

## Development and validation of hybrid propulsion system components and sub-systems for electric aircraft

### Deliverable D6.2 First version of dissemination plan

<b>Deliverable nature</b>	Report
<b>Dissemination Level :</b>	Public
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<b>Organisation responsible for deliverable:</b>	University of Maribor (UM)
<b>Delivery date:</b>	20. 1. 2014
<b>Start date of project :</b>	1 September 2013
<b>Duration :</b>	30 months

**Keywords:** dissemination, dissemination plan and strategy, dissemination time plan, target groups, key messages, dissemination methods, tools, channels.

**Abstract:** The main purpose of the Dissemination plan is a creation of reliable document and solid plan for efficient knowledge dissemination among professional and general public. The dissemination strategy defines clear guidelines for the dissemination activities including all operational elements of dissemination.

## Document Control Sheet

<b>Project Number</b>	FP7 - 605305
<b>Project Acronym</b>	HYPSTAIR
<b>Project Full Title</b>	Development and validation of hybrid propulsion system components and sub-systems for electrical aircraft
<b>Project URL</b>	<a href="http://www.hypstair.eu">www.hypstair.eu</a>

<b>Deliverable</b>	D6.2.First version of dissemination plan			
<b>Work Package</b>	WP6:Dissemination of knowledge			
<b>Document URL</b>	/			
<b>Date of Delivery</b>	<b>Contractual</b>	M3	<b>Actual</b>	M5
<b>Issue date</b>	Version 1	1. 11. 2013		
	Version 2	28. 11. 2013		
	Version 3	2. 12. 2013		
	Version 4	20. 1. 2014		

<b>Nature</b>	Report	X
	Prototype	
	Demonstrator	
	Other	
<b>Dissemination level</b>	Public	x
	Restricted to programme	
	Restricted to group	
	Confidential	

<b>Partners Owning:</b>	All
<b>Partners Contributed:</b>	UM

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## Abbreviation

For the sake of consistency of the text and transparency of the tables and charts abbreviations of the names of the consortium are used throughout all the documents prepared or even published within the project:

<b>UM</b>	University of Maribor
<b>MBV</b>	MBVision
<b>UNIFI</b>	University of Pisa
<b>PPS</b>	Pipistrel d.o.o. Ajdovscina
<b>SAG</b>	Siemens AG

## Definitions

### **Dissemination**

Dissemination refers to the process of making the results and deliverables of a project available to the stakeholders and to the general audience.

### **Dissemination strategy**

Dissemination strategy refers to the identification of crucial project milestones suitable for dissemination, main audience and target groups, dissemination tools and finally implementation of all these goals.

### **Dissemination plan**

Dissemination plan is based on the dissemination strategy, more specifically it places all activities of the dissemination strategy in to the time frames and as such serves as the timeline of the whole dissemination strategy.

# 1 Executive summary

The HYPSTAIR project was developed to address the challenge of designing and building components of a hybrid drive system, intended for use in small general aviation aircraft.

Dissemination of gained knowledge, data and results throughout the project is one of the essential parts of every project. Dissemination plan identifies all dissemination and communication tools, activities, target groups and strategy needed for proper and targeted information diffusion. The main purpose of present Dissemination plan is creation of reliable document and solid plan for efficient knowledge dissemination among professional and general public. The dissemination strategy defines clear guidelines for the dissemination activities including all operational elements of dissemination. Project results will be disseminated to relevant target groups with appropriate content and on time. The content, timing and frequency of the various dissemination activities and a common style-guide are established.

The Dissemination plan and strategy will be reviewed every 6 months to monitor the achievements and to integrate new dissemination actions; objectives and tools suggested by project partners and involved stakeholders (including suggestions from European Commission).

## 2 INTRODUCTION

Dissemination refers to the process of making the results and deliverables of a project available to the stakeholders and to the general audience. Dissemination of gained knowledge, data and results throughout the project is one of the essential parts of every project.

To ensure that the project results will be realised, a project must develop a dissemination plan that explains how and when the deliverables of the project will be shared with the stakeholders, relevant institutions, organisations, and individuals.

Therefore is essential to establish the dissemination strategy which should address the following issues:

- the aim of the dissemination;
- what will be disseminated;
- who presents key audience or target groups;
- what dissemination methods will be used;
- timing of dissemination activities.

### 2.1 Project description

HYPSTAIR project deals with design of the components of a serial hybrid propulsion system for a small aircraft. A serial hybrid aircraft concept currently represents the best efficiency versus range compromise in the light aviation segment. It can be considered as an electrically powered aircraft, with an on board generator used for extending the range when necessary. Limitations of current electric energy storage technology make an electric-only propulsion system as yet unsuitable for long range flying, therefore an on board ICE generator provides a weight efficient, if somewhat less energy efficient, power generation solution. The project involves conceptual design of the hybrid propulsion system components, namely the generator, motor, inverter, batteries and control unit. The components will be sized and designed by considering the performance and energy efficiency of the complete airframe-propulsion system, and will be tested in a laboratory environment. A dedicated human-machine interface that will be designed, will allow simple operation of a complex hybrid system. Together with the reliability of electric motors and the use of dual energy sources, safety of flying as provided by a system built upon these components will be improved.

All components will be designed in a way that they will meet the relevant safety and certification standards. Currently exist no regulations for aviation hybrid drive systems, therefore defining these in collaboration with the authorities will be an important contribution of the project, paving the way for hybrid and electric technologies to be introduced to the market. These efforts will help to create a competitive supply chain for hybrid drive components and reduce the time to market of such innovations.

## 2.2 Objectives of deliverable

The main purpose of present Dissemination plan is creation of a reliable document and a solid plan for the efficient knowledge dissemination among the target groups. The deliverable defines the Dissemination plan with clear guidelines for the dissemination activities including all operational elements of the dissemination. The main aim of the Dissemination plan is defined throughout the objectives of the HYPSTAIR dissemination activities. Crucial target groups and bodies that are interested in the project and appropriate key messages are identified in the deliverable. Strategy envisages also all dissemination methods, tools and channels for the identified target groups. The dissemination time plan presents the overview of all planned dissemination activities and their realization. The monitoring of the dissemination activities provides evaluation of the progress and ensures that the set out objectives will be realized.

