



Enforce
Empowering Citizens for Environmental Action

D6.1 Communication plan and activities report - Initial

WP6 Impact Maximisation

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Deliverable Abstract

This report presents the initial communication plan for the ENFORCE project, designed to maximize the project's impact and visibility among stakeholders. The plan outlines strategies for raising awareness and fostering engagement through targeted messaging, multiple outreach channels, and tailored materials. Key audiences include regulatory agencies, technology providers, NGOs, and the public. The communication strategy supports ENFORCE's goal of enhancing environmental compliance by aligning citizen-generated data with enforcement needs, utilizing geo-spatial intelligence and AI tools. Regular monitoring and Key Performance Indicators (KPIs) will ensure effective implementation throughout the project duration.

Keywords

Communication strategy, outreach, social media strategy, communication toolkit, target group, awareness raising, impact

Project Summary

Assuring environmental compliance requires a strong network of stakeholders, from citizens and researchers to governments and environmental organisations. Through creative toolkits and protocols, ENFORCE aims to tackle the frequent mismatch between the environmental data gathered by citizens and what authorities require for enforcement purposes. The project will address the challenges in data reporting coming from both the citizens' side and the authorities' side, in order for the obtained data to be usable for environmental enforcement. In this line, ENFORCE introduces the concept of Data Readiness Level (DRL) to assess the maturity of data to be used as evidence in environmental compliance cases. In addition, the project will capitalize on the use of geo-spatial intelligence and AI-enhanced tools, strengthening their capacities, promoting good practices and preparing an inventory on geo-spatial intelligence and AI use. The proposed solution will ensure alignment with the Green Deal Data Space to ensure trustworthy data exchange among the relevant stakeholders. The project encompasses 8 case studies that involve all relevant actors including grassroots organisations, local and regional authorities and a diverse group of experienced researchers forming a scientifically robust interdisciplinary team. The lessons learnt and evaluation results from the case studies will feed the replication guidelines that will be promoted through the ENFORCE capacity building programme and associated policy recommendations to create a multiplier effect for the adoption of citizen science data to support environmental compliance.

Table of Contents

Table of Figures	5
Table of Tables.....	5
Executive Summary	6
1. Introduction.....	7
2. Aim of communication	8
2.1. Overall strategy.....	8
2.2. Communication objectives	10
3. Stakeholders, target audiences and key messages	11
3.1. Stakeholders and target audiences.....	11
3.2. Targeted audiences, associated tools and key elements of interest.....	13
4. Communication materials	15
4.1. Project logo and visual identity.....	15
4.2. Other branding elements: communication toolkit	16
5. Communication tools and channels	19
5.1. Website	19
5.2. Social media	20
5.3. Newsletter and regular news.....	22
5.4. Press releases and project communications.....	23
5.5. Factsheets and infographics	24
5.6. Videos and interviews.....	24
5.7. Events.....	25
5.8. Webinars, workshops and trainings.....	26
5.9. Communication materials for the use cases.....	27
5.10. Internal communication workshop.....	27
5.11. Opportune communication – exploitation of synergies.....	27
6. Partners' roles and responsibilities, processes and monitoring	28
6.1. Planning, coordinating, and monitoring of communication activities.....	28
6.2. Partners' responsibilities in the communication activities.....	29
6.3. Key Performance Indicators.....	31

7. Conclusion	32
Annex: ENFORCE brand book	33

Table of Figures

Figure 1: ENFORCE logo	15
Figure 2: ENFORCE Word and PowerPoint templates	17
Figure 3: ENFORCE documents templates.....	18
Figure 4: ENFORCE social media banner	18
Figure 6: ENFORCE first press release, October 2024.....	24

Table of Tables

Table 1: List of abbreviations	5
Table 2: ENFORCE's LinkedIn profile overview	21
Table 3: Project's KPIs for Communication and related activities	32

Table 1: List of abbreviations

Abbreviations	Meaning
AI	Artificial Intelligence
COST	European Cooperation in Science and Technology
EU	European Union
GDPR	General Data Protection Regulation
IT	Information Technology
KPI	Key Performance Indicator
NGO	Non-Governmental Organisation
SME	Small and Medium-sized Enterprises

Executive Summary

The ENFORCE project aims to bridge the gap between environmental data collected by citizens and the standards required by authorities for effective enforcement, contributing to improved environmental compliance across Europe. This is achieved through the development of a **Data Readiness Level (DRL)** framework, enhanced **geo-spatial intelligence**, and **AI-based tools**. The project's communication and dissemination strategy under **Work Package 6 Impact Maximisation** seeks to engage stakeholders, including government agencies, researchers, NGOs, and the general public, to foster collaboration and increase the visibility and impact of ENFORCE's initiatives.

The communication plan is guided by the **6W approach**—Why, Whom, What, How, Where, and When—to ensure that communication activities are strategically aligned with ENFORCE's objectives and can effectively reach different target audiences with tailored messages. Key objectives include:

1. **Maximizing visibility** of ENFORCE's goals and achievements,
2. **Engaging and establishing synergies** with environmental stakeholders and related initiatives,
3. **Raising awareness** about environmental compliance and citizen science.

The plan involves diverse communication tools and channels, including a branded website, social media presence on LinkedIn and YouTube, newsletters, factsheets, press releases, and visual materials. This communication toolkit ensures accessibility and engagement across different platforms and audience types. Events such as webinars, workshops, and trainings will serve as additional means to connect with stakeholders, share progress, and gather feedback.

Performance will be monitored through specific **Key Performance Indicators (KPIs)**, covering areas such as website traffic, social media engagement, newsletter distribution, and event participation. This systematic approach ensures that the ENFORCE project not only disseminates information effectively but also fosters a lasting impact through collaborative efforts and public engagement, promoting a sustainable approach to environmental monitoring and compliance.

1. Introduction

The success of ENFORCE relies heavily on maximising its outreach and impact through effective communication, dissemination, and exploitation activities. These activities, grouped in a dedicated work package, WP6, encompass sharing information with external stakeholders and the general public, engaging with targeted audiences and the wider public, networking with other relevant initiatives, contributing to new standards for environmental enforcement, etc.

In the context of Horizon Europe, communication involves informing and promoting project activities, while dissemination focuses on making project results accessible to stakeholders. Exploitation includes utilising project outcomes for commercial, legal, societal, or political purposes. These activities are interconnected, with dissemination often laying the groundwork for future exploitation which will be further detailed in two additional deliverables namely D6.5 Dissemination and networking plan and activity report – Initial and D6.9 ENFORCE exploitation and activities report – Initial, both planned for M5.

Clear, transparent communication helps to build trust and foster collaboration among stakeholders, including law enforcement authorities, policymakers, local communities, technology developers and providers, researchers and citizens. In projects that rely on citizen participation such as ENFORCE, it is essential to ensure that information is accessible, engaging, and actionable to empower individuals to take an active role in monitoring and protecting the environment. Furthermore, effective communication ensures that scientific findings are disseminated in a way that influences policy and legal decisions, drives public awareness, and promotes sustainable practices. By facilitating dialogue between science and society, communication strengthens the impact and long-term success of environmental enforcement efforts, creating a shared commitment to environmental stewardship.

As part of T6.1 Communication, G.A.C. Group, with the support of AMARANTHUS, is responsible for the development of a comprehensive communication strategy to be detailed in the present document. ENFORCE's communication strategy adopts a structured approach, emphasising the "6W" method: Why, Whom, What, HoW, Where, and When. This method ensures thorough utilisation of opportunities throughout the project. This document outlines the communication strategy that will be adopted by the ENFORCE partners. It provides valuable insights into the objectives, target audiences, key messages, communication channels and tools. It also addresses, partner roles and responsibilities, and procedures for planning, coordinating, and monitoring these activities.

2. Aim of communication

2.1. Overall strategy

Communication and dissemination are essential to the success and impact of ENFORCE objectives, its expected results and impacts. Continuously sharing internal and external information is a transversal element that should be strategically and effectively conducted by partners throughout the project by taking into consideration all communities relevant for and interested in the project.

