

## Security Sensitivity Statement

This form is related to the Security Sensitivity Assessment procedure which will assure that no sensitive information will be included in the publications and deliverables of the MobilePass project.

Security sensitive information means here all information in whatever form or mode of transmission that is classified by Council Decision on the security rules for protecting EU classified information (2011/292/EU) and all relevant national laws and regulations. The information can be already classified, or such that it should be classified.

In practice the following criteria is used:

- Information is already classified
- Information may describe shortcomings of existing safety, security or operating systems
- Information is such, that it might be misused.
- Information that can cause harm to
  - o European Union
  - o a Member State
  - o society
  - o industry and companies
  - o third country
  - o citizen or an individual person of a country.

### Publication identification

*Title of the Publication:* Deliverable D 8.1 Web Site, Project Brochure, Newsletter, Project CI and Guidelines

*Authors (Name / Affiliation):*

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*Contributors authors:*

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Subashini Aleti AIT

*Type of the publication:*

This is a deliverable

- WP 8, Task 8.1
- Dissemination level: PU

**Please fill in below:**

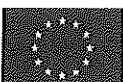
*This is:* pre-assessment ☐ final assessment ☒

*List the input material used in the publication/deliverable:*

See Annexes, pg. 23

*List the results developed and presented in the publication/deliverable:*

- current version of the MobilePass-website
- information and service portal
- project brochure
- DMS platform set up
- Description of Newsletter, Project CI and Guidelines



The Draft publication

☐ is attached to this statement

**X** can be found in link: <http://www.mobilepass-project.eu/dissemination>

**This publication does not include any data or information that could be interpreted as security sensitive.**

**X True**

☐ Not sure

*If not sure, please specify what are the material / results that you are not sure if they are security sensitive? Why?*

Date 27.12.2014

Signature of the Responsible Author:



**Comments of the SSA Group**

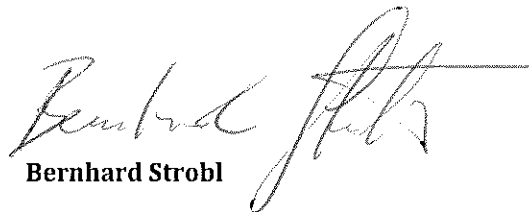
**X** The publication can be published as it is.

☐ Before publication the following modifications are needed:

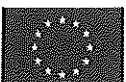
-  
-

Date: 27.12.2014

On behalf of the SSA Group:

  
**Bernhard Strobl**

Signature of a member of the SSA Group



**Website, Project Brochure, Newsletter,  
Project CI and Guidelines**

Version 1.0, 27.12.2014

**Project**

Project Reference: Grant agreement no. 608016  
Project Short Name: MobilePass  
Call: FP7-SEC-2013-3-2-3  
Funding Scheme: Capacity Project  
Project web-site: [www.mobilepass-project.eu](http://www.mobilepass-project.eu)

**MobilePass**



**Deliverable D 8.1**

**Web Site, Project Brochure, Newsletter, Project CI and  
Guidelines**

**Document**

Deliverable No.:	8.1	Due Date:	2014-12-31
Issued by Partner:	Fraunhofer	Actual Date:	2014-12-27
WP/Task:	WP8/T8.1	Pages:	23
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	<b>Name</b>	<b>Organization/Unit</b>
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**File**

MobilePass Deliverable  
D 8 1\_V1.0\_Final

## Document History

Document Information		Chapters affected	Description of change	Author	Document Status
Date	Version				
16.12.2014	0.1	all	Initial Version	Eduardo Monari	In progress
17.12.2014	0.2	All	Additions	Axelle Gasne	In progress
22.12.2014	0.3	2-4, new Sec. 8	URLs to flyer, video and website added, Project CI and Guidelines included	Eduardo Monari	Pre-Final
27.12.2014	1.0	All	Consolidated Version after reviews	Bernhard Strobl	Final

## Document Reviews

The following table gives an overview of all document reviews.

Date	Version reviewed	Remarks, Corrections	Reviewer	New Status
26.12.2014	0.3	English proof reading	Subashini Aleti	Final
27.12.2014	0.4	Technical review, Security sensitive review	Bernhard Strobl	Final

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## 1 Introduction

### 1.1 Purpose of the document

This deliverable describes the first (current) version of the MobilePass-website. The project website will act as an information and service portal disseminating the project results and materials. This deliverable also handles the project brochure which has been designed as dissemination material. The brochure gives a short overview of the project, the project partners and contact information.

Finally, in order to optimize communication and data exchange between project partners the DMS platform set up for internal information exchange is described in short.

### 1.2 Description of work for this deliverable

Work Package 8 covers the effort for dissemination and exploitation of tasks. It ensures the rapid dissemination of project results to support general European technological progress. It also promotes project applications for exploitation within partner's organisations. The dissemination of information for all innovative technical domains in the project is executed by this work package.

