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Affordable High-Performance Green Redox Flow Batteries

GRANT AGREEMENT No. 875613



## HIGREEW – Deliverable Report

<< D7.1 – HIGREEW project identity >>



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## Publishable summary

This deliverable describes the HIGREEW project identity, consisting of project logo, templates for reports and presentations, posters and other communication products to generate a unique HIGREEW image. Additionally, an explanation of the setting up and use of the dissemination database (stakeholders, interest groups, contact details and general info) is given. As a side note, the external (/public) website will be prepared and launched among partners. During the entire project, the external website will be updated and extended. The website will be launched, before April 2020, under the domain [www.HIGREEW-project.eu](http://www.HIGREEW-project.eu). This will be further reported in D7.2 planned at M6

The deliverable also shows the setup of the HIGREEW 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.

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## 1 Introduction

This document describes the creation of the HIGREEW logo, the presentation/document templates, the template for the posters and the creation of the project flyer/leaflet that has been developed. The project identity and dissemination tools were developed by the WP leader, Uniresearch (UNR), with contributions from all partners.

This deliverable is the first one for Work Package 7 – Communication, dissemination and exploitation strategy. The main mission of WP7 is to make certain that HIGREEW results and impacts will become known to the widest possible group of potential users. The WP consists of 3 tasks:

- Task 7.1 Communication and dissemination strategy
- Task 7.2 Exploitation strategy
- Task 7.3 Economic assessment and LCOS analysis

In Task 7.1, a dissemination and exploitation plan will be developed by Uniresearch (UNR), with contributions from all partners (due in D7.3, M6). From this, different strategies for dissemination and communications actions will be established to reach a large public.

Within *subtask 7.1.1 – Communication and dissemination tools and materials*, a graphical project identity is 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. This identity will generate a unique image for the HIGREEW project.

This deliverable D7.1 describes the efforts of the subtask mentioned above.

The first part of the document displays the logo for the project and gives a detailed overview of the templates developed and their use in the project. The second part shows and describes the general documentation.

## 2 HIGREEW templates

### 2.1 HIGREEW logo

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



Figure 2-1 – HIGREEW logo

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



Figure 2-2 - Colour code

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




Figure 2-3 - HIGREEW icon

## 2.2 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:

- Agenda of meeting & minutes template: is used to create the meeting agenda & minutes (see figure 2-4 below)

HIGREEW – 875613  
Agenda / minutes

	<b>EB/GA/WPxx meeting</b>
	DATE
	TIME from - to
	Telephone conference / Address
Meeting organiser	Company name
Type of meeting	GAxx / Review / WP
Note taker	Name(s)

Attendees			
Partner	Name	E-mail	Present

Agenda			
Item No	Timing	Topic	Presenter

HIGREEW – 875613  
Agenda / minutes

Minutes	
Agenda item	Notes


Actions			
Action No	Action description	Due date	Responsible

Decisions	
Decision No	Decision description

Figure 2-4 - HIGREEW agenda template

- Presentation template: is used to create the presentations of the HIGREEW meetings and conferences (see figure 2-5)



Click to add presentation title


Click to add subtitle

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Click to add text

📊
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Figure 2-5 - HIGREEW presentation template



- **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 (see figure 2-6)

