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Improved electrolysis for distributed hydrogen production

GA No. 700008

**High Performance PEM Electrolyser for Cost-effective Grid
Balancing Applications**



HPeM2GAS - Deliverable report

**D7.1 Website, including project templates and database
for dissemination**

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Author(s)	Anna Molinari (UNR), Ilse Claassen (UNR)	2016-06-30
Checked by	Ernst Verschragen (UNR)	2016-07-06
Reviewed by (if applicable)	n/a	
Approved by	Antonino Aricò (CNR-ITAE) - Coordinator	2016-07-15
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Publishable summary

This deliverable describes the HPEM2GAS 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 (/partner restricted) website was initially prepared and launched among partners during the proposal and grant preparation phases. After the project start (1 April 2016), the internal website was updated and extended and the work for setting up the external public website commenced. The website was launched, in May 2016, under the domain www.hpem2gas.eu.

The deliverable also shows the setup of the HPEM2GAS 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.

A short description of the project flyer is presented.

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.....	5
2	HPEM2GAS Website	6
2.1	Public website	6
2.1.1	HPEM2GAS Public Website - Homepage.....	6
2.1.2	HPEM2GAS website design, hyperlinks and dynamic elements	6
2.1.3	HPEM2GAS Project information.....	8
2.1.4	HPEM2GAS Consortium.....	9
2.1.5	HPEM2GAS Dynamic Information	10
2.2	HPEM2GAS Partner Restricted Website.....	12
2.2.1	HPEM2GAS Document Exchange	12
2.2.2	Other features of Partner restricted area	13
2.2.3	Project Reporting.....	14
3	HPEM2GAS templates	15
3.1	HPEM2GAS Logo.....	15
3.2	Document Templates	15
4	HPEM2GAS Flyer	17
5	Dissemination Database.....	18
6	Risk Register	19
7	Appendix A – Template HPEM2GAS Meeting agenda and Minutes	20

1 Introduction

This document describes the creation of the HPEM2GAS website, the document templates and the creation of the project flyer that has been developed.

This deliverable is the first deliverable for the project and – more specifically – the first one for Work Package 7 – Dissemination and preparative exploitation activities. The main mission of WP7 is to make certain that HPEM2GAS results and impacts will become known to the widest possible group of potential users. The WP consists of 3 tasks:

- Task 7.1 Dissemination tools
- Task 7.2 Major external dissemination actions
- Task 7.3 Preparative exploitation activities

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, 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 for a number of years thereafter.

Within subtask 7.1.2 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.

Within subtask 7.1.3 the general documentation, including the flyer and the dissemination database, was developed by UNR, with input from all HPEM2GAS partners.

This deliverable D7.1 describes the efforts of the subtasks 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 HPEM2GAS Website

2.1 Public website

2.1.1 HPEM2GAS 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 HPEM2GAS 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 HPEM2GAS are presented on the website, with their logo, a short description of the organisation and a link to their website.

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. The public website was available within the first month of the project.

