

EUROPEAN COMMISSION – FCH JU

HORIZON 2020 PROGRAMME - TOPIC H2020-FCH-02-4-2019

New Anion Exchange Membrane Electrolysers

GRANT AGREEMENT No. 875024



Anion Exchange Membrane Electrolysis for
Renewable Hydrogen Production on a Wide-Scale

ANIONE – Deliverable Report

D7.1 – Project Visual Identity



This project has received funding from the Fuel Cells and Hydrogen 2 Joint Undertaking (JU) under grant agreement No 875024. This Joint Undertaking receives support from the European Union's Horizon 2020 research and innovation programme, Hydrogen Europe and Hydrogen Europe research.



Deliverable No.	ANIONE D7.1	
Related WP	WP7	
Deliverable Title	Design of a project visual identity set and provision of project templates (presentations, minutes, logo ect.)	
Deliverable Date	31-01-2020	
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Dissemination level	Public (PU)	
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D7.1 – Project Visual Identity – PU

Publishable summary

Deliverable D7.1 concerns the visual identity of the ANIONE project. The project visual identity consists of the project logo, templates for reports and presentations, and other communication products (e.g., posters, flyers and letterheads) to generate a unique ANIONE image. During the definition of the project visual identity, the external (/public) project website will also be prepared and a dissemination database (stakeholders, interest groups, contact details and general info) will be set up. An extended report on these activities will be provided in D7.2, planned at M3. Both the project website and the dissemination database will be updated and extended throughout the duration of the project.

Contents

- 1 Introduction..... 1
- 2 ANIONE Templates 2
 - 2.1 ANIONE Logo 2
 - 2.2 ANIONE Document Templates 2
 - 2.2.1 Template for Meeting Agenda & Minutes..... 3
 - 2.2.2 Template for Presentations 3
 - 2.2.3 Template for Deliverable and Milestone Reports 4
 - 2.2.4 ANIONE Letterhead, Posters & Brochures/Flyers 6
- 3 Risk Register 7
- 4 Acknowledgement..... 7
- Appendix A – Internal Reporting 8

Table of Figures

- Figure 2-1. ANIONE Logo 2
- Figure 2-2. ANIONE Colour codes..... 2
- Figure 2-3. ANIONE Agenda & Minutes Template 3
- Figure 2-4. ANIONE Presentation Template..... 4
- Figure 2-5. ANIONE Deliverable Report Template 5
- Figure 2-6. ANIONE Milestone Report Template 5
- Figure 2-7. ANIONE Letterhead 6
- Figure 2-8. ANIONE Posters & Brochures/Flyers..... 6
- Figure A-1. ANIONE Template for Internal Project Monitoring Report 8

1 Introduction

This document describes the creation of the ANIONE logo, ANIONE presentation and document templates, and templates for posters, flyers and letterheads. The project identity and dissemination tools were developed by the WP leader, Uniresearch (UNR), with contributions from all project partners.

This deliverable is the first deliverable for Work Package 7 – Dissemination, Communication and Exploitation. The main objective of WP7 is to ensure that the ANIONE project activities and results are promoted to relevant target groups (stakeholders, end-users, industries, and suppliers) and to raise awareness of ongoing research and developments in the field of hydrogen technology. Work Package 7 consists of 3 tasks:

- Task 7.1 Dissemination tools
- Task 7.2 Project communication
- Task 7.3 Preparative exploitation activities

In Task 7.1, a project Knowledge Management and Dissemination protocol will be developed by Uniresearch (UNR), with contributions from all partners (D7.3, M18). From this, different strategies for dissemination and communications actions will be established to maximise the impact of the ANIONE project results.

Task 7.2 concerns the communication of the ANIONE project to the general public. This includes defining the project visual identity (this document), the project external website (D7.2, M3), newsletters, and other forms of communication, e.g., interviews in TV/radio, and visits to schools/colleges/universities. Task 7.2 also includes the setting up and management of a dissemination database. This database will hold information on target groups and serve as an overview of planned and ongoing project activities.

Task 7.3 concerns the preparation of exploitation activities. These include a survey of dissemination activities (D7.4, M36) and a plan for the exploitation of the project results (D7.5, M36).

