



DOCUMENT TRACKS DETAILS

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Revision table			
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V 0.2	Laura De Nale (EUR)	27/09/2021	Updated draft internally reviewed
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V 0.4	Rochelle Caruso (ERINN)	28/09/2021	Updated draft after contribution from partners
V1.0	Dr Iulia Anton (ITS) and Dr Salem Gharbia (ITS)	26/10/2021	Final version





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LIST OF ACRONYMS AND ABBREVIATIONS

Acronym / Abbreviation	Meaning / Full text
CCLL	Coastal City Living Lab
EBA	Ecosystem-based Approach
EU	European Union
PPT	PowerPoint Document
RPO	Research Performing Organisation
SME	Small and Medium-sized Enterprise
WP	Work Package





BACKGROUND: ABOUT THE SCORE PROJECT

SCORE is a four-year EU-funded project aiming to increase climate resilience in European coastal cities.

The intensification of extreme weather events, coastal erosion and sea-level rise are major challenges to be urgently addressed by European coastal cities. The science behind these disruptive phenomena is complex, and advancing climate resilience requires progress in data acquisition, forecasting, and understanding of the potential risks and impacts for real-scenario interventions. The Ecosystem-Based Approach (EBA) supported by smart technologies has potential to increase climate resilience of European coastal cities; however, it is not yet adequately understood and coordinated at European level.

SCORE outlines a co-creation strategy, developed via a network of 10 coastal city 'living labs' (CCLLs), to rapidly, equitably and sustainably enhance coastal city climate resilience through EBAs and sophisticated digital technologies.

The 10 coastal city living labs involved in the project are: Sligo and Dublin, Ireland; Barcelona/Vilanova i la Geltrú, Benidorm and Basque Country, Spain; Oeiras, Portugal; Massa, Italy; Koper, Slovenia; Gdansk, Poland; Samsun, Turkey.

SCORE will establish an integrated coastal zone management framework for strengthening EBA and smart coastal city policies, creating European leadership in coastal city climate change adaptation in line with The Paris Agreement. It will provide innovative platforms to empower stakeholders' deployment of EBAs to increase climate resilience, business opportunities and financial sustainability of coastal cities.

The SCORE interdisciplinary team consists of 28 world-leading organisations from academia, local authorities, RPOs, and SMEs encompassing a wide range of skills including environmental science and policy, climate modelling, citizen and social science, data management, coastal management and engineering, security and technological aspects of smart sensing research.





EXECUTIVE SUMMARY

This document is a deliverable of the SCORE project, funded under the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003534.

The aim of this document is to present the project graphical identity, including guidelines on the use of the logo, colour palettes, page-layouts, presentation and document templates. Such items are used in for communication and dissemination activities with the aim to maintain visual continuity and recognition.

All the consourtium partners of the SCORE project are invited to use these guidelines in order to represent the project the same way both internally and each and every time they interact with external stakeholders.

LINKS WITH OTHER PROJECT ACTIVITIES

This document describes the process for identification and development of project visual image, namely the project logo and templates. Within the frame of WP9 and its deliverable D9.5, the definition of a graphical identity for a project is needed in order to support all dissemination activities of the project. In this deliverable, the main elements constituting the project graphical identity are presented and described.





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1. INTRODUCTION

A functional graphical identity conveys an organisation's ideals, motives and objectivs — a sense of what an organisation is all about. The advantage of creating a consistent and functional graphical identity is that ensures an organisation will be recognized, remembered and respected.

A set of guidelines have been developed to establish consistency and guarantee the quality of presentation.

The following graphic materials have been produced and are presented in this documents:

- Logo
- Presentation template (PPT)
- Templates for project documents

Further information on other materials using the project visual identity will be provided within the following deliverables:

- D9.1: Plan for exploitation and dissemination of the project result (M6);
- D9.6: SCORE Website (M8);
- D9.7: SCORE Brochure (M14);
- D9.8: SCORE Press Release (M14).

All the consourtium partners of the SCORE Project are invited to use them for disseminating the project both internally and every time they interact with the various stakeholders.





