

Tools4LEAs |

A project of the European Anti-Cybercrime Technology Development Association
(EACTDA)



D2.1 Project Website and Communication and Dissemination materials



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DOCUMENT CONTROL

Version	Date	Author(s)	Change(s)
0.1	10/08/2021	Juan Arraiza (EACTDA)	TOC and initial text
0.2	12/08/2021	Juan Arraiza (EACTDA)	First version for all sections completed. Requested contributions from EACTDA members and key stakeholders.
0.3	13/08/2021	Juan Arraiza (EACTDA)	Updated with received feedback from Jessica Iriarte's review
1.0	23/08/2021	Juan Arraiza (EACTDA)	Final version, ready to be submitted

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1. Introduction

1.1. Main objective of this document

This deliverable outlines the creation, setup and maintenance of the Tools4LEAs' public website and the design and acquisition of other dissemination materials that will be used for communication and dissemination activities along the Tools4LEAs project.

1.2. Relation to other deliverables

This deliverable is closely related to the following deliverables:

- **D2.2 Communication and dissemination plan:** This deliverable (D2.1) provides input to D2.2 in several ways. The project's website, that is part of this deliverable, will be an important communication channel. Besides, the communication and dissemination materials presented in this deliverable will be necessary to implement the plans established in D2.2.
- **D2.3 Report on communication and dissemination activities:** The activities reported in deliverable D2.3 will make use of the communication and dissemination materials presented in this deliverable.

1.3. Structure of the deliverable

Section 2 describes the project's website, its initial version as of August 2021, and how it will be maintained and evolved afterwards.

Section 3 presents the initial set of communication and dissemination materials that have been prepared for future use in project's communication and dissemination activities. It presents the project logo and the initial set of templates for project presentations and reports.

Finally, section 4 summarises which is the goal and which are the key aspects of this document, it acknowledges that there is still work to be done to improve the document, and it presents some of the areas of future work that have already been identified.

2. The Tools4LEAs project website

2.1. Initial version

The initial version of the Tools4LEAs project's website has been implemented under EACTDA's website, as a subdomain.

The URL of the website is: <http://tools4LEAs.eactda.eu/>

This URL redirects the user to a home page that is placed under the /projects/Tools4LEAs/ folder of EACTDA's website. The redirect uses the Hypertext Transfer Protocol Secure (HTTPS), being the target URL as follows: <https://www.eactda.eu/projects/Tools4LEAs/home.html>

The same design and style of EACTDA's website has been used for the website of the Tools4LEAs project.

A new logo has been created (see more details in section 3.1) and used in the website.

