




**Development of a Decision Support System for increasing the Resilience of Road Infrastructure based on combined use of terrestrial and airborne sensors and advanced modelling tools- Grant Agreement Number: 769129**

**D 8.1: Corporate identity and general templates for dissemination material**

<b>Work package</b>	WP8: General Dissemination, Creation of PANOPTIS Identity and Standardization Activities
<b>Activity</b>	Task 8.1: Corporate identity and branding
<b>Deliverable</b>	D8.1: Corporate identity and general templates for dissemination material
<b>Authors</b>	NTUA
<b>Status</b>	Final (F)
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## Document Control Sheet

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2.0	20/11/2018		<i>submitted</i>

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## Executive Summary

This deliverable report, entitled “**D8.1 Corporate identity and general templates for dissemination materials**”, presents all the efforts that went into the realisation of the PANOPTIS corporate identity, as well as, the various templates that are going to be used for the project’s internal and external communications, communications with the EC, and delivery of project outcomes. Templates which correspond to the key types of documents that are foreseen to be circulated in PANOPTIS project are provided as Annexes of this Deliverable.

## 1 Introduction

This deliverable presents all the relevant templates and corporate identity components (i.e. project logo), of the PANOPTIS project. Its aim is to assure efficient standards of communication, to ensure that the tangible outcomes of the project are of high quality and delivered according to the time schedule and the specifications set in the project Description of Action.

This report is to be used by all PANOPTIS Consortium Partners, responsible for preparing (acting as Authors) or reviewing Deliverables (acting as Reviewers), or disseminating project results. In addition, being a public document, may serve as a guide for the preparation of corresponding quality assurance plans of respective research initiatives.

## 2 Panoptis Logo

A logo is a powerful asset to the project's identity as it can perfectly define and strongly symbolise its character and main objectives. PANOPTIS logo has been developed having one main goal in mind: to create a highly recognisable visual identity that strongly reflects the PANOPTIS project ideas and concept and will be used in all graphic materials and documents related to the project. Therefore, the logo chosen is designed to be simple, easily recognisable and self-explanatory, so that people can immediately grasp the main idea of the project, while it would be served as a trademark for the community.



Figure 1: Panoptis Logo

The first version of the PANOPTIS project logo has been prepared by NTUA and was shared with the consortium for comments and suggestions. After several discussions, the updated logo proposed by ADS was selected. The final project logo is shown below.

The PANOPTIS logo will be used on every document and dissemination material that will be produced by the consortium members, to serve the purpose of the PANOPTIS “graphic identity” and to promote consistency of produced material.

PANOPTIS dissemination material will also use the basic graphical elements of the logo so as to create an easily recognisable visual image of the project. Furthermore, a “Logo Manual”, which includes guidelines for the appropriate use of the project logo as well as information on the PANOPTIS colour pallet has been developed and is provided to the partners. This manual is a useful aid when instructing designers and typographers, to produce Panoptis branded items. The PANOPTIS logo will be used on every document and

dissemination material that will be produced by the consortium members, to serve the purpose of the PANOPTIS “graphic identity” and to promote consistency of produced material. PANOPTIS dissemination material will also use the basic graphical elements of the logo so as to create an easily recognisable visual image of the project.

### 3 PANOPTIS Templates

All the PANOPTIS templates have been uploaded to the website, and particularly to the redmine option which is the web-based project management and issue tracking tool used for the project. Figure 1 is a snapshot of the redmine tool, presenting all the available templates. It should be noted that the templates will be updated according to the consortium suggestions and needs. The templates are presented in individual annexes, in the end of this report.