Hence, the present report first evokes ENFORCE's objectives and expected outcomes and defines its key stakeholders and target audiences and the key messages addressed to them. It further describes partners' roles and responsibilities when it comes to communication activities, and the relevant processes and procedures to ensure a smooth implementation and monitoring of such activities. All of the project's communication and promotional tools including all branding elements, and opportune communication activities to be organised, are detailed in the following sections.

An initial Dissemination and networking plan and activities (D6.5) is foreseen in M5 and will therefore complete the description of activities related to the dissemination/spreading of information related to the project results (notably with a list of targeted event and scientific publications as well as a comprehensive identification of EU and international actors detailed per target groups).

What is the difference between communication, dissemination, and exploitation in the context of Horizon Europe?

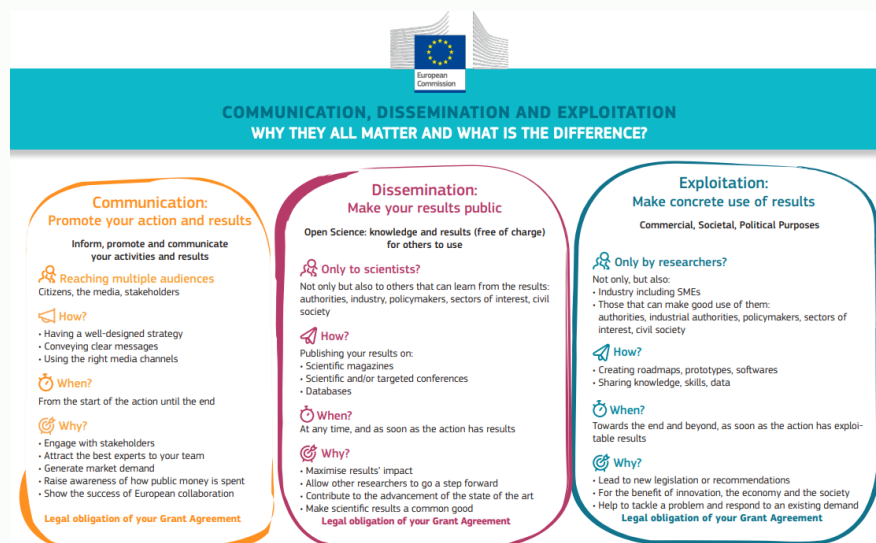
Communication means informing, promoting and communicating on the project activities and results in reaching out to multiple audiences (citizens, the media, etc.). Communication therefore requires having a well-designed strategy, conveying clear messages, and using the right communication channels from the very start of the project until its end.

Dissemination is about making the results of the project public and available to all stakeholders who can learn about and possibly be interested in using the results of the project. Such stakeholders can include but are not limited to public authorities, industry, policymakers, sectors of interest, civil society etc. Dissemination can translate into the publication of project results in scientific magazines, scientific or targeted conferences and events, and databases.

Exploitation serves to make concrete use of project results for commercial, societal and/or political purposes. Exploitation of results can be performed by researchers, industry, and generally all stakeholders that can make use of them including public authorities, industrial authorities, policymakers, civil society etc. Exploitation activities can take the form of roadmap, prototypes and software creation, as well as knowledge, skills and data sharing. It usually takes place towards the end of the project and beyond but can be activated as soon as the project has produced exploitable results.

Communication, dissemination, and exploitation of project results are closely intertwined. Communication and dissemination can make use of the same tools and channels while addressing different audiences for different matters. Dissemination prepares the use, i.e., the future exploitation

of project results as it raises awareness among key target groups, which might later become involved in the exploitation paths of certain project results. This report therefore describes elements which can address at least two of these aspects at the same time, while making clear what the distinguishing elements are. **This deliverable will only focus on communication as the initial Dissemination and networking plan and activities is planned for M5 in dedicated deliverables.**



The proposed communication strategy will follow a 6W approach to ensure that every communication opportunity is adequately exploited during and by the project. The 6W strategy aims to clearly identify:

- **Why communicate:** For efficient communication activities, the first point to be identified are the objectives of the communication;
- **To Whom to communicate:** Different communication objectives will have to target different audiences; these different audiences have to be defined;
- **What to communicate:** Different audiences have different interests and needs and will need to be addressed with different key messages defined according to the expected outcomes and impacts of the project;
- **How to communicate:** Different audiences have to be reached and addressed through different channels. To be efficient, communication activities must be well-coordinated and monitored;
- **Where to communicate:** To fully reach its objectives, the project has to communicate to all its target audiences and all over Europe; and
- **When to communicate:** The project communication must both run throughout the duration of the project, with long lasting and scheduled actions, and take advantage of opportunities that may arise during the project.

This report starts with identifying the communication objectives of the ENFORCE project, answering to the **Why communicate** question in **section 2**. This communication plan further defines the project's key

stakeholders and the derived target audience and associated messages in **section 3**, answering hereby to the **to Whom** and **What** questions.

Based on the identified targeted audiences, **section 4** further answers the **What** to communicate questions by describing the various project communication tools and channels, and further presenting the opportune communication activities, listing the events and networking activities of the project, thereby answering to the **Where** and **When** to communicate questions. **Section 5** answers the **how to disseminate/communicate** question by describing the roles and responsibilities of project partners, together with the processes and procedures to be followed for planning, coordinating, and monitoring communication and dissemination activities.

2.2.Communication objectives

To produce a coherent and efficient communication strategy, the first question to be answered is **Why should we communicate? What are the communication objectives of the project?**

Communication about the project and dissemination of knowledge and project achievements are therefore crucial parts of ENFORCE activities. In order to pave the ground for future initiatives and activities around environmental compliance and citizen science, it is important to raise awareness about the activities of ENFORCE and present its results to relevant target group, notably, environmental agencies and institutes, legal and regulatory authorities, technology developers and providers, the scientific community and the academia, international and European and national networks cluster and multipliers and NGOs and citizen. The overarching goals of the ENFORCE communication plan are to:

- Maximise the visibility of the project;
- Enhance synergies of the project by establishing relationships between the ENFORCE project and other initiatives, networks, focusing on environmental action, citizen science and innovation;

The specific objectives of ENFORCE's communication activities have been clearly defined in the Impact Maximisation Work Package and primarily consist in the following:

- Maximise the impact of the project;
- Establish all the necessary promotional material and communication channels to ensure visibility and access to the stakeholders;
- Support engagement of stakeholders in other WPs;
- Raise awareness on environmental compliance and citizen science and its potential and benefits;
- Communicate about the project activities in an efficient, consistent and timely manner;
- Monitor impacts throughout the project; and
- Organise specific activities around ENFORCE developments targeting relevant communities.

3. Stakeholders, target audiences and key messages

As presented in section 2, the communication strategy of the project answers to different needs and objectives, and therefore different audiences will be targeted. It is essential that different communities are addressed with messages and tools adapted to their interests and uses. This section answers the “**to Whom to communicate**” and “**What to communicate**” questions. Further details regarding dissemination will be presented in the initial Dissemination Plan D6.5 planned for M5.

To pave the way for future initiatives and activities around environmental compliance and citizen science, it is important to raise awareness about the activities of ENFORCE and present its results to relevant target groups, notably, environmental agencies and institutes, legal and regulatory authorities, technology developers and providers, the scientific community and the academia, international and European and national networks cluster and multipliers and NGOs and citizens. During the first months of the project, the partners will therefore focus on communicating on the general information and the main aim of the project and participating in events and conferences of interest: the messages addressed to the different project’s expert stakeholders will therefore be sensibly the same for all. These messages will then be more and more tailor-made as far as the project advances, presenting the different project results to the interested stakeholder groups through dedicated dissemination. The communication to a general public will however be different in the sense that the language chosen, and content will be “popularised” in order to allow an understanding of the topic by a broader audience. The communication content will also mostly focus on the achieved and expected impacts rather than methodological details.