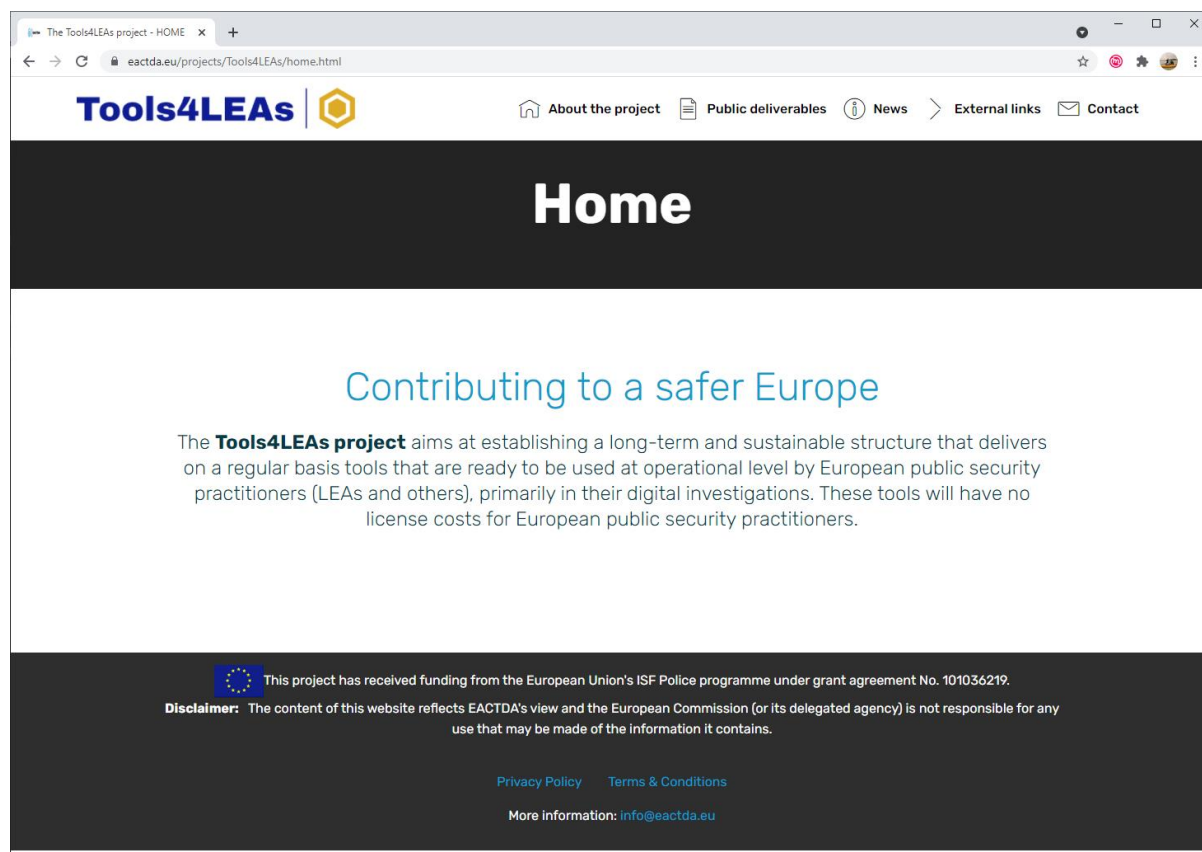


Figure 1 - Home webpage of the Tools4LEAs project's website as of August 12th, 2021

The structure of the website is as follows:

- Home
- About the project
- Public deliverables
- News
- External links
- Contact

All these webpages use the same top navigation menu.

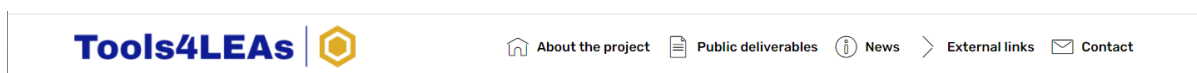


Figure 2 - Header of all webpages of the Tools4LEAs project's website

As well as the same footer, which includes a message informing that the project has received EU funding and links to the "Privacy Policy" and to the "Terms & Conditions" pages.

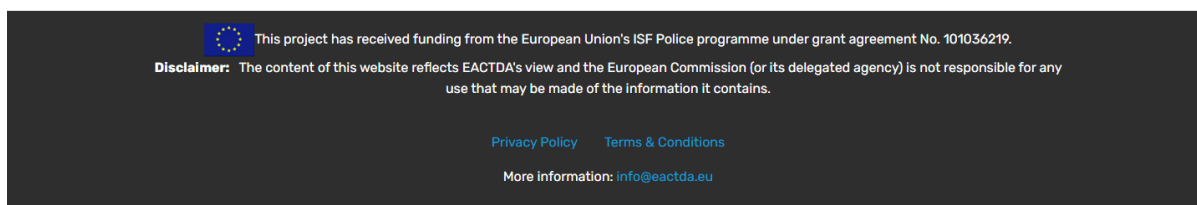


Figure 3 - Footer of all webpages of the Tools4LEAs project's website

It is the central section/part of the webpages that differs and has specific content depending on the scope of each webpage. As for example, the contact.html webpage shows the following information:

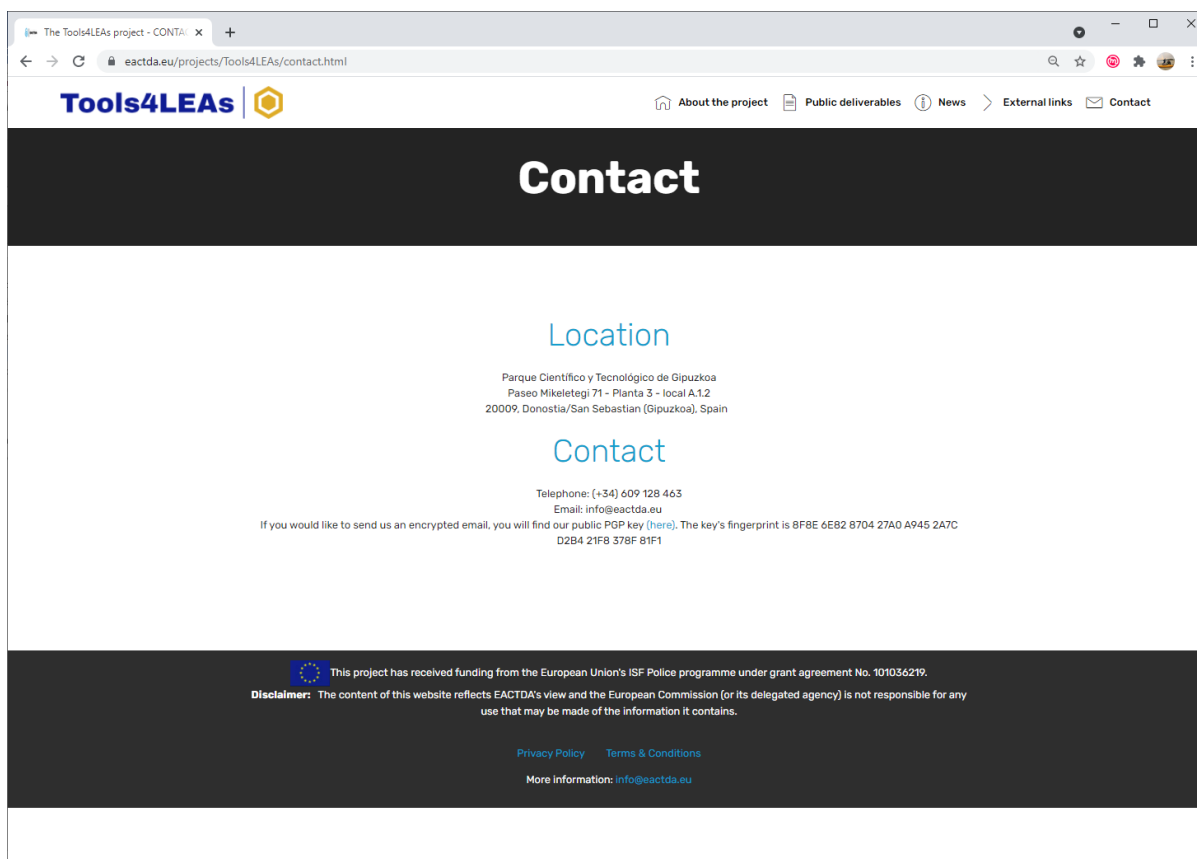


Figure 4 - Example of a webpage's central section/part (contact.html)

2.2. Maintenance and evolution

Though the initial version of the Tools4LEAs' project website contains basic information, the intention is to update regularly the website with new content, this being additional or extended information

about the project or pieces of news under the News webpage. At minimum, a review and update of the website will take place every three months.

It will be the responsibility of EACTDA Secretariat to maintain and evolve the project's website.

3. Communication and dissemination materials

3.1. The logo

A new logo has been created for the Tools4LEAs project.



Figure 5 - Logo of the Tools4LEAs project

There are several files and versions of the logo, including a vector graphics version (svg format)¹, which provides flexibility for future adaptation and scalability.



Figure 6 - List of available files with different formats and views of the Tools4LEAs project logo

This project logo will be used in all project communication and dissemination materials. The logo is available at the project's intranet.

3.2. Templates

Below we present a set of templates that have been created so that they can be used in future project communication and dissemination activities. These templates are available at the project's intranet.

3.2.1. Microsoft PowerPoint presentation template

During the project it will be necessary to prepare and make presentations in workshops, conferences, and other communication and dissemination events. For these types of activities, a Microsoft PowerPoint presentation template has been created, using the project logo (see section 3.1) and following the same color scheme.