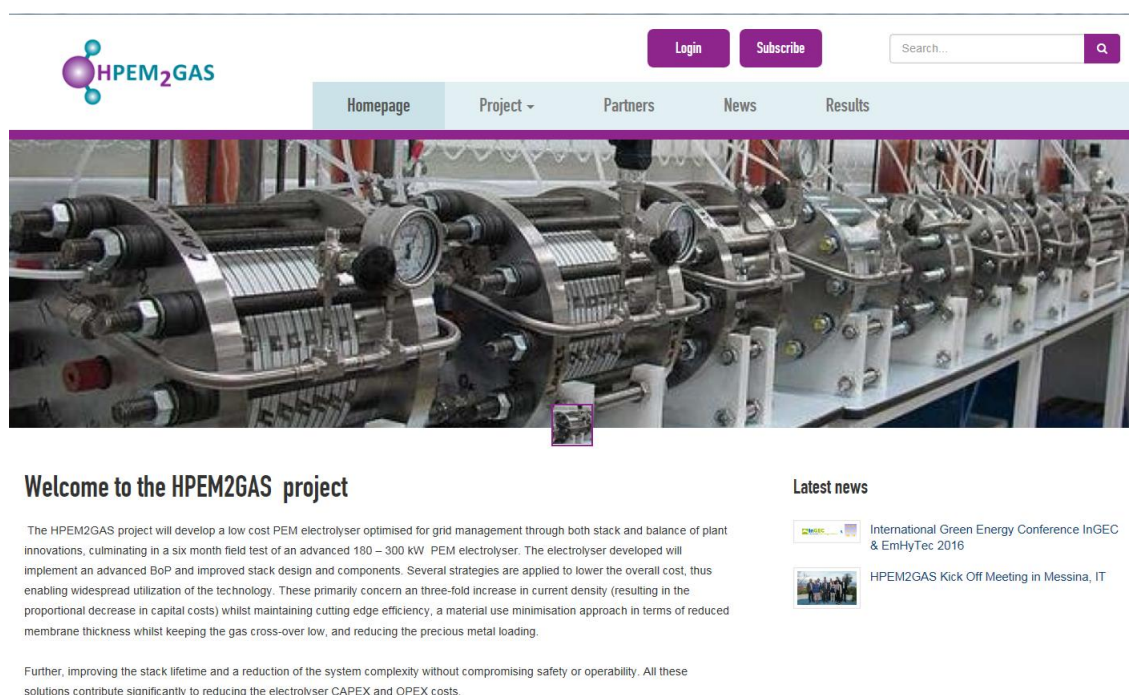


Figure 2.1 – HPEM2GAS Website homepage

2.1.2 HPEM2GAS website design, hyperlinks and dynamic elements

The HPEM2GAS 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" (see **Error! Reference source not found.**)

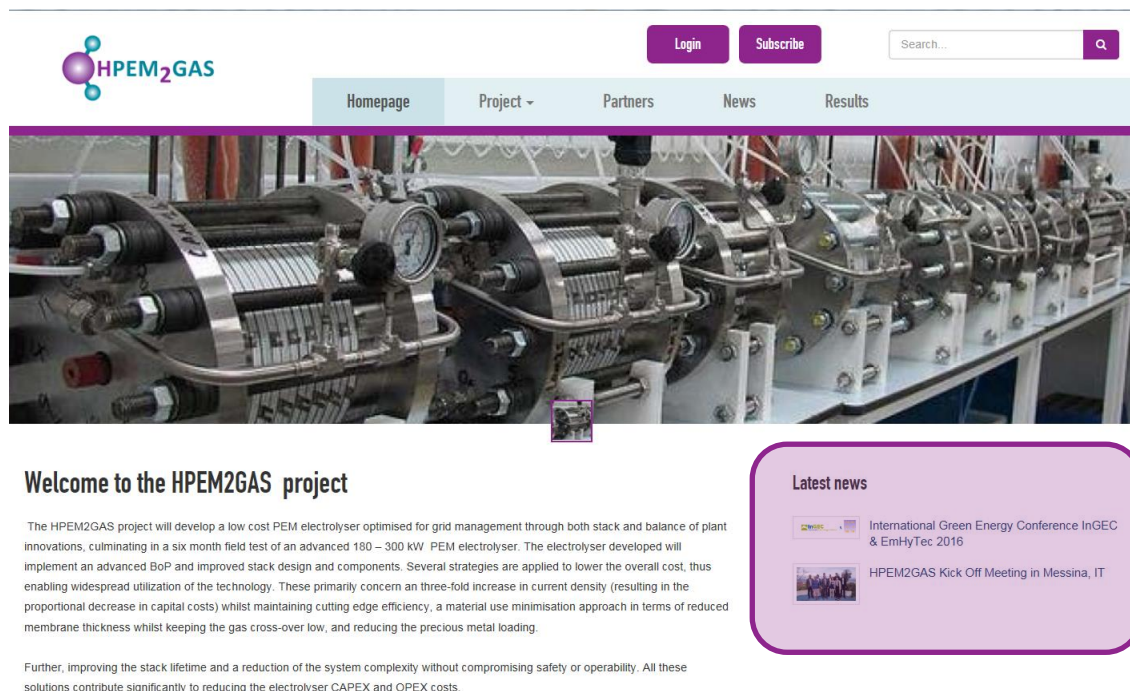


Figure 2.2 HPEM2GAS example of hyperlinks

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).