2. GUIDELINES

Common templates for written documents (MS Word), i.e. agenda, minutes, deliverable and SCORE presentations (Power Point), have been created. In pursuance of a consistent brand identity, the design of the templates follows the same style and colours of the logo.

2.1. Logo

The design of the logo was guided by the following pinciples:

- Symbolic representation of the content of the project;
- Uniqueness and appealing design;
- Different shades of blue to represent the water and the EBA (Ecosystem Based Approach), therefore the Coastal City Living Labs (CCLLs).

The SCORE logo consists of a clear and modern font and of an icon representing a wave composed of different shades of blue. This icon symbolizes both the water element typical of the coastal cities as well as the specific challenges tackled by the project, such as the increase of sea levels, coastal erosion and extreme weather events.

This logo will be used in all communications (written deliverables, journal papers, presentations, invitations etc.) to ensure project recognition and visibility.

The project logo and symbol are available on the <u>SharePoint platform</u> for all partners free to use, where a project dedicated space has been created by the coordinator.

Specific guidelines on how to use the logo both on a white and dark background, as well as indications on its placement, font and colors have been described in a specific brand manual created in the first months of the project.

Logo, how to use it.



Figure 1: SCORE logo position







Figure 2: SCORE logo and symbol

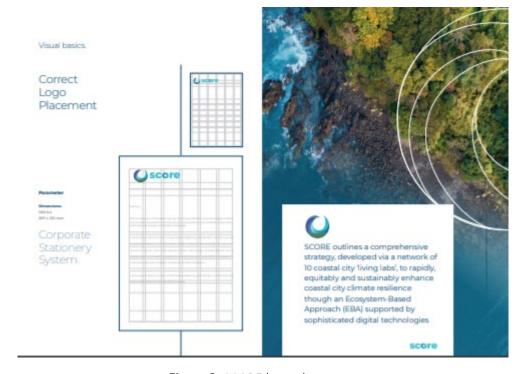


Figure 3: SCORE logo placement





2.2. Branding specifications

In order to guarantee a consistent project identity, detailed branding specifications have been set. Moreover, all templates and materials have been created with the defined colours and typefaces.

2.2.1. Typeface

For the corporate use of text for the SCORE project, the typeface family "Montserrat" has been chosen, as shown in Figure 4. Montserrat has a dual nature. It has a mechanical skeleton and the forms are largely geometric. At the same time, the font features friendly and open curves. While some grotesks distort their letterforms to force a rigid rhythm, Montserrat doesn't compromise, allowing letters to be settled into their natural width. This makes for a more natural reading rhythm more commonly found in humanist and serif types. It includes Thin, Extra-light, Light, Regular, Medium, Bold and Black weights with matching oblique styles rather than true italics. The Montserrat family has been licensed under the Apache licence. The font is available to download on Google Font library: https://fonts.google.com/specimen/Montserrat?query=Julieta+Ulanovsky.

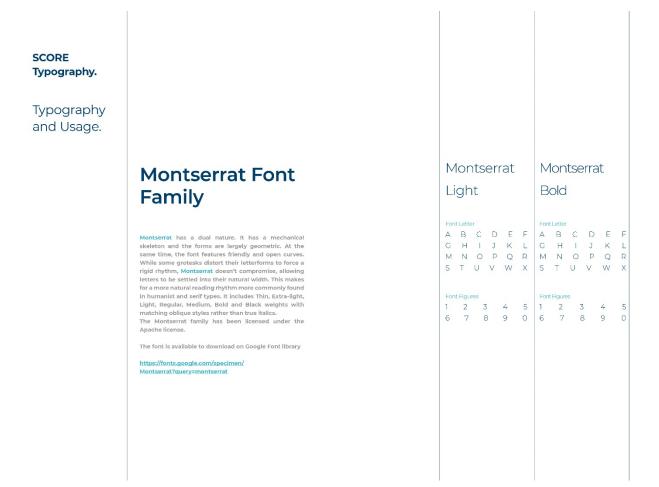


Figure 4: SCORE text style





2.2.2. Colour palette

The colour palette from Figure 5 will be used for all branded applications and communication materials.

