EUROPEAN COMMISSION
HORIZON 2020 PROGRAMME - TOPIC H2020-LC-BAT-2020
Sodium-Ion and sodium Metal BAtteries for efficient and sustainable next-generation energy storage

GRANT AGREEMENT No. 963542

SIMBA – Deliverable Report

D7.1 – Dissemination tools (website, flyer, project templates)

Deliverable No.	SIMBA D7.1	
Related WP	7	
Deliverable Title	Dissemination tools (website, flyer, project templates)	
Deliverable Date	2021-06-23	
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Publishable summary

Useful dissemination and communication are important to ensure adoption of the SIMBA technologies during and after the project. This deliverable describes the SIMBA dissemination tools including project logo, website, templates for reports and presentations, flyer, and newsletter. The templates are created to support project presentations, deliverable reporting, meetings and internal reporting. Usage of standard templates ensure that there is consistency and conciseness in the way work is presented through the project duration.

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1 Purpose of the document

Document structure

Chapter 2 Introduction
Chapter 3 SIMBA Logo
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Deviations from original description in the Grant Agreement Annex 1 Part A

1.1.1 Descriptions of work related to deliverable in GA Annex 1 – Part A

N/A

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

N/A

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

N/A

2 Introduction

The overall aim of WP7 - Dissemination, exploitation, communication, and data management - is to increase the visibility of SIMBA and support the impact of the project. To ensure this aim is achieved, the necessary dissemination and communication activities will be planned and undertaken. In addition, a continuous evaluation of impact and planning of exploitation activities are included. The WP7 objectives are:

- To maximize the dissemination of results and to express them in terms that are readily understandable to stakeholders in industry, suppliers and authorities in order to accelerate the implementation of the research findings;
- To promote the dissemination of the project findings through presentations at webinars, technical conferences, scientific publications and the project website;
- To contribute to increase the visibility and synergies between H2020 supported actions;
- To facilitate technology transfer and accelerate dissemination of the on-going project activities;
- To achieve an optimum knowledge management including appropriate handling of IPR; implementation and exploitation of the obtained results.
- To achieve a data management sharing data platform on materials.

Dissemination is the public disclosure of the results of the project in any medium. It is a process of promotion and awareness-raising right from the beginning of a project. It makes results known to various stakeholder groups (like research peers, industry and other commercial actors, professional organisations, policymakers) in a targeted way, to enable them to use the results in their own work. To ensure maximum outreach of the project activities and results, it is of paramount importance to have a dissemination and communication strategy. This document describes the creation of the SIMBA project website, the flyer, the newsletter, and the project templates. The dissemination tools were developed by Uniresearch (UNR).

The dissemination tools are created as part of ST7.1.1: Dissemination tools and materials. Within this task the main objective is to plan the dissemination and communication activities and to provide the necessary material and support to perform the activities. This includes (1) the establishment of a project “corporate” identity with project website and supporting dissemination material and (2) the planning of dissemination activities towards target groups identified, including tailoring of information to the specific needs of the target group.

3 SIMBA Logo

Below, in figure 1, you can find the logo that has been created for this project. During the project, the logo, the icon, and the colors will be used on all dissemination tools.

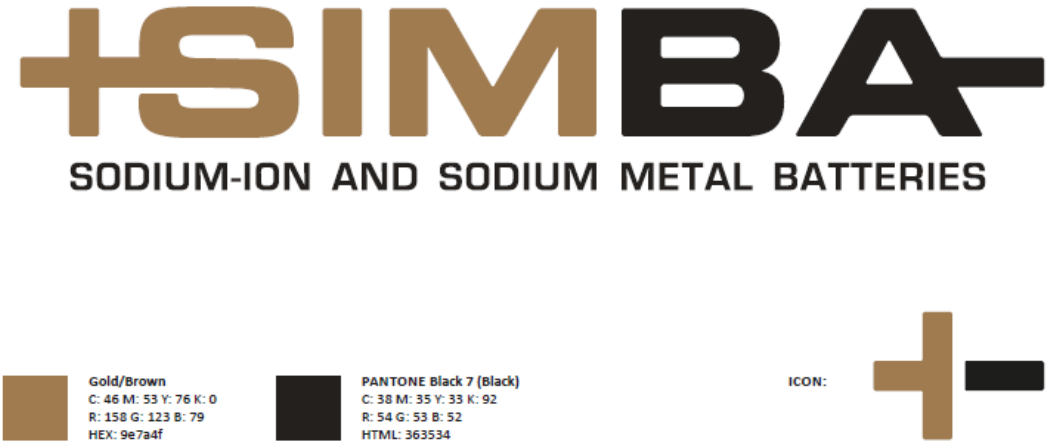


Figure 1 - Project Logo

4 Templates

To support the management of the project and to accommodate and support the partners in their activities a set of templates has been developed:

- Template for internal technical reporting; is for the internal monitoring procedure/system of the activities, carried out within SIMBA each 6 months (see Figure 2)
- Template for deliverables; is used by the partners to report on the project deliverables. It contains all the necessary parts of the deliverable reports, like front/title page, publishable summary, description of work performed, conclusions, risk registry and acknowledgement (see Figure 3).
- Template for GA/EB presentations; including Gantt chart, objectives of the WP, progress, risk identification, status of milestones and deliverables, publications, and conferences, planned activities next 6 months (GA) (see Figure 4).
- Template for GA/EB agenda & minutes; is used to create the meeting agenda and minutes of online and offline meetings (see Figure 5).