To ensure comprehensive and appropriate target dissemination and exploitation activities, the project will utilise a variety of communication channels. An interactive & frequently updated website (e.g. [www.mobilepass-project.eu](http://www.mobilepass-project.eu) [1]) will be used as the primary dissemination channel to the public. Furthermore, (electronic) newsletters, brochures or informational flyers, posters and press releases will be produced when appropriate.

## 2 Project Logo

As usual for projects like MobilePass, a project logo has been designed for better recognition of the project during dissemination and exploitation. Hereby, one of the most important issues is to design an "easy-to-recognize and self-explaining" logo. A reliable graphic identity helps us to communicate more effectively to our target audiences.

### 2.1 Concepts to represent

After several discussions and exchange of ideas, the consortium came up with the following aspects to be included into the logo:

1. Biometric Passports
2. Mobile Devices
3. Face & Fingerprint Capturing (Passenger Verification)

### 2.2 Logo

The first step is to create a graphic identity with the aim to identify the graphical elements that represent the above mentioned concepts.



A number of logo proposals have been generated (see Figure 1). This logo was slightly adapted in order to fit the concepts completely.



*Figure 1: Design studies for MobilePass Logo (left) and finally selected logo (right)*

The logo has been produced in different file formats (tif, png) and different resolutions depending on where it will be used and published.

### 3 Website

We set up an active and attractive portal to present project progress and results. The project website is based on Drupal and will be kept up to date with all the project relevant issues including results, news and upcoming events. The website is available under [www.mobilepass-project.eu](http://www.mobilepass-project.eu) [1]. In order to allow users to stay up to date, the website includes a news-page which will be frequently updated by new posts.

On the main page (see Figure 2) on top left of the site, the newly designed project logo is shown. Under the logo a menu is provided for direct access to the most important information:

- Project Overview: An overview of the MobilePass project, e.g. short description and goals.
- Consortium Overview / Partner Descriptions: Information about each partner, role in the project, contact information.
- News & Events: New posts (connected with Tags) are added here.
- Dissemination Results: Download of e.g. project presentations, flyer, publications, and public reports.
- Contact: Contact to project coordinator and homepage responsible.

It is planned to add additional pages in near future, in particular:

- Links: Weblinks to EU-webpages or project relevant sites and
- Press Releases.

#### 3.1 Project Overview

In the centre of the page the information is displayed. On the main page, the overall goal of the project, as well as relevant facts are summed up. We also present a short animated video as

## Website, Project Brochure, Newsletter, Project CI and Guidelines

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“appetizer” of the project idea and envisioned technologies. Besides, the MobilePass Flyer is available in a downloadable version (see [2]).



Figure 2: “Home”-page, with welcome information, introduction video and brochure for direct download.

On the overview page, the project goals and objectives are described in more detail. Particularly, on this page it should be highlighted that there are data protection issues that might rise up with the project are explicitly mentioned, and the draft consent form for volunteers is provided for download. With this kind of information distribution, we believe to show the transparency of the research activities and simultaneously achieve a higher acceptance on biometric systems research.

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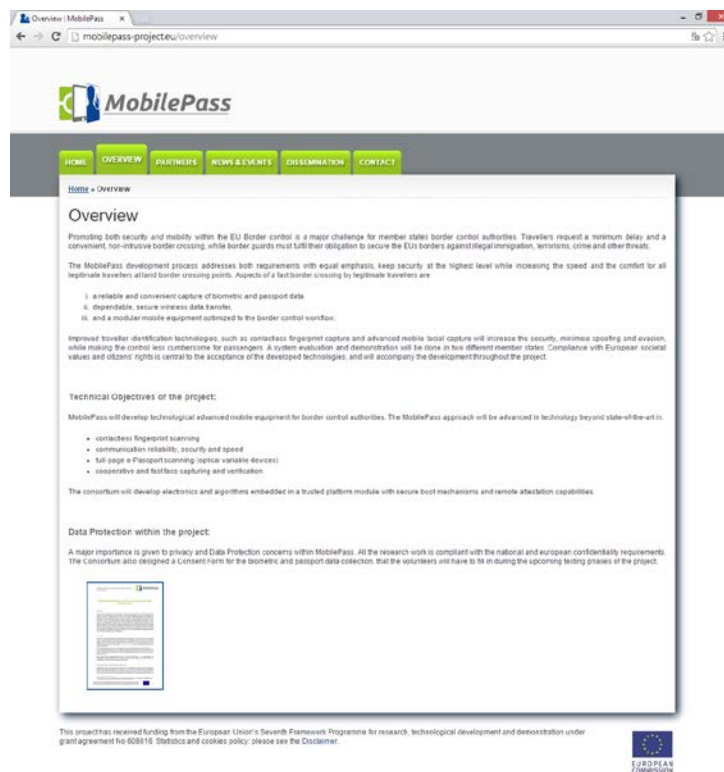
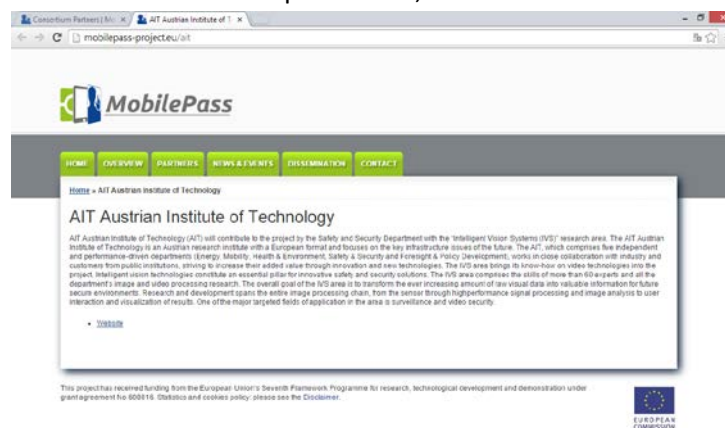


