Portable Nano-Particle Emission Measurement System

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GA # 724145

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Deliverable Title	Project website including project templates	
Dissemination level	Public (PU)	
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Status	Final	2017-03-01

Publishable Executive Summary

This deliverable describes the PEMs4Nano project website, both public and partners restricted part. The internal website was already launched during the proposal and grant preparation period. It was presented to the PEMs4Nano partners during the Kick Off Meeting in Renningen on the 18 & 19 October 2016.

The external website was launched under the domain www.pems4nano.eu on the 14th of December 2016 and was presented to all partners via e-mail.

This deliverable also shows the setup of the PEMs4Nano project templates. Templates have been developed to support project presentations, deliverables and reporting requirements. Furthermore, in order to accomplish a project identity, a graphical logo has been created uniquely for the PEMs4Nano project.

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1. Purpose of the Document

This document describes the dissemination activities with respect to the PEMs4Nano website and the PEMs4NAno templates that have been developed.

1.1 Document Structure

The first part of the document gives a detailed overview of the website and its functions, both for the external as well as internal website.

The second part shows and describes the templates developed and their use in the project.

1.2 Deviations from original Description in the Grant Agreement Annex 1 Part A

1.2.1 Description of work related to deliverable in GA Annex 1 – Part A

D8.1: Project website, including Project templates [M4]
The website will be designed, and a graphical project identity will be composed of visual elements that aim to represent the project. The graphical identity will include logo, fonts, colors and templates for presentations and text documents.

1.2.2 Time deviations from original planning in GA Annex 1 – Part A

There are no major deviations with respect to timing of this deliverable.

1.2.3 Content deviations from original plan in GA Annex 1 – Part A

There are no deviations from the Annex 1 – Part A with respect to the content.

2. Introduction

This deliverable is the first deliverable of Work Package 5. The main mission of WP5 is to make certain that PEMs4Nano impacts will become known to the widest possible group of potential users.

In Task 5.1, dissemination tools are developed by the WP Leader, Uniresearch (UNR), with contributions of all PEMs4Nano partners. In Subtask 5.1.1 the website is developed by UNR, with input from all PEMs4Nano partners. The website will be designed, maintained and updated during the project and for a couple of years thereafter.

In Subtask 5.1.2 the project identity is developed by UNR with the input from all PEMs4Nano partners. The graphical project identity will be composed of visual elements that aim to represent the project. The graphical identity will include logo, fonts, colors and templates for presentations and text documents. The graphical identity will be in line with the website, the project flyer and the newsletters. The graphical identity is important for consistent and recognizable communication and dissemination. Guidelines and templates will save time and effort for the members of the consortium.

3. PEMs4Nano websites

3.1.1 PEMs4Nano public website

3.1.2 PEMs4Nano 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 PEMs4Nano project. It has an "easy-to-navigate" menu structure and provides all basic information as well as a brief summary on the project. The partners involved in PEMs4Nano are presented on the website, with their logo, a short description of the organization 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 finalized research activities through the publication of flyers, newsletters and technical project publications. The website also provides links to EC documents and to related research and innovation projects activities. All the information displayed on the project website is updated and maintained on a regular basis.

