

# Established internal and external communication channels and materials v1



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## DELIVERABLE D7.2

### Established internal and external communication channels and materials v1

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## Executive Summary

This report describes the deliverable D7.2 “Established internal and external communication channels and materials v1”. It is part of task 7.2 “Communication & Dissemination Activities & Material’ and it summarizes the activities performed to establish the communication channels and protocols. Project communication includes dissemination materials for partners’ use when carrying out dissemination and communication activities. Additionally, it contains the corporate design, presentation and report templates to be used throughout the duration of the project.

Deliverable D7.2 covers:

- D^2EPC public website
- D^2EPC SharePoint internal website for information sharing among the consortium partners
- Access and instructions to use the SharePoint site
- Protocols for Content Management System (CMS) and updates of the public website
- Setup and maintenance social media channels LinkedIn page, Twitter account and YouTube channel
- D^2EPC logo and corporate design
- D^2EPC presentation and document templates



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### List of Acronyms and Abbreviations

Term	Description
CMS	Content Management System
DoA	Description of Action
EPC	Energy Performance Certificate
IPR	Intellectual Property Right
WebGL	Web Graphics Library



# 1 Introduction

## 1.1 Scope and objectives of the deliverable

Deliverable D7.2 “Established internal and external communication channels and materials v1” is a deliverable defined within the work package 7 “Project Communication, Dissemination and Exploitation” of D<sup>2</sup>EPC project. The type of this report is “Other: software, technical diagram, etc.” (the code used by EC for this type of deliverable). In this context, the deliverable of type “other” is not meant to be an elaborate report, yet this accompanying document describes the external and internal communication channels.

## 1.2 Structure of the deliverable

This deliverable is structured according to the following sections:

- Section 2 describes the public website and the internal collaborative platform
- Section 3 describes the established social media channels
- Section 4 presents the project logo and the corporate identity of the project
- Section 5 presents the various Presentation and document templates

## 1.3 Relation to Other Tasks and Deliverables

D7.2 Established internal and external communication channels and materials v1 is the outcome of the activities performed under T7.2 Communication & Dissemination Activities & Material and includes the dissemination materials for partners’ use when carrying out dissemination and communication activities of the project. Dissemination and communication actions will be performed by all partners, under DMO’s supervision and will follow the guidelines and strategy provided in the Dissemination and Communication Plan (D7.1).





## 2 Public and internal project websites

### 2.1 D<sup>2</sup>EPC Public Website

The public website will act as a communication and dissemination channel for the project's results and for involving and enlarging the stakeholders' community. In addition, it will serve as the main interface towards organisations and people outside of D<sup>2</sup>EPC project consortium who are interested in the work and achievements of the project. The homepage of public D<sup>2</sup>EPC website has been formally launched in October 2020. The URL address is: <https://www.d2epc.eu/en>. The content of each page will be updated and extended regularly for the whole duration of the project.



Figure 1: Homepage of D<sup>2</sup>EPC website



## Public website menu structure

The structure of the website is as follows:

- HOME
- NEWS & EVENTS
- PROJECT DELIVERABLES
  - Work Program and task description
- PARTNERS
  - Consortium partners listed
- DEMONSTRATION CASES
  - Real Cases
- DISSEMINATION
  - Publications
  - Presentations
  - Newsletter
  - Videos

## EU Funding acknowledgment

The emblems and acknowledgment of EU funding of the project is visible in the footer of every page on the public website.