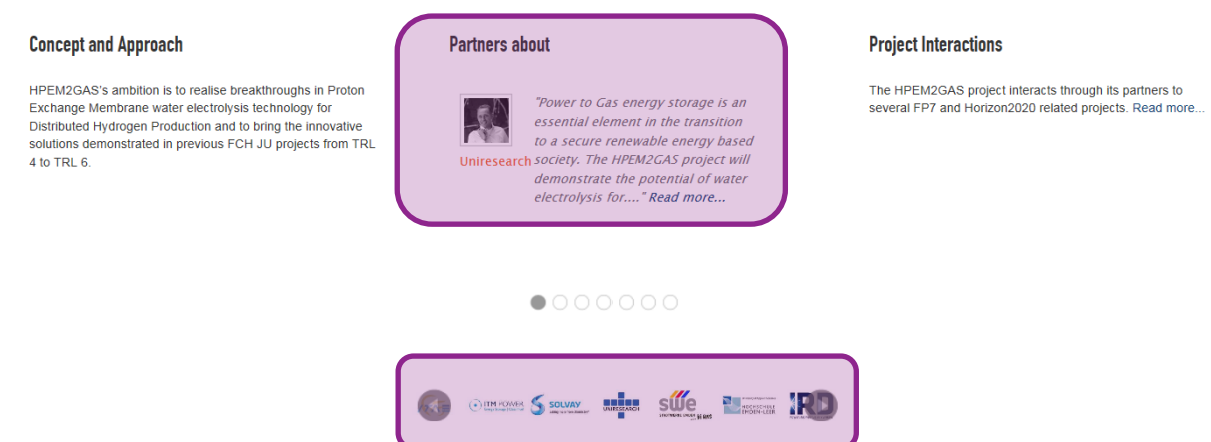


Figure 2.3 HPEM2GAS homepage dynamic elements

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.)

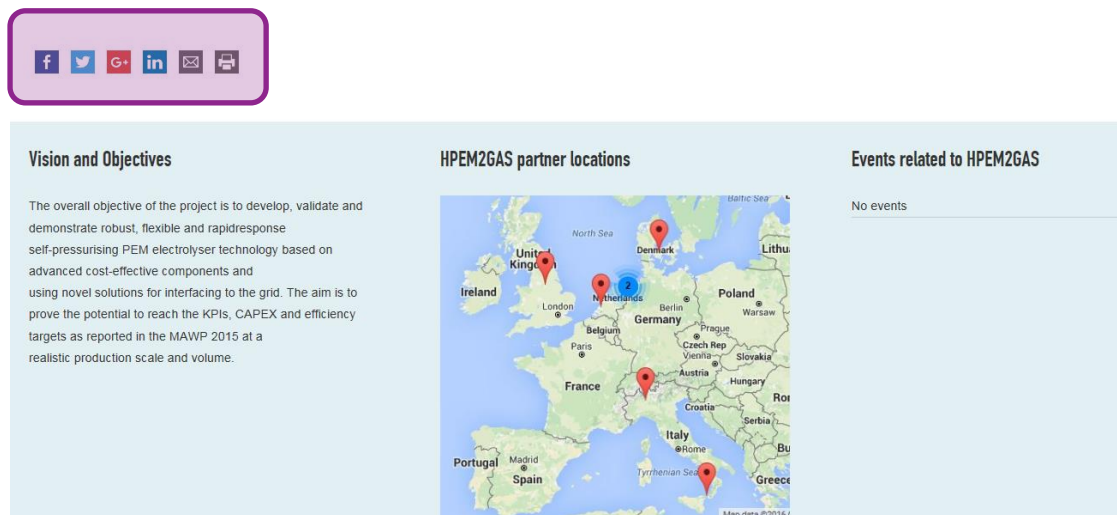


Figure 2.4 – HPEM2GAS links and social media

2.1.3 HPEM2GAS Project information

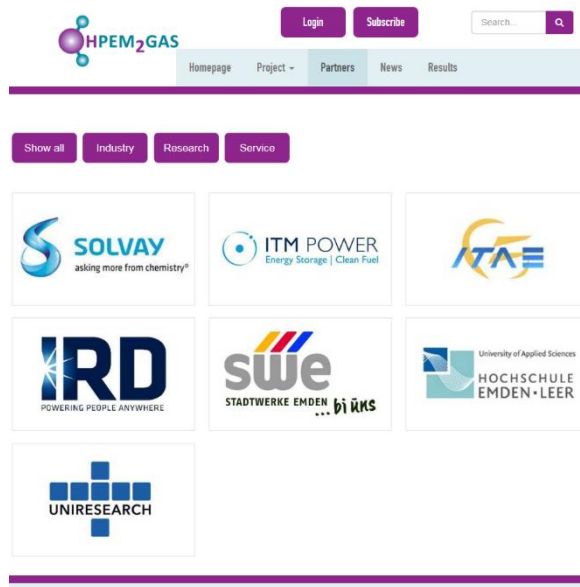
The Section 'Project' contains 4 subsections and gives the website visitor an introduction to the project, information on the project objectives and technical concept and approach, and some general project-related Facts and Figures.

For each subsection a dedicated webpage is available.