Together, the tasks 7.1, 7.2, and 7.3 address all aspects related to the dissemination, communication and exploitation of the ANIONE project. Specifically, this deliverable (D7.1) describes the efforts related to the definition of the project visual identity as described above. The document presents the project logo and provides a detailed overview of the project templates and their use. The portfolio of project templates presented here will be expanded with addition communication layouts if needed (e.g., for specific events such as workshops or school visits). These communication layouts will share the same colour composition and logo as the current templates.

2 ANIONE Templates

2.1 ANIONE Logo

An exclusive logo for the ANIONE project was created to be used for all purposes (posters, website, flyers etc.).



Figure 2-1. ANIONE Logo

Furthermore, the colour code for the logo has been included, so the colours can be used consistently throughout the project.

ANIONE GREY		MOLECULE RED		MOLECULE GREY	
RGB	CMYK	RGB	CMYK	RGB	CMYK
58	70	175	21	178	0
72	50	25	100	178	0
83	38	25	97	178	0
	53		14		40

Figure 2-2. ANIONE Colour codes

2.2 ANIONE Document Templates

In order to support the management of the project and to accommodate and support the partners in their activities, a set of project templates has been developed. These include templates for the agenda and minutes of meetings, for project presentations, and for project delivery reports. The templates are presented in the following subsections.

2.2.1 Template for Meeting Agenda & Minutes

This template is used to create the agenda of meetings, for writing meeting minutes, and for listing actions and decisions. The template is presented in Figure 2-3.

Page 1: Agenda / minutes

ANIONE – 875024
Agenda / minutes

	SC/WPxx/Progress Meeting
	DATE TIME from - to Telephone conference / Address
Meeting organiser	Company name
Type of meeting	SC / Review / WP
Note taker	Name(s)

Attendees
The attendees list can be found on Mett

Item No	Timing	Topic	Presenter

Page 2: Minutes, Actions, Decisions

ANIONE – 875024
Agenda / minutes

Minutes

Agenda item	Notes

Actions

Action No	Action description	Due date	Responsible

Decisions

Decision No	Decision description

Footer: This project has received funding from the Fuel Cells and Hydrogen 2 Joint Undertaking (JU) under grant agreement No. 875024. This Joint Undertaking receives support from the European Union's Horizon 2020 research and innovation programme, Hydrogen Europe and Hydrogen Europe research. 1 / 2

Figure 2-3. ANIONE Agenda & Minutes Template

2.2.2 Template for Presentations

This template is used to create presentations for ANIONE meetings and for presenting ANIONE results at conferences. The first and last page of the template are presented in Figure 2-4.

