

# EUROPEAN COMMISSION

SEVENTH FRAMEWORK PROGRAMME  
FUEL CELLS AND HYDROGEN JOINT UNDERTAKING (FCH JU)  
THEME SP1-JTI-FCH.2013.3.5

Field demonstration of large scale stationary power and CHP fuel cell system

GA No. 621256



**Demonstration of a combined heat and power 2MWe PEM fuel cell generator  
and integration into an existing chlorine production plant**

Deliverable No.	DEMCOPEM-2MW D8.1	
Deliverable Title	Project Website	
Dissemination level	Public	
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Issue date	29 April 2015	

## Executive summary

This deliverable describes the DEMCOPEM-2MW project website, both public and the partner restricted part (ProjectPlace). The website was launched in March 2015 under the domain [www.demcopem-2mw.eu](http://www.demcopem-2mw.eu). The creation of the public website is part of the dissemination plan, which is further described in Deliverable D8.2

The second part of the report describes a set of dissemination tools. In this deliverable a description will be given on the developed and used dissemination tools, including the realisation of it.

The project templates are created based on the DEMCOPEM-2MW project logo and colour scheme. The following templates are available:

- Project Meeting Agenda/minutes
- Project Deliverables
- Project Presentations

The templates will be used for all kind of communication within and outside the consortium.

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## 1 DEMCOPEM-2MW website

The DEMCOPEM-2MW website has been launched in March 2015. It contains information on the project, some facts and figures as well as news and upcoming events. The website is fully scalable and therefore readable on a variety of devices: large screens, laptops, tablets and smartphones.

The website can be found at [www.demcopem-2mw.eu](http://www.demcopem-2mw.eu).

The project consortium is using ProjectPlace ([www.projectplace.com](http://www.projectplace.com)) as the project internal website/platform, accessible only for the partners of the project. The project’s internal website is used for planning, internal announcements and confidential document sharing.

### 1.1 DEMCOPEM-2MW public website

The public website has been designed for the general public and third parties who are interested in the progress and/or outcomes of the DEMCOPEM-2MW project. It provides both a short and clear overview as well as the possibility to get more in-depth information about this project. The partners involved in DEMCOPEM-2MW are presented on the website, and all their logos are linked to their own websites. The objective of the website is to inform the general public of the ongoing and finished research activities through hosting the flyers and technical project publications. All the information displayed on the project website is updated and maintained on a regular basis.

#### 1.1.1 Website design, hyperlinks and dynamism

The DEMCOPEM-2MW public website has an attractive format enforced by a considerable amount of hyperlinks and interactive tools. From the introductory text of the homepage, the visitor can be directed to the objectives when clicking on the bold words or easily scroll through the menu. The latest news and events are visible on the homepage as well.

#### 1.1.2 Share media included

We’ve added a ‘print’ button on the DEMCOPEM-2MW website which increases the time the information is being kept and increases the chance the information is passed through to e.g. colleagues. The other button is an email button (send to a friend) which forwards a link to the active page to other stakeholders.