3.1. Stakeholders and target audiences

Besides the general messages, ENFORCE will engage with specific target groups in the EU and adapt its communication (and later dissemination) messages and channels accordingly. This also goes hand in hand with the stakeholder engagement strategy. ENFORCE target groups include:

- **Environmental agencies and institutes** that are in charge of implementing and monitoring environmental compliance in the EU and subject to national legislation, directly involved in protected area management/planning and in implementing / applying ENFORCE solutions in the Case Studies and beyond, in other locations where conditions are similar to those of the Case Studies. Cities, local, regional and other public authorities are grouped here.
- **Inspectorates and law enforcement entities:** the former are bodies responsible for monitoring compliance and for identifying illegal activities; audit institutions – national bodies overseeing works close to protected areas and the potential of overpassing permits. The latter include police forces, other types of guards and task forces, for marine areas, forests, etc. The focus of these stakeholders is on legal norms being respected and identifying and deterring illegal activities and perpetrators.

- **Judges and prosecutors**, with jurisdiction over potential environmental crimes, identifying and verifying when the law is broken and bringing perpetrators to justice. Judges impose sanctions or suspend activities and decide whether evidence becomes admissible or not in court.
- **Legislators** are those that create norms and systems of environmental legislation. They operate at a national level, and often base the legislation on EU law.
- **Technology developers and providers**: SMEs developing monitoring technologies, sensors, drones, Earth Observation tools, IT solutions, AI solutions, etc.
- **Scientific community and academic institutions** related to ENFORCE activities, providing services and recommendations to legislators and other stakeholders, setting the scene for new standards for compliance monitoring and reporting
- **International, European and national networks, clusters and multipliers**: including association related to innovative environmental compliance technologies and applications, environmental platforms and citizen science/observatory organisations, including COST Action networks and other EU and international fora.
- **NGOs/community & voluntary organisations/citizens/public/civil society**: users of nature, farmers, fishermen, tourism entrepreneurs and associations, but also the public concerned with the aesthetic value of the landscape, the conservation of protected areas, biodiversity, forest integrity, etc.

3.2. Targeted audiences, associated tools and key elements of interest

The table below provides an overview of the key elements of interest relevant for the main ENFORCE target groups as well as the tools/channels which are most relevant for each of them (without excluding their interest in other tools/channels).

Target group	Key elements of interest	Website	Social media	Newsletter	Press release	Factsheets	Videos	Scientific publications	Non-scientific publications	Webinars	Workshops & training	Scientific events	Non-scientific events	Educational materials
Environmental agencies and institutes	Insights into innovative compliance monitoring solutions, data quality standards, and frameworks for integrating citizen data.	x	x	x	x	x	x		x	x	x		x	x
Inspectorates and law enforcement entities	Tools for detecting and addressing environmental violations, technology for field assessments, and legal frameworks for compliance verification.	x	x		x		x		x				x	x
Judges and prosecutors	Criteria for using citizen-generated data as evidence, legal guidance on environmental cases, and tools to assess data reliability in court settings.	x	x		x		x	x	x				x	x
Legislators	Information on setting data-based environmental regulations, integrating new tech in policy frameworks, and examples of compliance successes.	x	x		x		x	x	x				x	x
Technology developers and providers	Research on geospatial and AI applications, opportunities for tech collaboration, and updates on compliance tech requirements.	x	x	x	x	x	x	x	x	x	x	x	x	x
Scientific community and academic institutions	Access to project data and findings, opportunities for research collaboration, and insights on standards for environmental data validation.	x	x	x	x	x	x	x	x	x	x	x	x	x
International, European and national networks, clusters and multipliers	Partnerships for sharing best practices, joint activities for awareness, and synergies in environmental advocacy.	x	x	x	x	x	x				x		x	x

NGOs/community & voluntary organisations/citizens/public/civil society	Educational resources on environmental protection, ways to engage in citizen science, updates on project progress and impacts.	x	x	x	x	x	x							x	x
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4. Communication materials

During the first months of the project, the major activity related to communication concerns the establishment of a project branding, i.e., recognition. In this regard, ENFORCE branding elements have been defined in order to make the project easily recognisable. The branding elements have been gathered into a “communication toolkit” which shall represent the stable visual element for project presentation and promotion, and which includes the project logo and visual ID, templates (Word, POWERPOINT). A graphical banner, a flyer, a poster, a roll-up, and a generic project overview in POWERPOINT format will be added to this toolkit.

The toolkit is prepared by AMRN with the support of a professional designer and is to be used by all project partners.

4.1. Project logo and visual identity

The project logo has been designed by a professional designer. The logo has been developed to be easily recognisable and is composed of elements representing the core aspect of ENFORCE: the drop, the seed and the leaf. As a sign of hope, we use the image of the seed that becomes a tree, through the action of a single drop of water. With ENFORCE, the symbolism of the circle takes on its full importance, evoking unity, movement and exchange - providing protection and security. As for the colours, the shades of green represent nature and vegetation while the shades of blue, embody the elements and water. The fading colours stand for balance, eco-responsibility and hope, in keeping with ENFORCE’s values. The addition of orange as an accent colour brings dynamism and modernity to the identity while underlining values of action, sharing and community.

The logo with baseline is as follows:



Figure 1: ENFORCE logo

Different versions of the ENFORCE logo have been produced and adapted to different backgrounds and displays (screen, print, white background, etc.). The logo is available in pixel and format and is available for the partners’ use.

The visual identity is based on the main logo colours and should be respected in all official communication supports.

AMRN developed a comprehensive brand book to provide partners with guidance regarding logo use and details such as the colour chart and the brand's typography. The brand book can be found in the annex of this document.

It should also be noted that it is mandatory to specify the European Commission, the UK Research and Innovation and the Swiss funding of ENFORCE on all project publications – electronic tools, reports, event publications, print documents, etc. All partners are made aware of this obligation and responsible for respecting it. (Example in the cover page of the present document)

4.2. Other branding elements: communication toolkit

Based on the project logo and visual identity other branding elements have been and will be developed:

- Notably, a **graphical template for Word and PowerPoint**. This aims to ensure coherence and a professional level of quality in terms of design and presentation in all the project documents and communications.



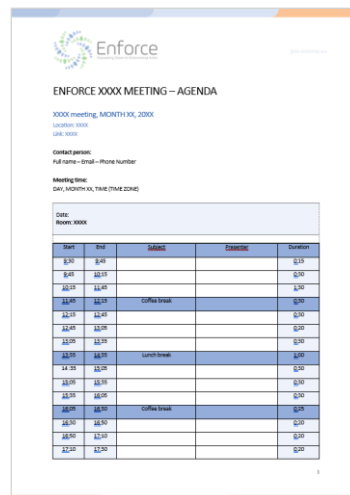
Work Package	WPX – WP Title
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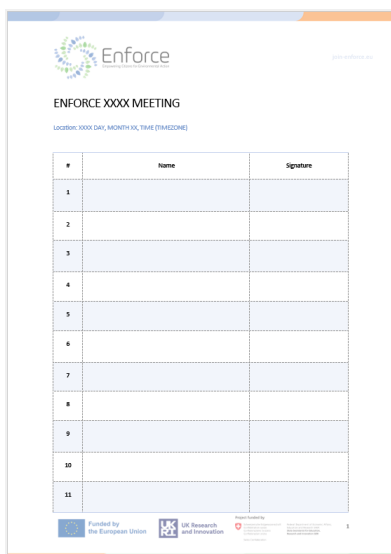


Figure 2: ENFORCE Word and PowerPoint templates

- To complement the Word and POWERPOINT templates, an **attendance sheet**, **meeting minute** and **agenda template** as well as a **letter head** were developed in order to provide partners with a large panel of branded documents to be used for events, meetings or any other purposes.