The objective of the deliverable is also to set common style-guide which is provided with deliverable template examples and editor standards which ensure the uniform outlook of the project deliverables.



## 3 Dissemination strategy

### 3.1 Overview

The dissemination strategy defines clear guidelines for the dissemination activities including all operational elements of dissemination. Project results will be disseminated to the relevant target groups with appropriate content and on time. The content, timing and frequency of the various dissemination activities are defined in the present strategy.

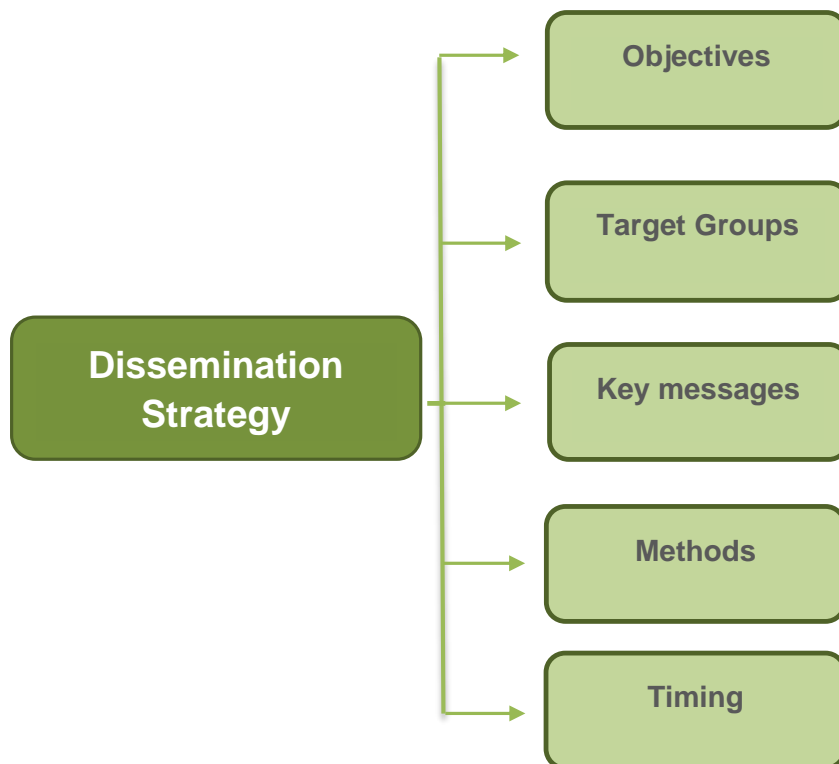


Figure 1: Dissemination strategy

Dissemination strategy of the HYPSTAIR project consists of 5 core components:

- **Objectives of dissemination:** identify the project dissemination objectives;
- **Target groups:** identify crucial target groups and bodies that are interested in the project;
- **Key messages:** identify core project messages for specific target groups;
- **Dissemination methods:** identify dissemination methods, tools and channels;
- **Dissemination time plan:** identify a plan of dissemination activities and responsibility of the partners.

### 3.2 Dissemination objectives

The main aim of the dissemination strategy is a dissemination and exploitation of knowledge among the project partners and knowledge transfer to the interested stakeholders in aeronautics. The dissemination objectives of HYPSTAIR projects are to:

- identify target groups at different territorial levels: EU, national, regional;
- identify the communication needs of the target groups;
- establish core messages of the project, to be disseminated to the target groups;
- identify dissemination methods and tools;
- disseminate the results, solutions and knowledge collected within a project to the general audience;
- define timing of dissemination activities;
- define partners' responsibilities in dissemination activities.

While defining the purpose of dissemination, the first step is to decide on the audience, message, method and timing of the dissemination. The main purpose of HYPSTAIR dissemination activities is to achieve involvement of all relevant stakeholders and to provide updated information of project results. The dissemination activities will be therefore focused on:

- **Raising awareness** by informing general audience about the project work. The dissemination activities will be focused on target audience that does not require detailed knowledge of project work and results. The purpose of these activities will be to raise awareness of the project work and spread "word of mouth" type of dissemination which will help to build the clear project identity.
- **Dissemination of understanding** by educating the target audience about the project work. The dissemination will be focused on target audience which can directly benefit from the project work. Dissemination of understanding has to provide deeper understanding of project work and underline main benefits.
- **Dissemination for action** by underlining the changes proposed by the project work. Dissemination of action targets on groups which are in position to »influence« and »bring change« within their organization or country.

### 3.3 Target groups

In the first phase dissemination strategy deals with recognition of the crucial target groups interested in the project and in its results. The following target groups should be considered:

- **Internal stakeholders** refer to members of the project consortium that have to be informed about progress of the project activities. Adequate internal dissemination will ensure that the project members are updated. The main internal stakeholders which will be addressed:
  - Project Management Board;
  - Work package and Task leaders;
  - Project Manager (LP).
  
- **External stakeholders** refer to institutions and persons that will benefit from the outcomes of the project and act as "opinion makers" (usually policy makers, public bodies, researchers, aeronautics companies and scientists) in aeronautics:
  - European institutions;
  - State administration;
  - Local/Regional Authorities;
  - Research Institutions;
  - Other public/semi-public bodies;
  - Business sector.
  
- **General audience** refers to persons who do not require detailed knowledge of project work and results. Certain elements of the project provided through dissemination materials such as leaflets, brochures, newsletters and articles can be used by a general audience than the specific target group. The general audience will be addressed in all participating countries and when possible also on the European level:
  - general audience in Slovenia;
  - general audience in Germany;
  - general audience in Italy;
  - general audience on the European level;
  - general audience on the global level.
  
- **Other project** refers to sharing project results with coordinators and key actors of projects dealing with similar topics, both within the programme and in others, will ensure visibility and uptake of results, and provide opportunities to receive feedback, share experiences and discuss joint problems and issues.

Since the beginning project partners were required to indicate their list of external target group. Contact base will serve as a dissemination tool and later on as a forum for potential future cooperation.