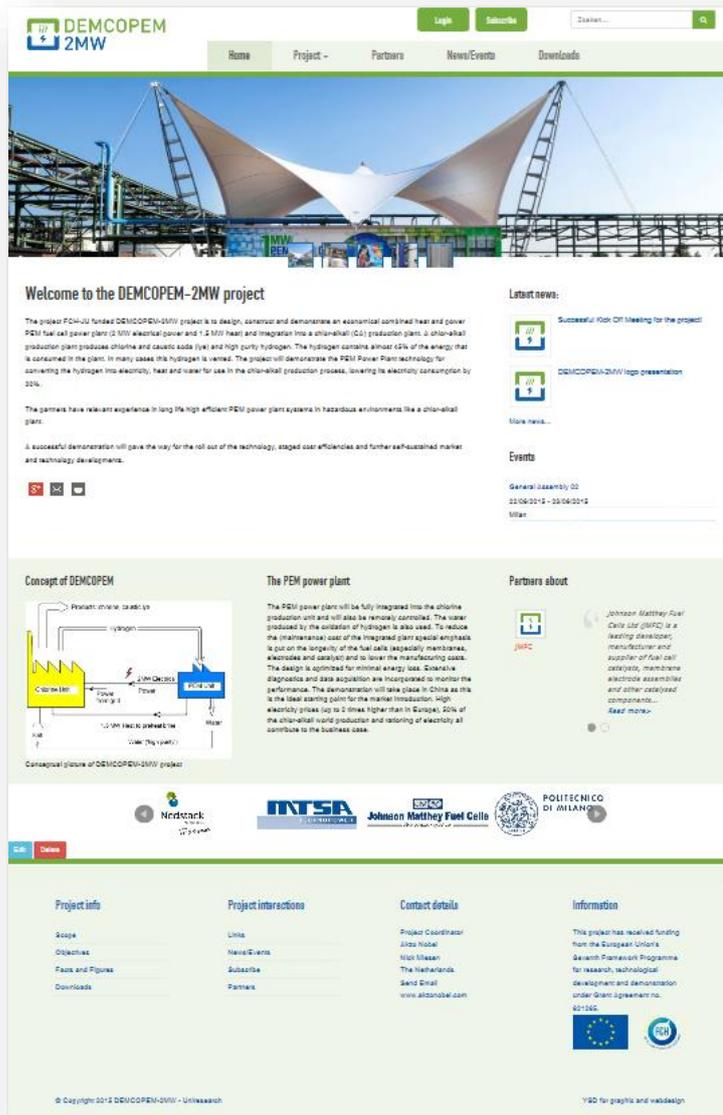


Figure 1-1 – Homepage of public DEMCOPEM 2MW website

### 1.1.3 Project information

The section Project contains subsections and gives the visitor a clear picture on the project. Below the sections explained:

#### Project:

- **Scope** - where the key innovations are given
- **Objectives** of the project
- **Background**
- **Facts & Figures**
- **Links** providing the interactions with relevant past and ongoing research and stakeholder groups

### 1.1.4 Partners page

This section presents a short description of all the project beneficiaries, and allows the guests to be directed to their official website. This pages gives a short summary of the partner.