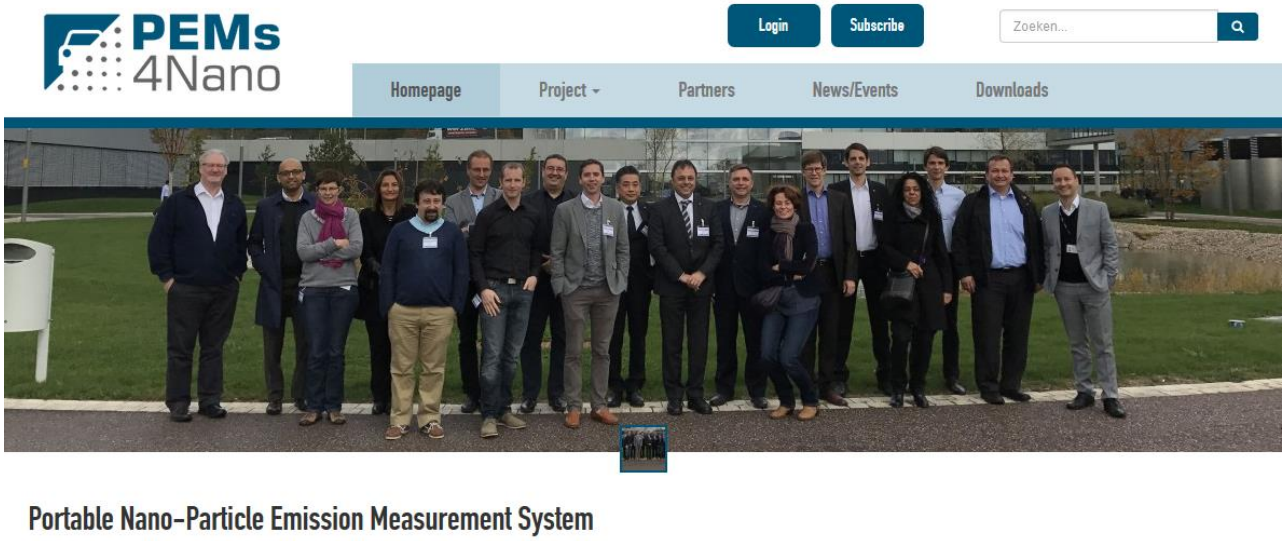

Figure 3-1 PEMs4Nano website homepage

3.1.3 PEMs4Nano website design, hyperlinks and dynamism

The PEMs4Nano public website has an attractive format supported by a considerable amount of hyperlinks. From the sections of the website and without using the conventional top bar, the visitor is directed to the sections 'news' and 'events'.

Furthermore, on the homepage pictures from the project are showed 'in carrousel', enhancing the dynamic effect and giving the website a modern and appealing look and feel. Also the partner logos on the bottom of the homepage rotate, as well as quotes from the project partners about their involvement in the project (see figure 3-3)

Figure 3-2 PEMs4Nano hyperlinks

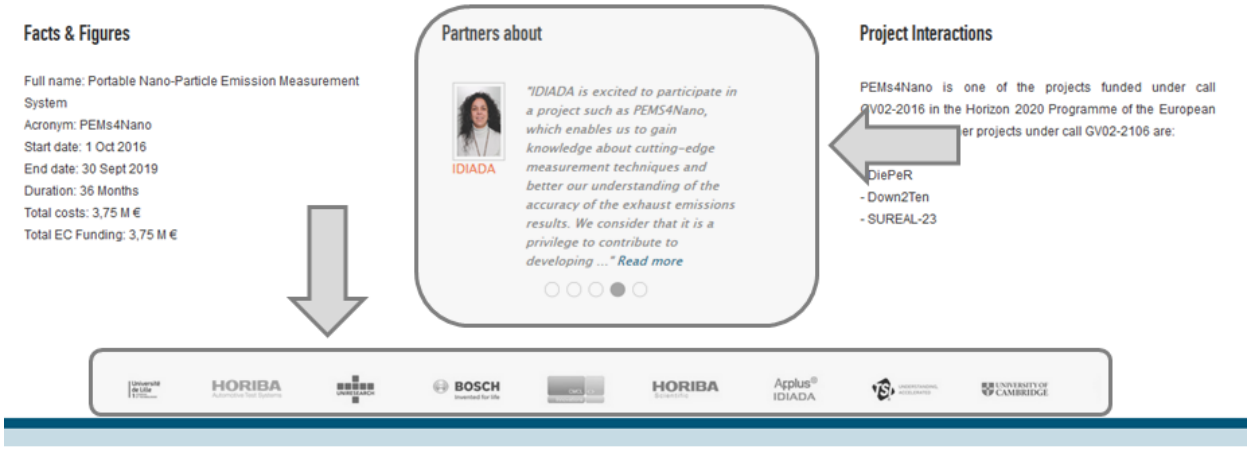

Figure 3-3 PEMs4Nano homepage dynamic elements

3.1.4 PEMs4Nano project information

The section “Project” contains 5 subsections and gives the website visitor an introduction to the project, an idea of the technical approach within the project, the vision and objectives, basic facts and figures, links to related projects and websites and lists all partner locations.