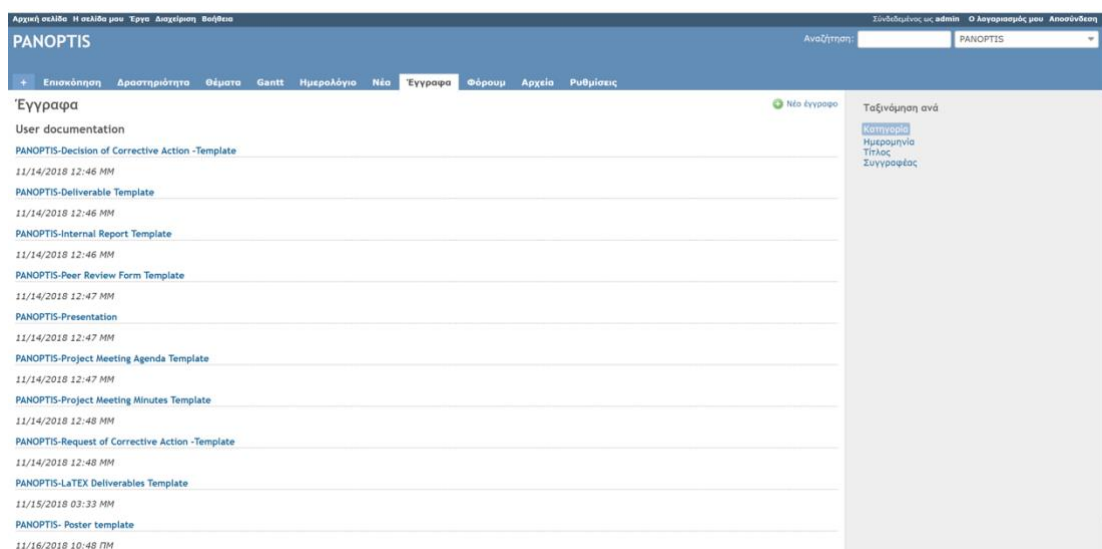


Figure 1: Screenshot of the PANOPTIS Redmine tool.

### References

N/A

**Annex 1 – Decision of Corrective Action template**



## PANOPTIS

**Development of a Decision Support System for  
increasing the Resilience of Road Infrastructure  
based on combined use of terrestrial and  
airborne sensors and advanced modelling tools**

**Grant Agreement Number: 769129**

## **Decision for Corrective Action**



<b>CORRECTIVE ACTION DECISION</b>	<b>Number:</b>
<b>Title:</b>	<b>Date:</b>
SECTION 1: Description of issue	
Relevant WP / Task: .....	
SECTION 2: Reasoning / Cause	
SECTION 3: Immediate corrective action to be taken	
To be implemented by ..... Date .....	
SECTION 4: Follow Up Action and Effectiveness Monitor	
List of Changes to be made:	
1.	
2.	
3.	
4.	
5.	
8.	
The Corrective/Preventive Action has been completed and has/has not effectively cured the problem.	
Further action has been requested on Corrective Action Request No.....	

# Annex 2 – Deliverable Template




# PANOPTIS

## PANOPTIS

**Development of a Decision Support System for increasing the Resilience of Road Infrastructure based on combined use of terrestrial and airborne sensors and advanced modelling tools- Grant Agreement Number: 769129**

**DX.X: Deliverable Name**

<b>Work package</b>	WPx: Title
<b>Activity</b>	TaskX.X: Title
<b>Deliverable</b>	DX.X Deliverable Name
<b>Authors</b>	
<b>Status</b>	Choose an item.
<b>Version</b>	X.X
<b>Dissemination Level</b>	Choose an item.
<b>Document date</b>	00/00/2018
<b>Delivery due date</b>	00/00/2018
<b>Actual delivery date</b>	00/00/2018
<b>Internal Reviewers</b>	
<b>External Reviewers</b>	
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0.1	00/00/2018		
0.2	00/00/2018		
0.3	00/00/2018		
0.4	00/00/2018		
0.5	00/00/2018		
0.6	00/00/2018		<i>Delete unused lines</i>
1.0	00/00/2018		<i>Submitted version</i>
1.1	00/00/2018		<i>Revisions after submission</i>
1.2	00/00/2018		
2.0	00/00/2018		<i>Revised submitted (if applicable)</i>