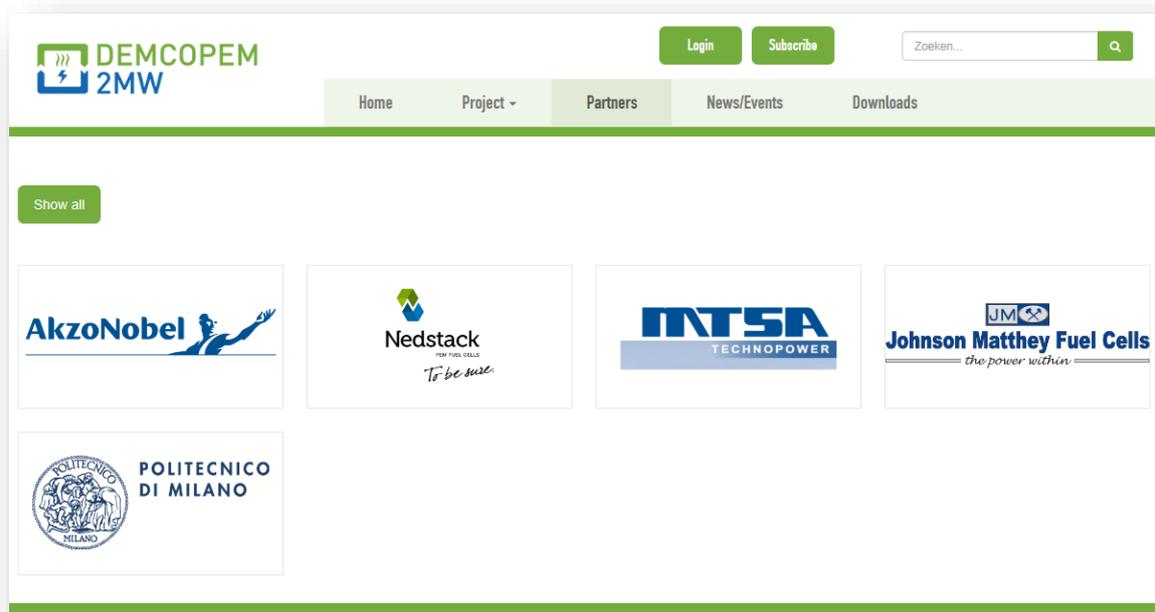


Figure 1-2 – Screenshot part of Partners page

1.1.5 News, events, downloads & links

The last sections are “News/Events” and “Downloads”.

News/Events: news related to the project. Possible news items could be: new laws, innovations from related projects. At the right hand side the latest news is shown as well as upcoming events. The events section shows the coming forums, conferences, meetings, initiatives, demonstrations and activities related to the topic.



Figure 1-3 – News/Events page

Downloads: the visitor can find articles and publications related to the project, public DEMCOPEM-2MW newsletters and leaflets, other public deliverables, publishable summaries, pictures and movies.

Links: links to organizations or initiatives involved and related are displayed in this section. The links section can be found under the tab “Project”, on the homepage “Project Interactions” clicking on “Read more...”, and in the footer under the header Project interactions.

## 1.2 DEMCOPEM-2MW partners restricted area

The partner’s restricted area, called **ProjectPlace**, can be accessed by going to [www.projectplace.com](http://www.projectplace.com) or by clicking the Login button on the DEMCOPEM-2MW website. Only the partners have access using a personal username and password – they are invited to join by the coordinator.

**Project Overview:** The next figure shows the restricted domain after logging in at ProjectPlace.

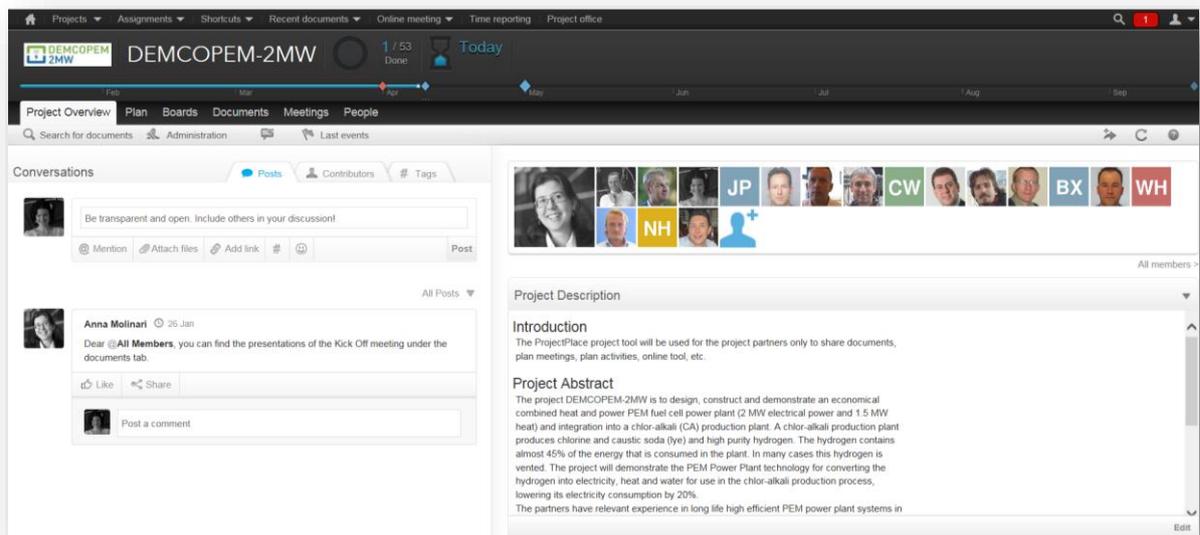


Figure 1-4 – ProjectPlace.com an internal project communication platform, start page

**Boards:** The next figure shows subpage ‘Boards’. For each work package the tasks, subtasks and deliverables can be depicted in a very clear graphical way. You can select the status of the task/deliverable (planned, working on, delayed, done). Through the “boards” you can easily interact with the people involved regarding issues and progress.