Additionally an introduction presentation has been created in which the core values and aims of the SIMBA project are explained.

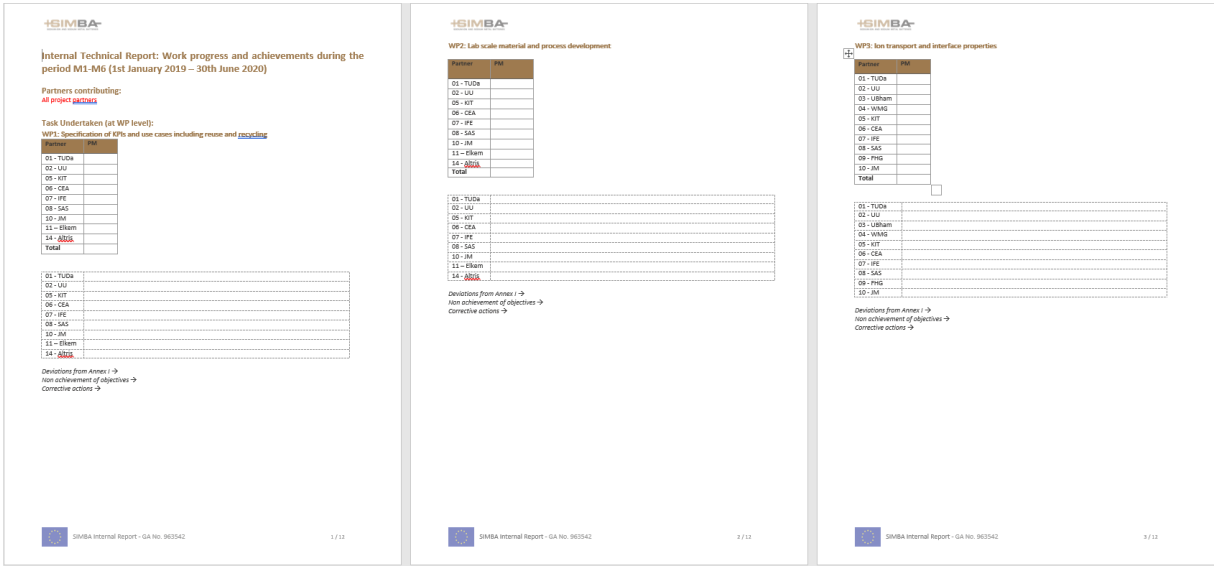


Figure 2 - Internal technical report template

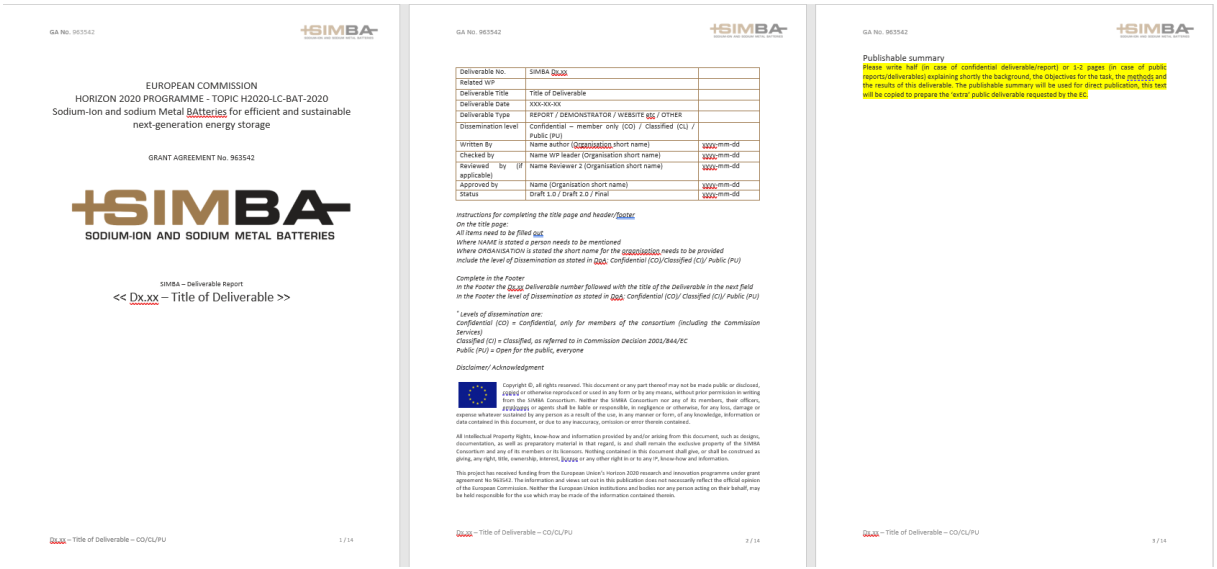


Figure 3 - Deliverable template

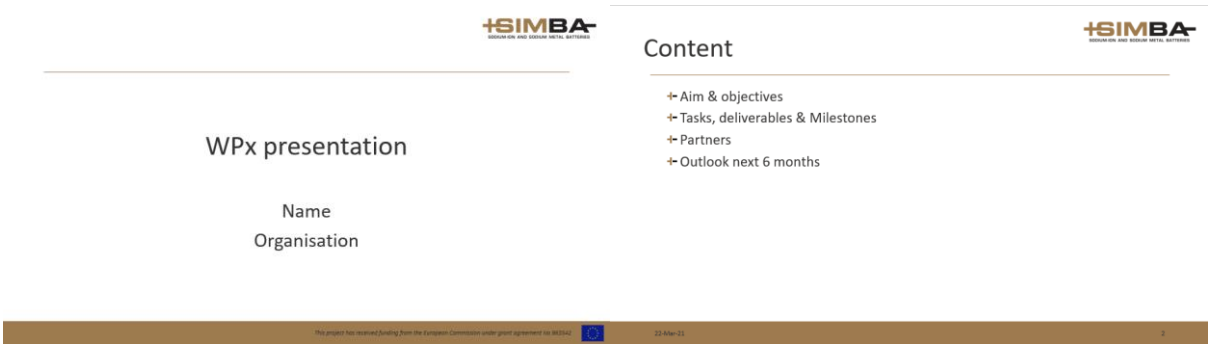
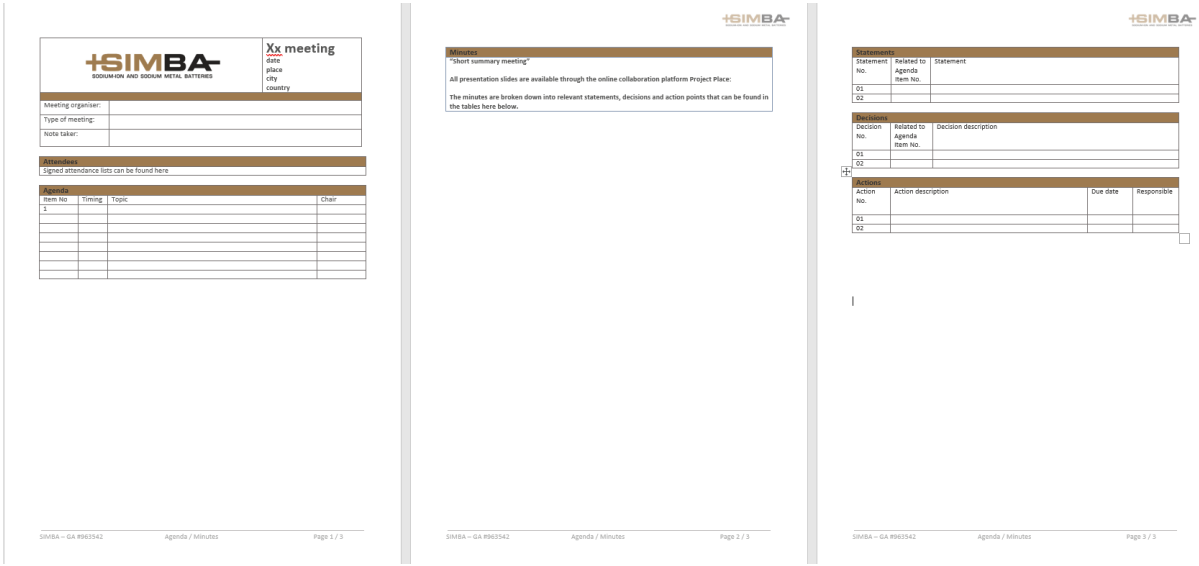


Figure 4 - GA & EB presentation template



SIMBA
SODIUM-ION AND SODIUM METAL BATTERIES

Xx meeting
date
place
city
country

Meeting organiser:	
Type of meeting:	
Note taker:	

Attendees
Signed attendance lists can be found here

Agenda

Item No	Timing	Topic	Chair
1			

SIMBA – GA #963542 Agenda / Minutes Page 1 / 3

Minutes
"Short summary meeting"

All presentation slides are available through the online collaboration platform Project Place:

The minutes are broken down into relevant statements, decisions and action points that can be found in the tables here below.

SIMBA – GA #963542 Agenda / Minutes Page 2 / 3

Statements

Statement No.	Related to Agenda Item No.	Statement
01		
02		

Decisions

Decision No.	Related to Agenda Item No.	Decision description
01		
02		

Actions

Action No.	Action description	Due date	Responsible
01			
02			

SIMBA – GA #963542 Agenda / Minutes Page 3 / 3

Figure 5 - GA & EB Agenda and minutes template

5 Mett

Mett is an online tool used in SIMBA to share documents within the consortium (only accessible to the project partners). The tool is hosted by UNR. Documents can be downloaded, uploaded, commented, shared, and new versions can be processed. Examples of documents that are stored on Mett are contractual documents (GA, CA), (draft) deliverables, internal and periodic reports, meeting agendas and notes, templates, and manuals. Any personal data stored on the Mett Platform is processed in accordance with the applicable privacy legislation and the processing agreement concluded between UNR and Mett. In this agreement, UNR is the controller and Mett is the processor.