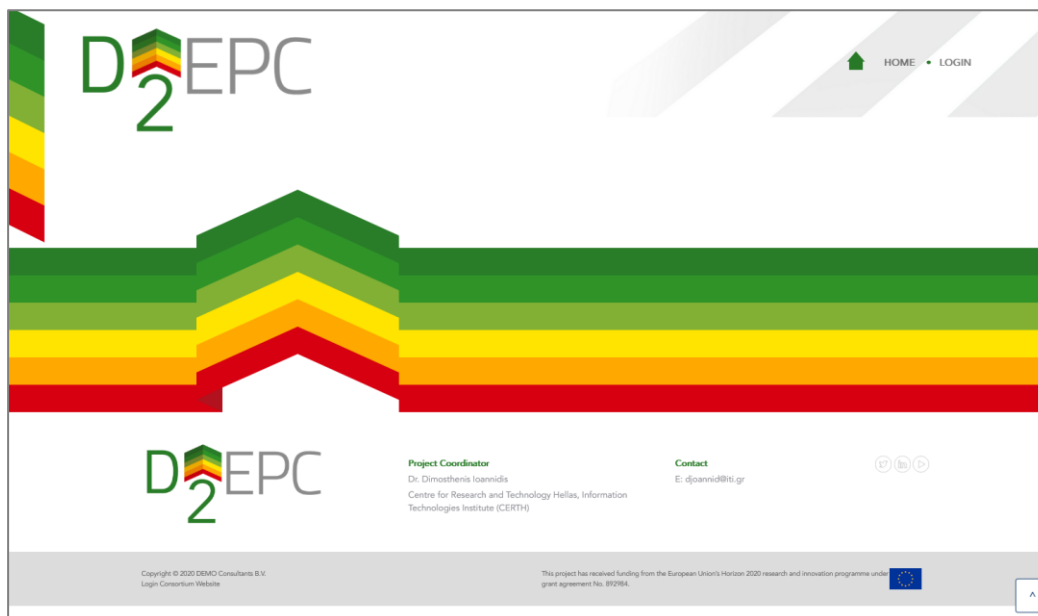


Figure 4: EU Funding acknowledgement

## Protocols for CMS and updates of the public website

Content management of the public website will be done by DEMO Consultants with support from all consortium partners. DEMO is responsible for the implications of external communications. All the partners are responsible for providing content for the public website relevant to their contributions and activities within the project.

In addition, DMO ensures the website hosting and technical support. When documents need to be uploaded on the public website, DMO will upload them first on the DMO-server due to security reasons and make them available for download from the D<sup>2</sup>EPC website through links.

DEMO Consultants will keep the public website online until 2 years after the project's completion. Depending on the exploitation plan that will be developed in the course of the project, this post-project website may be transferred into a commercial website for offering and selling of the project results.

### Initial schedule for public website updates:

- M4 (December 2020): website launching
- M7 (March 2021): first update

The D<sup>2</sup>EPC website will be updated at least every 3 months within the project duration

## Information on Content Management System (CMS), accessible by webmaster

CMS is a computer application that supports the creation and modification of digital content using a common user interface and thus supporting multiple users. DEMO Consultants, as webmaster, owns the login credentials to work with this CMS. DEMO Consultants has in this way the authorisation of setting profiles to give partners access to provide input and other profiles with access rights to publish. In this way it can be used in a decentralized way.

## Security and Privacy

For safe exchange of data all connections to the website are made using the Hypertext Transfer Protocol Secure (HTTPS). Personal information is only collected after informed consent, safeguarded and fully compliant with the General Data Protection Regulation (GDPR).

## 2.2 D<sup>2</sup>EPC SharePoint internal website

Next to the public website, an internal project website (SharePoint) has been set-up for information sharing among consortium partners. Access to the SharePoint project website is possible both through the web-enabled portal as well as mobile devices (iPad App).

The internal project website of D<sup>2</sup>EPC was formally launched at the beginning of the project. The address is: <https://www.d2epc.org/>. The contents will be continuously updated and extended during the project. This is a restricted website which can be accessed only by the consortium partners and EC officials with login credentials. The Private Consortium Website is a collaborative platform, specifically called into action for the exchange of information. As such, content management is not centralized but rather distributed. Each registered user can add, modify and delete content in the categories they have access to. User registration is centralized and under the overview of DEMO Consultants.



## 2.3 SharePoint internal website menu structure

- 00 TEMPLATES, MANUALS, WEBSITE CONTENT AND PROMOTION MATERIALS
  - Presentation and report templates
  - Content materials for public website
  - Leaflets, posters and newsletters
  - Manuals for SharePoint
- 01 LEGAL AND FINANCIAL DOCUMENTS
  - Grant agreement
  - Consortium agreement
  - Financial information
  - Formal guidelines from European Commission
- 02 DELIVERABLES AND PERIODIC REPORTS
  - Submitted deliverables
  - Draft periodic reports
  - Submitted periodic reports
- 03 MEETINGS
  - Consortium information
  - Project technical committee meetings
  - Coordination Team meetings
  - Advisory Board meetings
  - WP meetings
- 04 LITERATURE AND REFERENCE DOCUMENTS
  - Literature
  - Other references
- 05 WP1\_WP8 FOLDERS
  - Working documents
  - Presentations
  - Deliverables
  - On-going work
  - Archive