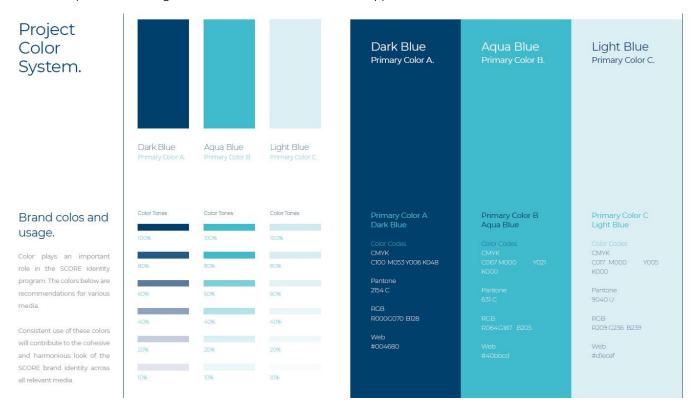


Figure 5: SCORE colour scheme





3. GENERAL TEMPLATES

In pursuance of a consistent brand identity all templates have the typical SCORE look. The templates are developed for internal and external use. Combined, these templates are provided as a toolkit on SharePoint which is accessible to all partners.

All templates that have been created for SCORE use the same colour palette, font and style sheets. In this section a detailed description of how to use the templates can be found.

3.1. Power Point Presentation

The PowerPoint shown in the following figures, Figure 6, 7 and 8, has been set up for internal and external resentations such as conferences, speeches, meetings and in general presentation research results. Templates of slides are listed below and can be found on SharePoint.



Figure 6: PowerPoint template – starting slides and text arrangement





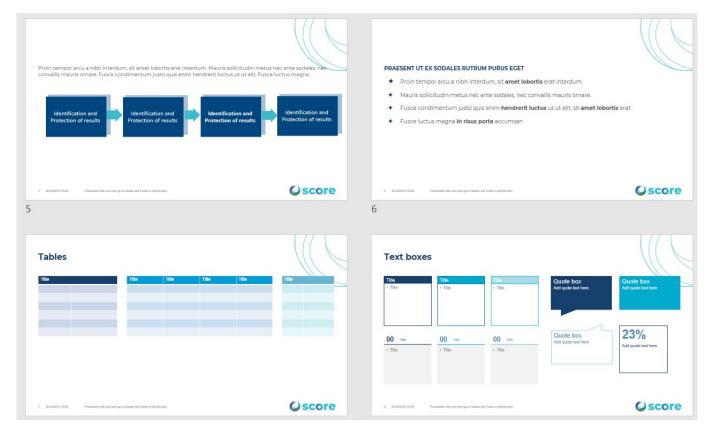


Figure 7: PowerPoint template – numbering, tables, text boxes

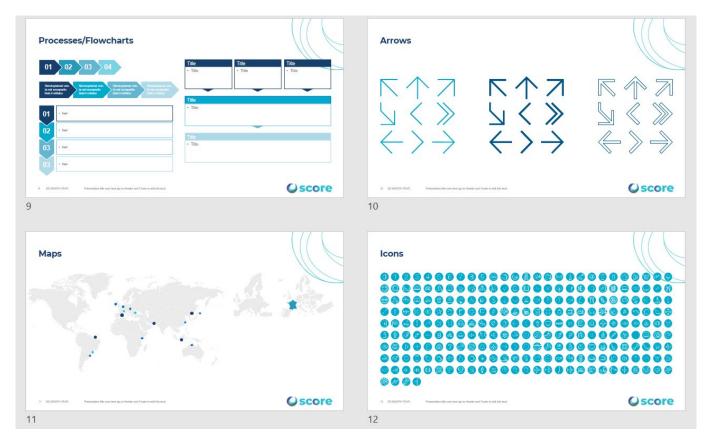


Figure 8: PowerPoint template – flowcharts, arrows, maps and icons







Figure 9: PowerPoint template – last slide





3.2. Deliverable template

For all deliverables a general template has been created, which consists of about 9 pages and gives a detailed description of how it has to be used. From the executive summary to the end of document it gives a brief definition and explains the formatting of headings, tables, figure etc.