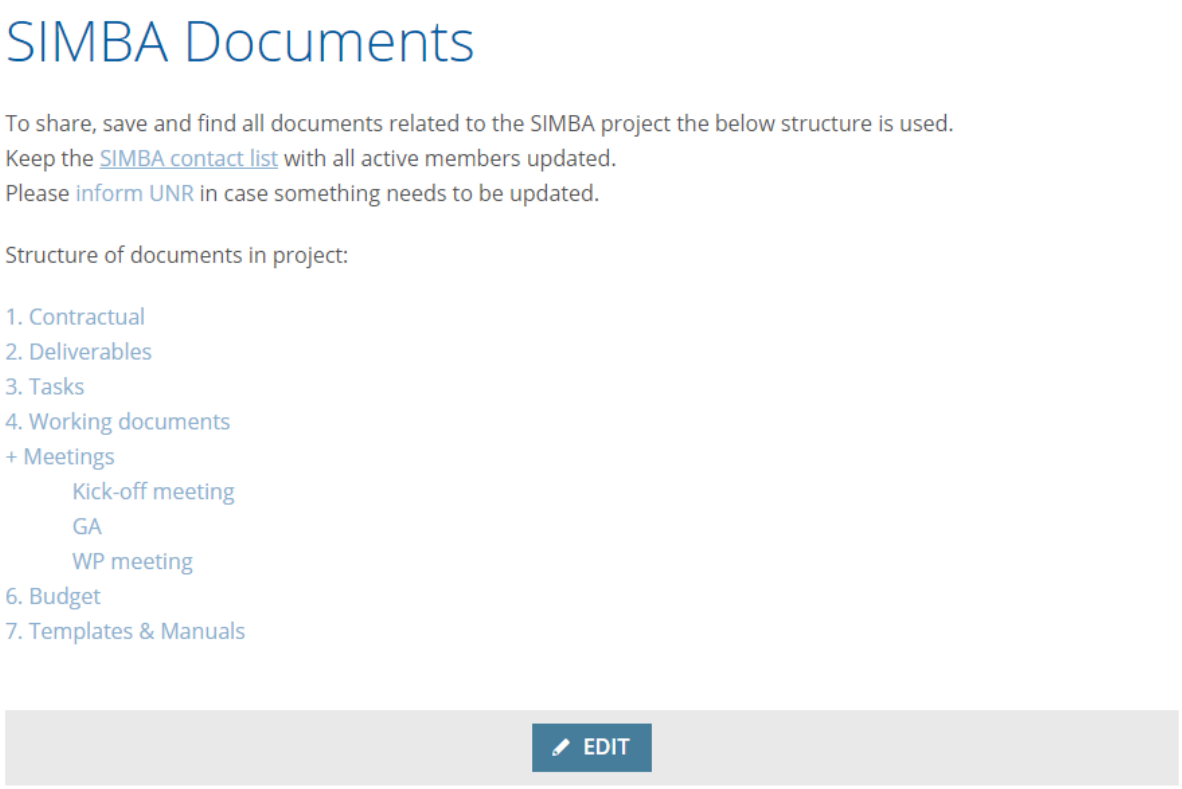


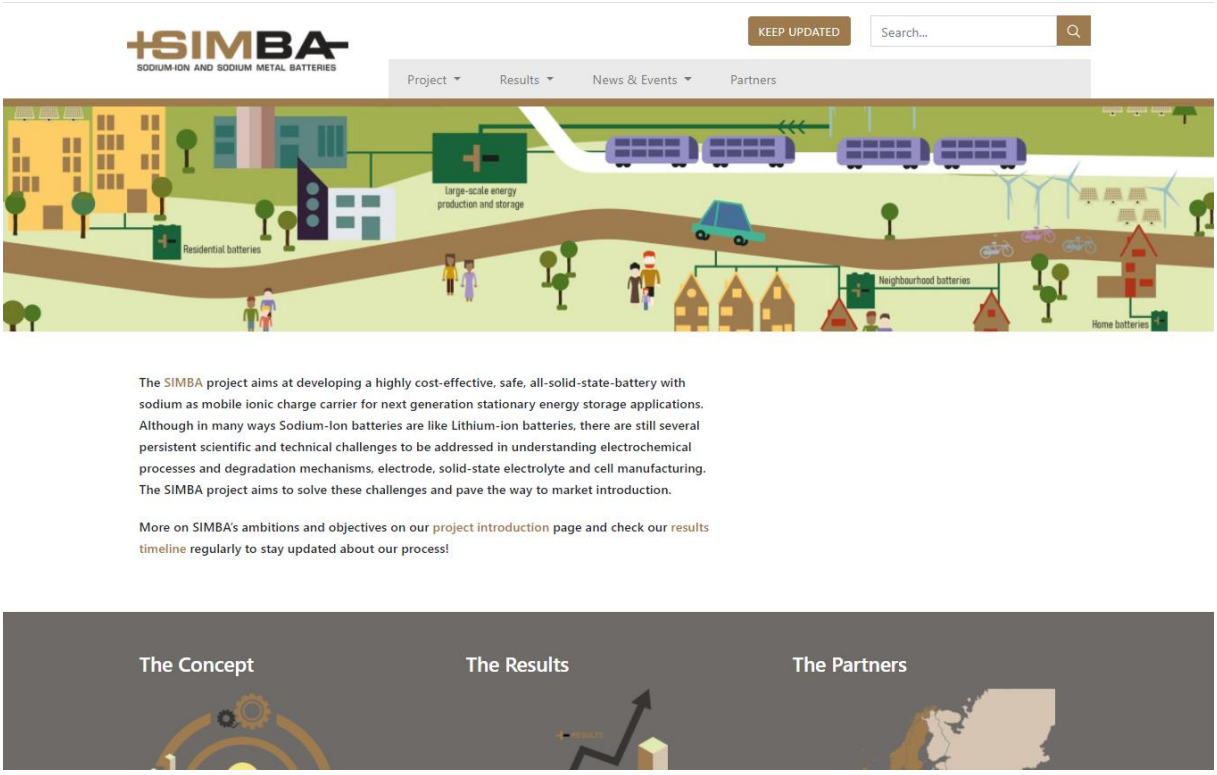
Figure 6 - Mett

6 Project Website

The project website is the main tool to communicate information about the SIMBA project and its activities to a wide community. Next to the project website, SIMBA also uses the document exchange platform Mett (see Chapter 5) which is a partner restricted area.
The website will be updated during the project and maintained for several years thereafter. As can be seen in Figure 7, the website has an attractive format which is supported by icons and images that have a relation to the project. The purpose of this aspect is to give the website a modern and appealing look and feel. More images will be implemented on the website during the project execution e.g. when relevant project results are produced and made available for dissemination. The website has been designed