Target groups identified in the table below are stakeholders that can be directly involved in the project activities at different levels: information gathering, invitation to conference or events, direct involvement in project activities. In order to collect the same type of information on target groups the table setting standardized criteria for information gathering was prepared. After identification of the target groups and creation of database, we will follow the dissemination paths to each target body with the intent to get comprehensive image of the dissemination results.

**Table 1: Identification of target groups and bodies**

EU institutions				
Body name	Body type	Purpose of contact	Website	Contact person

Local and regional authorities				
Body name	Body type	Source of dissemination	Direct involvement in the project	Purpose of contact

Specific partners				
Body name	Body type	Source of dissemination	Direct involvement in the project	Purpose of contact

### 3.4 Key messages

Once the purpose and audience of the dissemination are clear, the key messages can be defined. The principle guidelines of key messages are to:

- be clear, simple and easy to understand. The language should be appropriate for the target audience, and non-technical language will be used where possible;
- tailored to the target groups; it is of paramount importance to carefully consider what they should know about the project. It is possible to send the same message to different audiences, but the relevance of the message to the target group should be revised each time;
- messages of different projects related to the same subject can be coordinated to enhance the impact;
- information should be correct and realistic.

Regular messages will be provided through dissemination activities as showed in the Table 2 below.

**Table 2: Key messages**

Target audience	Key messages
<p>Internal stakeholders:</p> <ul style="list-style-type: none"> <li>• Project Management Board</li> <li>• Work package and Task leaders</li> <li>• Project Manager (LP)</li> </ul>	<p><b>Project status:</b> Whatever the project is currently operating within the agreed schedule, budget and quality targets;</p> <p><b>Project issues:</b> The impact of the issues currently affecting the project and the actions taken to resolve them.</p> <p><b>Project risks:</b> The high level risks which may affect the project and the actions taken to mitigate, avoid or reduce them.</p> <p><b>Project outputs:</b> The outputs completed to date and the items which are scheduled for completion within the next reporting period.</p> <p><b>Project budget:</b> The overall situation in project budget in relation to the plan and any constraints currently affecting the project.</p>
<p>External stakeholders:</p> <ul style="list-style-type: none"> <li>• European institutions</li> <li>• State administration</li> <li>• Local/Regional Authority</li> <li>• Other public/semi-public bodies</li> <li>• Business sector</li> </ul>	<p><b>Project results:</b> To underline the project progress and results that can improve the design of components of a serial hybrid propulsion system for a small aircraft, which regulations should be established for aviation hybrid drive systems, how to create a competitive supply chain for hybrid drive components and reduce the time to market of such innovations.</p> <p><b>Project events:</b> Invitation to public project events, tailored workshops during the events and dissemination of results of the events.</p>
<p>General audience</p> <ul style="list-style-type: none"> <li>• General audience in Slovenia</li> <li>• General audience in Germany</li> <li>• General audience in Italy</li> <li>• General audience on European Level</li> <li>• General audience on the global level</li> </ul>	<p><b>Project results:</b> Project results that can improve the design of components of a serial hybrid propulsion system for a small aircraft.</p> <p><b>Project events:</b> Invitation to public project events, tailored workshops during the events and dissemination of results of the events.</p>
<p>Other project</p>	<p><b>Project results:</b> Project activities and results that could be related to other project.</p> <p><b>Project events:</b> Underline project events which could be gathered through other projects' events with similar topics.</p>

## Key words

Following key words will be used in dissemination materials:

- hybrid drive,
- light aviation,
- green aircraft,
- electric propulsion,
- hybrid propulsion system components,
- human-machine interface,
- hybrid aircraft performance
- analysis and optimisation,
- electric and hybrid drive,
- certification specification.

## 3.5 Dissemination methods

### 3.5.1 Dissemination tools

The project dissemination tools are expected to be effective both within institutions and countries of the project partners and also beyond, which is presented in the table below:

**Table 3: Target groups and project outputs**

Dissemination tool	European Institution	State Administration	Local/Regional Authority	Other public/semi-public body	Business sector	Other
Brochures	X	X	X	X	X	X
Leaflets	X	X	X	X	X	X
Posters, billboards				X	X	X
Press releases	X	X	X	X	X	X
Magazine or newspaper articles	X	X	X	X	X	X
Newsletters	X	X	X	X	X	X
Website	X	X	X	X	X	X
Workshops				X	X	X
Conferences		X	X	X	X	X

All partners must confirm any kind of public communication or use of dissemination tools concerning exclusively the HYPSTAIR project before being published. In case that a minor public reference to the HYPSTAIR project is made, only the notification to other project partners is required. The confirmation and notification should be provided in written form using the internal electronic channels. Partners should provide all information about dissemination tools which are exclusively or partially addressing HYPSTAIR project to leader of Dissemination activities (WP6 leader). Provided templates for different dissemination tools must be properly used and modified when needed.

### 3.5.1.1 Brochures

The **HYPSTAIR brochures** are planned as printed dissemination tool for awareness raising on the EU level. Brochures are going to be the first general project depiction, distributed in all partner countries and on all dissemination events. A total of 2500 copies will be printed, while partners will also distribute them electronically.

### 3.5.1.2 Leaflets

The **HYPSTAIR leaflets** are planned as printed dissemination tool for awareness raising on national and EU level. Leaflets are going to present project depiction, distributed in all partner countries and on all dissemination events. For the first edition of leaflets is estimated publishing of 2000 printed copies and 750 copies for the second edition. Leaflets will be distributed among the partners who will be responsible for further distribution.

### 3.5.1.3 Posters and billboards

**Posters** with both visual and verbal content in English language will be printed and used in occasional dissemination events, especially fairs, exhibitions and conferences. Digital version of the posters will be distributed to the project partners by MBV, whereas printing and allocation of printed posters is under responsibility of the UM.

**Billboards** will contain visual and verbal presentation of project in English language and will be used at occasional dissemination events, especially for project workshops and conferences.