Figure 3: “Overview”-page with basic information on project goals.

### 3.2 Presentation of the Consortium

The “Partners” page shows the logos of all members involved in the Consortium. (See Figure 4). By clicking on these logos or on the names on the partner list, detailed information about any partner is



accessible. For example,

Figure 5 displays the detailed information page of AIT. Here you can find (depending on the partner):

- Detailed information about the partner
- Web-link to the partner

It is planned to extend information to each partner by the following information:

This project has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement no 608016.



## Website, Project Brochure, Newsletter, Project CI and Guidelines

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- Partner's role in the project
- People involved
- Photos and links to dissemination events, as well as,
- Photos of prototypes developed in the project
- Publication lists (dissemination).

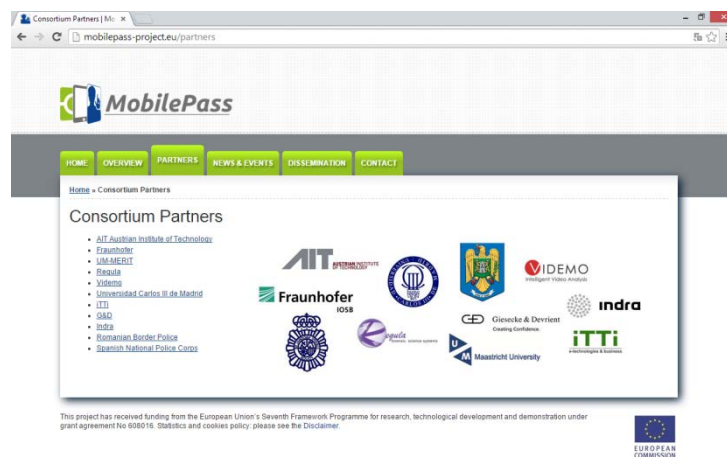


Figure 4: Partners/Consortium overview page. Further information on partners can be found following the link, by clicking on the partners name, as shown for AIT in Figure 5.

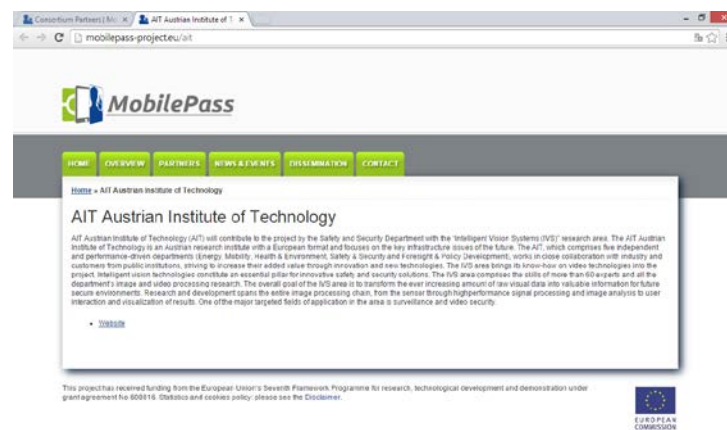


Figure 5: Partner description page (example for AIT).

### 3.3 News & Events

The page “News/Events” contains posts about current activities in the project. Figure 6 shows a list with MobilePass-related events. This page is also used by MobilePass partners to have an overview on upcoming events. So, it should be considered that the MobilePass was presented in most of the events but not all. In this case, a short description on participation of MobilePass partners has been added to the item.