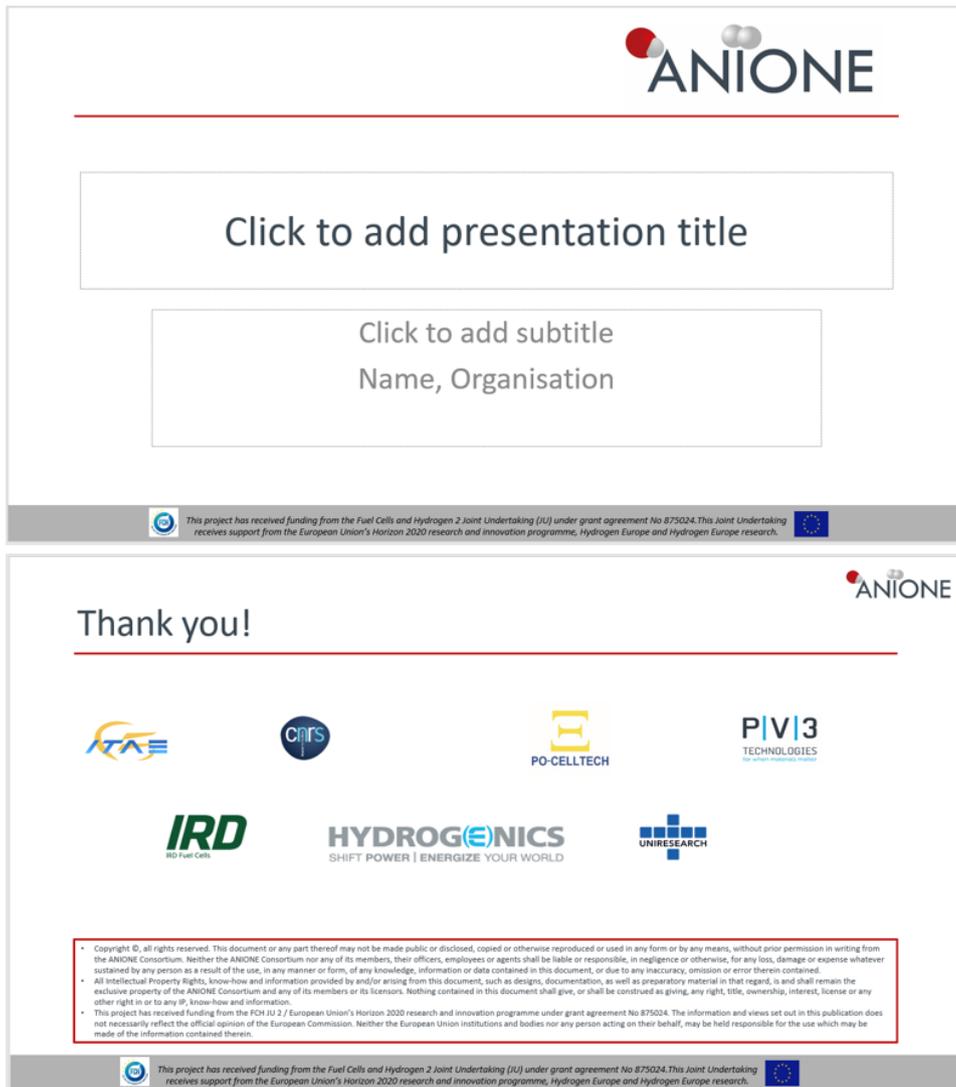


Figure 2-4. ANIONE Presentation Template

2.2.3 Template for Deliverable and Milestone Reports

These templates are used to create the report for project deliverables and milestones. The templates contain all the required parts of the report, including a title page, executive publishable summary, general sections for reporting on the performed work, conclusions, risk registry, and acknowledgements. In addition, the templates provide instructions on the internal Quality Assurance (QA) protocol and include a table for logging QA activities. An extended description of the QA protocol will be available in D1.1 - Project Management Plan, planned at M2. The first two pages of the Deliverable Report and Milestone Report templates are presented in Figure 2-5 and Figure 2-6.

In addition to the Deliverable Report and the Milestone Report, an internal report procedure has been defined for project monitoring purposes. In intervals of 6 months, partners will be requested to provide an update on the performed activities and effort consumed (both in terms of PM and budget). The tools for this internal project reporting have been prepared by Uniresearch (more information can be found in D1.1). The template for internal reporting is presented in Appendix A.