### 3.5.1.4 Press Releases and Articles

Project estimates **5 HYPSTAIR Press Releases and 1 Article** in different types of magazines and newspapers. Our tendency is to publish articles or PRs both in scientific magazines and general newspapers to cover all sectors of interested public. In order to select the most appropriate magazines all partners were asked to prepare a list of national and international magazines.



### 3.5.1.5 Newsletters

The **HYPSTAIR newsletter** will be prepared with intention to:

- Raise awareness about the project;
- Inform target groups, general and professional public about both technical and substantive progress of the project;
- Invite target groups and interested public to all project events;
- Present all partners of the project to foster new partnership on the EU level.

There are 4 Newsletters planned throughout the duration of the project. They will be prepared jointly by all the partners, but under coordination and responsibility of the UM. All versions of the Newsletters will be prepared in English and distributed electronically.

**Table 4: List of magazines and newspapers**

List of magazines and newspapers						
Date, place	Type of paper	Name of magazine or newspaper	Language	Frequency of publishing	Website	Partner involved

### 3.5.1.6 Website

The Website is one of the main tools for public dissemination as well as for internal project management, knowledge management and reporting. The public website will be utilised for presenting project activities and progress, making public statements and announcements as well as for on-line dissemination of project deliverables, newsletters, brochures, etc. Internal part of the website is limited to consortium partners who will be granted unlimited access to all project related materials, including instructions, deliverables and confidential project materials.

A user friendly, high standard, accessible website is currently at the stage of designing and deployment. The aim of the website is to reach a wide range of interested audience and target bodies. Website will be created with a view of effective and wide project dissemination.

**The structure of the website is as follows:**

1. Home
2. The project
  - Objectives
  - Partners
  - Dissemination materials
3. Deliverables
4. Events
5. Contact
  - Per country
6. Partner area
  - Work packages' folders (WP1-WP6)
  - Forum
  - Group e-mails

The website is available at: <http://www.hypstair.eu/>. The development of the website is under the responsibility of MBV with support of all the project partners.

**3.5.1.7 Workshops**

**Workshops** will be dedicated to the professional public in order to spread the news about the new project innovations, progress and future possibilities. Beside the educational side, workshops will be prepared also to meet possible new partners and to strengthen the aeronautics R&D network.

**3.5.1.8 Conferences**

**Project conference** is planned to be implemented at the very end of the project's timeline. Only after final project results will be achieved partners will be able to present overall project development, results, challenges and achievements. The final conference will be also aiming at establishment of a new partnership for potential future development of project idea.

Project partners will fill in the proposed table of planned and implemented project events presented in Table 5 and Table 6.

**Table 5: Conferences, workshop, fair (Organizing)**

ORGANIZING: Conferences, workshops, fairs							
Planned (P) or Implemented (I)	Date, place	Type and name	Type of audience	Countries addressed	Approx. size of audience	Website	Partner involved
P	8.4.2014, AERO fair Friedrichshafen (GER)	Workshop: Certification requirements of components for electrical aircrafts	General and professional	all	100	<a href="https://www.aero-expo.com">https://www.aero-expo.com</a>	all

**Table 6: Conferences, workshop, fair (Participating)**

PARTICIPATING: Conferences, workshops, fairs							
Planned (P) or Implemented (I)	Date, place	Type and name	Type of audience	Countries addressed	Approx. size of audience	Website	Partner involved
P	9.4.-12. 4. 2014 Friedrichshafen (GER)	Fair: Exhibition at AERO Friedrichshafen (GER)	General and professional	all	approx. 32.000	<a href="https://www.aero-expo.com">https://www.aero-expo.com</a>	all

## 3.5.2 Dissemination Channels

### 3.5.2.1 Online channels

Among online channels, **official website** and **partners' websites** are recognized as the most reliable and effective online channels. Official project website is under the responsibility of MBV, while all the project partners are obliged to provide self-explanatory information together with important contact details (name of the contact person, institutional web link). In general, any news, event or dissemination activity performed must be communicated to the UM and MBV to update the public section of the website with these information. For this reason the partners will be required to report specific information on events (for example the description of place, date, participants, relevance to the project, material disseminated, pictures of the event).

Project partners are requested to make reference to HYPSTAIR web link in respective institutional websites to increase the awareness raising of our project. Continuous project communication should be made directly via partners' websites or through newsletter or other similar means.

Third party institutional websites (e.g.: associated partners, participants to stakeholder platform, multipliers, etc.) will be requested to include a direct link to HYPSTAIR homepage.

### 3.5.2.2 Non electronic channels

With a view to efficient dissemination among general and professional public all partners were asked to propose a list of magazines and newspapers where press releases or articles (scientific or not) could be published. In the proposed plan of activities, all the partners have been required to send UM a provisional list of these non-electronic channels. The list will be later merged and discussed among partners in order to sort out the most appropriate channels.

## 4 Dissemination time plan

Dissemination time plan was prepared during the project preparation phase and was upgraded at the kick-off meeting.

**Table 7: HYPSTAIR dissemination time plan**

Del. Number	Deliverable Title	WP	Lead beneficiary	Nature	Dissemination level	Delivery date from AF
D6.1	Project brochures	6	MBV	O	PU	M2
D6.2	First version of dissemination plan	6	UM	R	PU	M3
D6.3	Official Website	6	MBV	O	PU	M3
D6.4	Workshop nr.1	6	UM	R	PU	M6
D6.5	Second version of dissemination plan	6	UM	R	PU	M12
D6.6	Newsletter nr.1	6	UM	R	PU	M12
D6.7	Workshop nr.2	6	UM	O	PU	M18
D6.8	Third version of dissemination plan	6	UM	R	PU	M21
D6.9	Newsletter nr.2	6	UM	O	PU	M22
D6.10	Final version of dissemination plan	6	UM	R	PU	M28
D6.11	Newsletter nr.3	6	UM	R	PU	M30
D6.12	Final project conference	6	UM	R	PU	M30

## 5 Responsibilities

Partner responsibilities in dissemination activities were defined and updated at the project's kick-off meeting. During the project implementation new tasks will be allocated to partners and the table will be updated.