Start	End	Subject	Coordinator	Duration
08:30	09:00			0:30
09:00	09:30			0:30
09:30	10:00			0:30
10:00	10:30	Coffee break		0:30
10:30	11:00			0:30
11:00	11:30			0:30
11:30	12:00			0:30
12:00	12:30	Lunch break		0:30
12:30	13:00			0:30
13:00	13:30			0:30
13:30	14:00			0:30
14:00	14:30	Coffee break		0:30
14:30	15:00			0:30
15:00	15:30			0:30
15:30	16:00			0:30



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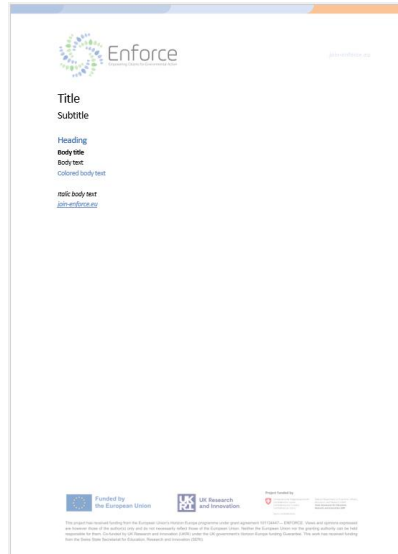


Figure 3: ENFORCE documents templates

- In addition, a **visual banner** was developed for the use on social media channels. The banner is respecting the adequate formats of LinkedIn.



Figure 4: ENFORCE social media banner

- **A generic project presentation:** Following the ENFORCE branding, a generic ENFORCE presentation will be developed to be used for awareness-raising and information at events and via the partners' networks. It will be used by all persons involved in the project to disseminate the project objectives, its status, and the expected results. It will be easily adaptable by partners for specific audiences and updated with new information. It will, at the beginning, detail the structure of the project in terms of objectives, the main results that the project aims to achieve and the tools the project will use, and be updated as the project advances. The presentation aims at attracting the interest of relevant communities and stakeholders. It will also be made available on the project website.



Figure 5: ENFORCE Online Meetings Background

- **Online meetings background:** A branded virtual background was developed for online meetings, reinforcing the project's visual identity during virtual interactions. This background serves as a consistent promotional tool, enhancing project visibility and professionalism across all digital meetings and presentations.
- **Flyer and poster:** A first flyer and poster will be developed at the beginning of the project (M5) to present its main activities in a visual and attractive way. The poster (60cmx80cm) and flyer (A4) will be used to communicate with external stakeholders and facilitate the comprehension of the project. Partners will also be able to use it during scientific and non-scientific events. A second

version of the flyer and poster will be produced in year 3 to put forward the results and outcomes of the project. The flyer and poster will both be produced in pdf format, so it can be used in electronic communications but also to be professionally printed.

- **Roll-up and banner:** If needed for certain events or workshops, project banners or roll-ups will be created at M5 to showcase the project visual identity and spread important information. These roll-ups (85 x 200 cm) and banners provide an overview of the project's objectives and highlight key communication channels such as the website and social media accounts, facilitating easy contact with the ENFORCE team and access to further project details. The roll-ups and banners are editable for each event or conference and the title can be changed for each occasion. The roll-ups and banners maintain consistency with the project's visual identity, incorporating major design elements from existing templates. They will be made to be professionally printed.
- **An internal communication workshop:** In order to support the consortium members on communication aspects, the Communication team will organise an internal communication workshop to put emphasis on the importance of communication, what to communicate and how. The meeting will aim at presenting to the project partners the various ENFORCE communication channels and tools and how to use it. It will also be an occasion to share “dos and don’ts”. The meeting will be held online and open to all partners. With the approval of partners, the meeting will be recorded and made available along with presentation slides.

5. Communication tools and channels

5.1. Website

The first version of the ENFORCE website will be available by the end of M3 through the following URL: join-enforce.eu. Until the website is live, a landing page redirects towards the project’s social media accounts. As the project central hub, it is a communication channel of major importance and offers the best visibility for partners, project activities and results.

It is designed to be the main repository of the project information and to tell the story of ENFORCE. Thus, the general public and targeted audiences can have an overview of the project in an accessible and interactive tool. Especially, the website describes:

- The project objectives, approach and expected outcomes
- The 8 case studies of the project
- The ENFORCE consortium

Also, the website will enable interested stakeholders to keep up to date with:

- ENFORCE’s developments, findings and outcomes
- Project news and upcoming events
- Project resources (public deliverables, communication materials, factsheets, videos, ...)

The website is meant to be the first and key access point for interested stakeholders, which means spreading contact details with the project coordinator or specific partners. It is a great tool for

networking purposes and for establishing synergies with other relevant stakeholders. That is why it contains a Networking page, showcasing each project, organisation, network or initiative with which the consortium is collaborating.

Promotion of the project is also planned to be done through other relevant web portals in order to create synergy effects such as the sister project's website (more4nature) or other EU funded related project. Cross-promotion is notably related to current and future projects related to citizen science and environmental actions. Furthermore, the project partners will be asked to refer to the ENFORCE project website.

The website follows the ENFORCE branding and visual identity and plays an important role in the information campaign. The content of the website will be updated continuously, e.g., whenever new information becomes available, website metrics will be monitored internally most probably with Google Analytics.

5.2.Social media

To ensure an optimised project visibility, it is necessary to build and manage an ENFORCE community, by engaging numerous stakeholders and the general public through social networks. Indeed, more intense communication can be performed towards such a community.

AMRN has created ENFORCE profiles in several social networks with different characteristics. LinkedIn is a professional social media, allowing to reach target actors in the field of environmental compliance, citizen science and innovation. Considering the latest development of the X (Twitter) platform and its declining number of users, the ENFORCE communication team has decided not to use it as part of the project. Hence, the KPI of 3 social media channels available in the Description of Action is currently reduced to 2 (LinkedIn and YouTube). However, the team will remain flexible regarding the creation of additional social media channels depending on the needs of the case studies and their stakeholders.

A key objective of communication through social media is to identify already existing communities related to environmental compliance, citizen science and innovation sectors, attract their members and develop communication synergies.

It is important for ENFORCE to convey environment-related key messages, information, policies, etc. from the European Commission (EC) through its social media. The objective is to clearly demonstrate how the project is anchored to the European Green Deal Data Space, that it is aligned to the EC's general strategy to achieve a more sustainable future and contributes to pave the way to environmental compliance, sustainable management practices and participatory environmental monitoring.

A YouTube channel is also available at the project level to be the repository for every ENFORCE video.

5.2.1. LinkedIn

The ENFORCE (company) page is accessible since M1 at: <https://www.linkedin.com/company/enforce-eu/>.

LinkedIn provides a professional platform through which ENFORCE can engage with specific, professional target audiences. It serves as an effective tool for targeted networking and fostering a sustainable community where project updates and results can be shared, as well as news, policies and findings from other relevant projects, initiatives, and networks. The primary objective is to cultivate an engaged network interested in the development of a legal framework for environmental actions through participatory monitoring and citizen science innovations. Establishing the ENFORCE profile as a LinkedIn company offers seamless interaction with existing networks and facilitates synergies with them. The profile is continuously enriched with additional details and content, expanding connections within the relevant topic scope.

To increase the project outreach through LinkedIn, each post is supposed to be liked and/or shared by project partners, ensuring a more effective spread in their own networks. In order to do so, AMRN who's managing the social media channels, will make sure to tag partners in the posts so they can be notified. In addition, this will be stressed during the regular WP calls, General Assemblies as well as during the internal communication workshop.

Item	Description
Objective	To announce ENFORCE's developments, activities, findings, outcomes, news & events to raise awareness and to raise interest from targeted audiences to join the project community. To gather questions and get feedback and best practices on the work done by the consortium.
Content and Messages	Maintain communication and keep professionals informed; establish a community to share project updates, relevant news, results, discussion topics, and disseminate news and information from the EC.
Target Audience	All 8 target groups
Information Required	Project updates, findings, news, upcoming events, results, external articles and information
Information Provider	All partners AMRN (literature search) and G.A.C. for support
Activities	Publication of articles, like, comment and re-post relevant external publications, inviting new members to join, launching newsletters, following relevant accounts
Schedule	Continuously updated (average of 1 time a week)
Monitoring	G.A.C. ensures its continuous monitoring with the support of AMRN
Responsible Partner	AMRN (lead) All partners (suggest content, follow, react, comment, share)
LinkedIn tag	@ENFORCE_eu

Table 2: ENFORCE's LinkedIn profile overview

Communication activities planned on LinkedIn:

- **Post 1 publication on average per week** (news, events, videos, factsheets, scientific papers)
- **Follow** relevant accounts, networks, projects, organisations
- **React, comment and share** relevant publications

- Host the links to ENFORCE's **website** and **YouTube** channel

5.2.2. YouTube

The ENFORCE YouTube channel has been available since M1 at: https://www.youtube.com/@enforce_eu.