Figure 3-2 PEMs4Nano project information

3.1.5 PEMs4Nano consortium

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

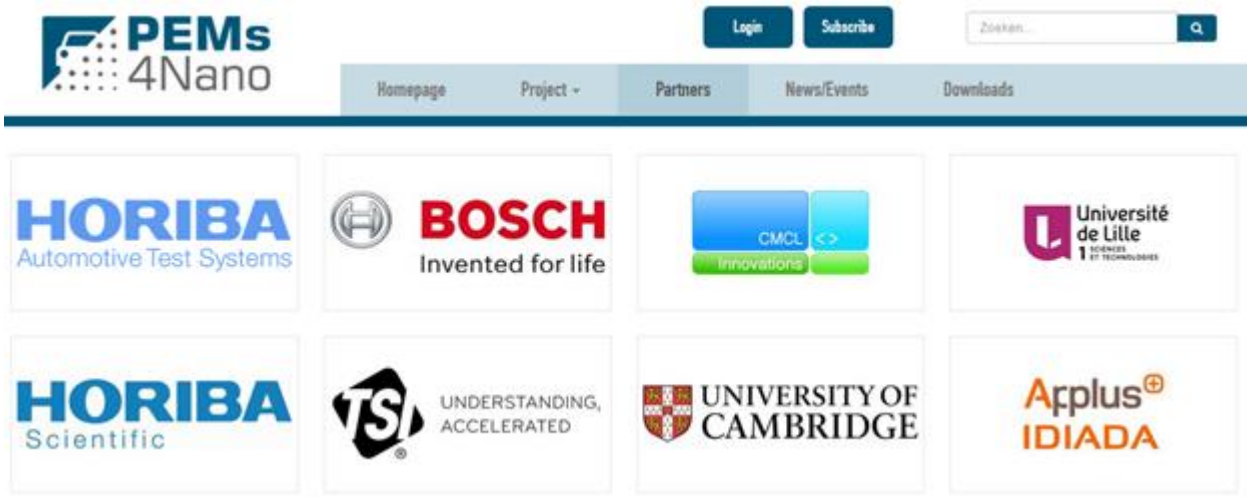

Figure 3-5 PEMs4Nano project partners

When clicking on the partner logo, the page unfolds showing the partner's quote and information about the company. See figure 3-6.