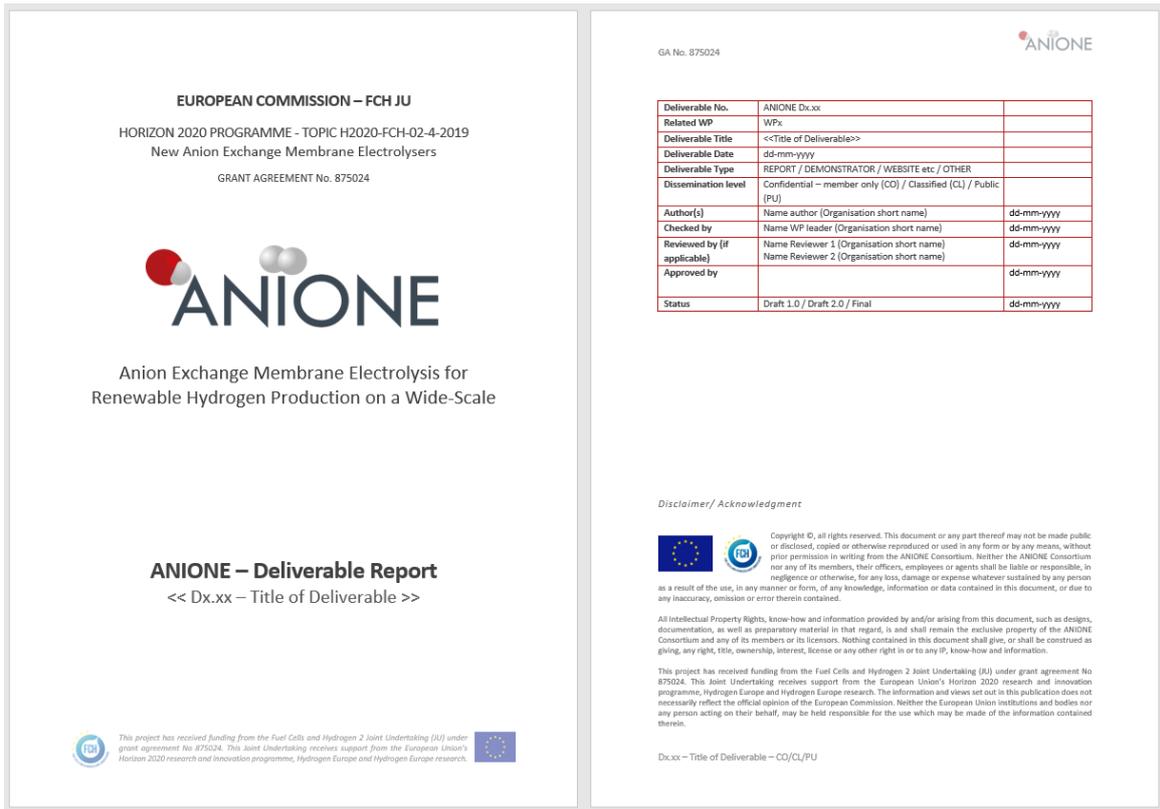


Figure 2-5. ANIONE Deliverable Report Template

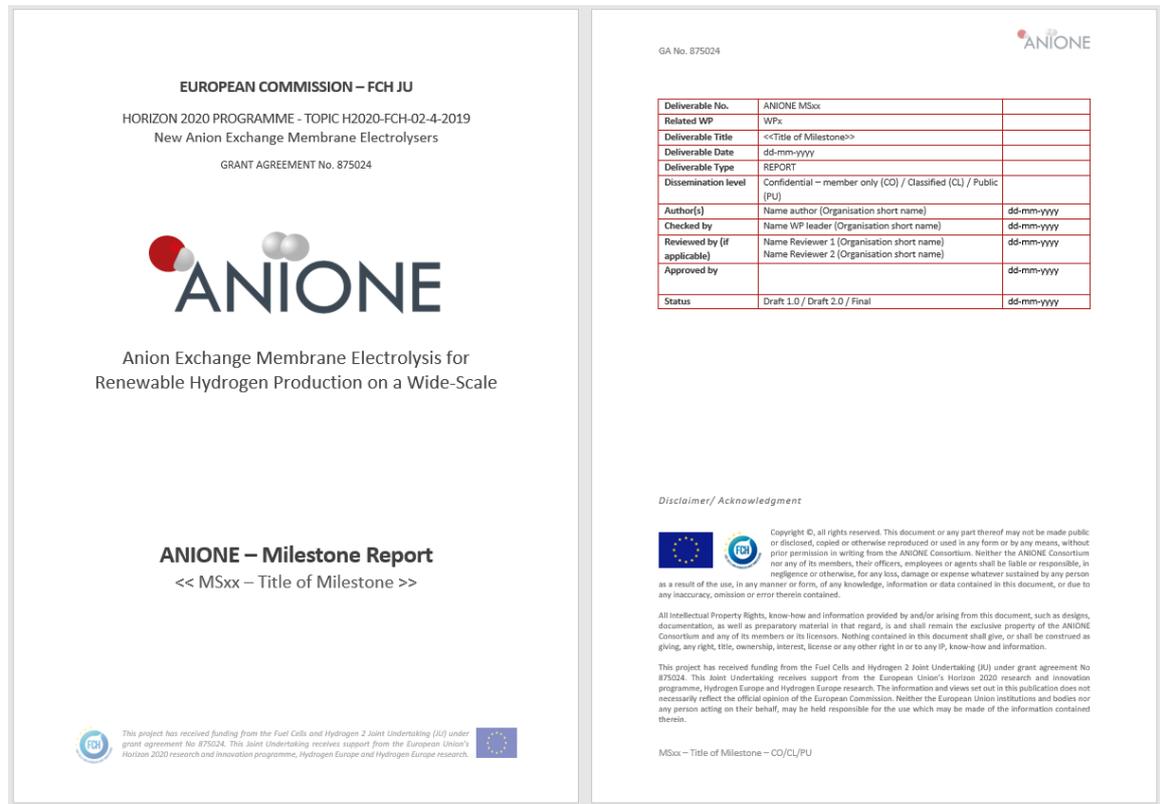


Figure 2-6. ANIONE Milestone Report Template

2.2.4 ANIONE Letterhead, Posters & Brochures/Flyers

A template for letterheads is presented in Figure 2-7. In addition, a general-purpose template for project posters, flyers and brochures has been created. Pictures and text can be added to this template