YouTube is a popular video-sharing platform enabling millions of viewers to get access to knowledge in a very visual way. It is a great opportunity for ENFORCE to present the project, its objectives, its partners and its findings in a trendy manner and to create immersive content in a highly accessible way.

Many videos are planned to be shot and edited during the lifespan of the ENFORCE project as part of the total KPI of 30 videos and will be a major tool for communication and maximising the project outreach.

AMRN is responsible for shooting, editing, producing and publishing ENFORCE videos, which are validated by the project coordinators (G.A.C.).

Communication activities planned on YouTube:

- Publish **at least 30 videos and interviews**
- **Follow** relevant YouTube channels
- Host the links to ENFORCE's **website** and **LinkedIn** account

5.3. Newsletter and regular news

Throughout its duration, the project will produce and distribute eight newsletters outlining the main achievements of ENFORCE, including activities, results, and generated information. These newsletters will be created with Mailchimp.

These newsletters will be written in a straightforward, journalistic style, and distributed to the ENFORCE mailing list. They will also be accessible in the 'News' section of the project website. Initially, newsletters are planned to be released every six months, with adjustments made based on the scheduling of important project events or advancements. The project newsletter will be promoted through various channels, such as the ENFORCE website, and partners' newsletters, the other social media accounts, all in accordance with GDPR regulations.

Approximately two months before the expected release of a newsletter issue, AMRN will initiate an internal "call for ideas" to determine the topics to be covered. Partners responsible for specific activities or possessing firsthand knowledge of the topics will be invited to submit draft articles within a four-week timeframe. AMRN will then edit and standardise the contributions to ensure the newsletter consistency, compile the newsletter, and distribute it.

Following distribution, the newsletter will be published on the website as a news item, which will then be shared across social media channels. Whenever feasible, information from the newsletter or specific articles will be incorporated into partners' institutional newsletters or communication channels related to other projects. To maximise newsletter subscribers, stakeholders attending ENFORCE events will be invited to subscribe to the ENFORCE newsletter. Since the start of the project (M1), AMRN has

implemented a QR code to facilitate the subscription process for the newsletter, enhancing accessibility and engagement with our audience. This QR code will be prominently featured on all promotional materials, including flyers and banners, ensuring consistent visibility and ease of access at events and outreach activities.

In addition to the newsletters, AMRN will regularly publish relevant news on the project website, including details on project events or results, as well as relevant information from external sources. To facilitate this, AMRN will implement an internal process for gathering relevant information from partners, involving recurring meetings with Work Package Leaders to discuss upcoming project deliverables, outputs, and activities, and propose corresponding news items. **Communication activities planned with Newsletter and regular news:**

- Publish at least 8 Newsletters (1 each 6 months)

Publish an average of 1 or 2 news per month on the website

5.4. Press releases and project communications

Press released will be shared at major moments of ENFORCE development, such as the project kick-off or the achievement of key milestones or the organisation of major events. GAC will identify these key moments in the project's lifetime and AMRN will produce press releases for dissemination through appropriate channels. These press releases will require approval from both the coordinators, G.A.C. and UTH, before publication. Subsequently, they will be shared with all project partners for distribution through their internal and external communication channels and networks and translated by partners for local dissemination. Additionally, press releases will be accessible on the ENFORCE website.





Figure 56: ENFORCE first press release, October 2024

AMRN is responsible for the writing and sharing of the press releases with all partners and ensuring its monitoring. A first press release (illustrated in figure 6) has been released in M2 to announce the start of the project and the Kick-off meeting.

Communication activities planned with Press releases:

- Publish at least 4 Press releases (1 per year) on the website and social media

5.5.Factsheets and infographics

Awareness-raising material and factsheets will be primarily intended to the general public (citizens) to provide it with knowledge, to understand the aim of the ENFORCE project and its impacts. But also, to educate the general public to some of the specific concepts used as part of the ENFORCE project. Such material will be produced using the output and findings of operational activities and will be adapted to a 'rookie' audience. Factsheets are presented as PDF documents on the website and made more visually attractive for the social media channels in order to appear as a carousel, defining key terminology and concepts in an easy-to-understand way for a non-expert audience. Namely, this material will be made as visual as possible and easily accessible and understandable by an audience that is not familiar with technical terms and concepts related to citizen science and legal environmental actions.

Communication activities planned with Factsheets:

- Publish at least 10 Factsheets on the website and social media

5.6.Videos and interviews

In the frame of an EU-funded project, videos are an excellent means of communication for several reasons:

- They are **visually appealing**: videos engage multiple senses simultaneously, making them more captivating than text or audio alone.
- They allow to easily **simplify complex concepts**, through animations, demonstrations, and explanations.
- They **tell a story**: they can evoke personal interest, convey narratives, create a connection with the audience, making the project more relatable and compelling.
- They are **easily accessible** and allows to reach a **broad audience**. With the widespread availability of video-sharing platforms and streaming services, videos can be easily accessed and shared across various devices and platforms.
- They enable a large sharing of **feedback** and **engagement**: Videos encourage audience interaction and feedback. Viewers can comment, ask questions, and provide insights, fostering a sense of community and collaboration around the project.
- They are an excellent way to **demonstrate the project's progress** in an accessible manner.

That is why ENFORCE's communication efforts particularly focus on videos, with more than 30 clips and interviews planned over the project duration, such as:

- Interview of the project coordinators to present the overall vision of the project
- Videos to highlight key moments of ENFORCE's major events
- Creative videos to present the partners, experts in the consortium and their vision on the different topics addressed by the project
- Videos to present the project and its case studies with a voice-over
- Interviews of work package leaders and lead developers to vulgarise the work done within the project
- Interactive videos to present the project's results and lessons learnt

The videos are uploaded on ENFORCE's YouTube channel and shared on the website and on social media.

Communication activities planned with Videos & Interviews :

- Create and post **at least 30 Videos & Interviews** on YouTube

5.7.Events

Events will be attended by the project partners for communicating about the project developments towards specific / specialised stakeholders alongside major related events. Local events will also be targeted.

Organising side-events during bigger events and participating to external events are a great opportunity for project partners to communicate about the project developments and findings with a broad and

already audience made aware. These events are also the occasion to engage new stakeholders and expand the ENFORCE network.

Partners will attend throughout the duration of the project events and conferences about environmental actions, citizen science, innovation, etc., use the opportunities for awareness raising, presenting the project, its activities and outcomes, making use of communication material such as the flyers, posters, roll-ups, as well as creating connections and thus nourishing the ENFORCE community over time. Each partner will identify and attend events during which it would be interesting to present the ENFORCE project. They will then report their participation in a dedicated Excel sheet created by G.A.C. for monitoring and reporting purposes.

A detailed list of target events of interest will be shared in D6.5 Dissemination and networking plan and activities – Initial, planned for M5.

Communication activities planned with events:

- Organise and/or participate in at least **8 non-scientific events**
- Organise and/or participate in at least **20 scientific events**

5.8. Webinars, workshops and trainings

Webinars, workshops and trainings aim at spreading ENFORCE methodology and results among stakeholders. This specific activity is highly connected to the dissemination of the project and thus will be further detailed in D6.5 planned for M5. However, these various sessions are also a great opportunity to communicate about the project and make it known to additional stakeholders.

Several webinars will be organised targeting various type of stakeholders. They will aim to introduce the methodologies and share good practices among the case studies, contact other European projects and plan common activities, among researchers to share methodologies and lessons learnt.