Figure 2.5 – HPEM2GAS 'Project' page

2.1.4 HPEM2GAS 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 – HPEM2GAS partner section

2.1.5 HPEM2GAS 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.

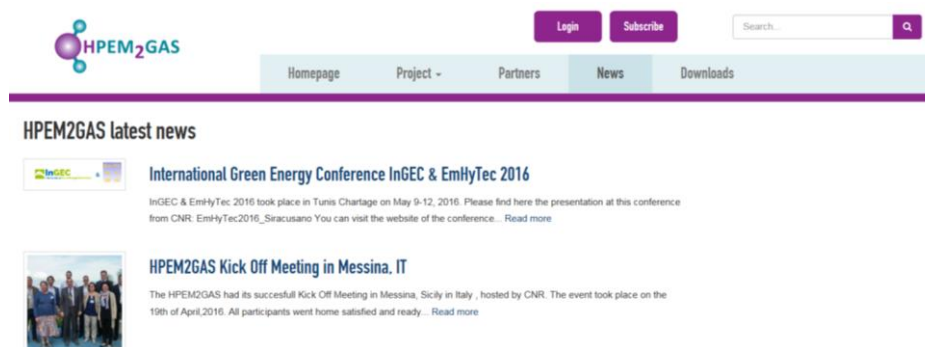


Figure 2.8 – HPEM2GAS latest news page

- **Downloads:** Here the visitor can find articles and publications related to the topics, public HPEM2GAS newsletters and leaflets, public HPEM2GAS deliverables, pictures and movies, see Figure 2.9.

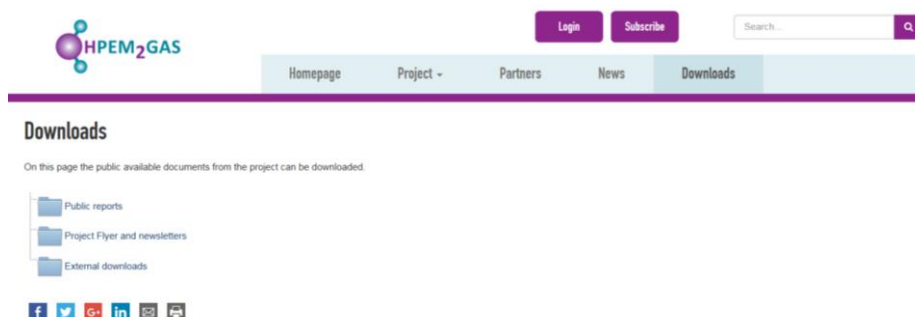


Figure 2.9 – HPEM2GAS Downloads page

- **Links:** Within this section, links can be found to other projects, initiatives and organisations involved in research and demonstration of hydrogen fuel cell technology. Reference to this page appears also directly on the homepage, see Figure 2.10.

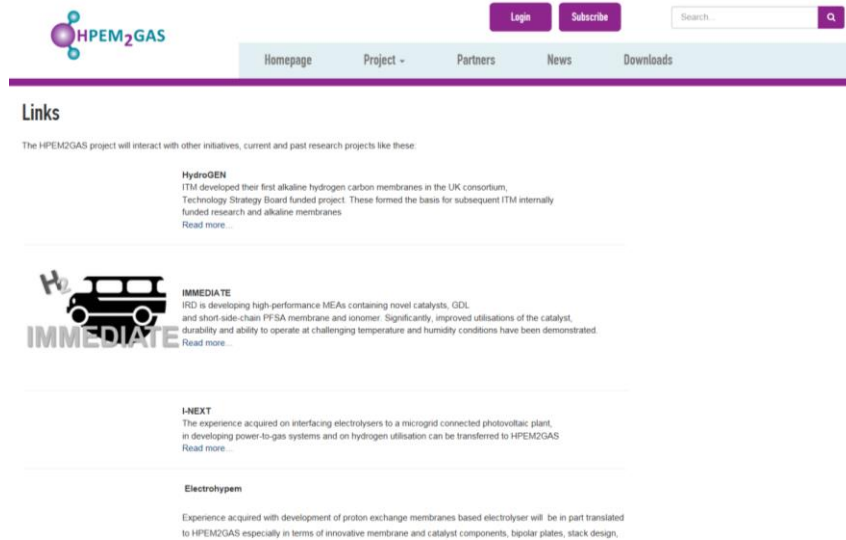


Figure 2.10 – HPEM2GAS Links page

- Subscribe: here the visitor can register his/her email address in order to receive the HPEM2GAS 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