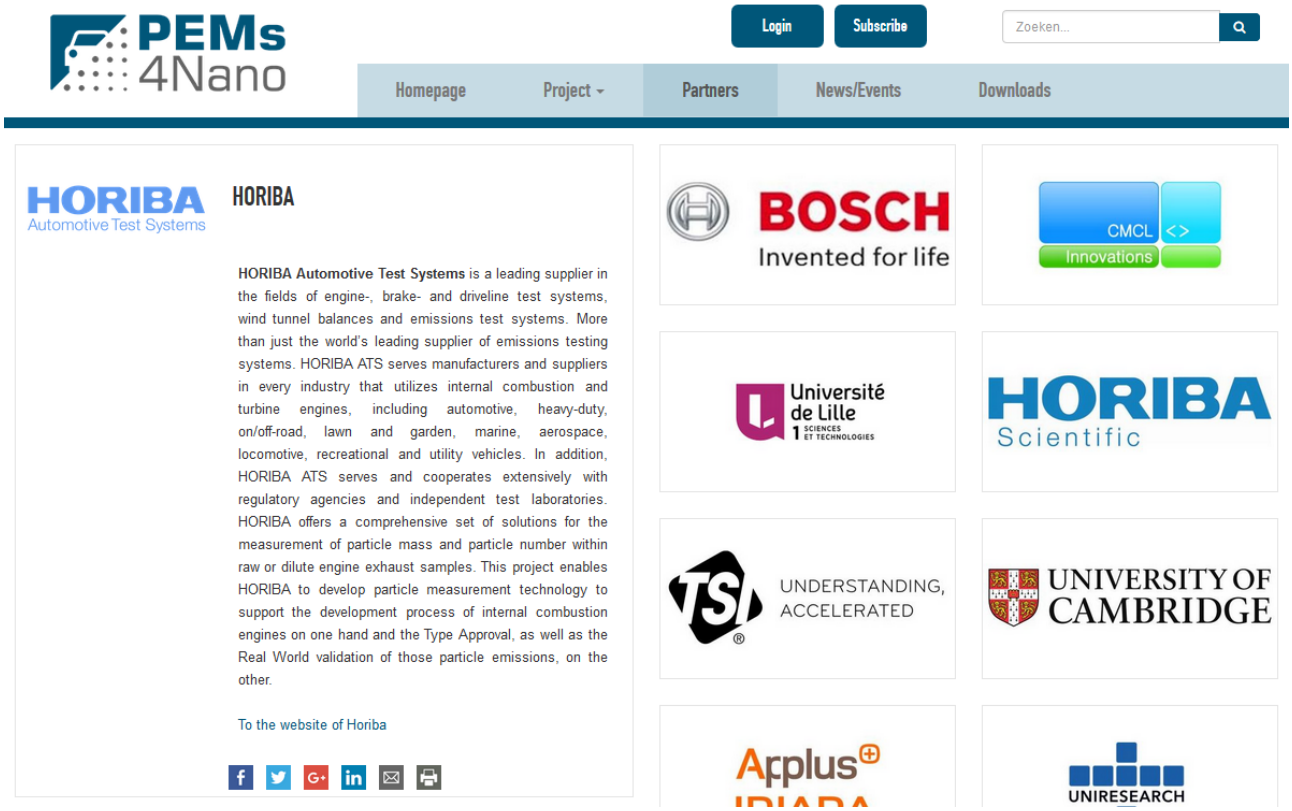

Figure 3-6 PEMs4Nano partner section

3.1.6 PEMs4Nano 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/Events”, “Downloads” and “Links”:

- News/Events: Topics directly or indirectly related to the project topic, as well as upcoming forums, workshops, conferences, meetings, initiatives, demonstrations and activities. See figure 1-7.
- Downloads: here the visitor can find articles and publications related to the topics, public PEMs4Nano newsletters and leaflets, other public deliverables, pictures and movies. See figure 1-8.
- Links: links to organizations or initiatives involved and other related projects or organizations.