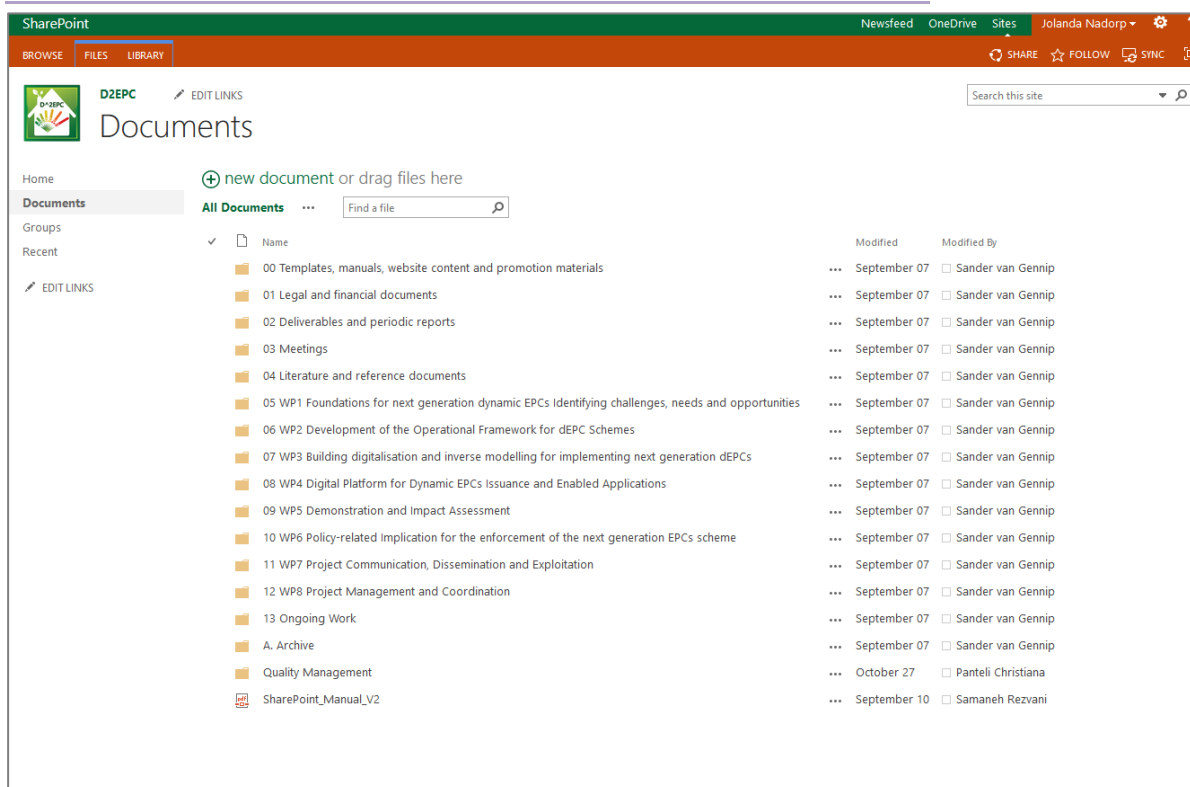


Figure 5: D<sup>2</sup>EPC SharePoint Documents

## 2.4 Folder structure of the deliverables

In order to keep good overview, the deliverable folders are structured based on the deliverable reviewing process which has been reported in D 8.1 “Project Management Plan”.