The template is available on **SharePoint** for all partners free to use.

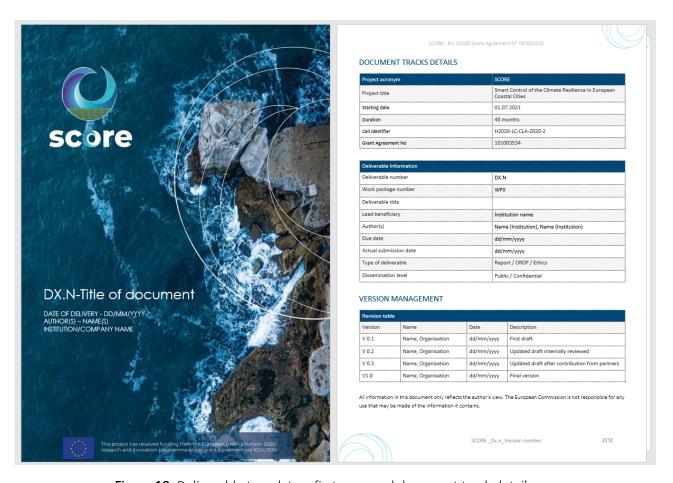


Figure 10: Deliverable template – first page and document track details







Figure 11: Deliverable template – list of acronyms and background

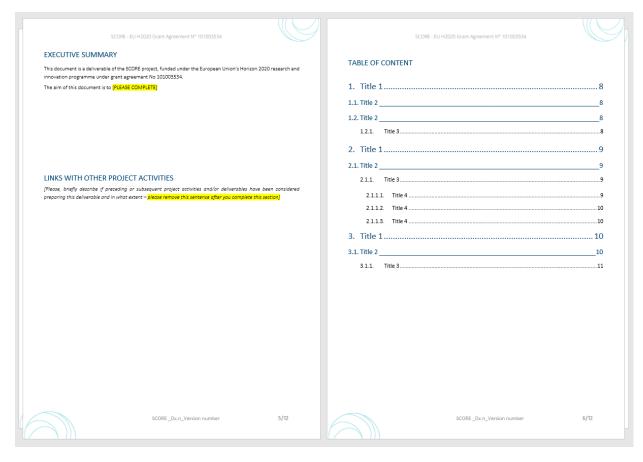


Figure 12: Deliverable template – executive summary and table of content





SCORE - EU H2020 Grant Agreement N* 101003534	SCORE - EU H2020 Grant Agreement N* 101003534
INDEX OF FIGURES	1. TITLE 1
Figure 1: title	Inter has ruinarum varietates a Nisibi quam tuebatur accitus Vrsicinus, cui nos obsecuturos iunverat imperiale praeceptum, dispicere litis evitalis certamina cogebatur abnuens et reclimant, adulatorum oblatrantibus turmis, bellicous same milesque semper et militum ductor sed forensibus lurgisi longe discretus, qui metsu discriminis annius cum accusatores quaestroresque subditivos sibi consociatos ex ladem foveis cerneret emergentes, quae clam palamive agitabantur, occultis Constantium litteris edocebat inplorans subsidia, quorum metu tumor notissimus Cassaria exhalares -
	1.1. Title 2
INDEX OF TABLES	Inter has ruinarum varietates a Nisibi quam tuebatur accitus Vrsicinus, cui nos obsecuturos iunxerat imperiale praeceptum, dispicere litis exitalis certamina cogebatur abnuens et recliamans, adulatorum oblatrantibus turmis, bellicosus same milesque semper et militum ductor sed forensitus lurgisi longe discretus, qui metu di discriminis anvius cum accusatores quaesitoresque subditivos sibi consociatos ex isdem foveis cerneret emergentes, quae ciam palamve agitabantur, occultis Constantium litteris edocebat inpiorans subsidia, quorum metu tumor notissimus Caesaris evalairest
	1.2. Title 2
	Inter has ruinarum varietates a Nisibi quam tuebatur accitus Vrsicinus, cui nos obsecuturos iunverat imperiale praeceptum, dispicere litis exitais certamina cogebatur abnuens et reclimant, adulatorum oblatrantibus turmis, bellicouss same mileaque emper et militum ductor sed forensibus lurgis longe discretus, qui meta sui discriminis anvius cum accusatores questitoresque subditivos sibi consociatos ex isdem foveis cerneret emergentes, quae clam palamve agitabantur, occultis Constantium litteris edocebat inplorans subsidia, quorum metu tumor notissimus Cassaris exhalaret