to act as a contact point for third parties and the public who are interested in the progress and/or outcomes of the SIMBA project. It has a navigation menu structure which provides pages with different content.

Homepage

The homepage presents the fundamentals of the project, a summary of the project, a hyperlink to the concept, result and partner page, and updates from the news and events pages.



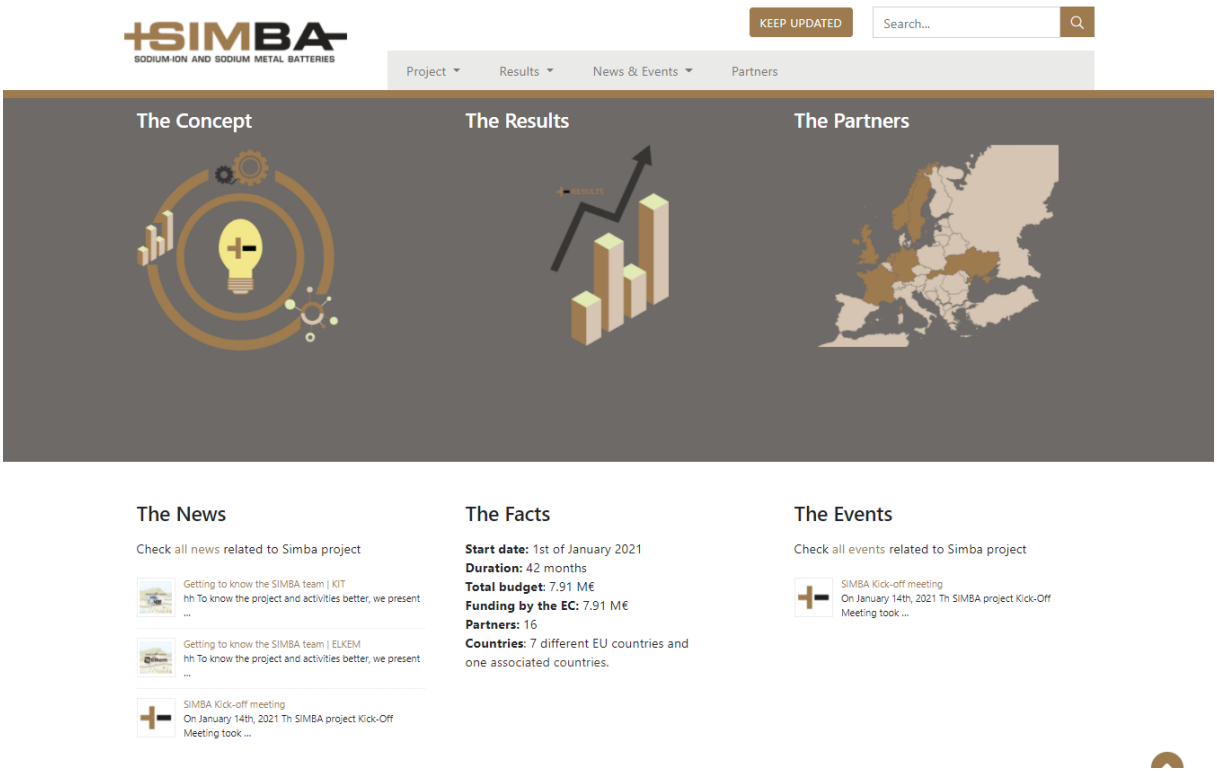


Figure 7 - Homepage

Navigation menu system

On the top of each page the navigation menu can be found. From the menu it is possible to select the following topics: Project and then project introduction, project concept and Press Kit, Results and then Planned & Achieved and Results Through Time, News & Events and Partners. The navigation menu is supported by a considerable number of hyperlinks which will lead the visitor to the right pages.