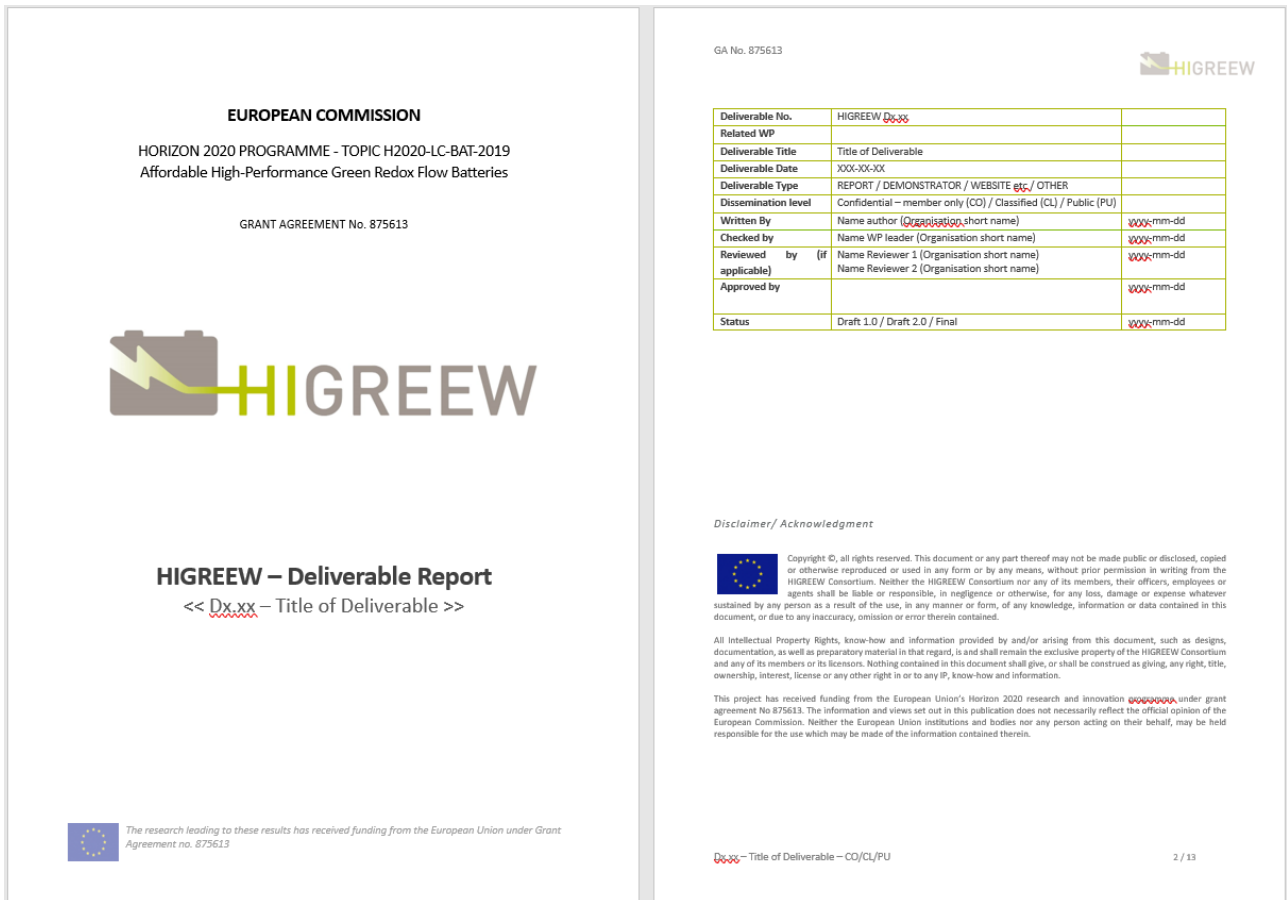


Figure 2-6 - HIGREEW deliverable template

Further, for project monitoring purposes, an internal interim report procedure has been defined. With intervals of max 6 months partners will be requested to provide an update on the performed activities and effort consumed (both in terms of PM and budget). For this specific management tools have been prepared and set-up by Uniresearch (more detailed information here over is reported in D8.1-Project handbook).

### 2.3 Posters & Brochures/Flyer

A setup for future dissemination purposes to generate the HIGREEW image has been created. Pictures and text will be added according to the necessary information and topic.