Workshops and training will be designed to bring together local and international stakeholders from the industry, the government, the academic sector and citizens to experience the demonstrations and learn about the findings for the projects. In total, there will be:

- 4 workshops per case studies' living labs in 2 iterative cycles (total 32)
- 1 physical user uptake workshop per Case Studies (total 8)
- 2 online workshops training case study leaders on living lab methodology (total 2)
- 3 internal and 2 external co-creation exploitation workshops (total 5)

Communication activities planned with webinars, workshops and trainings:

- Organise 2 webinars per year
- 4 workshops per case studies' living labs in 2 iterative cycles (total 32)
- 1 physical user uptake workshop per CS (total 8)
- 2 online workshops training case study leaders on living lab methodology (total 2)
- 3 internal and 2 external co-creation exploitation workshops (total 5)

5.9. Communication materials for the use cases

The ENFORCE communication team, working closely with the case study leaders, will identify the most effective methods to support and promote the progress of the case studies. This collaboration ensures that each team has access to the appropriate channels and tools to communicate project activities effectively. Communication materials will be primarily produced in English; however, based on the specific needs of each case study, translations or videos with subtitles in the local language can be provided. Additionally, the communication team will remain attentive to any specific requirements that arise, meaning posters, flyers, and other materials can be translated or customized according to the unique demands of each case study. In addition, the communication team will attend the weekly WP4 meeting in order to guarantee regular interactions with the case studies and better understand their needs in terms of communication support.

5.10. Internal communication workshop

To assist ENFORCE partners with communication matters, G.A.C. will host an internal workshop, with the support of AMRN, focused on emphasising the significance of effective communication, what content to convey, and how to do so. The session will introduce project partners to the diverse communication channels and tools available within the project, along with guidance on their utilisation. Additionally, it will provide an opportunity to share best practices (tips to improve the quality of publications, photos, videos, etc. and to maximise the impact of their social media posts) and potential pitfalls to avoid. The workshop will be conducted online and recorded to be accessible to all partners. The presentation slides will be made available afterwards and a one-pager factsheet will be created with key information as a summary of the workshop.

Furthermore, to streamline information communication and ensure consistency across all channels, AMRN has developed a comprehensive Communication Guidelines document (M2). This resource outlines the procedures for monitoring and showcasing ENFORCE's activities and findings online, providing a standardized framework for all project partners to report their contributions and align their communication efforts effectively.

Communication activities planned with internal communication workshop:

- Organise **1 internal communication workshop**
- Share **1 communication guidelines document** with partners

5.11. Opportune communication – exploitation of synergies

To maximise global visibility and enhance long-term synergies, the ENFORCE partners will actively work on establishing relationships with strategic EU actors, and initiatives, with related current and future projects dealing with environmental compliance, citizen science and innovation in those sectors.

As part of task 6.4 Collaboration with the sister project, the main goal will be to foster synergies with more4nature which was funded under the same call in order to maximise the impact and outreach of both projects. We will use the advantage that the more4nature project started almost 6 months earlier than ENFORCE and hence benefit from their experience. Together we will share best practices in order to deliver added value. Regular networking meetings will be implemented with the Project Boards and partners.

The overall aim of the networking and exchange around synergies will be to raise awareness within relevant target groups, to engage relevant actors into the project activities, and to serve common goals, broadening as such the impact of ENFORCE and the initiatives it will be collaborating with.

6. Partners' roles and responsibilities, processes and monitoring

To achieve the communication objectives described above, concrete processes and procedures should be put in place for coordinating and implementing the communication strategy. This section answers to the **“hoW to communicate”** question.

To ensure and cross check the performance of the communication activities against the strategic goals, it is necessary to nominate the responsible partners, to follow up the implementation of activities and to control the process. More specifically, communication on the project during the project lifetime is expected to take place through the consortium members, their networks and the relevant initiatives approached for the exploitation of synergies.

6.1.Planning, coordinating, and monitoring of communication activities

To ensure the communication strategy stays up to date, an internal planning, coordination and monitoring process shall be followed. In addition, all partners must report on their activities and opportunities. GAC as Impact Maximisation leader and Communication responsible will regularly check the progress and, if needed, adjust the planning of communication activities. GAC will also supervise all activities and provide strategic direction when needed.

A Communication and Dissemination (C&D) reporting Excel file has been developed by GAC and will be used by all partners to report on all communication and dissemination activities, as well as on the preparation and publishing of news and social media posts. This Excel file will be regularly reviewed and updated by GAC with the support of AMRN and other consortium partners. For reporting purposes, the partners will be indicating:

- Lead partner,
- Date,
- Type of communication / dissemination activity,
- Target audience,

- Etc.

In addition, on a regular basis, partners will be invited to share news items related to the project. To do so, GAC will provide partners with a specific template or good examples of news items to support the drafting of news items. GAC will provide support where needed and ensure language and style are adequate. To ensure the timely reception of partners' contribution of news content, GAC will send reminder emails and use the opportunity of regular meetings organised with all Case Study and Work Package leaders in the framework of WP4. In addition, communication related activities will be discussed during consortium General Assembly meetings and dedicated monthly teleconference calls are already set up bilaterally among GAC and AMRN as well as with all WP6 task leaders to provide a platform to discuss any relevant issues.

6.2.Partners' responsibilities in the communication activities

Partners have agreed on the following roles regarding ENFORCE's communication activities. The Work Package Impact Maximisation is led by GAC which also leads the Communication task, with the extensive support of AMRN. All partners will work closely with GAC and AMRN to provide input to all the communication activities, therefore playing an important role in spreading information. The work task responsibilities are distributed as follows:

GAC, Work Package and Communication task leader

GAC leads the management and coordination of the Work Package and drives some communication activities, including:

- Ensuring quality control of the information provided, information spread and deliverables
- Development of the communication strategy and its updated versions (D6.1, D6.2, D6.3, D6.4),
- Setting up and implementing a monitoring and reporting process for the communication activities,
- Support to ARMN in the organisation of the internal communication workshop,
- Coordination with other tasks and Work Packages to identify their communication needs and deliver materials accordingly,
- Organisation of regular Work Package meetings,
- Organisation of the meetings with the sister projects and other relevant initiatives,
- Organisation of joint events with the support of ECSA.

AMRN, support to the communication task

AMRN drives communication activities, including:

- Creation of a visual identity,
- Creation of templates (Word and PowerPoint),
- Development of the project's generic presentation,

- Development of the communication tools,
- Creates, manages and continuously updates with the support of all partners, the social media accounts (LinkedIn, YouTube and any additional channel to be included in the lifetime of the project), as well as the project website, with publications, content, documents, news, etc...
- Preparation and dissemination of the e-newsletters and news,
- Development of several communication and dissemination-related activities and production of promotional material based on the contributions from partners, such as factsheets, videos, etc.,
- Development of communication material tailored to the Case Studies needs,
- Organisation of the internal communication workshop with the support of GAC.
- Provides support to the consortium with regards to the communication toolkit, ensures its correct use in alignment with EC rules (acknowledgement, open access) and helps partners with their communication and dissemination needs
- Support GAC in the monitoring and reporting process for the communication and dissemination activities by providing data and numbers for the reporting,
- Organisation of joint communication campaigns with the sister projects and other relevant initiatives,
- Communication support during the organisation of joint event,
- Set up of the process for news collection and set up, stimulating partners to provide communication and dissemination input, such as news for publication on the project website or social media, newsletters, etc., and monitoring the respect of the process.

G.A.C. Group, project coordinator

- Ensuring quality control of the information provided,
- Final approval of the information to be shared including security check,
- Support in the collection of inputs from other WPs.

All project partners

All partners shall:

- Use the project's visual identity for any communication on ENFORCE, as well as make reference to the project and the EC, UK and Swiss fundings,
- Provide news and/or communications on important activities and achievements related to ENFORCE (reporting to GAC and AMRN for communication/dissemination purposes),
- Inform GAC and AMRN about possible organisation or/and participation in conferences, workshops, etc. related to ENFORCE, via the reporting/monitoring tool, as well as possible communication related needs arising therefrom (e.g. need for communication material),
- Provide short texts about participation in events for the news section of the project website (accompanied by related links and pictures whenever available),

- Disseminate ENFORCE information, materials and deliverables through their channels and networks,
- Where appropriate support content selection and suggest external experts' input (if considered relevant), e.g. for webinars, workshops and trainings,
- Provide the required information for the reporting for the EC (see template in Excel sheet available to all partners through MS Teams, the internal communication portal).