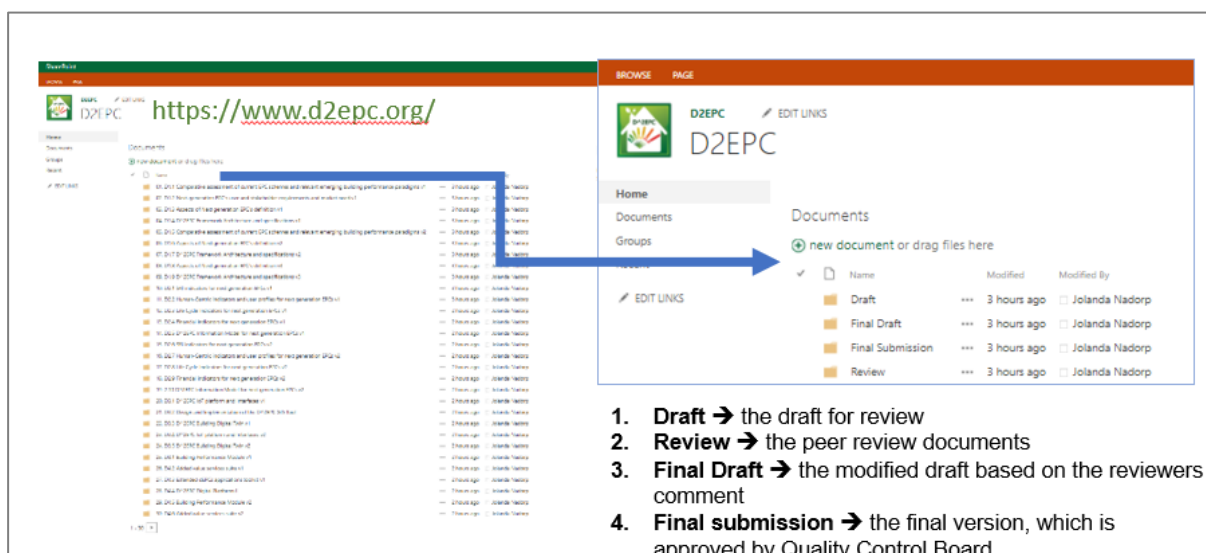


Figure 6: D<sup>2</sup>EPC SharePoint folder structure of the deliverables

## 2.5 Registration of dissemination activities and scientific publications

The D<sup>2</sup>EPC SharePoint includes the option to systematically register dissemination activities and scientific publications. This approach will save a lot of time in producing overviews.