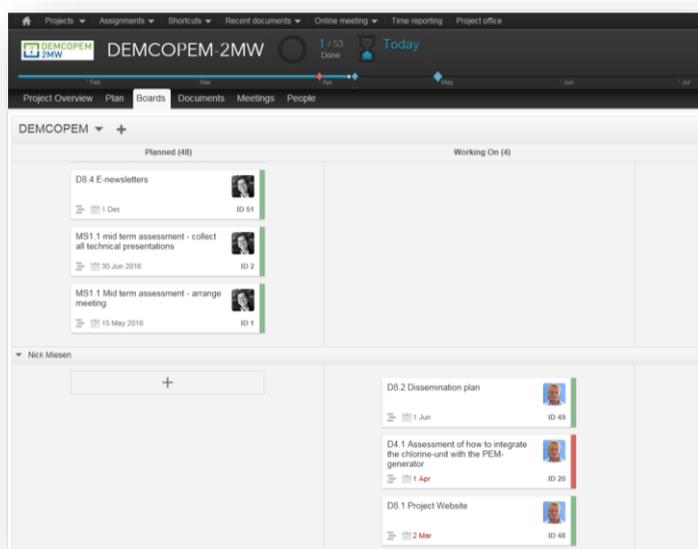
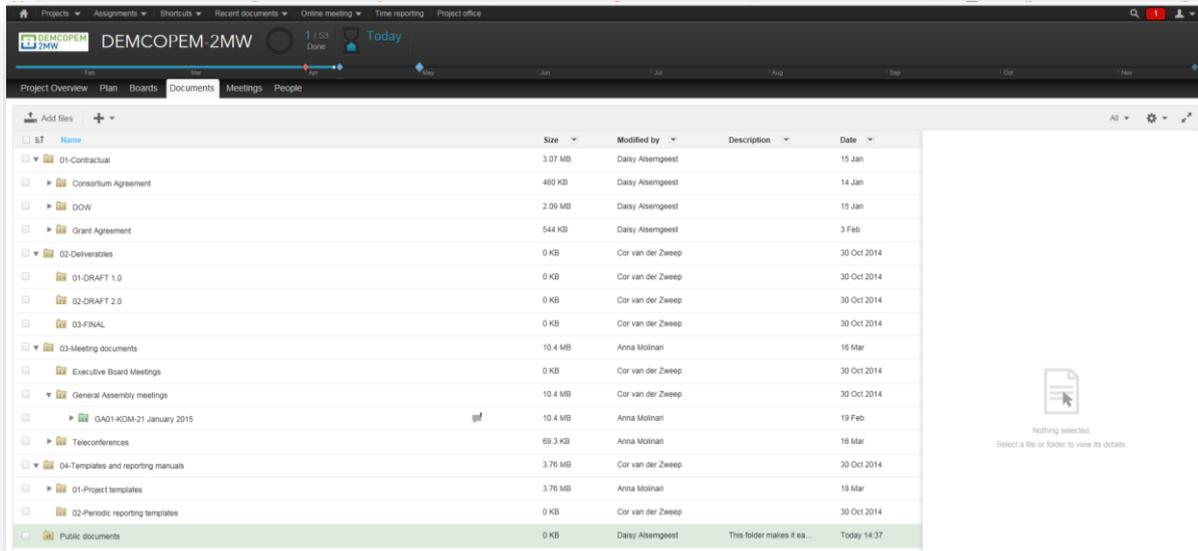


Figure 1-5 – ProjectPlace.com an internal project communication platform, planning and boards

**Documents** - An important feature of the restricted area is the document exchange area. Partners can upload and download working documents. Each work package has its own folder, which can be made restricted when required by the involved partners.