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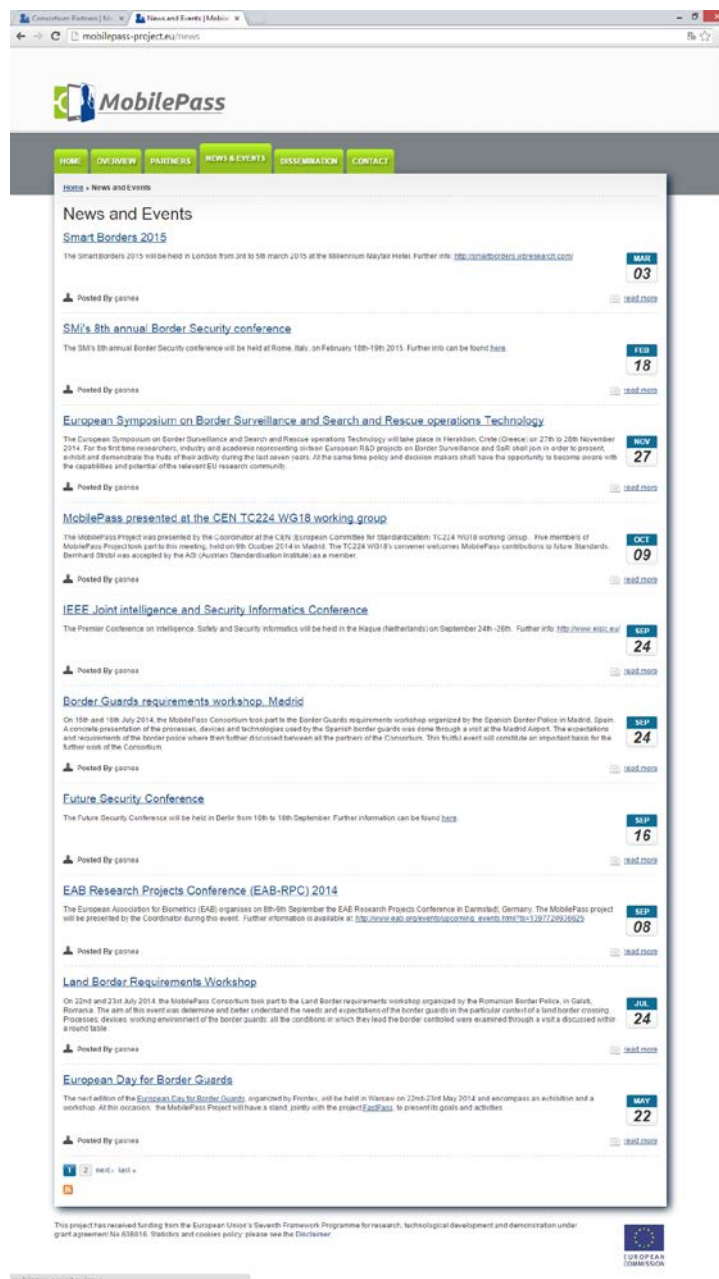


Figure 6: News / Blog

### 3.4 Dissemination of Results

We believe that dissemination of project results is of high importance for transparency of publicly funded research projects. Therefore, publications, presentations and public deliverables will be provided in a suitable format as downloads on the website. However, some deliverables can only be provided in a reduced version, particularly where new intellectual property of security-critical information is included in the reports.

## Website, Project Brochure, Newsletter, Project CI and Guidelines

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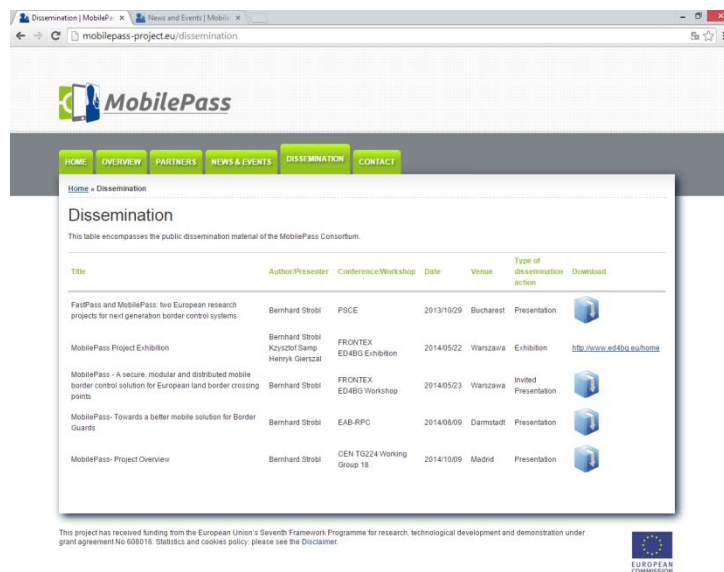


Figure 7: Dissemination of Results / Download page.

### 3.5 Website Statistics

Up to now, we have registered more than 1,500 visits on our website. Based on the statistics shown in Figure 8, between 100 and 200 visitors are visiting the website per month. It should be highlighted that the number of unique visitors is smoothly increasing over time, which shows that the awareness about the MobilePass project is increasing.