¹ https://en.wikipedia.org/wiki/Scalable_Vector_Graphics

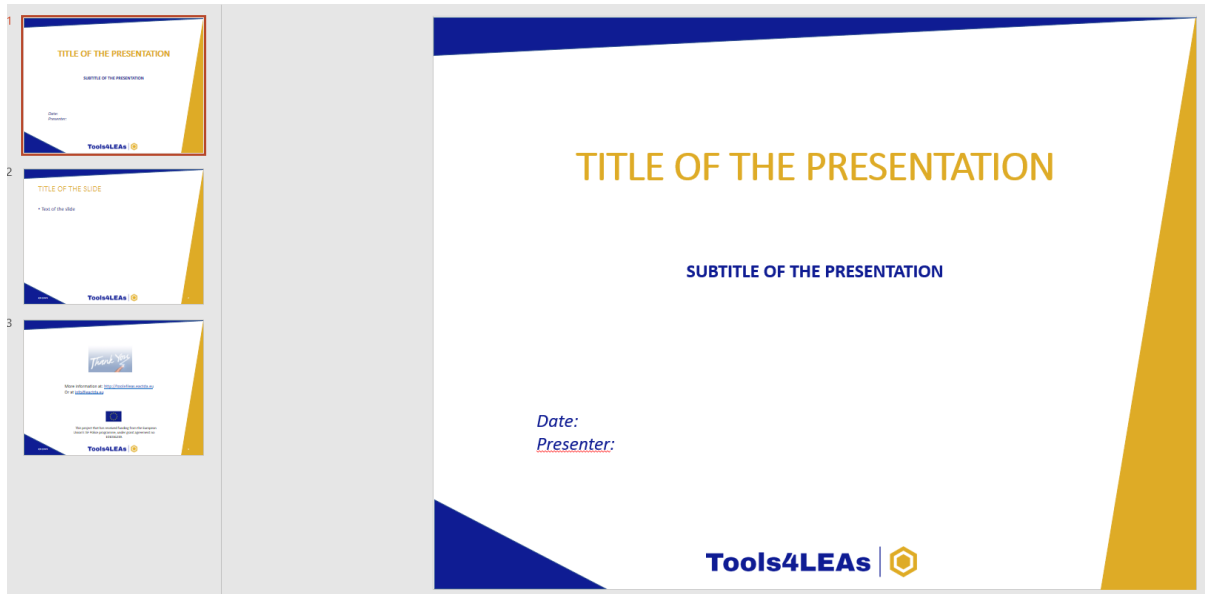
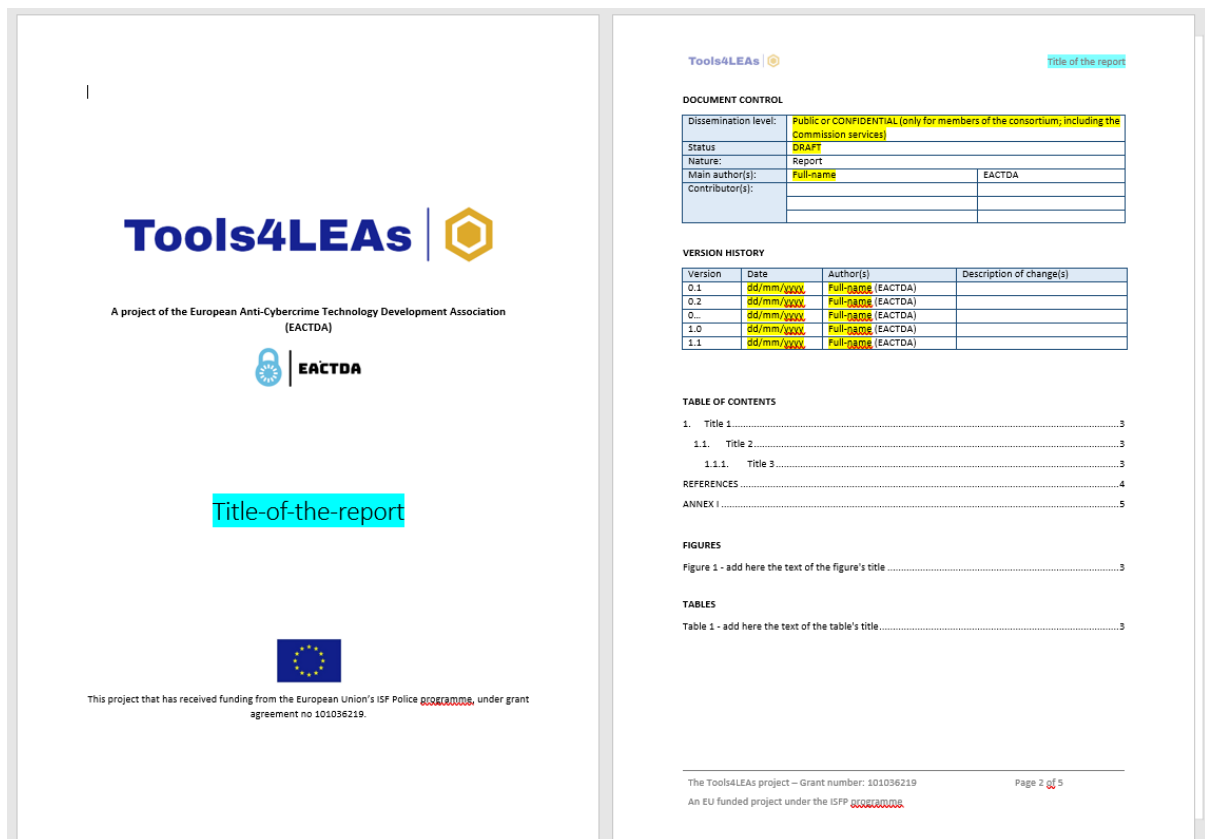


Figure 7 - Initial version of the Microsoft PowerPoint template for the Tools4LEAs project

3.2.2. Microsoft Word report template

Also, during the project it will be necessary to produce reports of various types. For this, a Microsoft Word document template has been created. This template has been customized to include the project’s logo, references to EACTDA and the EU funding, one page with document control, version history, and Table of Contents information (TOC), and sample text for several font styles, including Title 1, Title 2, Title 3, Figures, Tables, REFERENCE, and ANNEX sections.