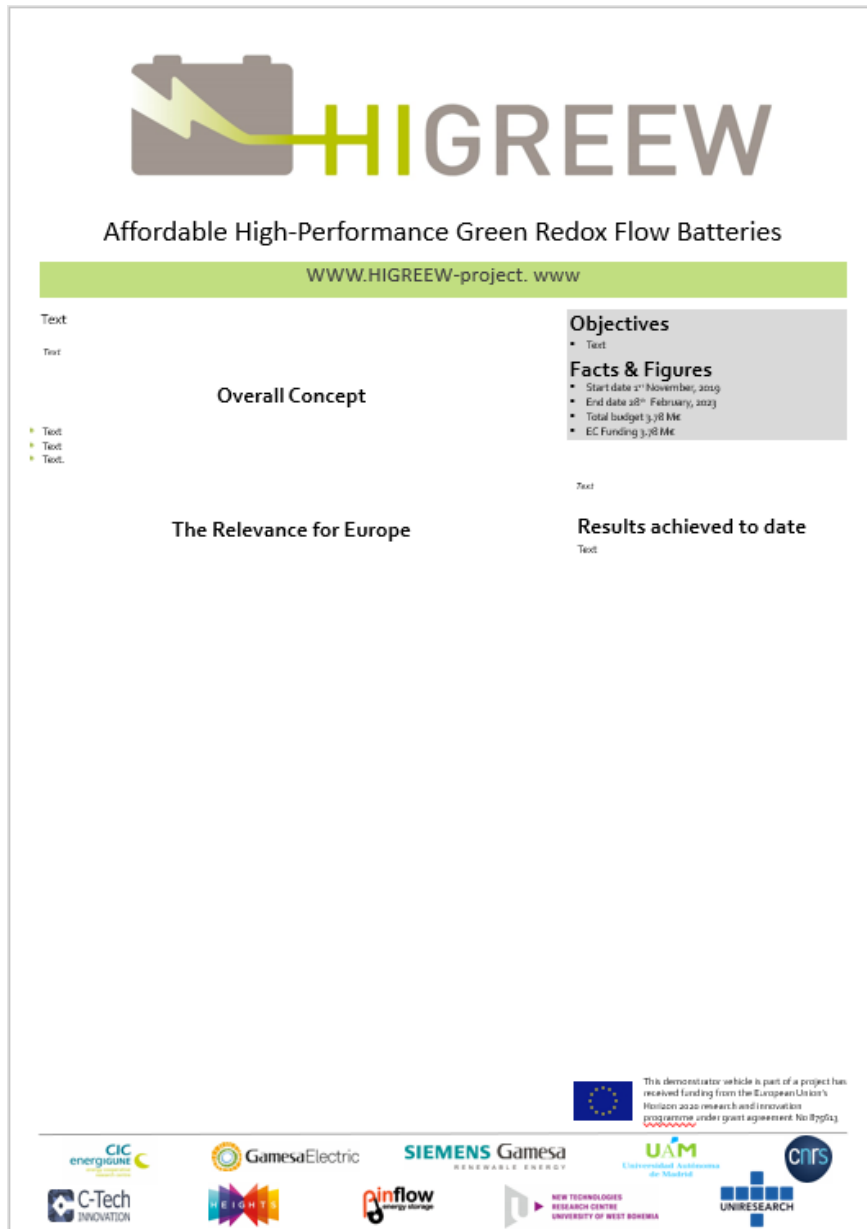


Figure 2-7 - HIGREEW poster template

Further, for dissemination purposes, (digital) project flyer and/or brochures will be developed. Uniresearch will be responsible of this and gather info from the partners.

### 3 Dissemination Database

The dissemination of the project results and outputs are indispensable for optimizing the value of the project, firming the impact of HIGREEW. A dissemination plan is established according to the Consortium Agreement; a dedicated deliverable, D7.3, is planned at M6 and a dissemination database will be maintained.

Communication will be aimed at target audiences and groups, such as EERA, Battery 2030+, EMIRI and ETPIS Batteries Europe, legislative and regulatory authorities, standardization committees and special interest groups linked to the project.

The structure of the dissemination database has been created by UNR. 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 'keep updated' option, which will be available on the website).

With average intervals of six months, a newsletter will be released with the latest updates of the project and the sector focusing in general public, paying special attention to engage young students to science. It will be sent to the subscribers which have filled in the 'keep updated' 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) and will be managed in compliance with the GDPR (General Data Protection Regulation).

#### 4 Risk Register

Risk No.	What is the risk	Probability of risk occurrence <sup>1</sup>	Effect of risk <sup>2</sup>	Solutions to overcome the risk
	n/a			

At this stage no particular risk has been identified in relation to task 7.1 or – somehow – linked to this report.

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<sup>1</sup> Probability risk will occur: 1 = high, 2 = medium, 3 = Low

<sup>2</sup> Effect when risk occurs: 1 = high, 2 = medium, 3 = Low

## 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:

#	Partner	Partner Full Name
1	CICe	CENTRO DE INVESTIGACION COOPERATIVA DE ENERGIAS ALTERNATIVAS FUNDACION, CIC ENERGIGUNE FUNDAZIOA
2	GAMESA	GAMESA ELECTRIC SOCIEDAD ANONIMA
2tp	SGRE IT	SIEMENS GAMESA RENEWABLE ENERGY
3	UAM	UNIVERSIDAD AUTONOMA DE MADRID
4	CNRS	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE CNRS
5	C-TECH	C-TECH INNOVATION LIMITED
6	HEIGHTS	HEIGHTS (UK) Limited
7	UWB	ZAPADOCESKA UNIVERZITA V PLZNI
8	PFES	PINFLOW ENERGY STORAGE, S.R.O.
9	UNR	UNIRESEARCH BV



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## 6 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
	UNR (Anna Molinari)	CICe (Estibaliz Crespo)		CICe (Raquel Ferret)
1. Do you accept this deliverable as it is?	Yes	Yes	N/A	Yes
2. Is the deliverable completely ready (or are any changes required)?	Yes	Yes	N/A	Yes
3. Does this deliverable correspond to the DoW?	Yes	Yes	N/A	Yes
4. Is the Deliverable in line with the HIGREEW objectives?	Yes	Yes	N/A	Yes
a. WP Objectives?	Yes	Yes	N/A	Yes
b. Task Objectives?	Yes	Yes	N/A	Yes
5. Is the technical quality sufficient?	Yes	Yes	N/A	Yes