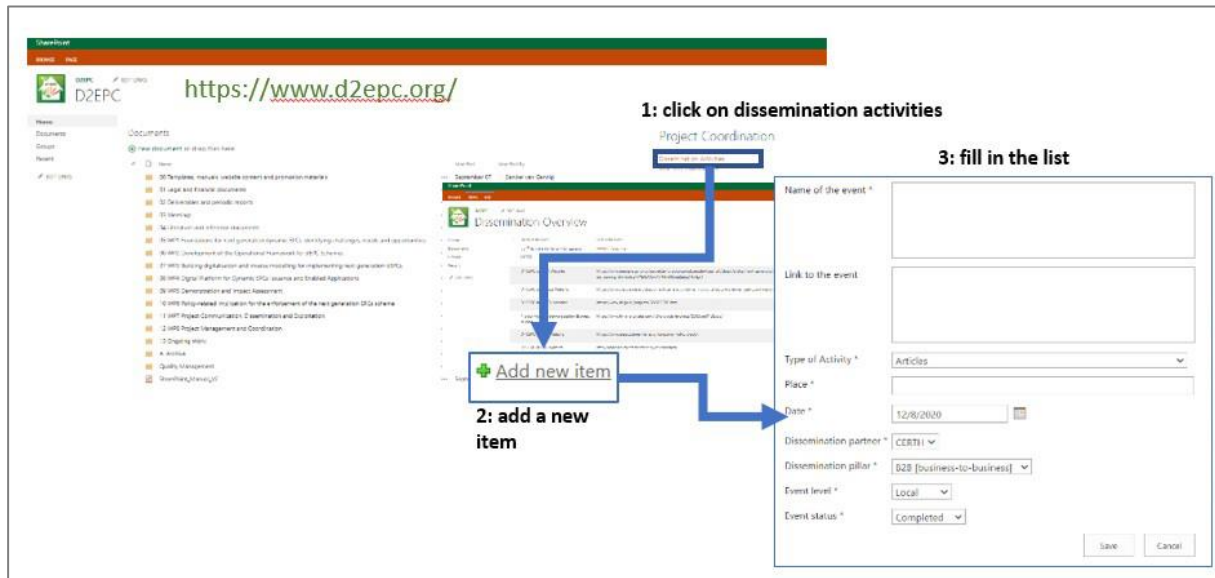


Figure 7: Registration of dissemination activities

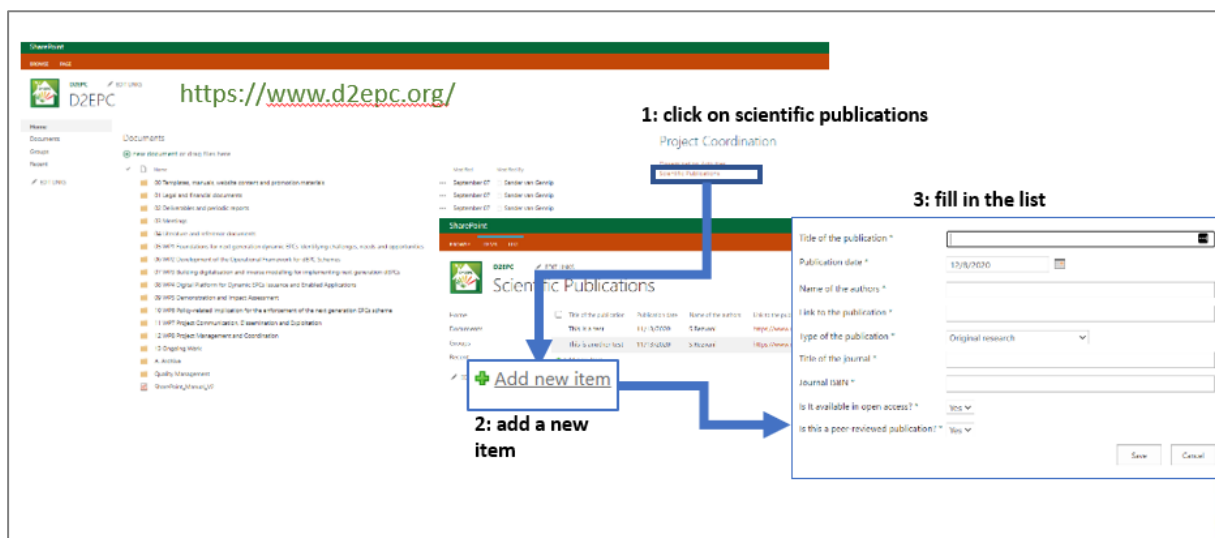


Figure 8: Registration of scientific publications



## 2.6 Access to the SharePoint internal website

There are three ways to access this project website:

1. Web-enabled:

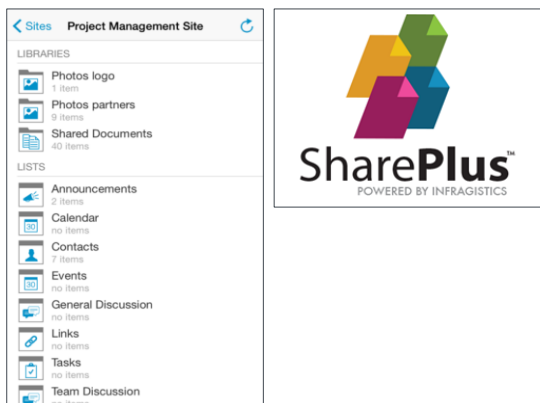
- By logging in with own credentials through the public website <https://www.d2epc.eu/en> under Login Consortium Project Website
- By accessing directly, the SharePoint via <https://www.d2epc.org/>  
A window will open where registered members will log in with their credentials.

2. As a 'network location':

- For an easy access, SharePoint can be added as a 'network location'

3. On The Go (iPad/iPhone, Android App):

- **SharePlus Office Mobile Client app** (available in App Store and Play Store for free) is an easy to use office app On The Go, for retrieving and editing SharePoint documents on mobile devices. This can be easily done with or without network connectivity and will sync the changes securely when back at the office. If a file was changed by someone else while out of the office, the app will detect the collision and ask what version to keep.



## 2.7 Security and Privacy

For safe exchange of data all connections to the website are made using the Hypertext Transfer Protocol Secure (HTTPS). Access to the private (Sharepoint) website is restricted to dedicated user accounts, assigned by DEMO Consultants. Personal information is only collected after informed consent, safeguarded and fully compliant with the General Data Protection Regulation (GDPR).