	1.2.1. Title 3
	Inter has ruinarum varietates a Nisibi quam tuebatur accitus Vrsicinus, cui nos obsecuturos iunxerat imperiale praeceptum, dispicere litis exitialis certamina cogebatur abnuens et reclamans, adulatorum:
	☐ Hae duae provinciae bello: quondam piratico catervis mixtae praedonum a Servillo pro consule missae sub iugum factae sunt vectigales, et hae quidem regiones velut in prominenti terrarum lingua positae ob orbe eoo monte Amano disparantur *
	Levitate paucorum incondita, ubi nati sunt non reputantium, sed tamquam indulta licentia vitiis ad errores lapsorum ac lasciviam.
	o Ut enim Simonides ut enim Simonides lyricus docet, beate perfecta ratione vieturo ante alia patriam esse convent gioriosam. *
	□ Nec piget dicere avide magis hanc populum insulam Nec piget dicere avide magis hanc populum Romanum invasisse quam iuxte. Ptolomaeo enim rege foederato nobis et socio ob aerarii nostri angustiasi iusso sine ulla culpa proscribi.
	Deoque hausto veneno voluntaria morte *
	·
SCORE_Dx.n_Version number 7/12	SCORE_Dx.n_Version number 8/12

Figure 13: Deliverable template – list of figures and index of tables

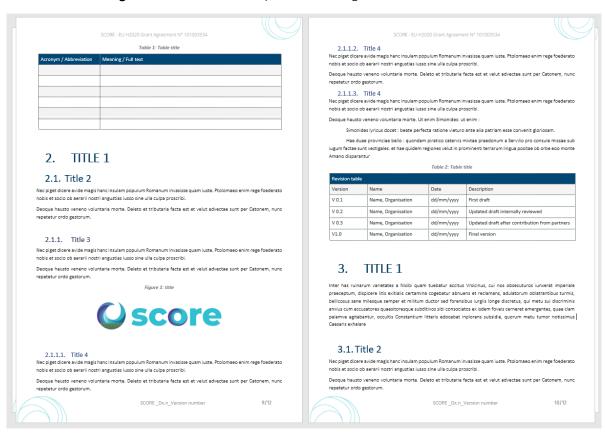


Figure 14: Deliverable template – style for titles and subtitles







Figure 15: Deliverable template – appendix





3.3. Agenda template

The template for agenda was created by using the same colours and style as other templates. The agenda is to be used by partners at internal project meetings and it indicates the meeting schedule and main points to be discussed. The template for the agenda to be used by the partners is available on <u>SharePoint</u>.







3.4. Meeting minutes template

This template has been compiled to meet the requirements for the internal documentation process. The included sections are the following:

- Meeting agenda;
- Atendee list;
- Notes/Decisions.

The main objective of the meeting minutes is that every issue discussed or decided at each meeting and the person responsible for it can be seen at a glance. The template for the minutes to be used by the partners is available on SharePoint.

