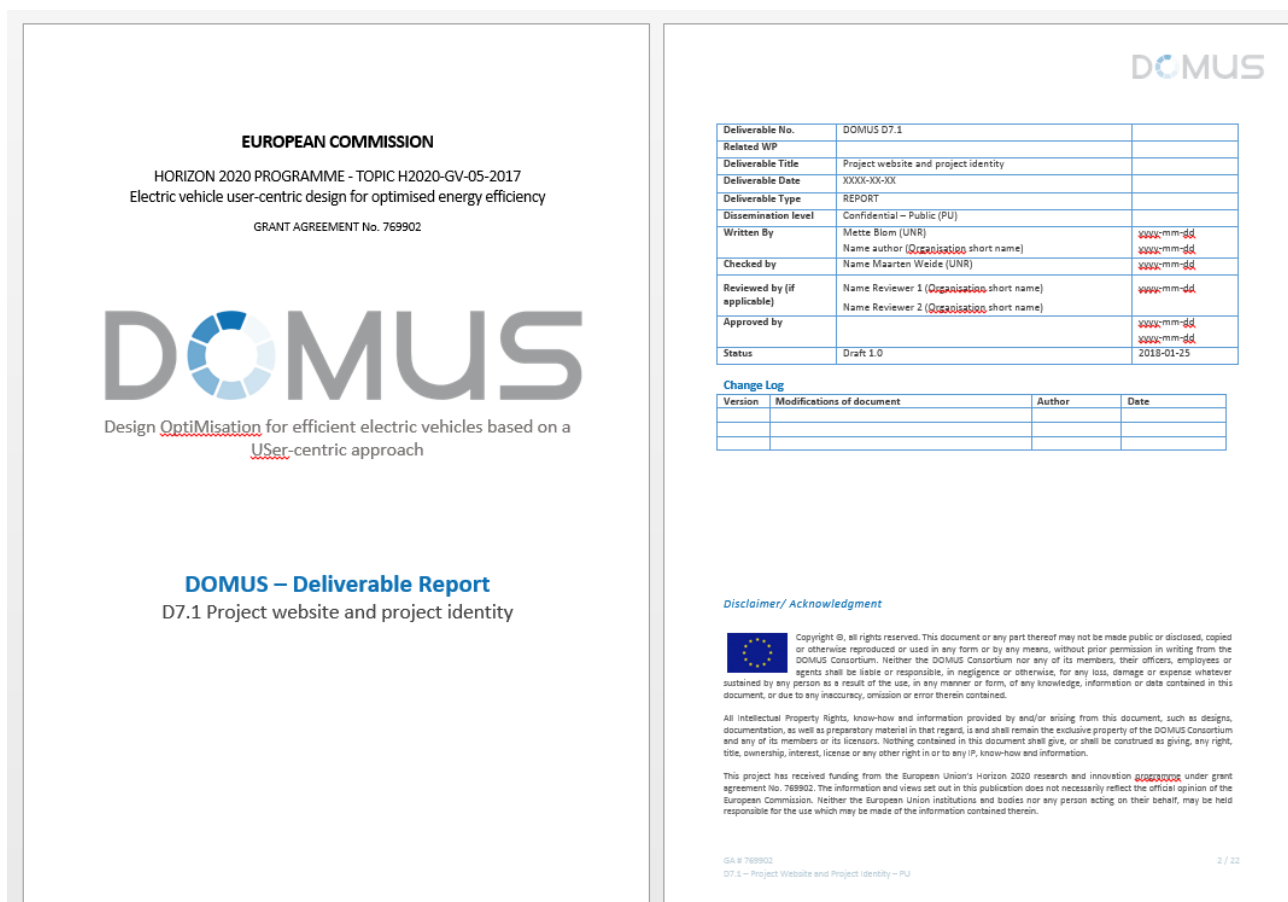
Figure 3-4 – DOMUS Deliverable template

4   Dissemination Database

The dissemination of the project results and outputs are indispensable for optimizing the value of the project, firming the impact of DOMUS. A dissemination plan is established according to the Consortium Agreement; a dedicated deliverable, D7.2, is planned at M18 and a dissemination database will be maintained.
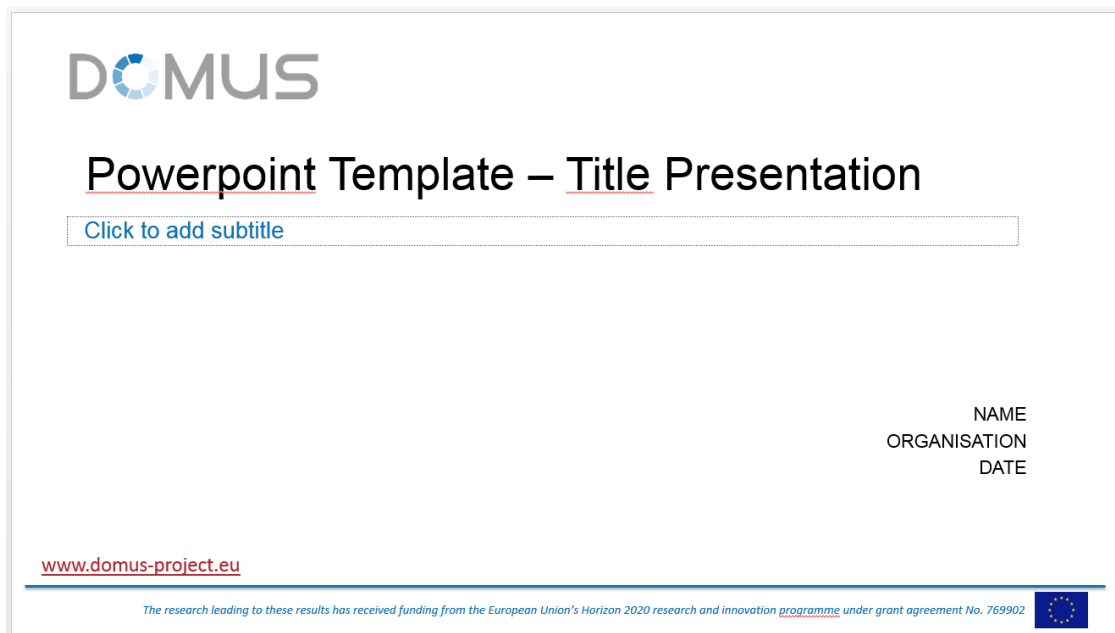Communication will be aimed at target audiences and groups, such as EUCAR, legislative and regulatory authorities, standardization committees (e.g. ISO) and special interest groups linked to the project.