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## Abbreviation List

Abbreviation	Definition



## **4.2 Intended audience**

Text

## **4.3 Interrelations (Optional)**

Text

# **5 Heading 1**

*Methodology Chapter should follow here, when applicable.*

## **5.1 Heading 2**

Text

Figure 2:

### **5.1.1 Heading 3**

Text

#### **5.1.1.1 Heading 4**

Text

## **5.2 Heading 2**

### **5.2.1 Heading 3**

Text

Table 1:

## **5.3 Heading 2**

Text

Figure 3:

Table 2:

# **6 Heading 1**

## **6.1 Heading 2**

Text

### **6.1.1 Heading 3**

Text

Figure 4:

### **6.1.2 Heading 3**

Text

## **7 Conclusions**

## **References**

## **Annexes**

*If applicable, numbered and optional.*



## **Annex 3 – Internal Report Template**




# PANOPTIS

## PANOPTIS

**Development of a Decision Support System for increasing the Resilience of Road Infrastructure based on combined use of terrestrial and airborne sensors and advanced modelling tools- Grant Agreement Number: 769129**

**Internal Report: "Title of the report"**

<b>Work package</b>	WPx: Title
<b>Activity</b>	Task.X: Title
<b>Internal Report</b>	Internal Report name
<b>Authors</b>	
<b>Status</b>	Choose an item.
<b>Version</b>	X.X
<b>Document date</b>	00/00/2018
	<i>This project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement no 769129 .</i>

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Version history table			
Version	Date	Modification reason	Modifier

## **Excerpt**

### **Legal Disclaimer**

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### **Table of Contents**

### **List of Tables**

### **List of Figures**

### **Abbreviation list**

(separate page)

### **1. Introduction**

(starting from new page, after Executive Summary, encompassing the following subsections)

**1.1 Purpose of the document**

**1.2 Intended audience**

**1.3 Interrelations (optional)**

**2. Methodology**

(when applicable)

**3. Chapters**

(reaching up to fourth level of sub-heading maximum)

**4. Conclusions**

(encompassing future steps)

**References**

**Annexes**

(numbered and optional)

## **Annex 4 – Peer Review Form**

# PANOPTIS

**Development of a Decision Support System for increasing the Resilience of Road Infrastructure based on combined use of terrestrial and airborne sensors and advanced modelling tools**



**Grant Agreement Number: 769129**

## Consolidated Peer Review Report

Deliverable No.		Deliverable Title	
Deliverable Authors			
Quality Assurance Manager			
Workpackage No.	<b>WPy</b>	Workpackage Title	
Task No.	<b>Tk.z</b>	Task Title	
Date of Review:			
File Name:			

## REVIEWERS

(External expert)

Colette Patacz (Quality Assurance Manager) – ADS

Mr/Ms Y (Quality expert) – Company name

Mr/Ms Y (Quality expert) – Company name

## OVERALL PEER REVIEW RESULT

Deliverable is:

<input type="checkbox"/> Fully accepted	<input type="checkbox"/> Accepted with reservation	<input type="checkbox"/> Rejected unless modified as suggested	<input type="checkbox"/> Fully rejected
---	--	--	---

Please provide an overall rating of this deliverable in a scale from 1 (very poor) to 10 (excellent): \_\_\_\_\_

## SUMMARY OF SUGGESTED ACTIONS TO AUTHOR(S)

(Please note that they will be transmitted to the Author(s) and the European Commission)

1. The following changes should be implemented: .....
2. Specify missing chapters / subjects: .....
3. Required changes on deliverable essence and contents: .....
4. Further relevant required improvements: .....