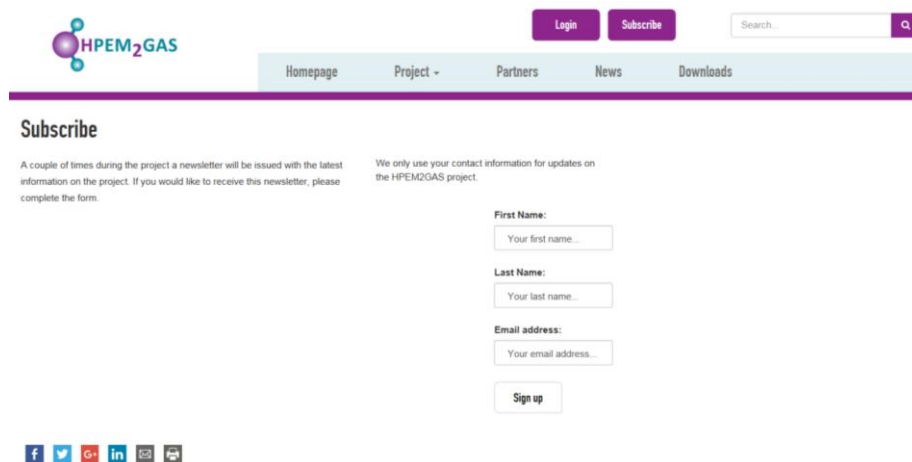
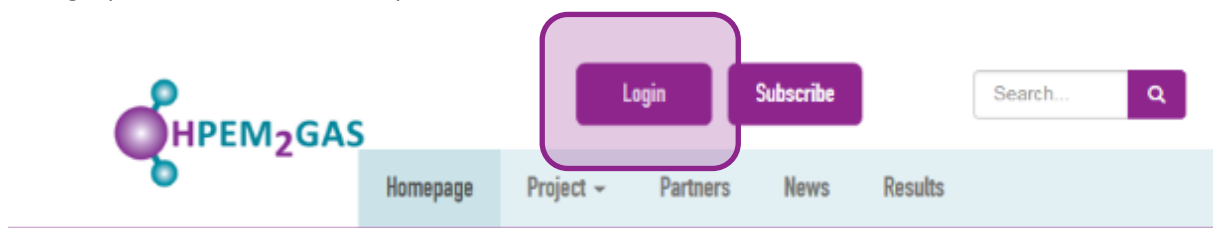


Figure 2.11 – HPEM2GAS Subscribe page

2.2 HPEM2GAS 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 **Error! Reference source not found.**figure below shows the restricted domain after the login.

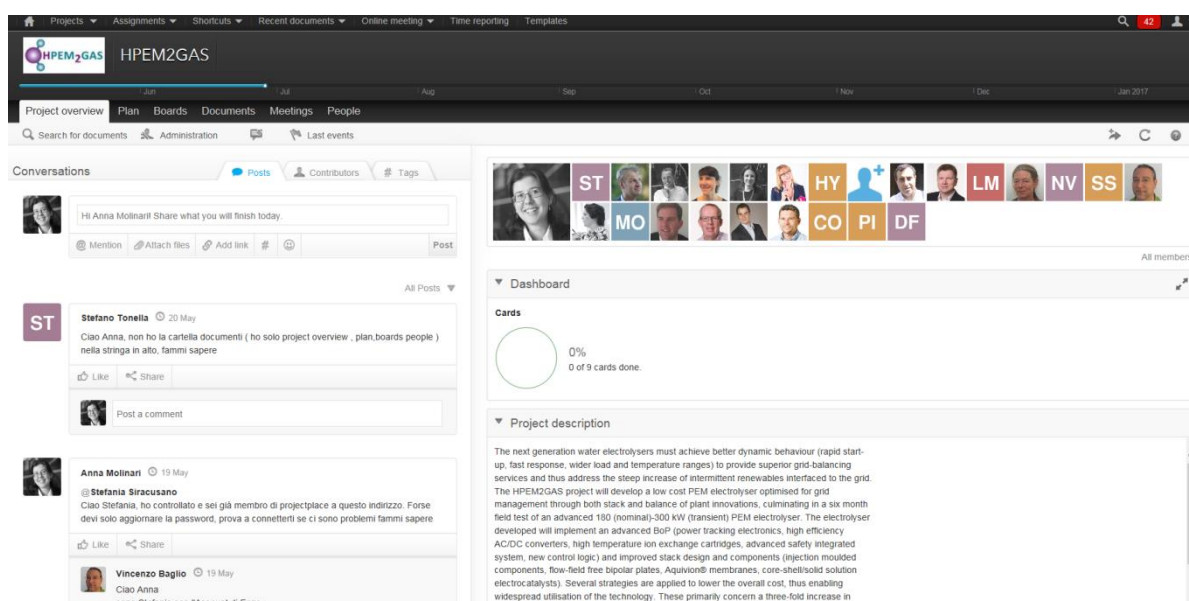
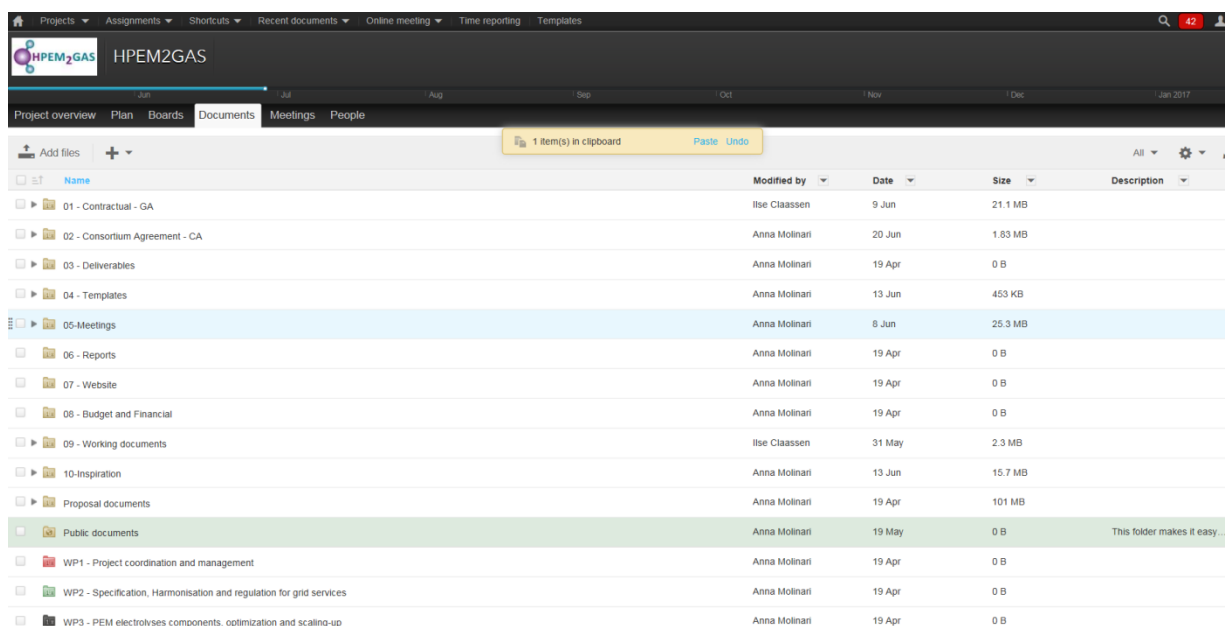