The partners will fulfil their responsibilities autonomously and provide input in time to all the communication and dissemination activities driven by GAC; but also, proactively disseminate information on the project activities and outcomes via their channels and networks. The entire consortium is playing an important role in collecting and disseminating information.

All partners will be asked to report every other month on their dissemination and communication activities, using a template (Excel file, provided by GAC).

6.3.Key Performance Indicators

Measurable targets and performance indicators are set for the communication work. Besides the Key Performance Indicators (KPIs) listed in the table below, a number of project activities naturally feed into the communication (and dissemination) work (events/ workshops, reports, etc.). The monitoring will be based on the expected outcomes specified in section 1. Dedicated KPIs will be settled for dissemination activities in the initial Dissemination and networking plan and activities (D6.5).

#	KPI	Target	Verification means
1	Project logo and templates	1 visual identity kit	Visual identify kit available
2	Flyer and poster	2 flyers and 2 posters	Publication on the website
3	Roll up and banner	1 customizable roll up and 1 banner	Design available and ready for professional printing
4	Project documentation	All public deliverables	Publication on the website
5	Website	1 website / 2 news per month / 10,000 visitors	Google Analytics and publication on the website
6	Social media	2 social media accounts with over 400 followers	LinkedIn and YouTube accounts set up and addition of the number of followers
7	Newsletters	8 newsletters	Publication on the website
8	Press releases/project communication	1 per year	Publication on the website

#	KPI	Target	Verification means
9	Factsheets and infographics	10+	Publication on the website
10	Videos & interviews	30+	YouTube channel
11	Scientific publications	10+	Partners' reporting
12	Non-scientific publication	20+	Partners' reporting
13	Webinars	2 per year	Publication on the website
14	Workshops and Training	47+	Material available on open education platform VideoLectures

Table 3: Project's KPIs for Communication and related activities

Whilst communication KPIs will be followed to be in line with plans and obligations, the project team will exploit opportunities for additional communication actions whenever relevant and possible. This could lead to additional communication outputs.

7. Conclusion

The ENFORCE Communication Plan and Activities Report outlines a comprehensive strategy to amplify the project's impact on environmental compliance and awareness across Europe. By establishing a structured, multi-channel communication framework, ENFORCE aims to bridge information gaps between citizens, regulatory bodies, and enforcement agencies, ensuring data generated by citizen science meets the standards required for actionable environmental monitoring.

Through targeted outreach efforts, including a strong online presence, dedicated social media engagement, and tailored informational materials, ENFORCE strives to maximize visibility, foster stakeholder collaboration, and encourage public participation. The use of innovative tools, such as the Data Readiness Level (DRL) assessment and AI-powered geo-spatial intelligence, reflects the project's commitment to advancing environmental monitoring practices aligned with the European Green Deal Data Space.

Regular monitoring and Key Performance Indicators (KPIs) will ensure the communication objectives are met, facilitating continuous improvement in outreach activities. By achieving these goals, ENFORCE not only promotes sustainable environmental practices but also sets a foundation for future initiatives that harness citizen science for impactful, compliance-oriented environmental management. Through this collaborative and structured approach, ENFORCE will contribute to a more accountable and transparent approach to environmental stewardship.

Annex: ENFORCE brand book

Enforce

Brandbook version october 2024

Introduction

This document aims to define a clear and consistent style guide for all Enforce documents and materials to ensure brand consistency, best practice and an easily recognizable project identity.

Concept

Every little action can produce big change.

As a sign of hope, we use the image of the seed that becomes a tree, through the action of a single drop of water.

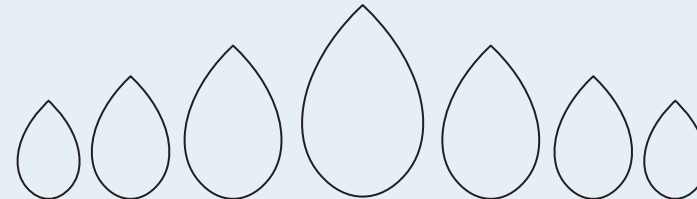
The drop



The seed

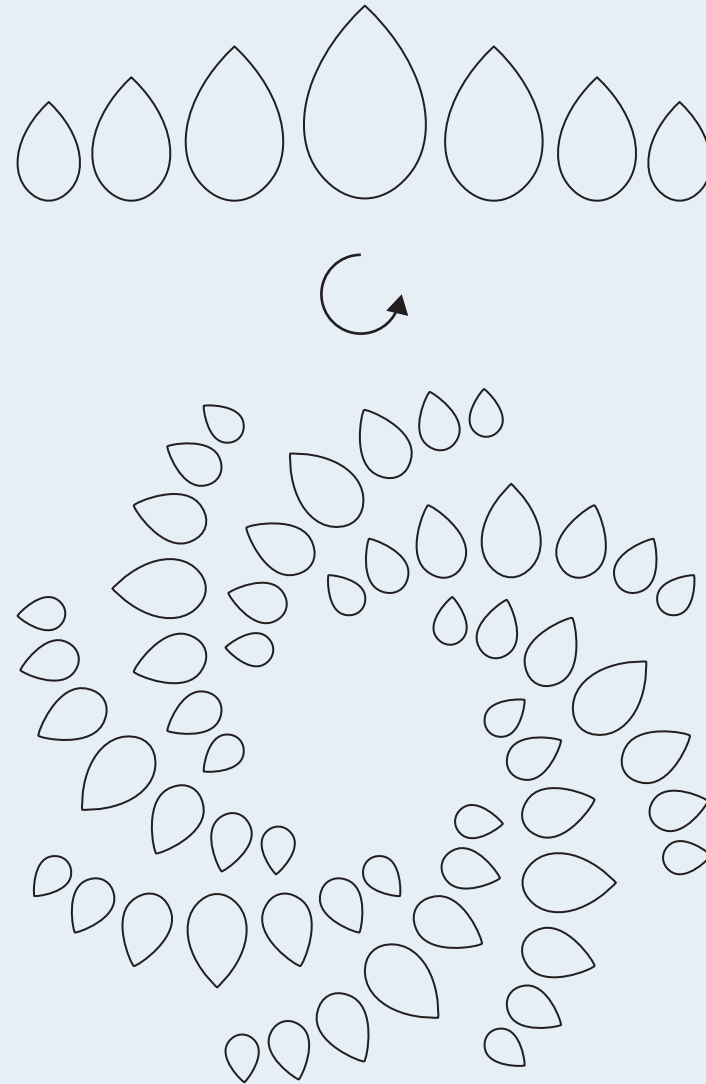


The leaf



Concept

With Enforce, the symbolism of the circle takes on its full importance, evoking unity, movement and exchange - providing protection and security.



Colour

A shade of green, nature and vegetation, and a shade of blue, elements and water - fading colors that stand for balance, eco-responsibility and hope, in keeping with Enforce's values.

The addition of orange brings dynamism and modernity to the identity while underlining values of action, sharing and community.

CMYK
0 0 0 0

RGB
255 255 255

CMYK
19 0 25 0

RGB
218 240 208

CMYK
32 0 43 0

RGB
188 227 169

CMYK
47 0 61 0

RGB
151 211 129

CMYK
67 0 89 0

RGB
86 183 70

CMYK
0 0 0 100

RGB
0 0 0

CMYK
8 4 0 0

RGB
238 242 251

CMYK
27 14 0 0

RGB
196 209 237

CMYK
47 27 0 0

RGB
148 173 218

CMYK
62 38 0 0

RGB
109 145 203

CMYK
82 56 0 0

RGB
57 106 178

CMYK
0 58 95 0

RGB
240 130 23

Logotype

The logotype with the tagline will be used when the size allows it to be read.