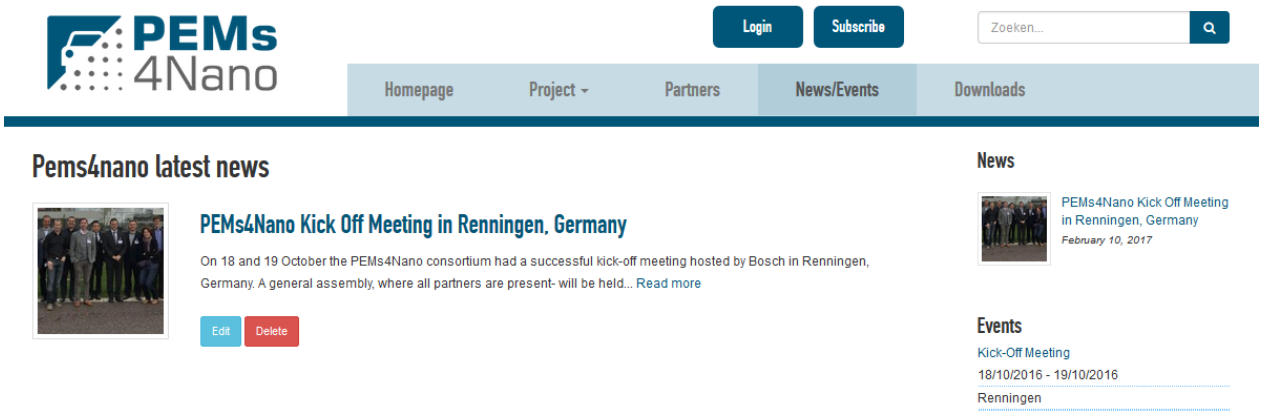

Figure 3-3 PEMs4Nano News and events

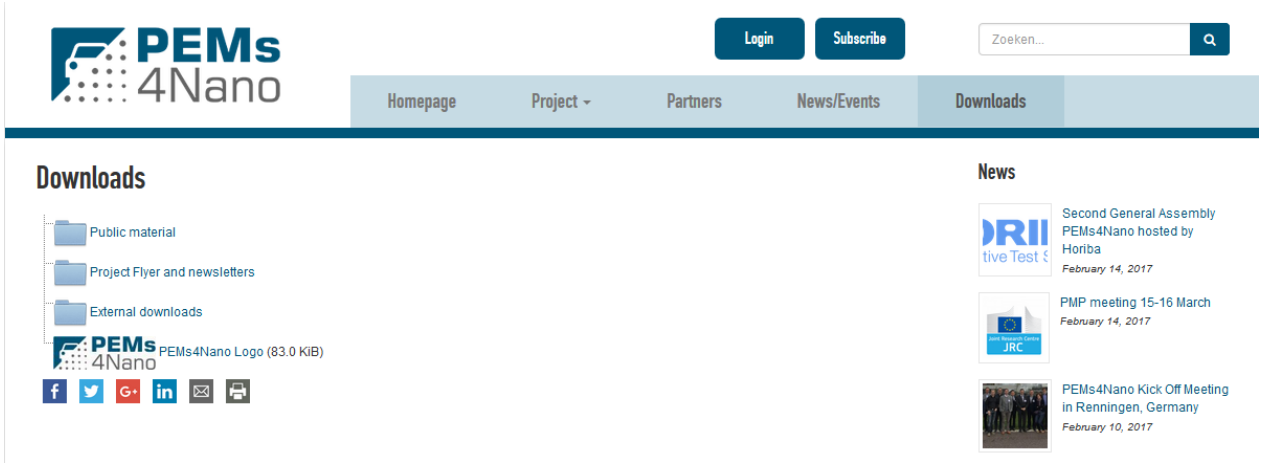

Figure 3-4 PEMs4Nano Download area

3.2 PEMs4Nano website restricted area

The partners restricted area or “partners only” area is only accessible by the project partners. Clicking on the “login” link, situated at the top right site of the public site, the partners can have access using a personal username and password. See figures 3-9 and 3-10.