## COMMENTS OF PEER REVIEWERS

<p><b>General comment</b> <i>Referring to any issue not covered by the particular topics below.</i></p>
<p><b>Specific comments</b></p>
<p><b>Topic A: Relevance.</b> Please answer the question: "Is this Deliverable relevant to PANOPTIS and to the particular Tasks / WP it covers?"</p> <p><i>Reviewer comment</i></p> <p><i>Author response</i></p>
<p><b>Topic B: Response to user needs/requirements/specifications (if applicable)</b> Please examine the correlation of this Deliverable with the relevant user needs/requirements/specifications identified in PANOPTIS, if relevant. "Does the Deliverable cover the prioritised User Needs or is it technology-driven?"</p> <p><i>Reviewer comment</i></p> <p><i>Author response</i></p>
<p><b>Topic C: Methodological framework soundness</b> Please comment on the soundness of the methodology followed and how it is explained. "Are the results arbitrary or based upon a clear methodology, involving user tests, expert opinions, etc.?"</p> <p><i>Reviewer comment</i></p> <p><i>Author response</i></p>
<p><b>Topic D: Quality of achievements</b> Please comment on the essence of the results. "Are they of high value? Are they what one should expect?"</p> <p><i>Reviewer comment</i></p> <p><i>Author response</i></p>
<p><b>Topic E: Quality of presentation of achievements</b> Please comment on the results presentation. "Are the results adequately explained and commented or just listed? Is there a clear and established link between methodology and results?"</p> <p><i>Reviewer comment</i></p>



*Author response*

**Topic F: Deliverable Layout / Spelling / Syntax/ Format**

**Please comment on the Deliverables layout. "Does it include all necessary Chapters, is it readable, in comprehensive language, etc.?"**

*Reviewer comment*

*Author response*

## **Annex 5 – PANOPTIS presentation template**



*H2020-MG-2016-2017/H2020-MG-2017*



Development of a Decision Support System for increasing the Resilience of Road Infrastructure  
based on combined use of terrestrial and airborne sensors and advanced modelling tools  
**Grant Agreement Number: 769129**

## **Annex 6 – Project Meetings Agenda Template**



**Development of a Decision Support System for  
increasing the Resilience of Road Infrastructure  
based on combined use of terrestrial and  
airborne sensors and advanced modelling tools-  
Grant Agreement Number: 769129**

## **Meeting Agenda**

**Meeting Date**  
**Meeting address**

## Day 1 - Date

Topic	Presenter(s)	Time
Slot Title and description		
Slot		
Slot		
Slot		
Slot		

## Day 2 – Date

Topic	Presenter(s)	Time
Slot Title and description		
Slot		
Slot		
Slot		
Slot		

## Notes

## Contacts

## Logistic Information

Venue, Directions, nearby hotel

## **Annex 7 – Project Meetings Agenda Template**



**Development of a Decision Support System for  
increasing the Resilience of Road Infrastructure  
based on combined use of terrestrial and  
airborne sensors and advanced modelling tools**  
**Grant Agreement Number: 769129**

## **Meeting Minutes**

**Meeting ID**  
**Meeting Date**





## **Annex 8 – Project Meetings Agenda Template**



**PANOPTIS**

**Development of a Decision Support System for increasing the Resilience of Road Infrastructure based on combined use of terrestrial and airborne sensors and advanced modelling tools-  
Grant Agreement Number: 769129**

**Request for Corrective Action**

<b>WP:</b>	<b>Task:</b>
<b>Requesting Participant:</b>	
<b>Number of request:</b>	

No	Issue	Reasoning	Proposal for remedy	Deadline for remedy implementation

No	Issue	Reasoning	Proposal for remedy	Deadline for remedy implementation

## **Annex 9 – Project Poster Template**

# TITLE

## INTRODUCTION

I.

II.

## RESULTS

## CONCLUSIONS



This work is supported under the H2020 European Union funded project PANOPTIS: Development of a Decision Support System for increasing the Resilience of Road Infrastructure based on combined use of terrestrial and airborne sensors and advanced modelling tools, under the grant agreement 769129. [www.panoptis.eu](http://www.panoptis.eu)