**Table 8: Partners responsibilities in dissemination activities**

Dissemination tool	Nr.	Delivery date (M)	Description of dissemination tool	Responsible partners	Participating partners
Brochures	1	2	Project brochures contain all basic information about project and project partners for dissemination and promotion of project at different project and other events.	MBV	all
Dissemination plan	3	3, 12, 21	Definition of content, timing and frequency, distribution channels and responsible partners for each dissemination activity, which will be periodically upgraded.	UM	all
Official website	1	3	Official website of the project, with incorporated content management and updated project information and deliverables.	MBV	all
Workshop	2	6, 18	Workshop organized on topic of certification requirements of components for electrical aircrafts.	UM	all
Newsletters	4	12, 22, 26, 30	Periodical HYPSTAIR electronic newsletter will be published and disseminated to a general audience and stakeholders.	UM	all
Final dissemination plan	1	28	Final version of dissemination plan is prepared and distributed between partners For planning their dissemination activities regarding final project events.	UM	all
Final conference	1	30	An international event presenting main project results and future prospective of hybrid propulsion system components and sub-systems for electrical aircraft.	UM	all
Logo	1	2	Graphic brand word mark prepared for visual recognisability and presentation	MBV	all
Templates	5	2	Different document templates were prepared with aim of visual unity of all project related documents	UM	all
Exhibitions, fairs	3	8, 20, 25	Participation at various fairs with the HYPSTAIR stand and other printed materials	UM, PPS	all
Press releases and articles	5	3, 9, 18, 22, 30	Press releases, magazine and newspaper articles will be published to inform crucial EU and national institutions, professional and general public about the progress of the project and reached milestones.	UM	all

## 6 EVALUATION

The implementation of dissemination strategy will be regularly evaluated according to the level of realization of set up dissemination objectives and results. The frequent evaluation will enable monitoring of the quality of dissemination activities. If case of any deviation from planned dissemination activities the corrective actions will be proposed and carried out.

**Table 9: Monitoring the realisation of HYPSTAIR deliverables**

Del. Number	Deliverable name	Lead beneficiary	Delivery date from Annex I (project month)	Delivery date from Annex I	Actual / Forecast delivery date Dd/mm/yyyy
D6.1	Project brochures	UM	M2	30. 10. 2013	
D6.2	First version of dissemination plan	UM	M3	30. 11. 2013	
D6.3	Official Website	MBV	M3	30. 11. 2013	
D6.4	Workshop nr.1	UM	M6	28. 2. 2014	
D6.5	Second version of dissemination plan	UM	M12	30. 8. 2014	
D6.6	Newsletter nr.1	UM	M12	30. 8. 2014	
D6.7	Workshop nr.2	UM	M18	28. 2. 2015	
D6.8	Third version of dissemination plan	UM	M21	30. 5. 2015	
D6.9	Newsletter nr.2	UM	M22	30. 6. 2015	
D6.10	Newsletter nr.3	UM	M26	30. 10. 2015	
D6.11	Final version of dissemination plan	UM	M28	30.12. 2015	
D6.12	Newsletter nr.4	UM	M30	29. 2. 2016	
D6.13	Final project conference	UM	M30	29. 2. 2016	

**Table 10: Monitoring the realisation of project HYPSTAIR dissemination objectives**

Indicators	Type of indicator	Forecast	Currently achieved
Number of dissemination plan	quantitative	4	
Number of official website developed	quantitative	1	
Number of connections to website	quantitative	20	
Number of articles	quantitative	1	
Number of press releases and papers	quantitative	5	
Number of Newsletters published	quantitative	4	
Number of Brochures printed	quantitative	1	
Number of Leaflets printed	quantitative	2	
Number of project Workshops	quantitative	2	
Number of project Conferences	quantitative	1	
Number of European institutions towards which the dissemination tools will be disseminated	quantitative	8	
Number of Local and Regional Authorities towards which the dissemination tools will be disseminated	quantitative	10	
Number of Specific partners towards which the dissemination tools will be disseminated	quantitative	10	

## **7 Deliverable guidelines**

The progress of project work is marked by producing deliverables. These Deliverables documents will follow the same layout and format.

### **7.1 Templates**

All templates were prepared and distributed to partners by PPS. There are several main templates which will be used mainly for project meetings.

#### **7.1.1 Deliverable Templates**

Each Deliverable document follows the same rules for headings, font format and size. This will ensure a consistency in all HYPSTAIR documents. The deliverable template is presented in Appendix 1.

#### **7.1.2 Agenda template**

Meetings will have a formal agenda, produced by the Coordinator and circulated to the Consortium members prior to the meeting for their comments and any additional items.

The title page will always contain the list of Consortium members. The subsequent page will list the date and time of the meeting, other business items and give the contact details of the person proposing the agenda. The agenda template is presented in Appendix 2.

#### **7.1.3 Minutes template**

On the day of the meeting, detailed minutes will be taken, which will also include the Action plan, the person responsible for their implementation and the date agreed for completion of the task. These minutes will be distributed in draft form after the meeting to ensure that there are no misunderstandings in the Consortium about the tasks and responsibilities. The minute's template is presented in Appendix 3.

#### **7.1.4 PowerPoint template**

The PowerPoint template follows the corporate style and should be used at Consortium meetings and when presenting information about HYPSTAIR at Conferences, Seminars and Workshops. The PowerPoint template is presented in Appendix 4.

Each time the template is used the footer should be changed to indicate the name of the presentation, where the presentation is being made and the date of the presentation. The template will be distributed to the Partners on acceptance of this deliverable.



## 7.2 Logo

The HYPSTAIR logo should be used in the front page of all the project reports in the top left corner or in the middle of each page (as in this document).



Figure 2: HYPSTAIR logo (colour)



Figure 3: HYPSTAIR logo (Grayscale)

The use of project logotype is detailed explained in Brand identity guidelines for HYPSTAIR project.

## 7.3 Standards for editing

### 7.3.1 Language

The language used in project shall be British English (UK).

### 7.3.2 Structure of deliverables

Each deliverable has to be structured as follows:

- HYPSTAIR report front page;
- Document Control Sheet;
- Table of Contents including list of figures, list of tables, appendices;
- Executive Summary;
- Abbreviations when necessary;
- Definition when necessary;
- Main body of the report, normally starting with an Introduction to the report, finishing with a Conclusion;
- A section on References which follow the main section;
- Appendices will be at the end of the deliverable.