according to the specific communication needs. The template is presented in Figure 2-8. This template will also be used for digital dissemination purposes, e.g., for the project newsletter.

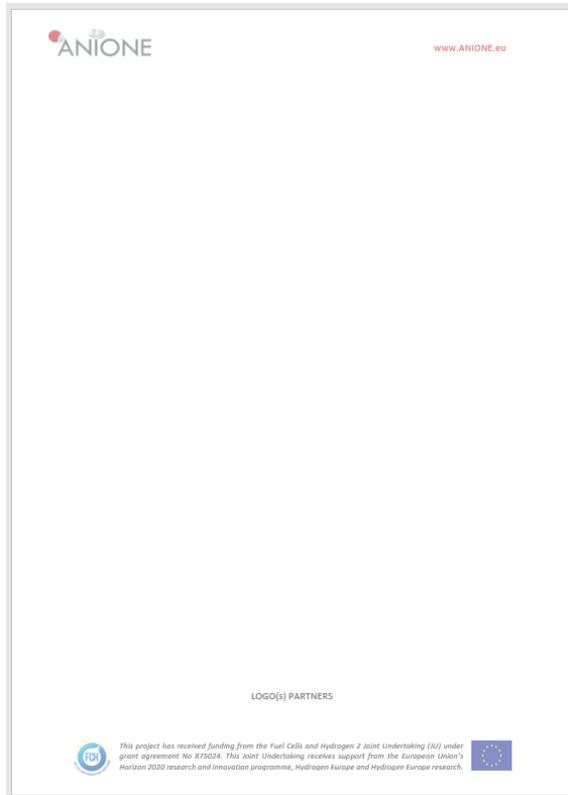


Figure 2-7. ANIONE Letterhead

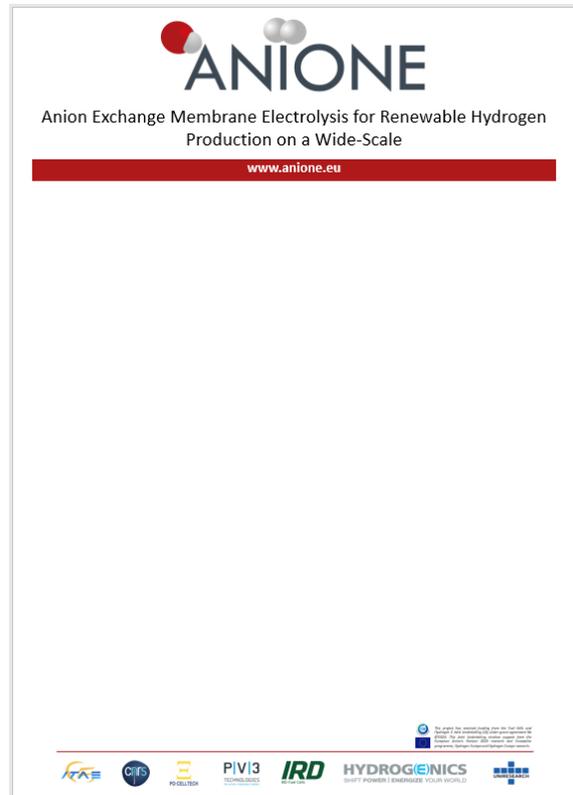


Figure 2-8. ANIONE Posters & Brochures/Flyers

3 Risk Register

At this stage no risks linked to D7.1 have been identified.