Although, the research topic of MobilePass addresses a quite focused audience, the overall number of visitors seems appropriate as the scientific and technical community is not too large.

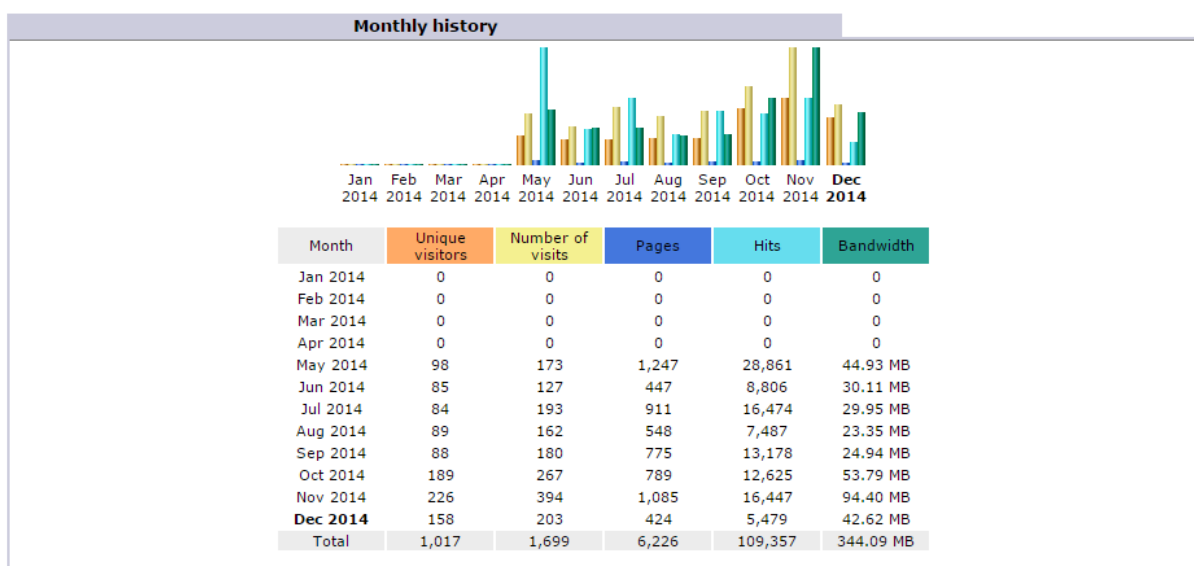


Figure 8: Website statistics (monthly visits and visitor counting)



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Furthermore it should be taken into account that scientific dissemination of results is coming up in 2015. In this second year of the project scientific papers and first prototypes will be published and presented. As a consequence we expect a much higher traffic on our website during the second half of 2015.