### 3 Link to social media and other platforms

The Social Media are enriching existing professional networks and knowledge exchange platforms and ensure a wide reach of targeted audiences defined within D<sup>2</sup>EPC.

The following social media groups have been activated for D<sup>2</sup>EPC:

#### 3.1 LinkedIn

LinkedIn is the world's largest professional network with 300 million connections. LinkedIn has evolved to become on the most important and most prevalent resources for professional networking available. The D<sup>2</sup>EPC page on LinkedIn has been created. The main goal of this page is to share and exchange information and knowledge.

Link: <https://www.linkedin.com/company/d2epc/>

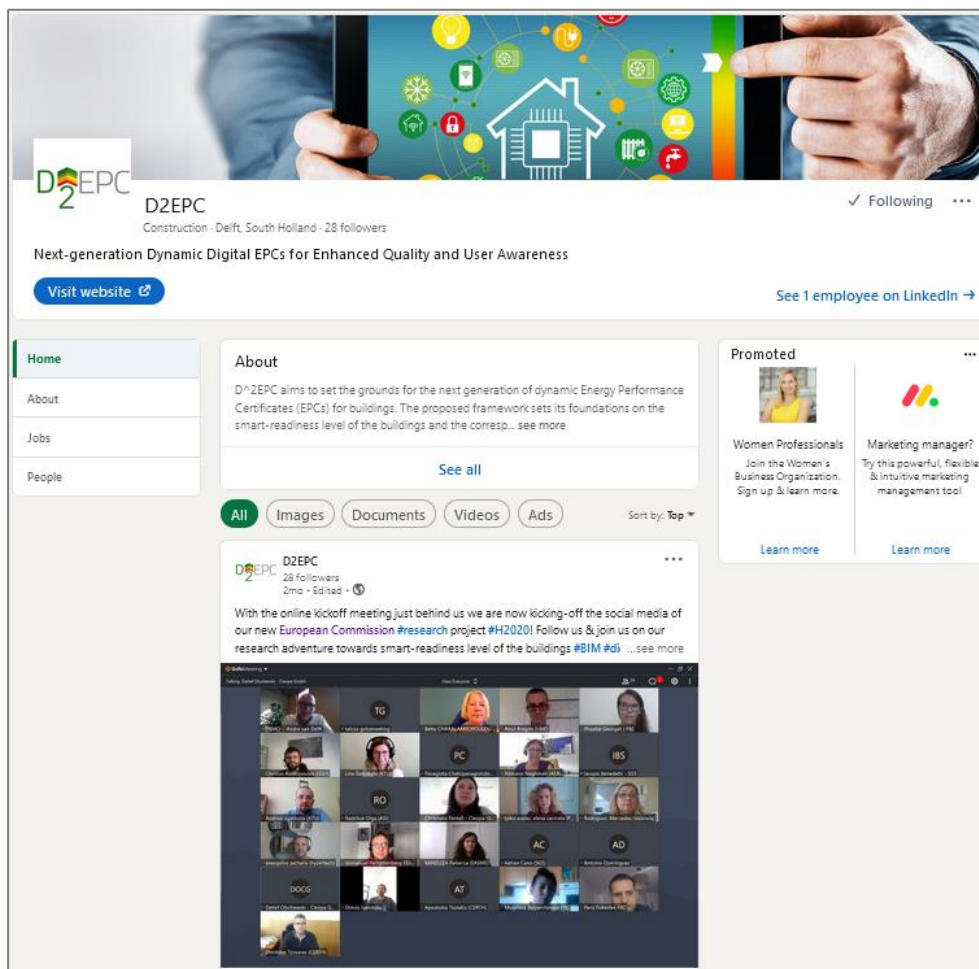


Figure 9: D<sup>2</sup>EPC LinkedIn Company Page

## 3.2 Twitter

Twitter is an online news and social networking service and was ranked as one of the most visited websites worldwide. The D<sup>2</sup>EPC account has been created on Twitter at the beginning of the project.