This part also acts as a project archive area for all general project documents. The latest version of the project contracts, the minutes, agendas and meeting presentations are stored here.



**Figure 1-6 – ProjectPlace.com an internal project communication platform, Document exchange**

**Meetings** – All the meetings can be planned and found here. Invitations (meeting requests) including documents can be sent from ProjectPlace.

### 1.2.1 Periodic reporting

At the end of each trimester, management summaries are provided based upon information submitted by the work package leaders and task leaders, in the online reporting tool “EU-fin”. All the partners have to report on project costs while WP leaders also have to report on the project progress.

Besides reporting on costs, Work Package leaders can report on the project progress as well. By selecting “WP Leader menu”, which is only visible for the WP leaders, the list deliverables of which the WP leader is responsible are shown. The WP leader can report on the actual starting and actual end date and on the progress made in percentages.

The WP leader should also report on achievements, problems, critical points and risks and corrective actions. This tool allows the management coordinator to generate automatically 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.

## 2 Templates

### 2.1 Document templates

The project templates are created based on the DEMCOPEM-2MW project logo and colours scheme. The following templates are available:

- Project Meeting Agenda/Minutes
- Project Deliverables
- Project Presentations

The templates will be used for all kinds of communication within and outside the consortium.

### 2.2 Project logo

The project logo was developed at the start of the project. All dissemination and management tools are based on this logo and colour scheme.

The general logo represents the aim of the project.

Next to the “general logo” also a “bullet” logo is created. Also this bullet logo is used as a small bullet in the presentation template.

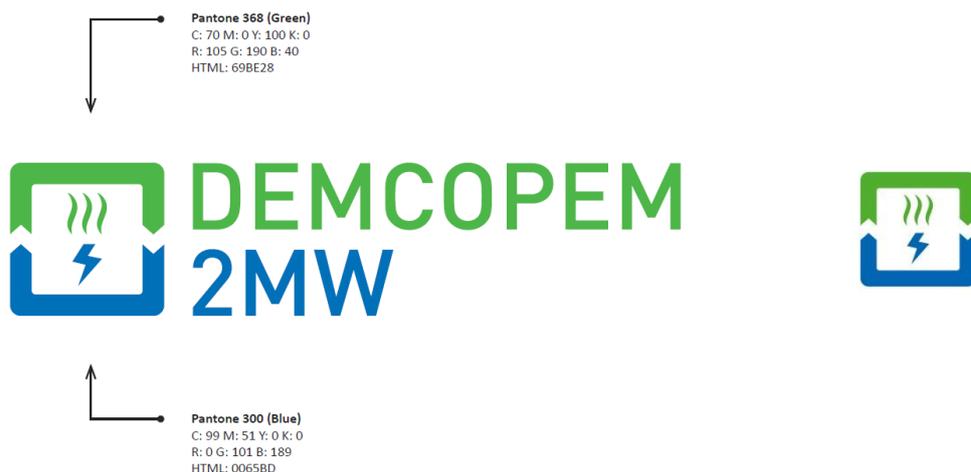


Figure 2-1 – DEMCOPEM-2MW project logo

### 2.3 Deliverable template

The Deliverable report 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, publishable executive summary, general part of the work performed, conclusions, risk registry, quality assurance questions and acknowledgement.

This report is written in the deliverable template, which is available as .dotx version on our internal ProjectPlace location.