The template of deliverables is presented in Appendix 1.

### 7.3.3 Page layout of deliverables

The page layout should follow the layout used in this deliverable, as described in detail below.

➤ Page Setup:

- Margins: 2,5 cm top, right and left, 1,5 cm bottom.

➤ Header:

- The header of each page, except the front page, should include the HYPSTAIR logo on the top left hand side and the Deliverable Name on the top right hand side. The used font should be Arial 9pt).

➤ Footer:

- The footer of each page, except the front page, should include the property mark HYPSTAIR consortium on the left hand side and page number on the bottom right side. The used font should be Arial, Regular, 9pt.

### 7.3.4 How to integrate contributions

All contributions should be prepared using the HYPSTAIR template. With each contribution the abbreviation and acronym list, the author list, and the reference section at the end of the document should be updated.

When copying text from other documents always use the option Edit -> Paste Special -> Unformatted text.

### 7.3.5 Graphics, figures, and tables

The compressed version of graphic format (e.g. jpg, png) should be used in order not to unnecessarily increase the document file size. Colours should be chosen in a way that the figure can also be understood in a black/white print-out.

➤ Figures

- All figures should be centred and not exceed the page margins;
- The inserted figures 'moves' with the surrounding text (not anchored to a page);
- The title figure should be below figure (Style: "Figure Title");
- The alignment of figure title is centred;
- The font used for figure title should be Arial- bold, 10 pt.

➤ Tables:

- The left alignment should be used for table and table titles;
- The table title should be above the table (Style “Table Title”);
- Space before and after lines should be 3pt;
- The font used for table title should be Arial- bold, 10 pt;
- The font used for table text should be Arial, 11 pt (Style: “Body Text” or Table Text 1);
- Arial Narrow should be used for tables that require more space (Style: “Table Text 2”);
- Column Header Boxes shades in Olive Green:

– Accent 3, Lighter 80%

– Accent 3, Lighter 60 %

## 7.3.6 Format and Fonts

### 7.3.6.1 Format for headings and sub-headings

The document will have pre-formatted fields for headings and sub headings. These format fields can be found at Home tab in Microsoft Word. The styles which should be used in deliverables are:

- Style “Heading 1”: Arial, font size 16,bold;
- Style “Heading 2”: Arial, font size 14, bold;
- Style “Heading 3”: Arial, font size 13, bold;
- Style “Heading 4”: Arial, font size 12, bold;
- Style “Heading 5”: Arial, font size 11, bold;
- Style “Heading 6”: Arial, font size 11, bold.

### 7.3.6.2 Body text font

The body of the information should be:

- Style “Body text”;
- Font Arial;
- Font size 11;
- Alignment: Justified;
- Spacing before and after: 3 pt.;
- Line Spacing: Multiple 1,15 pt.

### 7.3.6.3 Bullets

The bullets which should be used in deliverables are:

➤ Level 1: Style “Bullet Point 1”:

Font: Arial, Regular, 11pt, Alignment: Justified, Indent left: 0, 5 cm, Hanging: 0, 5 cm, Single line spacing, Space After: 6pt.

• Level 2: Style “ Bullet Point 2”

Font: Arial, Regular, 11pt, Alignment: Justified, Indent left: 1 cm, Hanging: 1 cm, Multiple line spacing: 1,15 pt, Space After: 0pt.

– Level 3: Style “ Bullet Point 3”

Font: Arial, Regular, 11pt, Alignment: Justified, Indent Left: 1,5 cm, Hanging: 0,5, cm, Single line spacing, Space After: 0pt.

### 7.3.6.4 Colour

The colour used in document should be Olive Green:

- Accent 3, Lighter 80%
- Accent 3, Lighter 60 %
- Accent 3, Lighter 40%
- Accent 3, Lighter 20%

### 7.3.7 Naming of Documents

Each document will be given a name that can be adjusted according to the Partner and the Deliverable name. Each document will be given the following format using the example of the first deliverable by PPS:

Project name: HYPSTAIR

Deliverable Number: D1.1

Work Package Title: Management

Version number: v1, v 2 (Version 1, 2....) or Final



The example above would appear in the header as the document title:

HYPSTAIR\_D1.1\_Project\_Management\_Plan\_v1.docx



### 7.3.8 Software


MS Word®, MS Excel® and MS PowerPoint® will be the standard software packages used in the project.

## Appendix 1: Template for HYPSTAIR deliverable

<div style="text-align: center;">  </div> <p style="text-align: center;">Development and validation of hybrid propulsion system components and sub-systems for electrical aircraft</p> <hr/> <p><b>Deliverable D<sub>x.x</sub></b> [Document title]</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Deliverable nature</td> <td>Report ; Prototype; Demonstrator; Other</td> </tr> <tr> <td>Dissemination Level:</td> <td>Public, Restricted to programme/group, confidential</td> </tr> <tr> <td>Author(s) :</td> <td>Gregor Vebie</td> </tr> <tr> <td>Organisation responsible for deliverable:</td> <td>Pipistrel (PPS)</td> </tr> <tr> <td>Delivery date:</td> <td>DD.MM.YYYY</td> </tr> <tr> <td>Start date of project:</td> <td>1 September 2013</td> </tr> <tr> <td>Duration :</td> <td>30 months</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Keywords:</p> <p>Abstract:</p> </div> <p style="font-size: small; margin-top: 20px;">Project funded by the European Community under the FP7 (2007-2013). THEME 7: TRANSPORT (including AERONAUTIC).</p> <p style="text-align: center; font-size: x-small;">© Copyright by the HYPSTAIR Consortium</p>	Deliverable nature	Report ; Prototype; Demonstrator; Other	Dissemination Level:	Public, Restricted to programme/group, confidential	Author(s) :	Gregor Vebie	Organisation responsible for deliverable:	Pipistrel (PPS)	Delivery date:	DD.MM.YYYY	Start date of project:	1 September 2013	Duration :	30 months	<div style="text-align: center;">  </div> <p style="text-align: right; font-size: x-small;">HYPSTAIR_D<sub>XX</sub>_name_of_document_V1</p> <p><b>Executive summary</b></p> <p style="font-size: x-small;">Include an executive summary (maximum 2 pages).</p> <p style="font-size: x-small;">It should contain an adequate description of the conclusions or results of the work for the reader who does not have the time to read the whole document. It should, therefore, not be merely a repetition of the abstract or introduction chapter. The executive summary would normally be at least one page. However, it must <b>not divulge any confidential details</b> as the commission might decide to make this Executive Summary public, independent of the confidentiality level of the Deliverable.</p> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 40px;"> <span>© HYPSTAIR Consortium</span> <span>Page 2 of 9</span> </div>
Deliverable nature	Report ; Prototype; Demonstrator; Other														
Dissemination Level:	Public, Restricted to programme/group, confidential														
Author(s) :	Gregor Vebie														
Organisation responsible for deliverable:	Pipistrel (PPS)														
Delivery date:	DD.MM.YYYY														
Start date of project:	1 September 2013														
Duration :	30 months														