Project Introduction

In the section 'Project Introduction' (Figure 8) the main goal of the SIMBA project is being described. This gives the visitor an overall introduction of the project, which also can be shared online (Facebook, LinkedIn, twitter, email) with the tools found on the left side of the page.

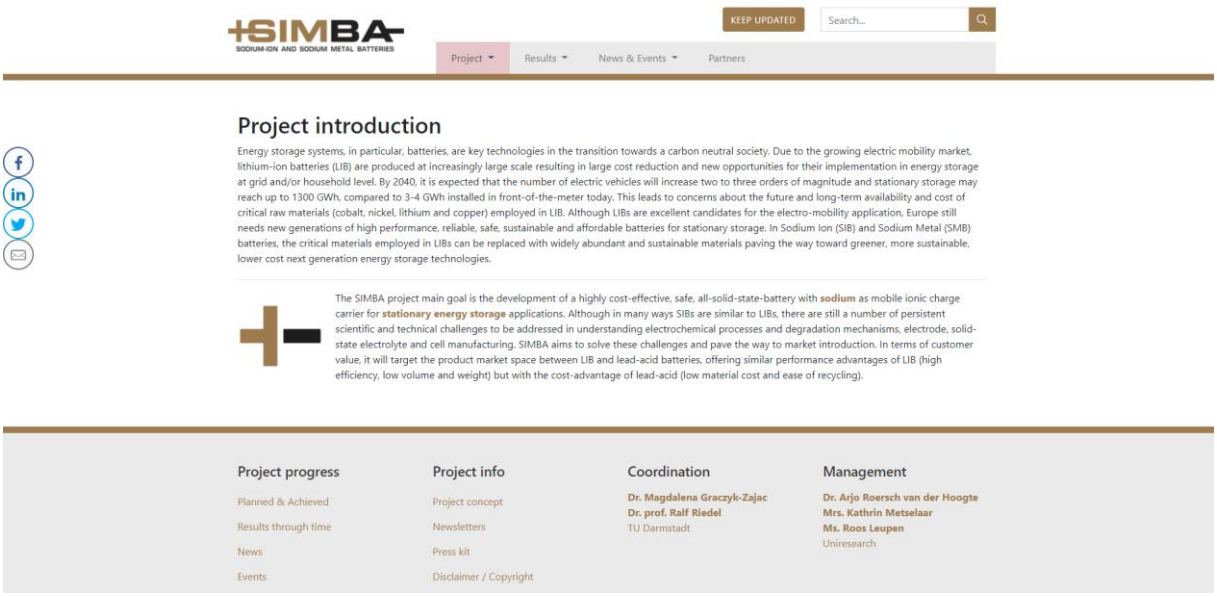


Figure 8 - Project Introduction

Project Concept

In the section 'Project Concept (Figure 9) the overall concept of the SIMBA project is being stated. This gives the visitor an overview of the project, which also can be shared online (Facebook, LinkedIn, twitter, email) with the tools found on the left side of the page.

Figure 9 - Project Concept

Press Kit

In the section 'Press Kit (Figure 10) all information regarding the project identity.

Figure 10 - Press Kit

Results

The 'Results' section consists of two subsections; Planned & Achieved and Results through time. In the subsection 'Planned & Achieved' visitors can find every deliverable related to the project (Figure 11). When a deliverable has been submitted, it can be downloaded it from the website (by simply clicking on the deliverable title). If a deliverable is public, this will be the full deliverable. If a deliverable is confidential, the public summary will be available.

In the section 'Results through time' visitors can find updates on the SIMBA project linked to a visual timeline. News and events will be included in the timeline as well, see Figure 11.