Figure 2.12 - HPEM2GAS partner restricted site – welcome page

The internal website is hosted by Projectplace (www.projectplace.com) and can be entered via the HPEM2GAS website or directly via Projectplace.

2.2.1 HPEM2GAS 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.



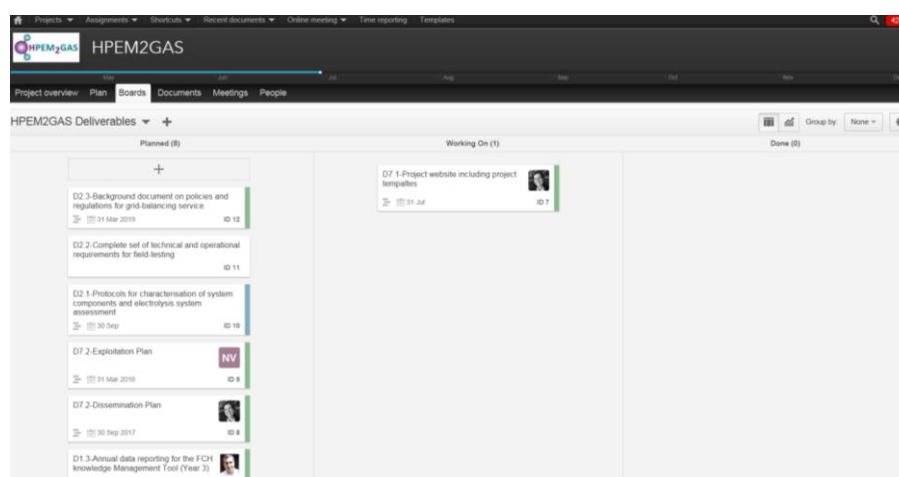
Name	Modified by	Date	Size	Description
01 - Contractual - GA	Ilse Claassen	9 Jun	21.1 MB	
02 - Consortium Agreement - CA	Anna Molinari	20 Jun	1.83 MB	
03 - Deliverables	Anna Molinari	19 Apr	0 B	
04 - Templates	Anna Molinari	13 Jun	453 KB	
05-Meetings	Anna Molinari	8 Jun	25.3 MB	
06 - Reports	Anna Molinari	19 Apr	0 B	
07 - Website	Anna Molinari	19 Apr	0 B	
08 - Budget and Financial	Anna Molinari	19 Apr	0 B	
09 - Working documents	Ilse Claassen	31 May	2.3 MB	
10-Inspiration	Anna Molinari	13 Jun	15.7 MB	
Proposal documents	Anna Molinari	19 Apr	101 MB	
Public documents	Anna Molinari	19 May	0 B	This folder makes it easy...
WP1 - Project coordination and management	Anna Molinari	19 Apr	0 B	
WP2 - Specification, Harmonisation and regulation for grid services	Anna Molinari	19 Apr	0 B	
WP3 - PEM electrolyses components, optimization and scaling-up	Anna Molinari	19 Apr	0 B	

Figure 2.13 – HPEM2GAS document exchange

2.2.2 Other features of Partner restricted area

On the HPEM2GAS partner-restricted area more ‘services’ are offered to maintain and facilitate project monitoring and internal communication, such as:

- **Plan:** 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
- **Boards:** 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”.