<div style="text-align: center;">  </div> <p style="text-align: right; font-size: x-small;">HYPSTAIR_D<sub>XX</sub>_name_of_document_V1</p> <p><b>Document Control Sheet</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Project Number</td> <td>FP7 - 605305</td> </tr> <tr> <td>Project Acronym</td> <td>HYPSTAIR</td> </tr> <tr> <td>Project Full Title</td> <td>Development and validation of hybrid propulsion system components and sub-systems for electrical aircraft</td> </tr> <tr> <td>Project URL</td> <td><a href="http://www.hypstair.eu">www.hypstair.eu</a></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Deliverable</td> <td colspan="3">D<sub>x.x</sub>[Title of deliverable] eg. D1.1 Project Management Plan</td> </tr> <tr> <td>Work Package</td> <td colspan="3">W<sub>Px</sub>[Title of WP] eg. WP Management</td> </tr> <tr> <td>Document URL</td> <td colspan="3"></td> </tr> <tr> <td>Date of Delivery</td> <td>Contractual</td> <td>Max</td> <td>Actual</td> </tr> <tr> <td>Issue date</td> <td>Version 1</td> <td>DD.MM.YYYY</td> <td></td> </tr> <tr> <td></td> <td>Version 2</td> <td>DD.MM.YYYY</td> <td></td> </tr> <tr> <td></td> <td>Version 3</td> <td>DD.MM.YYYY</td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Nature</td> <td>Report</td> <td>X</td> </tr> <tr> <td></td> <td>Prototype</td> <td></td> </tr> <tr> <td></td> <td>Demonstrator</td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td></td> </tr> <tr> <td>Dissemination level</td> <td>Public</td> <td></td> </tr> <tr> <td></td> <td>Restricted to programme</td> <td></td> </tr> <tr> <td></td> <td>Restricted to group</td> <td></td> </tr> <tr> <td></td> <td>Confidential</td> <td>X</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Partners Owning:</td> <td>All</td> </tr> </table> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 10px;"> <span>© HYPSTAIR Consortium</span> <span>Page 3 of 9</span> </div>	Project Number	FP7 - 605305	Project Acronym	HYPSTAIR	Project Full Title	Development and validation of hybrid propulsion system components and sub-systems for electrical aircraft	Project URL	<a href="http://www.hypstair.eu">www.hypstair.eu</a>	Deliverable	D <sub>x.x</sub> [Title of deliverable] eg. D1.1 Project Management Plan			Work Package	W <sub>Px</sub> [Title of WP] eg. WP Management			Document URL				Date of Delivery	Contractual	Max	Actual	Issue date	Version 1	DD.MM.YYYY			Version 2	DD.MM.YYYY			Version 3	DD.MM.YYYY		Nature	Report	X		Prototype			Demonstrator			Other		Dissemination level	Public			Restricted to programme			Restricted to group			Confidential	X	Partners Owning:	All	<div style="text-align: center;">  </div> <p style="text-align: right; font-size: x-small;">HYPSTAIR_D<sub>XX</sub>_name_of_document_V1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Partners Contributed:</td> <td>Gregor Vebie (Pipistrel)</td> </tr> </table> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 40px;"> <span>© HYPSTAIR Consortium</span> <span>Page 4 of 9</span> </div>	Partners Contributed:	Gregor Vebie (Pipistrel)
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	Version 2	DD.MM.YYYY																																																															
	Version 3	DD.MM.YYYY																																																															
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	Prototype																																																																
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	Other																																																																
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Partners Owning:	All																																																																
Partners Contributed:	Gregor Vebie (Pipistrel)																																																																



HYPSTAIR\_DXX\_name\_of\_document\_V1

### List of figures and/or list of tables

A list of figures and/or a list of tables are optional. If you include figures or tables please follow the instructions below.  
Figures must explicitly be referred to in the text. Figures without reference should be removed. Caption for figures appear below the figure. See example:




Figure 1 XXXXX


Tables must also explicitly be referred to in the text. Tables without reference should be removed. Caption for tables appear above the table. See example (Table 1). Please use caption styles.

Table 1 XXXXX

Year			
2000			
2005			
2010			

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HYPSTAIR\_DXX\_name\_of\_document\_V1

### Abbreviations

A list of abbreviations is strongly recommended

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HYPSTAIR\_DXX\_name\_of\_document\_V1

### Definitions

A list of definition of terms used in the main body may be useful, especially if you use newly introduced terms or your definition deviates from a commonly used definition.