Figure 11 - Planned & Achieved

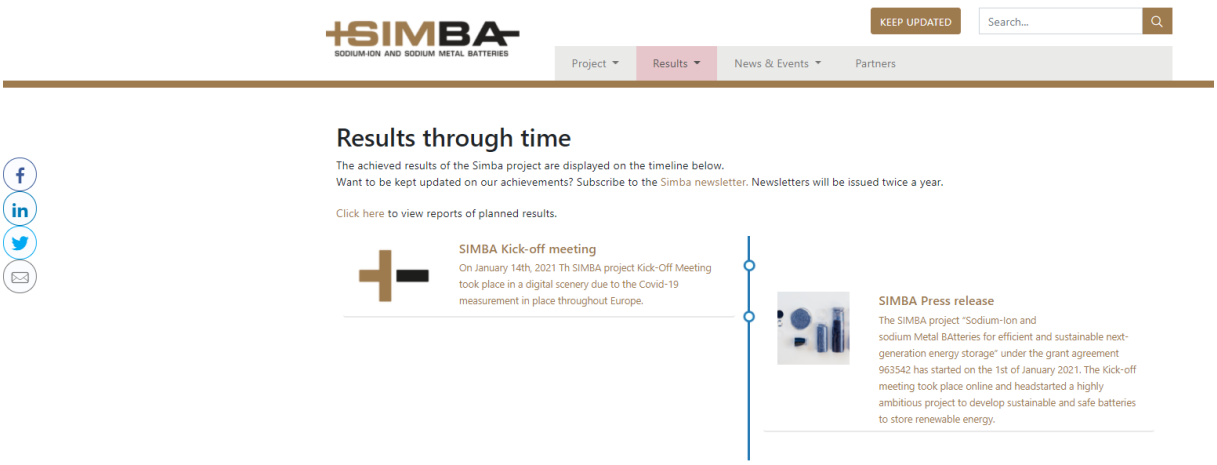


Figure 12 - Results Through Time

News & Events

Both the News and the Events sections will be updated regularly throughout the project. These pages are in line with the dynamic character of the website and encourages the visitors to return to the website regularly (Figure 12). Every post on the News and the Events page will have simple share buttons in the format of a bar on the left side of the page. If visitors would like to share a post via social media (Facebook, LinkedIn, Twitter), this will be the way to do so. It is also possible to send the post via email or print it.

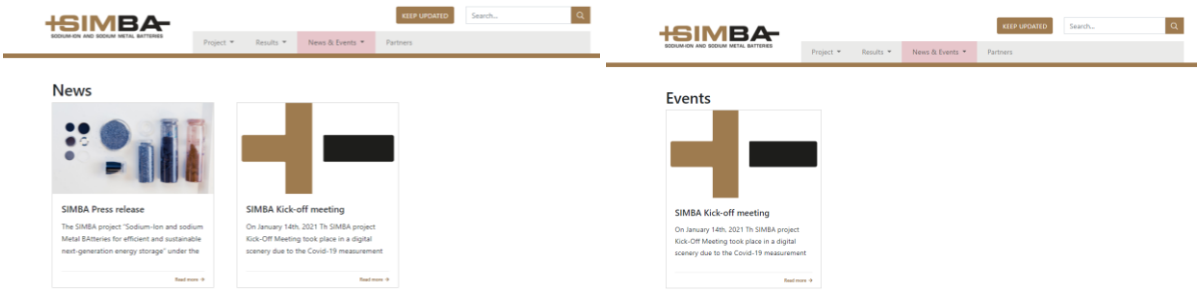


Figure 13 - News & Events

Partners

In the section 'Partners' an overview is presented of all project beneficiaries. It also includes a map that shows where each partner is located. The partners have also been grouped into three different categories (Industry, Research, Service) for easier identification of "who-does-what". The Partners page is shown in Figure 13. From there visitors can connect directly to each partner's subpage which includes a short description of each partners and a link to its official website (Figure 14).

Figure 14 - Partners

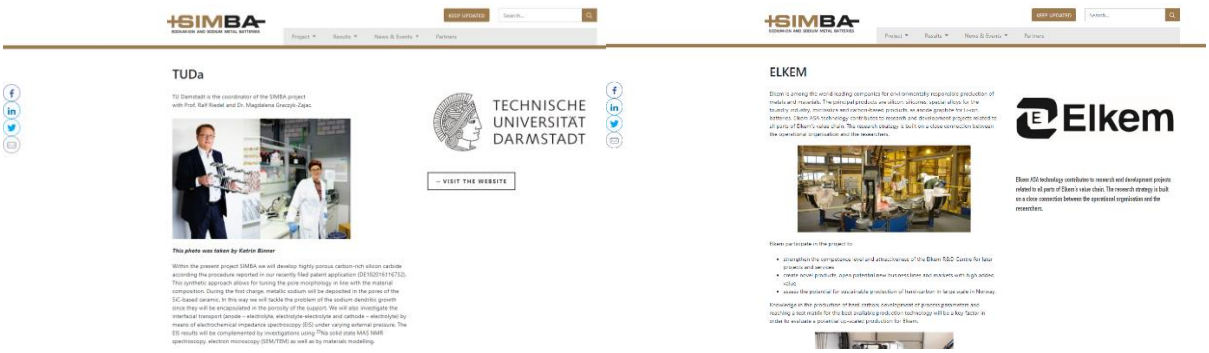


Figure 15 - TUDa & ELKEM partner page

Keep updated

When clicking on the button 'Keep updated' (shown on the top of each page) visitors will be directed to the page where they can subscribe to the SIMBA project newsletter (Figure 16). Interested visitors can register by providing their email address, first name and last name. The contact information will only be used for the SIMBA newsletter, which will communicate project-related information.

Figure 16 - Keep updated

7 Newsletter

Throughout the project, bi-annual newsletters will be published reporting the project results achieved in the different periods. Below in Figure 17 you can find the first newsletter. The newsletter is created in Laposta by UNR with input from the coordinator TUDa. Every item includes a link, which leads you to the website of SIMBA. This will create more interaction and more visitors for the SIMBA website. The newsletter will be distributed to the contacts registered in the contact database, the database will be updated via registration via project website and input received from partners.