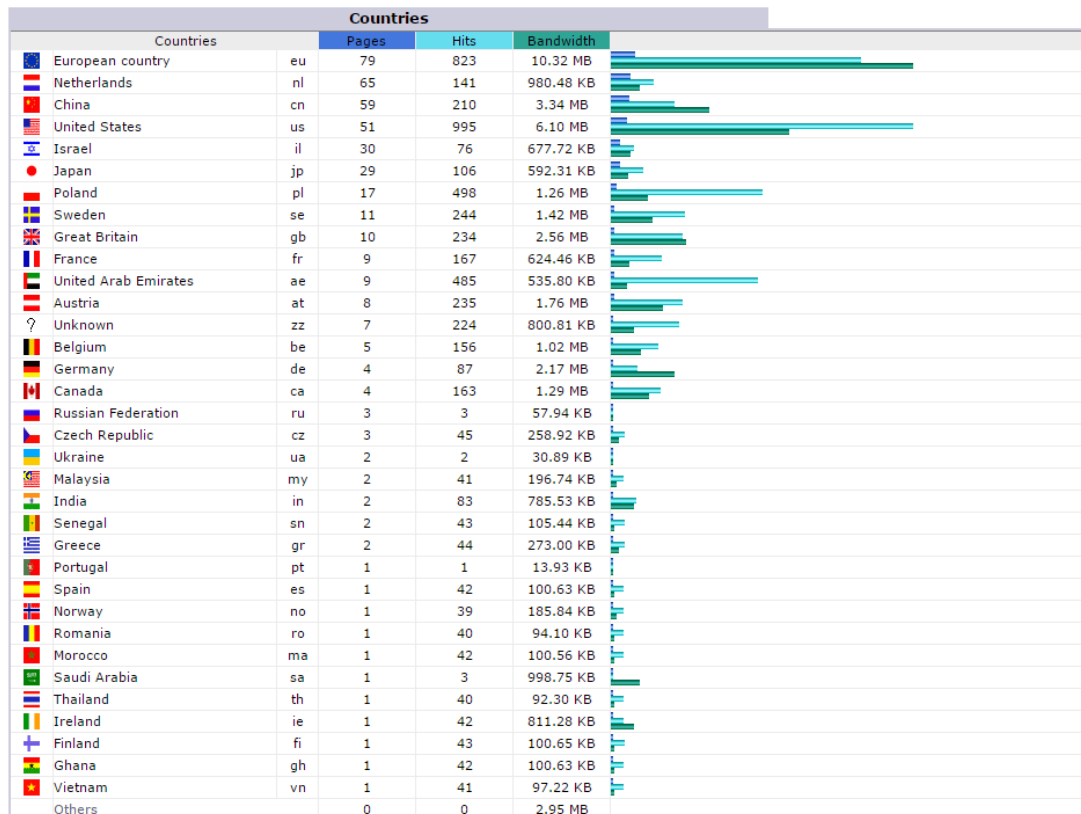


Figure 9: Website statistics II (countries of visitors)

A second quite interesting statistics is shown in Figure 9. This chart shows the visitors from various countries (or cross-links). It is evident that there is a good cross-link to project websites or organizations related to the EC (e.g. Frontex) or other European Projects. This is assumed due to the relatively large number of visitors belonging to “.eu”-domains.

The next interesting aspect shown in this figure is the high interest shown by non-European countries including Netherlands, China, United States, Israel and Japan occupying 2<sup>nd</sup> to 6<sup>th</sup> ranks respectively. This highlights that the MobilePass dissemination is not only limited to the European Union, countries of the project partners, but also interests for countries and regions worldwide.

We believe, that after first scientific and technical presentations/publications, the interest for MobilePass project will increase significantly, but at the same time we believe, that the “Top-15-Countries” of Figure 9 will be mostly the same.

## 4 Promotional video

A promotional video for MobilePass [3] has been designed by the Austrian communication agency LimeSoda. The idea was to present the project concept and the partners in a quick and playful way for a large public. Therefore, the Consortium chose to develop a “silent” video (without voice but with a musical background) in order to avoid understanding problems linked to foreign languages. For this dissemination material, the ambition was not to draw a detailed and technical presentation of the project but to provide basic information on the activities that will be undertaken.



Figure 10: MobilePass Promotional Video

This video has been broadcasted on YouTube, both by LimeSoda and AIT and counting around 240 views. As mentioned above, the video is also published on the MobilePass website as “appetizer”.

## 5 Flyer

The MobilePass logo and the design have been finished at the end of May 2014. Approx. at the same time a first brochure was needed for the European Day for Border Guards organized by Frontex. Therefore a preliminary version of the brochure was designed which will be later adapted to the current design.

### 5.1 Preliminary Layout/Version

This Flyer was a preliminary design for the Frontex Event in May 2014, and was also distributed at several events such as the Future Security Conference 2014 in Berlin, the Technology Symposium of the German Police in Münster/Germany, as well as the Security Trade Fair Essen/Germany. More than 200 Flyers have been printed and hand-out. Figures 1 and 2 show the two pages of the flyer.



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 <p><b>A secure, modular and distributed mobile border control solution for European land border crossing points.</b></p> <p>MobilePass will focus on research and development towards technologically advanced mobile equipment at land border crossing points. The aim of the project is to provide new technologies for practical mobile devices which allow border control authorities to check European, visa-holding and frequent third country travellers in a comfortable, fast and secure way. The mobile solution incorporates new technologies needed in mobile scenarios and embeds them in the actual border crossing workflow to speed up control procedures.</p> <p>Promoting both security and mobility within the EU Border control is a major challenge for member states border control authorities. Travellers request a minimum delay and a convenient, non-intrusive border crossing, while border guards must fulfil their obligation to secure the EU's borders against illegal immigration, terrorism, crime and other threats.</p> <p>The MobilePass development process addresses both requirements with equal emphasis, keep security at the highest level while increasing the speed and the comfort for all legitimate travellers at land border crossing points. Aspects of a fast border crossing by legitimate travellers are</p> <ul style="list-style-type: none"> <li>➤ a reliable and convenient capture of biometric and passport data</li> <li>➤ dependable, secure wireless data transfer,</li> <li>➤ and a modular mobile equipment optimized to the border control workflow.</li> </ul> <p>Improved traveller identification technologies, such as contactless fingerprint capture and advanced mobile facial capture will increase the security, minimise spoofing and evasion, while making the control less cumbersome for passengers.</p> <p>A system evaluation and demonstration will be done in two different member states. Compliance with European societal values and citizens' rights is central to the acceptance of the developed technologies, and will accompany the development throughout the project.</p>  <p><small>This project has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement No 608016.</small></p>	 <p><b>Technical Objectives</b></p> <p>MobilePass will develop technological advanced mobile equipment for border control authorities. The MobilePass approach will be advanced in technology beyond state-of-the-art in:</p> <ul style="list-style-type: none"> <li>➤ Contactless multiple fingerprint verification</li> <li>➤ Cooperative and fast face capturing and verification</li> <li>➤ Full-page e-Passport scanning</li> <li>➤ Communication reliability, security and speed</li> <li>➤ Respect legal, ethical and social factors</li> </ul>  <p>Symbolic image</p> <p>The consortium will carry out research and prototype development of electronics and algorithms embedded in a trusted platform module with secure boot mechanisms and remote attestation capabilities.</p>  <p>Technological advances will bring a benefit for all general identity checks with legal ID Documents which can be read by a machine. This can be future Schengen Visa systems or personal ID cards combined with biometric features. Maximum attention is paid to the security features of these technologies. Research will also include the development of a trusted platform computing module which will not allow re-engineering or compromising the build-in software in case of a stolen device. Remote attestation techniques will ensure that the person handling the device is authorised to handle it.</p> <p>The usage of novel development techniques, like HLS (High Level Synthesis) for battery powered FPGA's and the usage of powerful heterogeneous multicore chipsets will enable implementation of CPU-demanding algorithms for biometrics and image processing.</p> <p>The MobilePass consortium is fully aware that border management as such, as well as the specific research and technologies proposed within the MobilePass project are ethically sensitive. The consortium therefore wishes to clearly state that it fully accepts and respects the ethical rules and standards of FP7, as well as those stated in the Charter of Fundamental Rights of the European Union incorporating experiences from border guards as well as feedback from passengers during the design phase.</p>  <p>To ensure this, the project output is screened by an additional ethics and security committee.</p> <p><small>This project has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement No 608016.</small></p>
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Figure 11: MobilePass Flyer 2014, page 1 &amp; 2