Notice that all these sections such as Definitions, Abbreviations etc. are not outline numbered, but yet appear in the Table of Contents

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HYPSTAIR\_DXX\_name\_of\_document\_V1

### References

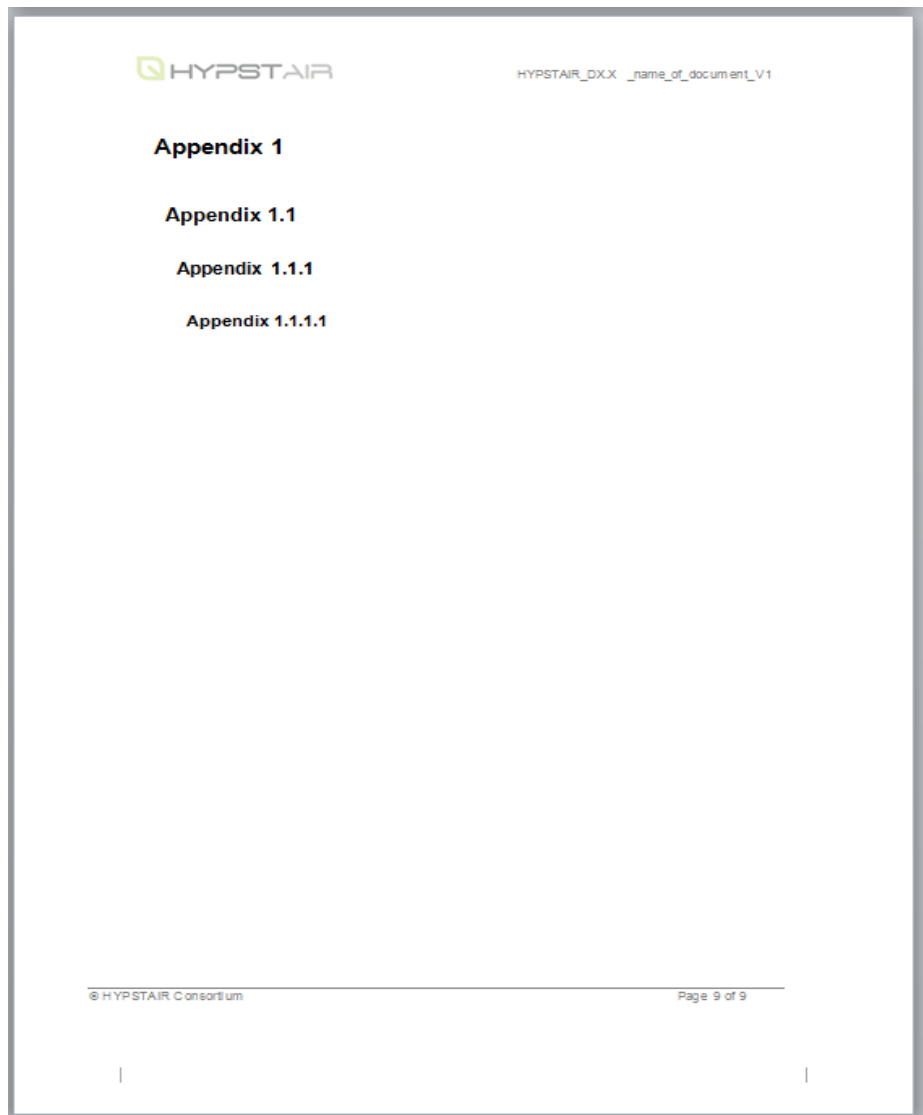
[1] <http://www.hypstair.eu/> ....

References should be provided in any **academic output style** (e.g. Author, Reference title, Source name,.....available at www..... – for internet sources)


All references provided need to be **linked to the content** of the report (including figures and tables).



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## Appendix 2: Template for HYPSTAIR agenda



**HYPSTAIR**  
***Project meeting and Project Management Board meeting***

**Agenda**  
Place, date (e. day, month, year)

*XX. Month Year – title*

9:30

10:00

.....

Welcome

Opening and introduction

*XX. Month Year – title*

9:30

.....

13:00

HYPSTAIR project meeting, day, month, year, place, country

Page 1 of 1

Contact

[www.hypstair.eu](http://www.hypstair.eu)

[info@hypstair.eu](mailto:info@hypstair.eu)

Partners


PIPISTREL

Siemens

University of Maribor



Destec - University of Pisa

MBVision





## Appendix 3: Template for HYPSTAIR minutes

# HYPSTAIR

*Development and validation of HYbrid Propulsion SysTem  
components and sub-systems for electrical AIRcraft*

## Project meeting and *Project Management* *Board meeting*

### Minutes

Place, date

Partner	Short name	pp number
Pipistrel d.o.o.	PPS	LP
Siemens AG	SAG	PP02
University of Maribor	UM	PP03
University of Pisa	UP	PP04
MB Vision	MBV	PP05


*[The minutes and the action list are considered approved after 5 working days from the date of sending.]*



LIST OF PARTICIPANTS: List of participants for both days is attached.

HYPSTAIR project meeting, date, place

Contact  
www.hypstair.eu  
info@hypstair.eu

Partners  
Pipistrel d.o.o.  
Siemens AG  
University of Maribor  
DesteC - University of Pisa  
MBVision



Day 1 -

Day 2 -

### ACTION PLAN #X

(Urgent activities are highlighted in red)

WP	Activity	Deliverable	Responsible Partners	Details	Deadline


HYPSTAIR project meeting, date, place

**Contact**

www.hypstair.eu  
info@hypstair.eu

**Partners**

Pipistrel s.p.a.  
Siemens AG  
University of Maribor  
Destec - University of Pisa  
MBVision



Page 2 of 2

## Appendix 4: Template for HYPSTAIR PowerPoint presentation






WWW - PROJECT HYPSTAIR - EU


Presentation title

Meeting

Presented by: (add the name)

Place, date, month, year


    



WWW - PROJECT HYPSTAIR - EU

Slide title

Insert text here




WWW - PROJECT HYPSTAIR - EU


Slide title



Insert text here

Insert text here



## Appendix 5: Template for HYPSTAIR Press Releases





Development and validation of hybrid propulsion system components and sub-systems for electric aircraft

Place, Date

---

Press Release

Title

---

Text

Name of the author, name of the organization/partner


E-mail of the author

Contact

[www.hypstair.eu](http://www.hypstair.eu)  
[info@hypstair.eu](mailto:info@hypstair.eu)

Partners

Pipistrel d.o.o.  
Siemens AG  
University of Maribor  
Destec - University of Pisa  
MBVision



## **Appendix 6: Brand identity guidelines for HYPSTAIR project**