Figure 3-5 PEMs4Nano partner restricted login

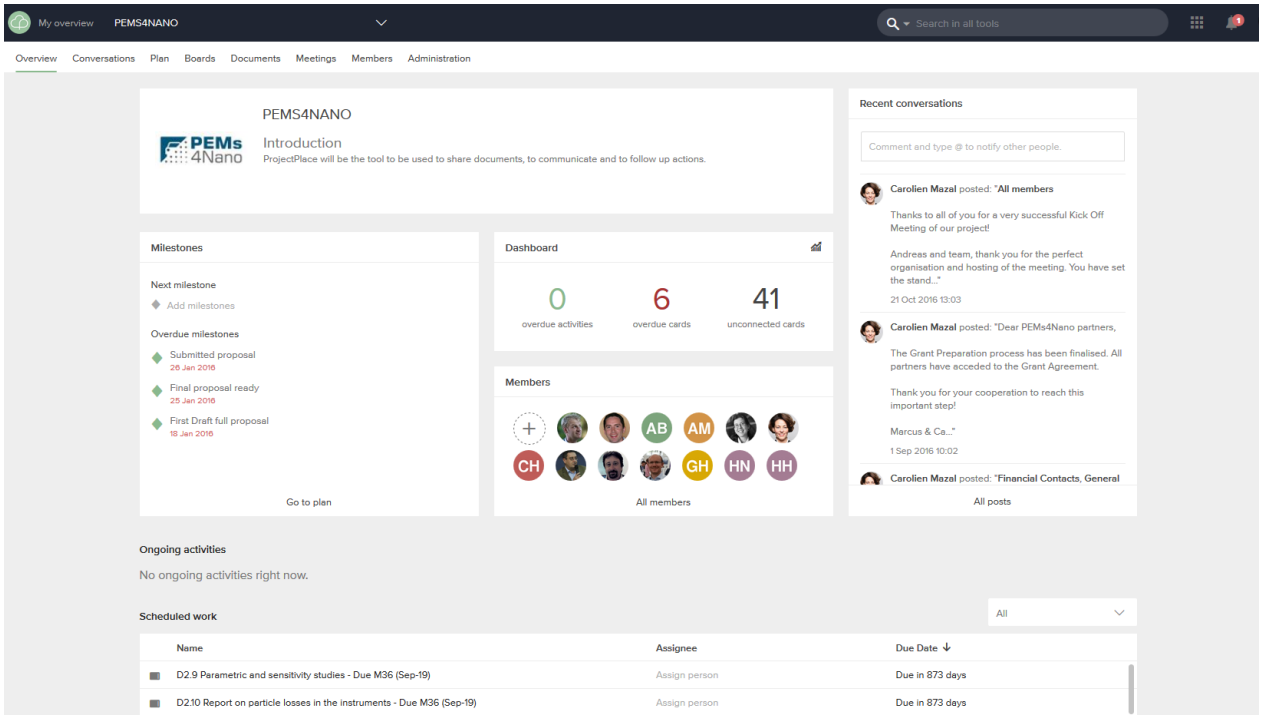

Figure 3-6 PEMs4Nano partner restricted site

The internal website is hosted by Project Place and can be entered via the PEMs4Nano website or directly via Project Place.

3.2.1 PEMs4Nano document exchange

An important and frequently used feature of the restricted area is the document exchange area. Partners can upload, download and edit working documents. This part also acts as a project archive area where the last version of the project contracts and the minutes, agendas and meeting presentations are stored.

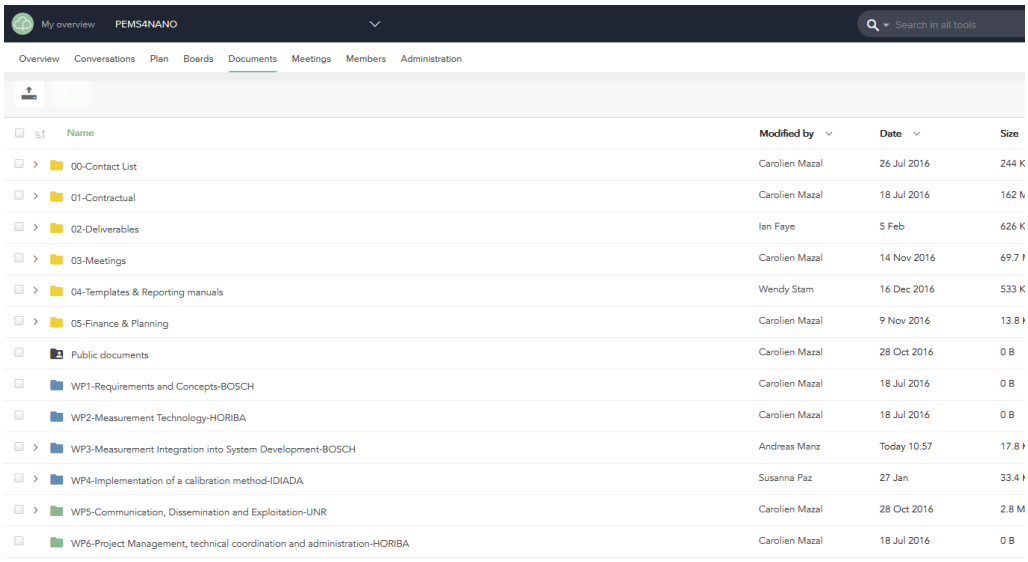

Figure 3-7 PEMs4Nano partner restricted site document exchange

3.2.2 PEMs4Nano Project Reporting

At the end of each 6 months, management summaries are provided based upon information submitted by the work package leaders and 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.

Work Package leaders 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 and risks and corrective actions. The figure below shows the login to report in the EU-fin system. This tool allows the project manager and coordinator to automatically generate cost reports comparing the actual expenses versus the budget per beneficiary, WP, activity, etc. Other functionalities are creating charts comparing: Deliverable planned/actual, Budget WD/Actuals WD per beneficiary, etc.