Link: <https://twitter.com/D2Epc>

Username: @D2Epc



Figure 10: D<sup>2</sup>EPC Twitter page

### 3.3 YouTube

YouTube is a video sharing service where users can watch, like, share, comment and upload their own videos. The video service can be accessed on PCs, laptops, tablets and via mobile phones. D<sup>2</sup>EPC YouTube account has been created at the beginning of the project. This channel will be used to share tutorials and demonstrations developed over the course of the project.

Link: <https://www.youtube.com/channel/UCCmI-GOFxCKMI6nx4X5baVQ>

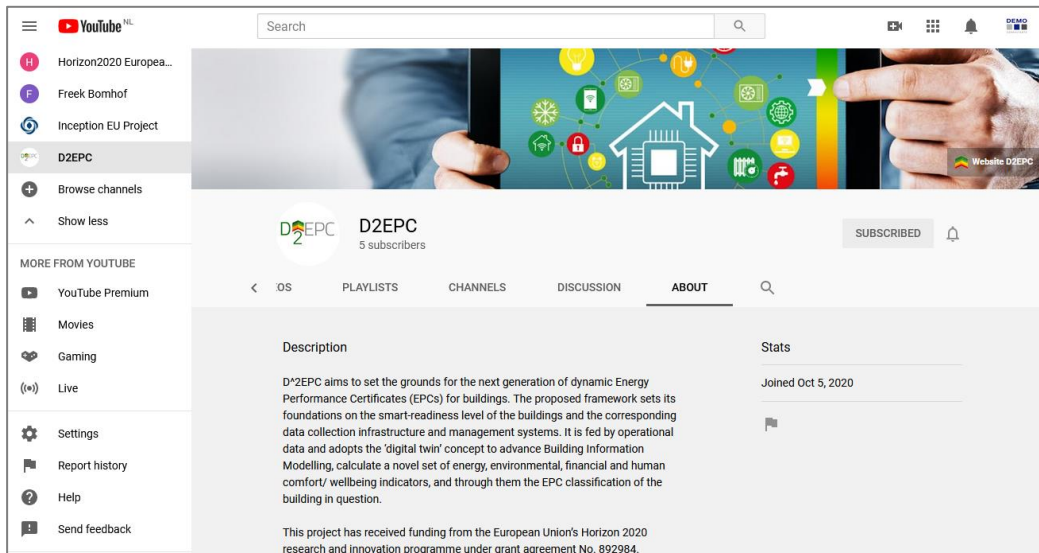


Figure 11: D<sup>2</sup>EPC YouTube channel

## 4 Logo and corporate design

Corporate design style of the D<sup>2</sup>EPC project is produced for all kinds of documents and presentations that will come out of project activities. The purpose of corporate design style is project branding. It establishes an identity that provides recognition and conjures up a positive image. D<sup>2</sup>EPC corporate design style contains a logo, colour, style and images.

D<sup>2</sup>EPC colour scheme is green, yellow, orange, red and grey. The colour codes are defined in Annex A. The D<sup>2</sup>EPC logo contains the name of the project and an object. In addition, two more elements have been designed that are derived from the logo. The main D<sup>2</sup>EPC theme image visualises the innovative characters of the project and its outcomes. This theme image will appear in the background of document and presentation templates



Figure 12: D<sup>2</sup>EPC logo and logo-elements



Figure 13: The main D<sup>2</sup>EPC visual

## 5 Presentation and document templates

The D<sup>2</sup>EPC project provides eleven templates to be used for internal and external communication:

- D<sup>2</sup>EPC Agenda
- D<sup>2</sup>EPC Deliverable report
- D<sup>2</sup>EPC Management report
- D<sup>2</sup>EPC Management report cost
- D<sup>2</sup>EPC Memo
- D<sup>2</sup>EPC Minutes
- D<sup>2</sup>EPC Peer review report
- D<sup>2</sup>EPC General master presentation
- D<sup>2</sup>EPC Partners presentation
- D<sup>2</sup>EPC Tasks presentation
- D<sup>2</sup>EPC WP's presentation