Deliverable	Status	Responsible	Deadline
D2.3-Background document on policies and regulations for grid-balancing service	Planned (0)	ID 12	31 Mar 2019
D2.2-Complete set of technical and operational requirements for field testing	Planned (0)	ID 11	31 Mar 2019
D2.1-Protocols for characterisation of system components and electrolysis system assessment	Planned (0)	ID 10	30 Sep
D7.2-Exploitation Plan	Working On (1)	ID 9	31 Mar 2019
D7.2-Dissemination Plan	Working On (1)	ID 8	30 Sep 2017
D1.3-Annual data reporting for the FCH Knowledge Management Tool (Year 3)	Working On (1)	ID 7	31 Jul

Figure 2.14 – HPEM2GAS ‘Boards’

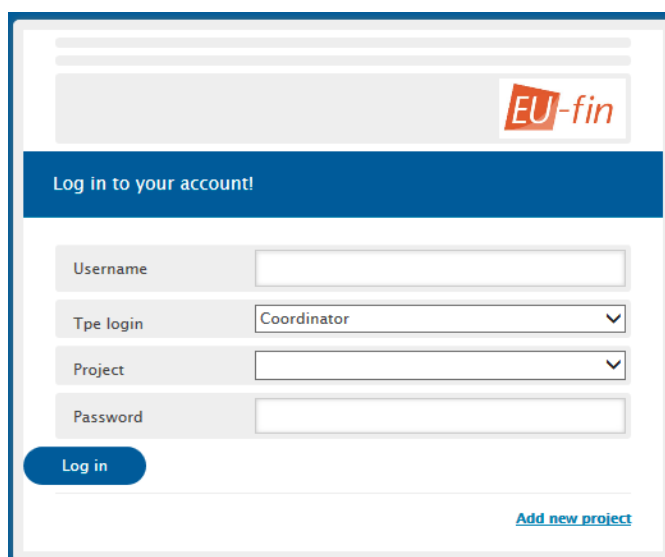
- **Meetings:** project meetings and telecall can be organized via Projectplace, the meetings will be automatically registered in the calendar for partners to check.
- **People:** partners can join the project-restricted area only upon invitation. List of participants can be checked and different groups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

2.2.3 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.



The screenshot shows the login page for the EU-fin system. At the top right is the 'EU-fin' logo. Below it is a blue header with the text 'Log in to your account!'. The main form contains four input fields: 'Username' (text), 'Tpe login' (dropdown menu with 'Coordinator' selected), 'Project' (dropdown menu), and 'Password' (text). A blue 'Log in' button is positioned below the password field. At the bottom right, there is a link that says 'Add new project'.

Figure 2.15 – EU-fin management tool for project monitoring

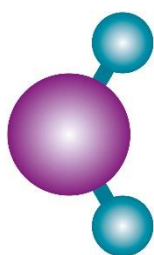
3 HPEM2GAS templates

3.1 HPEM2GAS Logo

An exclusive logo for the HPEM2GAS project was created in several formats and different resolutions, so it can be used for all purposes (posters, website, flyers etc.).



Figure 3-1 – HPEM2GAS 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 – HPEM2GAS 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 HPEM2GAS meetings and conferences