Logotype tagline



The logotype without the tagline will be used when the size does not allow it to be read.

Logotype



Misuse

The logo follows strict usage guidelines and must not be modified or altered in any way.

Scale
Do not alter the proportions.



Rotation
Do not change orientation.



Opacity
Do not change the opacity.



Color
Do not change the color.



Typeface
Do not change the font.



Variations
Do not modify the logo unless approved.



Safe zone

The logo's safe zone is equivalent to the height of the 'o' on all sides.



Background

The logo is implemented differently depending on the background on which it is placed.

Light
Background



Full color
Image

Dark
Background



B&W
Image



Typography

The brand's typography is defined by the Schuss font.

Title
Amplesoft Medium

This is a title

Subtitle
Schuss bold oblique

This is a subtitle

Heading
Schuss regular

This is a heading

Body title
Schuss bold

This is a body title

Body
Schuss regular

This is a body

Colored body
Schuss regular

This is a colored body

Note body
Schuss italic

This is a body

Link
Schuss oblique underline

[This is a link](#)

Enforce

Project presentation

Number 1 :
This is a colored body

This is a body title
This is a sample text for an Enforce presentation project.

This is a note text.

[join-enforce.eu](#)

Graphic

Based on the concept and colors of the logo, these graphic elements will dress up the brand's documents.

Blue shade



Green shade



Orange



Co-funders

YES

- EU logo must be the most prominent one (comes first in order)
- You can put the 3 logos only, without their disclaimer
- You can also put the three logos and their respective disclaimer (3) if enough space

NO

- Add only one of the three logos
- Add the three logos but only one of the disclaimers
- Place EU logo after the UKRI and Swiss logos in order of priority.

EU funding
Appears first



**Funded by
the European Union**

UK funding
Appears second



**UK Research
and Innovation**

Swiss funding
Appears third

Project funded by



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Economic Affairs,
Education and Research EAER
**State Secretariat for Education,
Research and Innovation SERI**

Swiss Confederation

Funding
description
Appears fourth

This project has received funding from the European Union's Horizon Europe programme under grant agreement 101134447— ENFORCE. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them. Co-funded by UK Research and Innovation (UKRI) under the UK government's Horizon Europe funding Guarantee. This work has received funding from the Swiss State Secretariat for Education, Research and Innovation (SERI).

Using
example



**Funded by
the European Union**



**UK Research
and Innovation**

Project funded by



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Economic Affairs,
Education and Research EAER
**State Secretariat for Education,
Research and Innovation SERI**

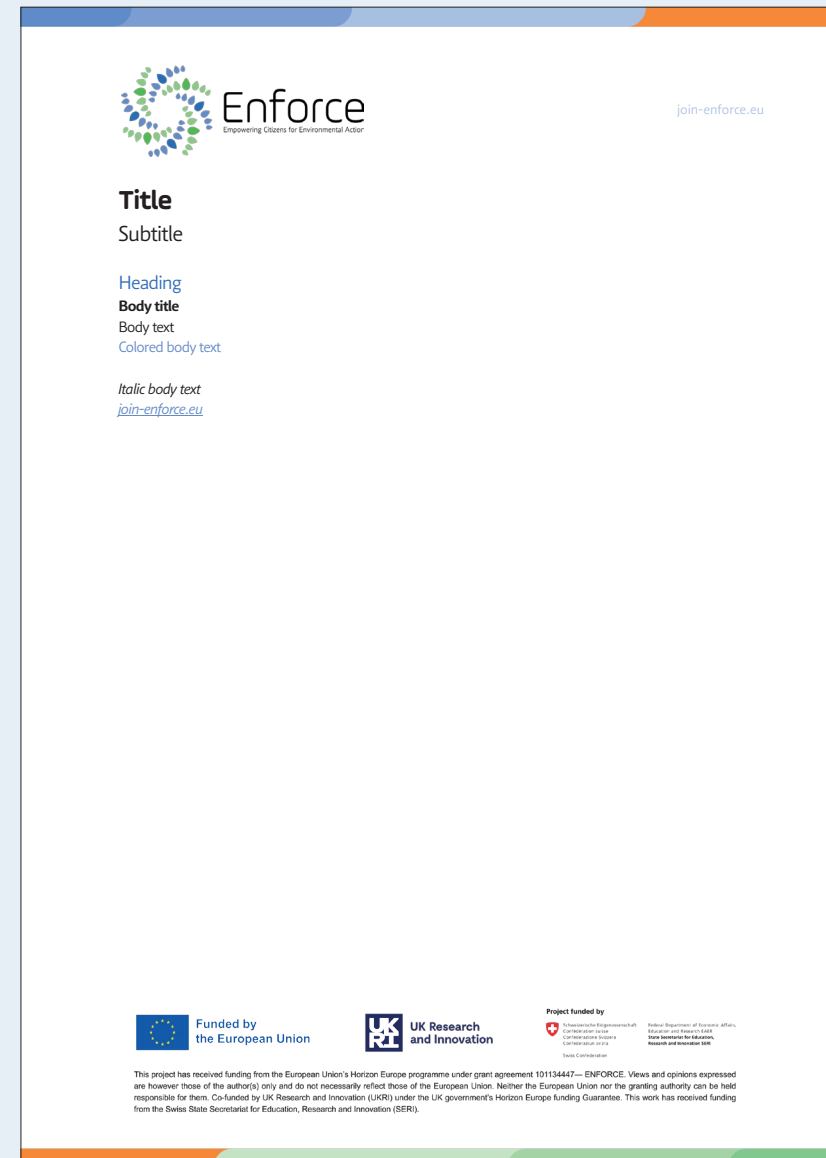
Swiss Confederation

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Template

The brand identity is built around a variety of documents.

Letterhead



Deliverables



Title
Subtitle

Deliverable X.X:
WP:

Date:
Author:

 **Funded by the European Union**

 **UK Research and Innovation**

Project funded by
Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun Svizra
Swiss Confederation

Federal Department of Economic Affairs,
Education and Research (SED)
Higher Education Division
Research and Innovation 2020

This project has received funding from the European Union's Horizon Europe programme under grant agreement 101134447—ENFORCE. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them. Co-funded by UK Research and Innovation (UKRI) under the UK government's Horizon Europe funding Guarantee. This work has received funding from the Swiss State Secretariat for Education, Research and Innovation (SERI).

Meeting minutes



join-enforce.eu

Minutes of <Meeting Name>

Date:
Place:
Author(s):
WP/Task/Subtask
Version:

1. List of Participants

Name	Organization

2. Agenda

3. Main Action Points

Action item	Responsible

4. Minutes

1

Attendance
sheet



Enforce
Empowering Citizens for Environmental Action

join-enforce.eu

ENFORCE XXXX MEETING

Location: XXXX DAY, MONTH XX, TIME (TIMEZONE)

#	Name	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Funded by
the European Union

UK Research
and Innovation

Project funded by

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Economic Affairs,
Education and Research DARE
State Secretariat for Education,
Research and Innovation SER

1

Agenda



Enforce
Empowering Citizens for Environmental Action

join-enforce.eu

ENFORCE XXXX MEETING – AGENDA

XXXX meeting, MONTH XX, 20XX

Location: XXXX

Link: XXXX

Contact person:

Full name – Email – Phone Number

Meeting time:

DAY, MONTH XX, TIME (TIME ZONE)

Date:

Room: XXXX

Start	End	Subject	Presenter	Duration
9:30	9:45			0:15
9:45	10:15			0:30
10:15	11:45			1:30
11:45	12:15	Coffee break		0:30
12:15	12:45			0:30
12:45	13:05			0:20
13:05	13:35			0:30
13:35	14:35	Lunch break		1:00
14 :35	15:05			0:30
15:05	15:35			0:30
15:35	16:05			0:30
16:05	16:30	Coffee break		0:25
16:30	16:50			0:20
16:50	17:10			0:20
17:10	17:30			0:20

1

PPT



Zoom
background





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Project funded by



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Department of Economic Affairs,
Education and Research EAER
State Secretariat for Education,
Research and Innovation SERI

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**UK Research
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