## Website, Project Brochure, Newsletter, Project CI and Guidelines

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The figure shows two pages of the MobilePass flyer. The left page is titled 'Impact' and discusses the project's focus on next-generation mobile equipment for biometric passport. It lists expected impacts such as faster processing for passengers and enhanced security. The right page is titled 'Project Facts' and lists participating institutions like AIT, Fraunhofer, and ITTI, along with a map of Europe showing project locations and logos of partners.

Figure 12: MobilePass Flyer 2014, page 3 &amp; 4

## 5.2 Distribution

The MobilePass brochure is downloadable from the project web site, for the purpose of free dissemination resource available to all web site visitors.

A preliminary version of the brochure was already distributed on the Security 2014 trade fair, as well as at several conferences. In a second step we will redesign the flyer and extend the document to a high quality brochure. In particular, now that the first vision of the MobilePass device and system architecture has been clarified, these visions will be included in more detail in the project dissemination material.

## 6 MobilePass Newsletter

The Consortium plans to regularly publish an online newsletter (three or four times a year), in order to keep interested people and organisations updated on the latest achievements of MobilePass. The articles will for example focus on the activities undertaken in the project or the papers and publications submitted by the partners. A potential tool for publishing could be MailChimp, which would enable, thanks to its high compatibility with drupal, the creation of a subscription page within the MobilePass website.

The newsletter will be seen as attractive and interactive medium to catch the attention of further MobilePass “followers”. The first issue should be drawn up during spring 2015. The Consortium will then gather enough material for a consistent publication.

## 7 Internal Communication

### 7.1 Document Management System

The DMS-Server used in the MobilePass project is based on SharePoint hosted by AIT. This service is accessible with personal login and password that allows server to share, store, versioning and backup of all uploaded files.

The SharePoint server is based on a hierarchical folder structure enabling a fast and easy classification of the documents related to the project. (See Figure 13, left side). The top folder contains:

- Pictures: logo of the partners, devices models...
- Documents
  - External Documents (official external presentation of the project)
  - Internal Documents (DoW, Consortium Agreement...)
  - WP1 – related documents
  - WP2 – related documents
  - WP3 – related documents
  - WP4 – related documents
- Lists:
  - Calendar, listing the external conferences as well as the internal events of the Consortium
  - To do's: a general list of action items to be done by the members; developed and updated during the Consortium meetings
  - Dissemination Action: a table encompassing all the dissemination activities undertaken by the members
  - MobilePass Contacts: the complete list of people involved in the project
  - Consortium: the list of the partners and their official addresses
  - Bi-Monthly Reporting: a table in which, every two months, partners have to report their PM and other costs, in order to keep an eye of the use of resources
  - Deliverables: this folder contains all deliverables submitted by the Consortium
- Discussions

Moreover, the homepage has been customized so that each partner login onto the SharePoint sees at a glance the next events to come and the personal to do's he/she has to conduct.