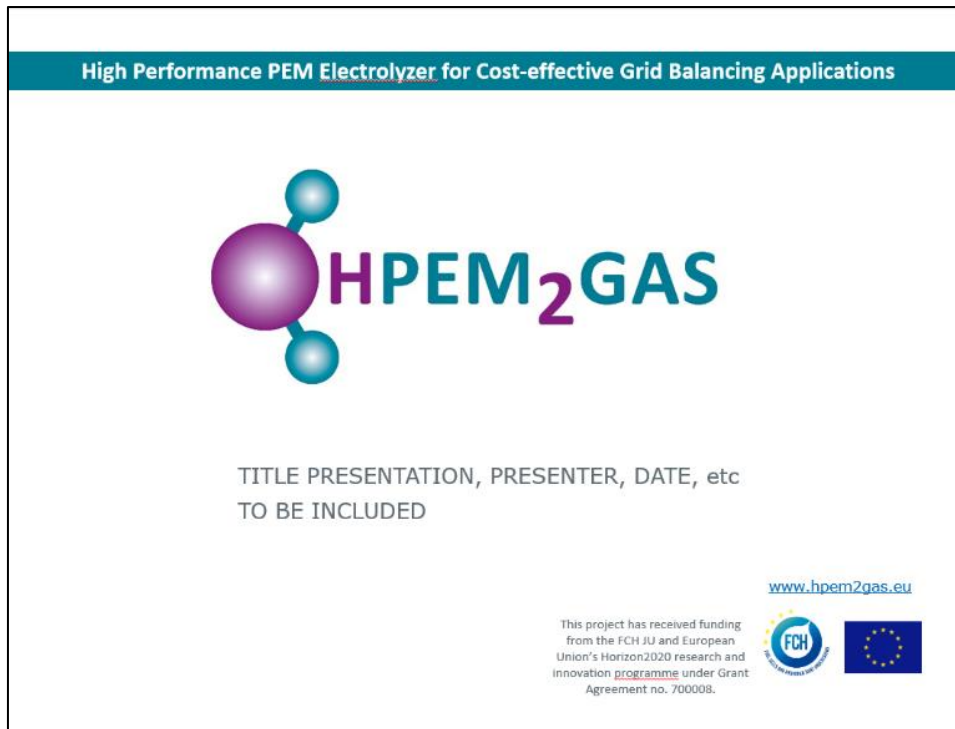


Figure 3-3 – HPEM2GAS presentation template

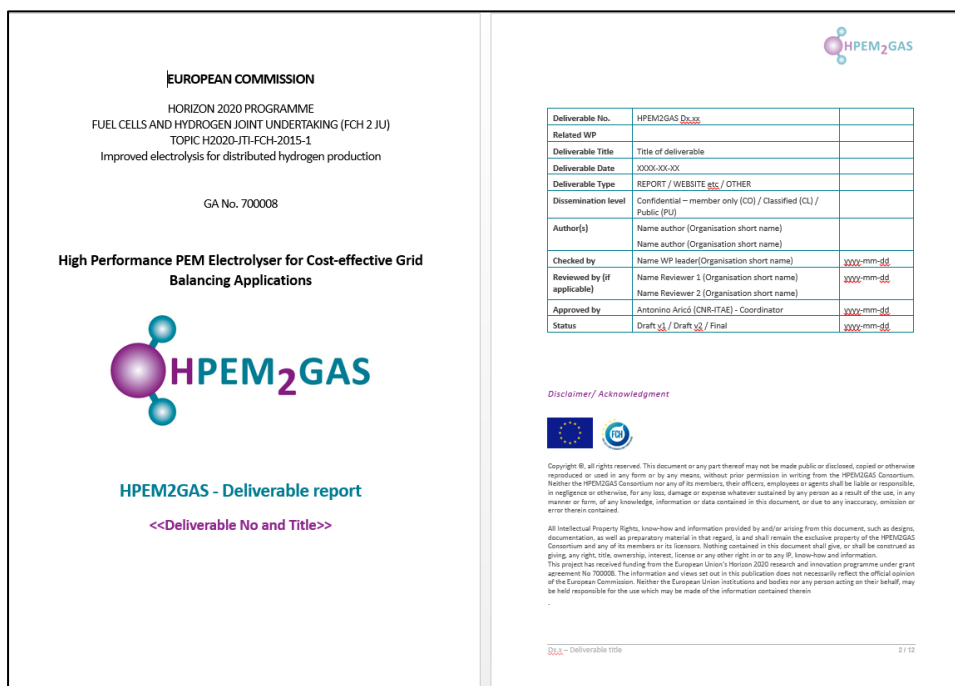


Figure 3-4 – HPEM2GAS Deliverable template

4 HPEM2GAS Flyer

The content and structure for the HPEM2GAS Flyer was created on the bases of the project logo, style, concept and general information.



Figure 4-1 – HPEM2GAS Flyer external page



Figure 4-2 – HPEM2GAS Flyer internal page

A creative and attractive design (based on a 3-fold square flyer and colour effect) is currently under development, figures 4-1 and 4-2 present a possible draft. The possibility is foreseen to modify/update the flyer if necessary.

5 Dissemination Database

The dissemination of the project results and outputs are indispensable for optimizing the value of the project, firming the impact of HPEM₂GAS. A dissemination procedure 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 Joint Undertaking Fuel Cells and Hydrogen, 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).

6 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 webserver, 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 HPEM2GAS partners will guarantee enough visibility for the project.

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

7 Appendix A – Template HPEM2GAS Meeting agenda and Minutes



Name of the meeting	
Meeting organiser / Chairman	Name of organising person (Organisation) / Chairman
Date and timing meeting (CET)	dd/mm/yyyy
Location	City, Country, address, room
Type of meeting	General Assembly / Executive Board / Work Package
Document reference	2016mmdd_HPEM2GAS_xx_xx_title_vxx Draft/Final

Agenda of the meeting

Item No	Timing	Topic	Presenter

Attendees of the meeting

Organisation	Name	E-mail address