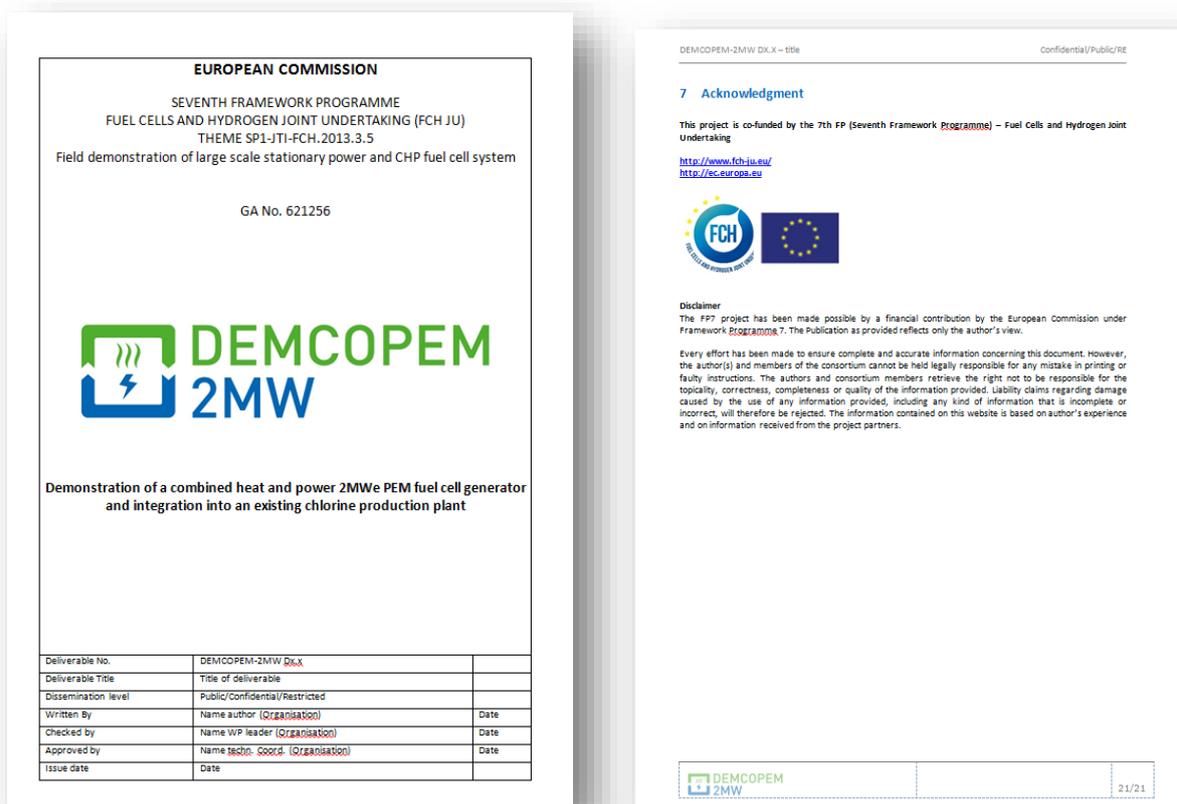


Figure 2-2 – Project deliverable templates

### 2.3.1 Executive Summary

The executive summary should be between one and two pages and give a publishable summary of the content of the deliverable report. This section of the Deliverable will be published on the public website.

### 2.3.2 Introduction

Introduction to the content of the Deliverable report.

### 2.3.3 The research, results and discussion

At least a substantial part of the report should contain content on the technical developments, with a clear description of the work done, the results and discussions why certain decisions were taken based on the provided technical information.

### 2.3.4 Conclusions and recommendations for future work

The report should be concluded with a section on the overall conclusions of the work performed and the recommendations for future work within and outside the project.

### 2.3.5 Deliverable review procedure

The deliverable review procedure was presented and discussed during the Kick off meeting and agreed by all partners. This should guarantee a high quality output from the DEMCOPEM-2MW project.

- Author(s):
  - Writing Deliverable – responsible for technical content
- Lead participant as identified in Annex I - DoW:
  - Responsible for technical quality and format
  - Responsible for on time delivery
- Work package leader:
  - Responsible for checking technical quality
  - Consistency and “fit” into the Work Package
- Technical coordinator:
  - To approve the deliverable
  - Delivery on time to  the EC



### 2.4 Presentation template

For the project a set of presentation templates are created, colours based on the logo and the colour scheme of the website. For internal project meetings a template for project progress monitoring is created on WP basis and for external dissemination activities there is an overall project presentation created. This overall project presentation will be updated during the project to reflect the actual status of the project.