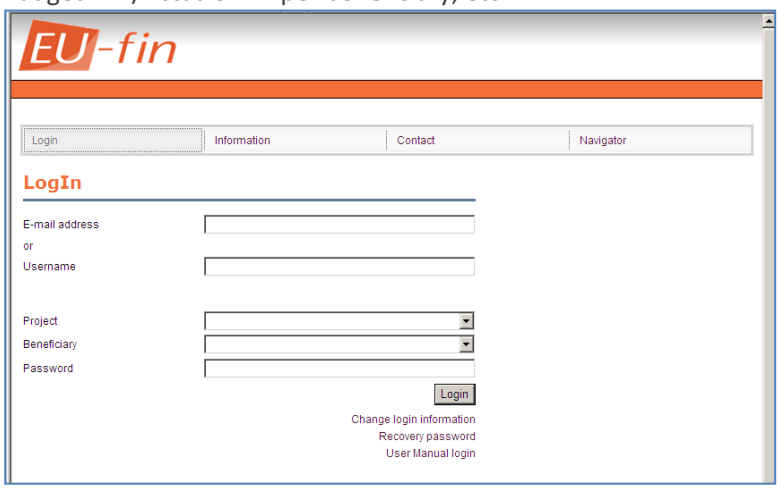

Figure 3-8 PEMs4Nano EU-FIN login for project reporting

4. PEMs4Nano project templates

In order to develop a project graphical identity a set of templates have been developed:

- Deliverable template: is to be 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: used to create the meeting agenda & minutes (see Annex 1)
- Presentation template: used to create the presentations of the PEMs4Nano meetings and conferences