The structure of the dissemination database has been created by UNR and contacts and information will be added during the entire project lifetime. The source of the contacts for dissemination purposes are the partners (their clients, collaborators), possible linked projects and the website (via the 'subscribe' option).

In the database for each contact will be inserted (whenever possible) the following information:
- Full name
- Email address
- Name of organisation
- Focus and type of organisation (research, local authority, Energy Company, EU Commission, Legislation/standardization, etc.)
- Connection to the project
- Country and Postal Address

The dissemination database will be saved in the project restricted area (no public access to the data).

5   Risk Register

The possible risks, and related contingency plan, are presented in the table below.

Risk No.	Type of Risk	Level of Risk[1]	Possible Solution/Contingency Plan
1	Webserver down	2	Webserver is located in a server rack with many other webservers, so all content has backup and hardware is secured by back-up systems. Otherwise, many hosting organisations for websites can be found, so solutions could be found easily.
2	Outdated content on the site	2	Dissemination team is responsible for the content and have frequent communication with the Executive Board and coordinator to collect interesting content.
3	Inadequate access to stakeholder	3	A Stakeholder Group will be created during the project lifetime. In addition, the large network and experience of the DOMUS partners will guarantee enough visibility for the project.

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[1] Risk level: 1 = high risk, 2 = medium risk, 3 = low risk

6 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	IDIADA	IDIADA AUTOMOTIVE TECHNOLOGY SA
2	CRF	CENTRO RICERCHE FIAT SCPA
3	TME	TOYOTA MOTOR EUROPE
4	Volvo Cars	VOLVO PERSONVAGNAR AB
5	AGC	AGC GLASS EUROPE SA
6	DNTS	DENSO Thermal Systems S.p.A.
7	Faurecia	Faurecia Sièges d'Automobile
8	HUTCH	HUTCHINSON SA
9	IEE	IEE International Electronics & Engineering S.A.
10	LIST	LUXEMBOURG INSTITUTE OF SCIENCE AND TECHNOLOGY
11	COV	COVENTRY UNIVERSITY
12	Fraunhofer	FRAUNHOFER GESELLSCHAFT ZUR FOERDERUNG DER ANGEWANDTEN FORSCHUNG E.V.
13	IKA	RHEINISCH-WESTFAELISCHE TECHNISCHE HOCHSCHULE AACHEN
14	TECNALIA	FUNDACION TECNALIA RESEARCH & INNOVATION
15	VIF	Kompetenzzentrum - Das Virtuelle Fahrzeug, Forschungsgesellschaft mbH
16	UNR	UNIRESEARCH BV

7   Appendix A – Template DOMUS Meeting agenda and Minutes

DOMUS – 769902 - Minutes

Meeting: GAxx – Review – WP

	Date
	Time
	Address

Meeting organiser	Company name
Type of meeting	GAxx / Review / WP
Note taker	Name(s)

| **Agenda** |
| See Annex 1 and Projectplace |

| **Attendees** |
| List on Projectplace? |

Decisions Meeting xxxxx	
Decision No	**Decision description**

Actions Meeting xxxx			
Action No	**Action description**	**Due date**	**Responsible**

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8   Appendix B – Quality Assurance

The following questions should be answered by all reviewers (WP Leader, peer reviewer 1, peer reviewer 2 and the technical coordinator) as part of the Quality Assurance Procedure. Questions answered with NO should be motivated. The author will then make an updated version of the Deliverable. When all reviewers have answered all questions with YES, only then the Deliverable can be submitted to the FCH JU.
NOTE: For public documents this Quality Assurance part will be removed before publication.

Question	WP Leader	Peer reviewer 1	Peer reviewer 2	Technical Coordinator
	NAME	NAME	NAME	NAME
1. Do you accept this deliverable as it is?	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)
2. Is the deliverable completely ready (or are any changes required)?	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)
3. Does this deliverable correspond to the DoW?	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)
4. Is the Deliverable in line with the Fit-4-AMandA objectives?	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)
a. WP Objectives?	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)
b. Task Objectives?	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)
5. Is the technical quality sufficient?	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)	Yes / No (motivate)