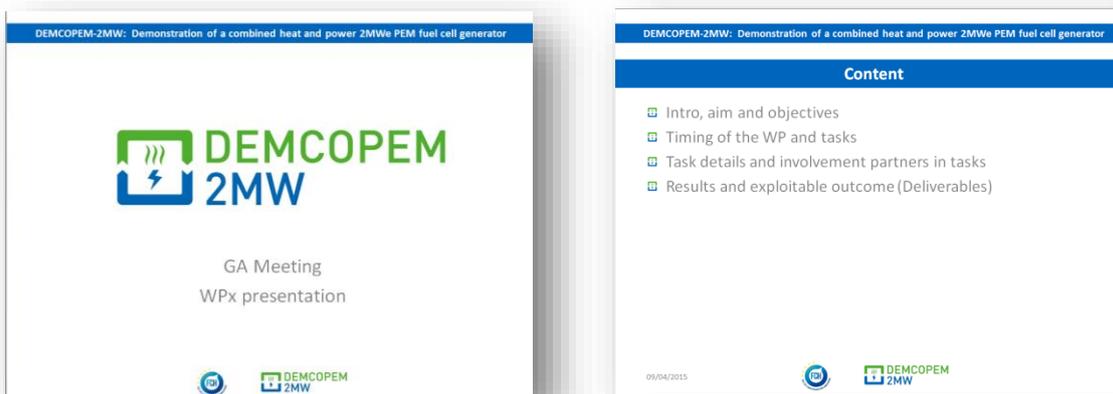


Figure 2-3 – Project presentation template

## 2.5 Meeting templates, Agenda and minutes

A standard template is created for the DEMCOPEM-2MW project meeting agendas. The agenda provides the basic information of the meeting, date, time and location and the agenda points as defined. The chairperson is responsible to send out the agenda for meetings in time. In the Consortium Agreement the timing of agendas and minutes are provided.

A standard template is created for the project meeting minutes. The minutes provides a basic structure to take up the notes during all project meetings, like list of attendees, agenda points discussions, decisions, action points and links to the presentations given. The chairperson is responsible to send out the draft minutes of the meetings within 15 days after the meeting.