Risk No.	What is the risk	Probability of risk occurrence ¹	Effect of risk ¹	Solutions to overcome the risk
WP7	n/a			

¹) Probability risk will occur: 1 = high, 2 = medium, 3 = Low

4 Acknowledgement

The authors 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	CNR-ITAE	CONSIGLIO NAZIONALE DELLE RICERCHE
2	CNRS	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE
2.1	UM	UNIVERSITE DE MONTPELLIER
3	POCELLTECH	POCELL TECH LTD
4	PV3	PV3 TECHNOLOGIES LTD
5	IRD	IRD FUEL CELLS A/S
6	HYDROGENICS	HYDROGENICS EUROPE NV
7	UNR	UNIRESEARCH BV



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Appendix A – Internal Reporting

A template for internal project monitoring is presented in Figure A-1.

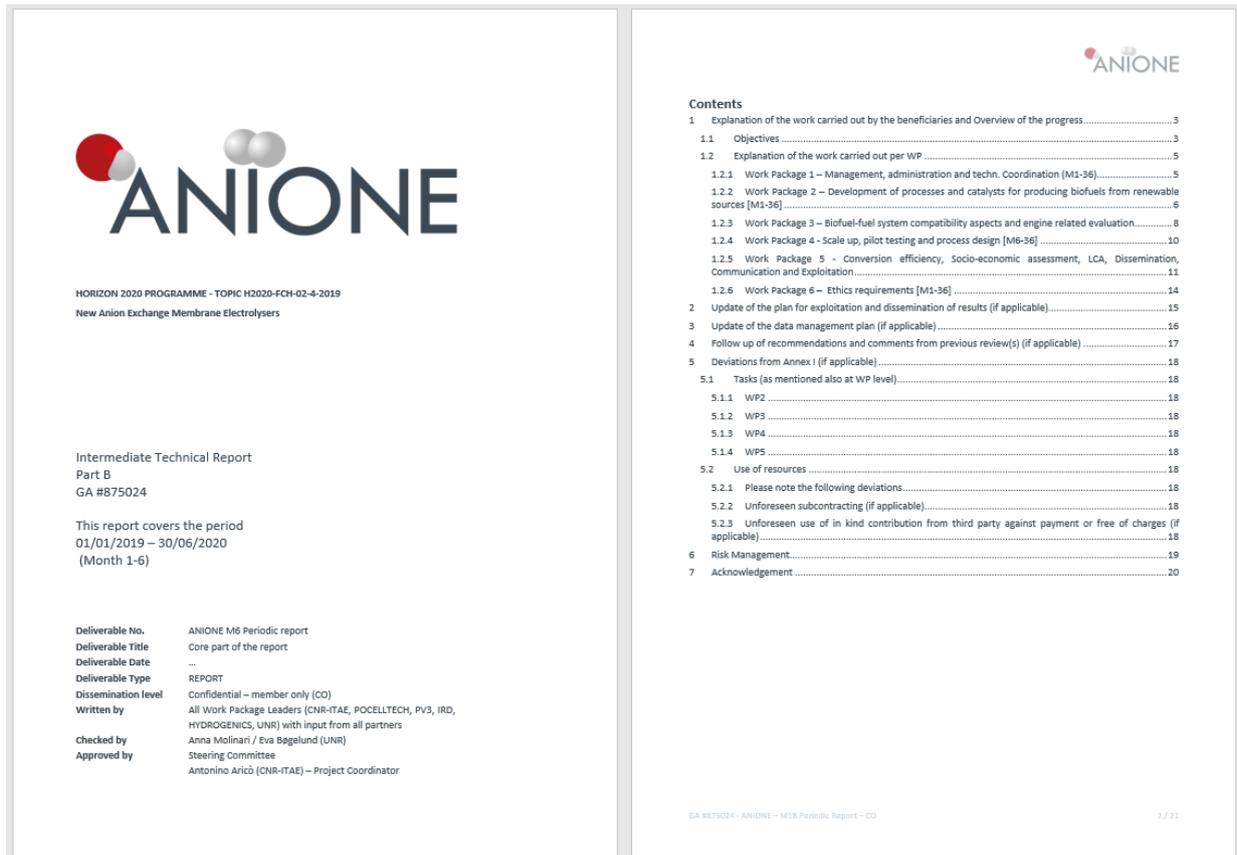


Figure A-1. ANIONE Template for Internal Project Monitoring Report