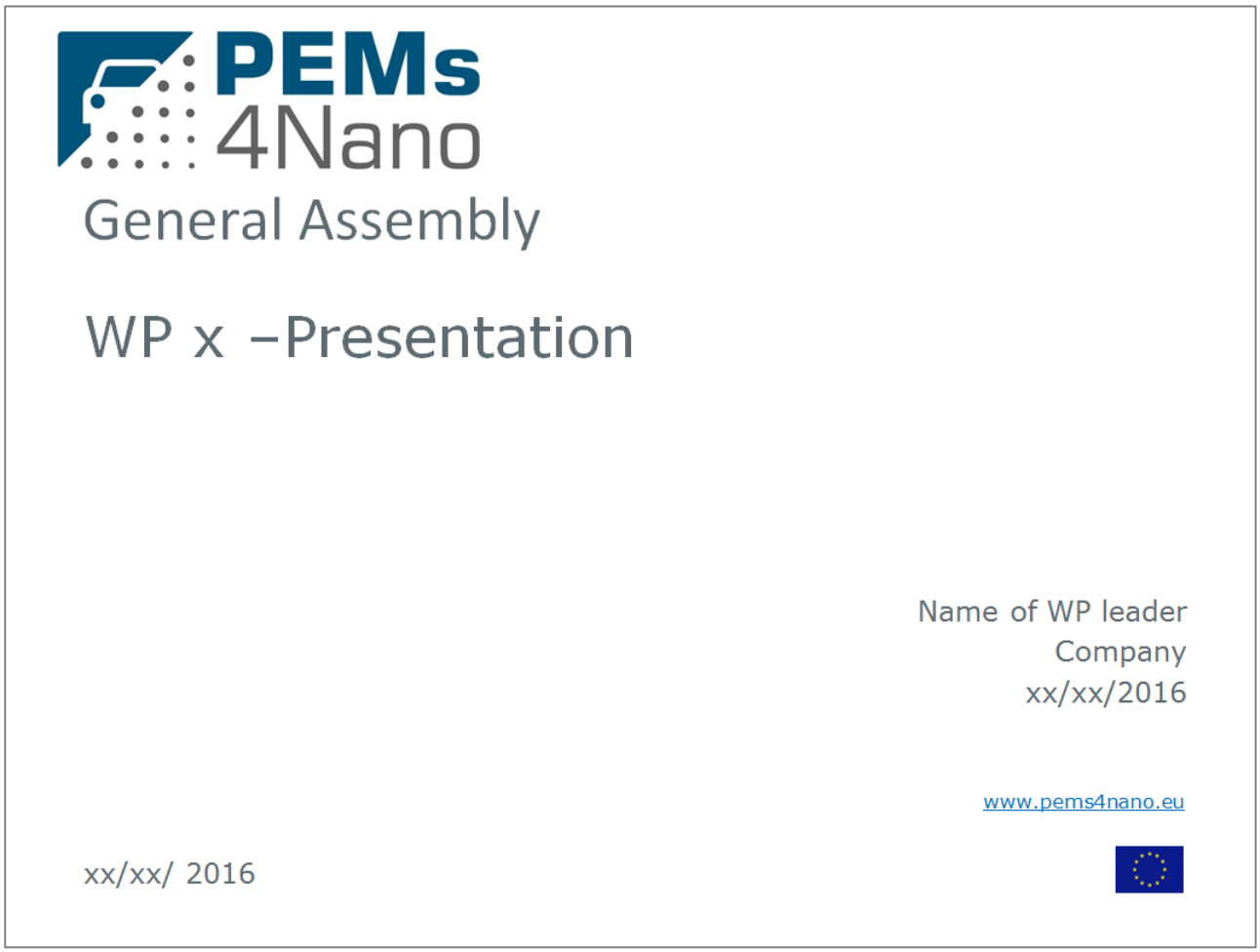

Figure 4-1 PEMs4Nano presentation template

All the templates are accessible to the partners via the PEMs4Nano Project Place.

An exclusive logo for the PEMs4Nano project was created in several formats and different resolutions, so it can be used for all purposes (posters, website, flyers etc.).

Figure 4-2 PEMs4Nano logo

5. 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:

#	Type	Partner	Partner Full Name
1	IND	HORIBA	Horiba Europe GmbH
2	IND	Bosch	Robert Bosch GmbH
3	IND/SME	CMCL	Computational Modelling Cambridge Limited
4	IND	TSI	TSI GmbH
5	HE	UCAM	The Chancellor, Masters and scholars of the University of Cambridge
6	HE	ULL	Université des Sciences et Technologies De Lille – Lille I
7	IND	IDIADA	Idiada Automotive Technology SA
8	IND	HORJY	Horiba Jobin Yvon S.A.S.
9	IND/SME	UNR	Uniresearch BV

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Appendix A – 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 EC.
NOTE: For public documents this Quality Assurance part will be removed before publication.

Question	WP Leader	Peer reviewer 1	Peer reviewer 2	Technical Coordinator
	Willem van Dorp - UNR	Susana Paz IDIADA	Joel Danzer HORIBA	Marcus Rieker - HORIBA
1. Do you accept this deliverable as it is?	Yes	Yes	Yes	Yes
2. Is the deliverable completely ready? If not, please indicate and motivate required changes.	Yes	Yes	Yes	Yes
3. Does this deliverable correspond to the DoW?	Yes	Yes	Yes	Yes
4. Is the Deliverable in line with the PEMs4Nano objectives?	Yes	Yes	Yes	Yes
a. WP Objectives?	Yes	Yes	Yes	Yes
b. Task Objectives?	Yes	Yes	Yes	Yes
5. Is the technical quality sufficient?	Yes	Yes	Yes	Yes

Note: all partners have provided input for the website, and approved the website during the kick-off meeting.

Annex I – Template minutes

PEMs4Nano	**EB02 Meeting** **14 November 2016** **from 10:00 to 12.00** **Project Place**
Meeting organiser	HORIBA – Marcus Rieker
Type of meeting	Executive Board – Project Place
Note taker	UNR –Willem van Dorp

Attendees				
Partner	Name	Short	Present	WP
UNR	Willem van Dorp	WvD	YES	5 & 6
UNR	Cor van der Zweep	CZ	YES	5 & 6

Agenda			
Item No	Timing	Topic	Presenter
1		Topic one	Name
2		Topic two	Name
3		Topic three	Name

Minutes	
Agenda item	Notes
1	Topic Text
2	Topic Text **AP.EB02.01 Action point**
3	Topic Text **AP.EB02.01 Action point**

Actions

Action No	Action description	Due date	Responsible	Input needed from
AP.EB02.01	Text	DD/MM/YYYY		

Decisions

Decision No	Description
DP.EB02.02	Text