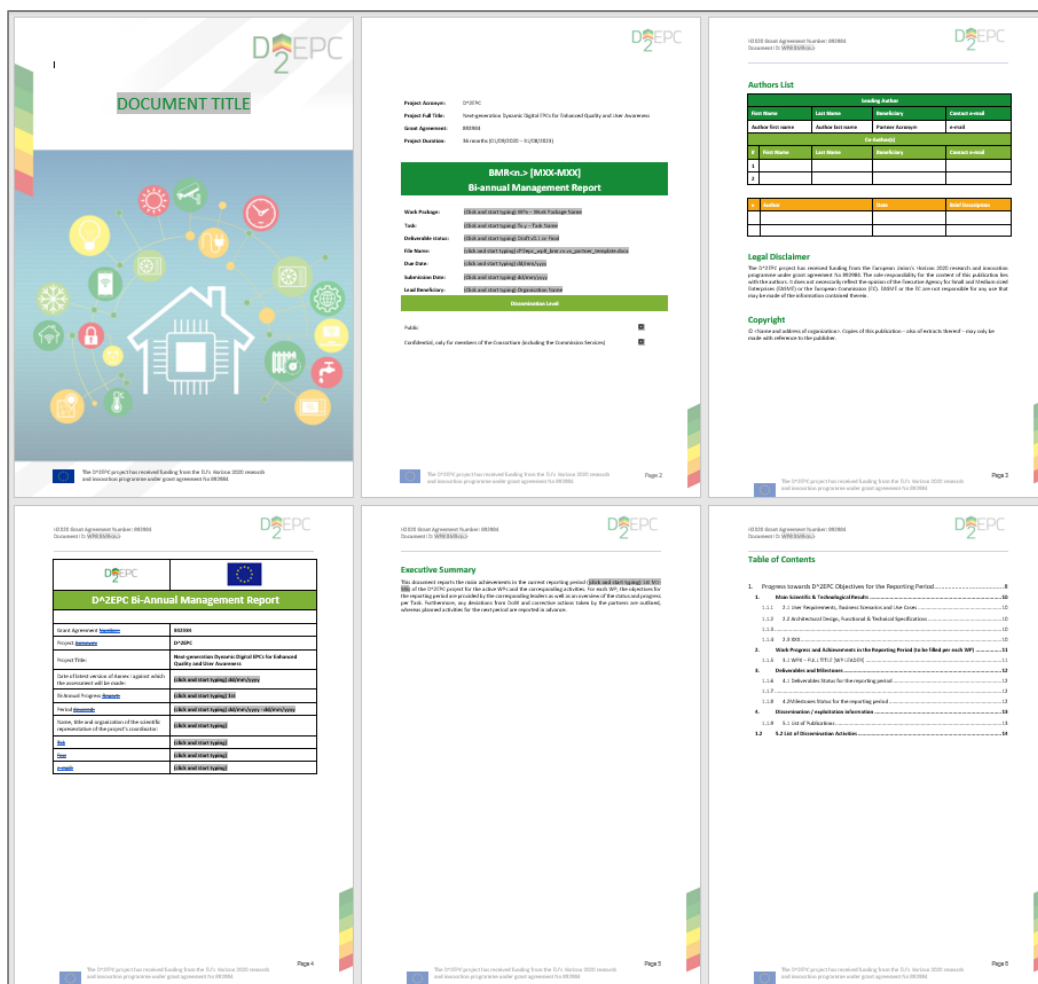


Figure 14: D<sup>2</sup>EPC template management report

## 6 Conclusions

This deliverable 7.2 “Established internal and external communication channels and materials” intends to describe the delivered internal and external communication channels and materials of the project (Project flyers, Power Point templates, Word template, Project website, Social media accounts etc.).

The several channels and materials are well adapted by the consortium and are being used by partners and therefore serves its purpose well. Next dissemination and communication actions as part of this task include the delivery of additional extra parts of website, update of content on the website when applicable as well as the delivery of project’s newsletter in M6. DMO will provide support when needed to the other members of the consortium to ensure that everything is used in the most optimal way and to create maximal impact in that way.

As the project progresses and related activities produce more material and needs for dissemination and promotion, additional effort will be denoted towards enriching the content of this report. As two more versions have been foreseen on M24 and M36 for this report, both the channels and material will be updated to more accurately follow the project's development and the consortium needs and activities.



## ANNEX A: Colour Codes








Colors		+
	#297C28	
	#2F9328	
	#81B035	
	#FFE400	
	#FFA900	
	#D70010	
	#707070	

Figure 15: D<sup>2</sup>EPC Colour Scheme