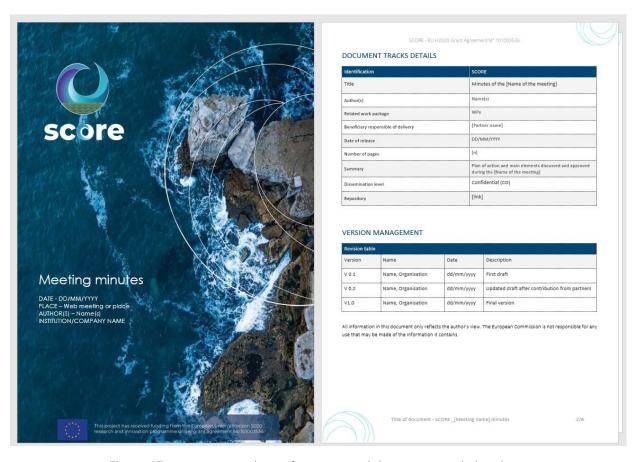


Figure 17: Minutes template – first page and document track details





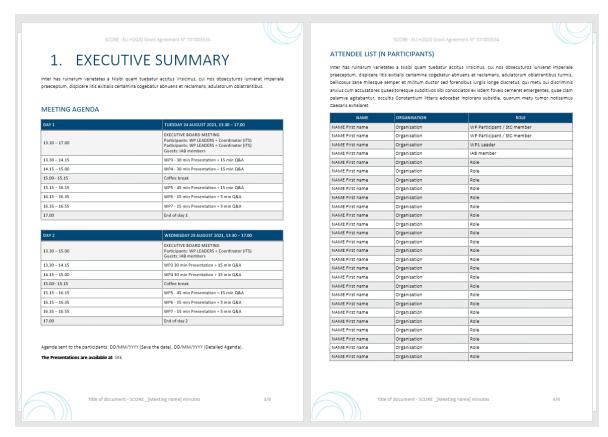
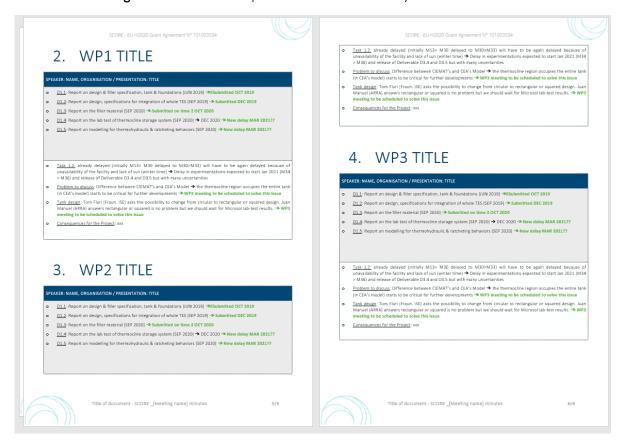


Figure 18: Minutes template – executive summary and attendee list







3.5. Peer-Review report template

Each deliverable will be reviewed by two internal reviewers. Each reviewer should use the Peer-review report to assess the deliverable and provide suggestions for improvement to the partner responsible for the document. The template for the Peer-review report to be used by the partners is available on SharePoint.

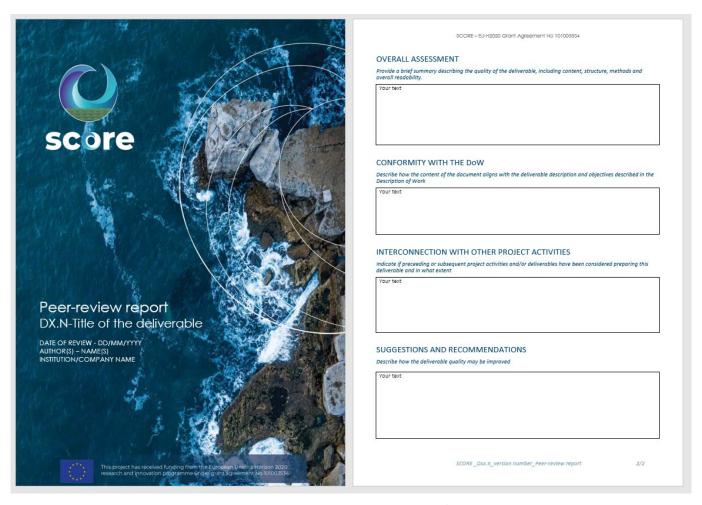


Figure 20: Peer-Review report template