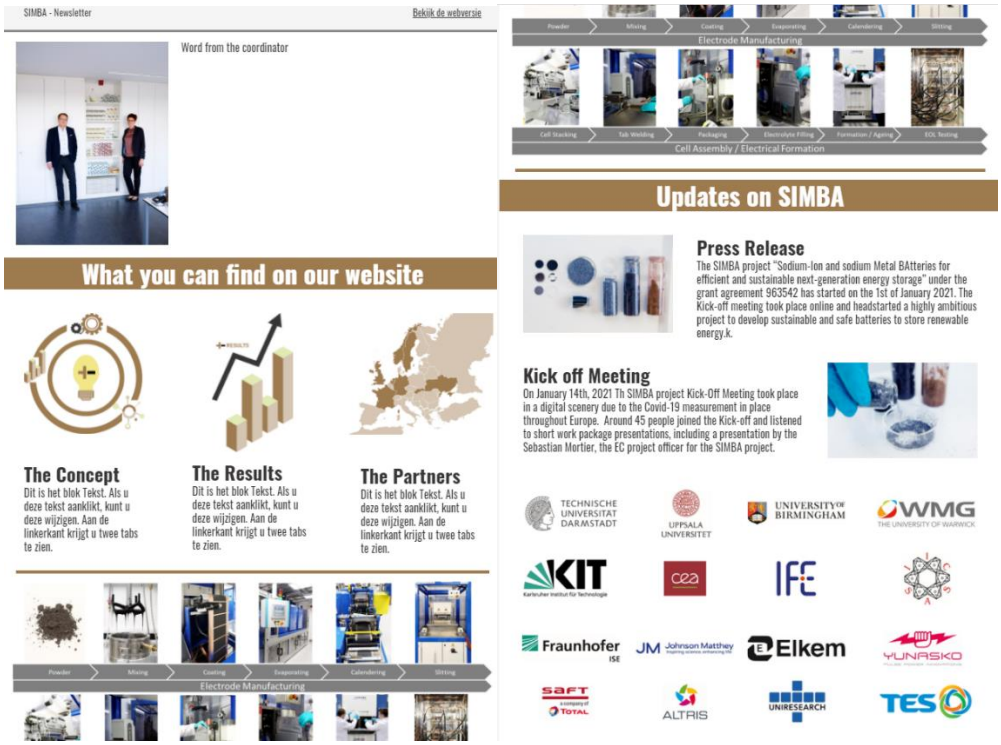


Figure 17 - Newsletter

8 Flyer

To create awareness about the SIMBA project, a flyer has been created which can be shared online and offline. The flyer contains information regarding the SIMBA project; partners, contact details, facts & figures, objectives, and anticipated results. Colours and graphics have been used that are equal to the logo, which makes the flyer consistent with other SIMBA dissemination tools like presentations and website.

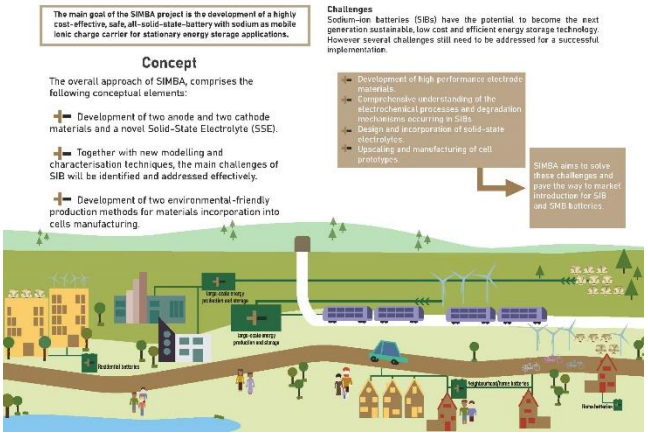


Figure 18 - Flyer

Appendix A- 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	TUDa	TECHNISCHE UNIVERSITAT DARMSTADT
2	UU	UPPSALA UNIVERSITET
3	UBham	THE UNIVERSITY OF BIRMINGHAM
4	WMG	THE UNIVERSITY OF WARWICK
5	KIT	KARLSRUHER INSTITUT FUER TECHNOLOGIE
6	CEA	COMMISSARIAT A L ENERGIE ATOMIQUE ET AUX ENERGIES ALTERNATIVES
7	IFE	INSTITUTT FOR ENERGITEKNIKK
8	SAS	USTAV ANORGANICKEJ CHEMIE SLOVENSKA AKADEMIA VIED (Institute of Inorganic Chemistry, Slovak Academy of Sciences)
9	FHG	FRAUNHOFER GESELLSCHAFT ZUR FOERDERUNG DER ANGEWANDTEN FORSCHUNG E.V.
10	JM	JOHNSON MATTHEY PLC
11	Elkem	ELKEM AS
12	YUN	YUNASKO-UKRAINE LLC
13	SAFT	SAFT
14	Altris	ALTRIS AB
15	Recupyl	TES RECUPYL SAS
	UNR	UNIRESEARCH BV

Appendix C – Disclaimer/Acknowledgement

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 963542. The information and views set out in this publication does not necessarily reflect the official opinion of the European Commission. Neither the European Union institutions and bodies nor any person acting on their behalf, may be held responsible for the use which may be made of the information contained therein.