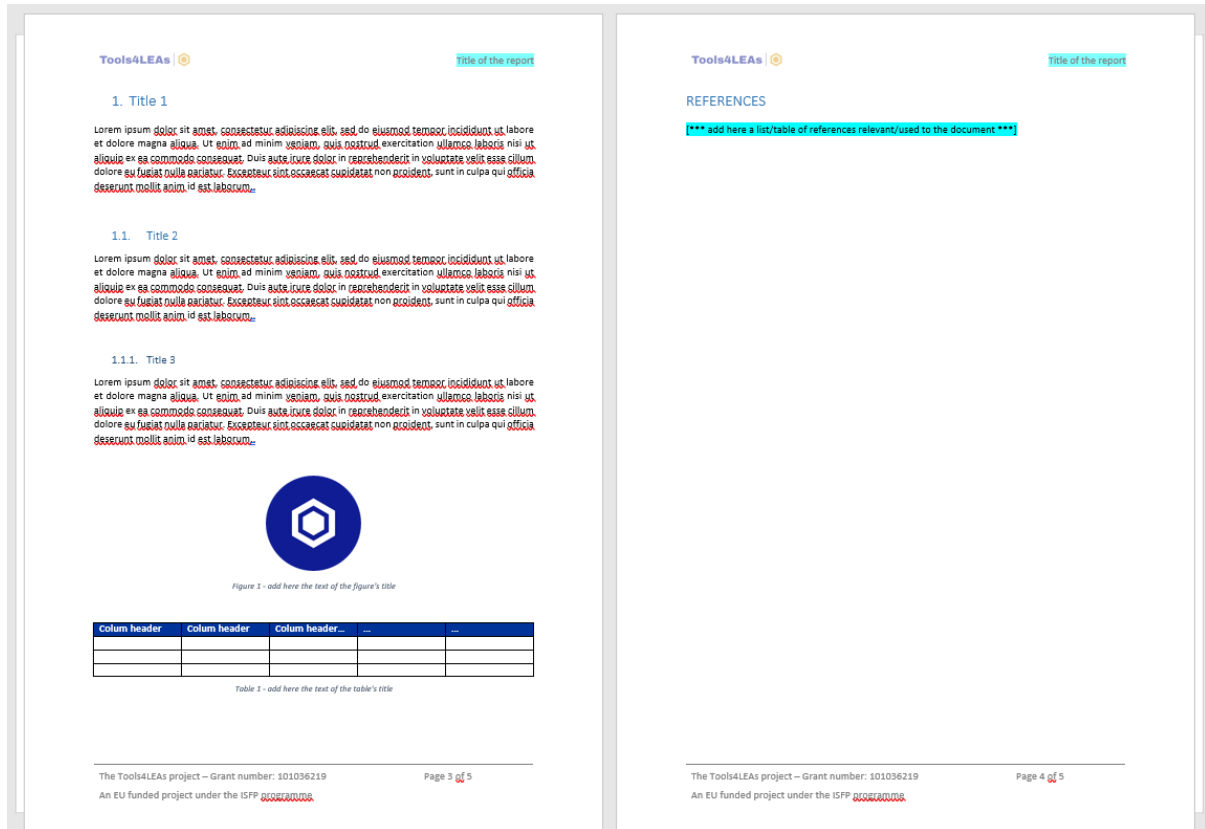


Figure 8 - screen shots of the Microsoft Word document template

4. Summary

4.1. Conclusion

In this document we have described the work done to create and launch the Tools4LEAs project's website as of August 2021. We have also described how the website will be maintained and by whom.

In addition, we have presented the newly created project logo as well as the Microsoft PowerPoint and Word templates created to serve in future communication and dissemination activities.

4.2. Evaluation

This initial set of communication and dissemination materials, the logo, and the project website have been created in the initial two months of the project, in parallel to multiple other project kick-off activities, and during the months of July and August 2021. The amount of time and effort dedicated to this work has therefore been limited. However, based on the experience of the author, this set of communication and dissemination materials and the initial version of the project website meet satisfactorily the needs of the project.

4.3. Future work

This initial work to create a logo, launch a website, and prepare communication and dissemination materials will probably not be sufficient for the whole duration of the project, and as the project progresses there will most likely be new needs to modify or extend the set of templates, as well as to evolve and improve the content of the project website. Should this be the case, all necessary changes will be done and the collaborators involved will be properly informed.