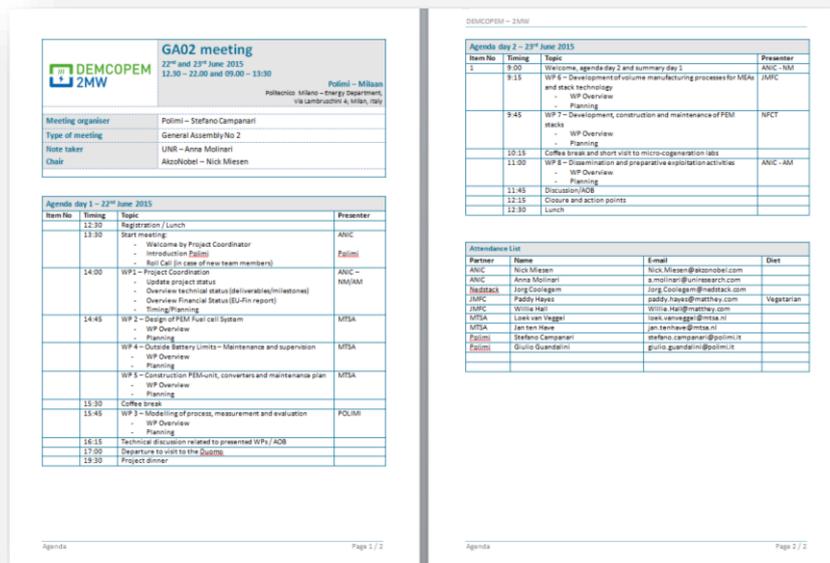


Figure 2-4 – Template for agenda and minutes

## 2.6 Stakeholders database

A **dissemination/stakeholder database** will be created with ongoing completion with contact databases from the consortium partners. We can clustered the database in the following categories: Industry, End Users, Suppliers, Research Institutes, Stakeholders and Others. This grouping allows for dedicated mailings to the various groups. The database is used for the distribution of the Press release, flyer, the newsletter, publications, announcements and invitations for the public workshop. This report will shortly describe what is in the actual database, however the database itself is confidential and will not be distributed outside the management team and only used for the project mailings.

Further information on the dissemination database will be provided in D8.2 and D8.3 on the dissemination and exploitation plans.

For this purpose there is an excel sheet created and contains the following items:

<b>ID</b>
<b>First name</b>
<b>Last name</b>
<b>Organisation</b>
<b>E-mail</b>
<b>Country</b>
<b>Category</b>

2.6.1 Registration via website

Also via the public website: [www.demcopem-2mw.eu](http://www.demcopem-2mw.eu) it is possible to register for the DEMCOPEM-2MW Newsletter. You can sign up for the newsletter through the website.

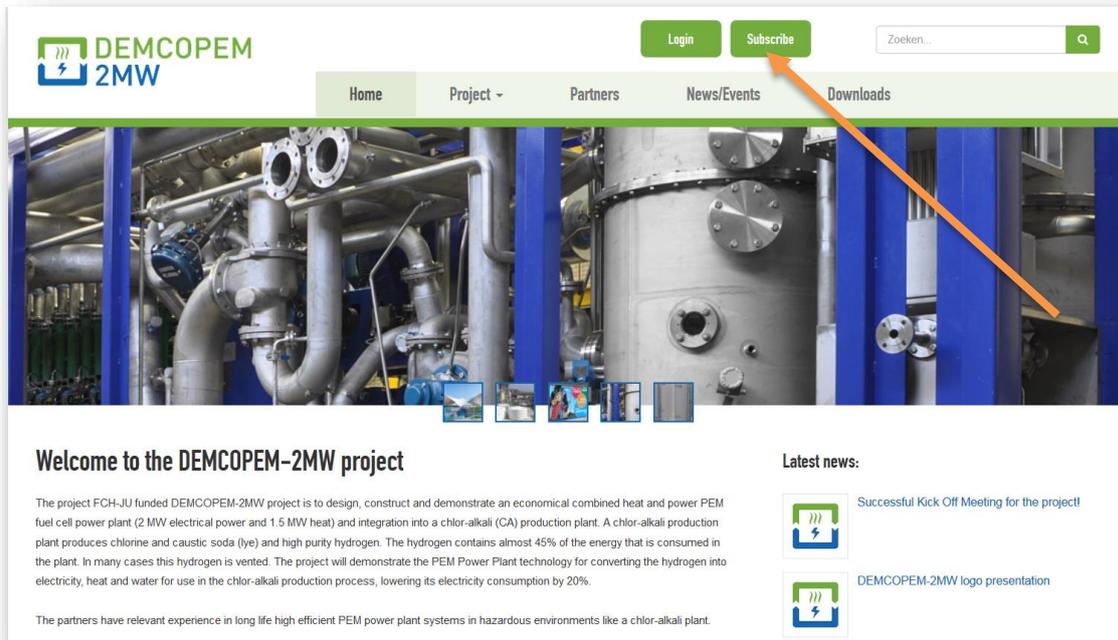


Figure 2-5 – Registration module on public DEMCOPEM-2MW website

### 3 Acknowledgment

This project is co-funded by the 7th FP (Seventh Framework Programme) – Fuel Cells and Hydrogen Joint Undertaking

<http://www.fch-ju.eu/>

<http://ec.europa.eu>



#### Disclaimer

The FP7 project has been made possible by a financial contribution by the European Commission under Framework Programme 7. The Publication as provided reflects only the author's view.

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