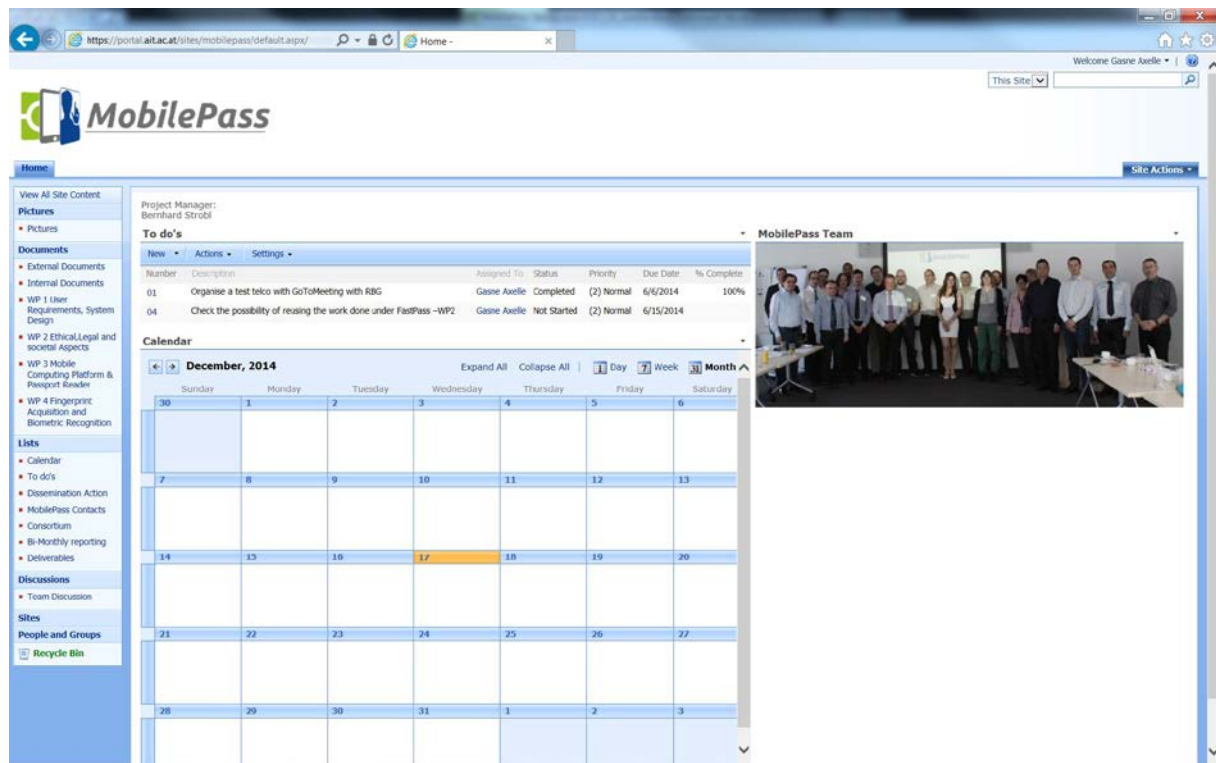


Figure 13: DMS-Server main view

The SharePoint server also allows versioning of the files, so that all partners can share their documents, work together on files and upload new versions. The different versions are stored optionally with additional information and can be accessed later. Backup of files is scheduled regularly, in order to avoid data loss.

## 7.2 Mailing lists

Further than the DMS- Server, a mailing list was created gathering all people working for MobilePass. This service is hosted by AIT but both internal and external people are able to contact the team via the email address [all\\_mobilepass@list.ait.ac.at](mailto:all_mobilepass@list.ait.ac.at).

With the same logic, the email address [MobilePassCoordinator@ait.ac.at](mailto:MobilePassCoordinator@ait.ac.at) was created to let people contact the MobilePass management team directly (gathering the Coordinator, the technical Coordinator, the business development and the management support.) This allows distributing internal or external requests at the same time to the management team for a more efficient processing of the questions.

Mailing lists can be created upon request for each kind of group related to the Consortium (General Assembly, WP...).

### **7.3 Other tools**

The tool GoToMeeting has been tested among the partners and chosen for organising the teleconferences. This tool is hosted by AIT.

The tool Redmine/DMSF can be later used for uploading software developed by the Consortium.

Templates for each kind of documents (minutes, deliverables, agenda...) are also available in the SharePoint in order to support a unified way of communicating inside and outside the project.

## **8 Project CI and Guidelines (Templates for Presentations and Documents)**

Following we describe several templates which have been elaborated for project deliverables and slide-based presentations.

### **8.1 Guidelines for templates use**

The deliverable and review sheet templates are produced in line with the logo and project image we have created as stated in the previous section.

#### **8.1.1 Guidelines for deliverable template**

The deliverable template contains on its first page the general information about the document and shall be filled out by each author. It contains the following information: Project acronym, deliverable number, title, as well as document version and submission date. All relevant information to the WP such as due date, version, status, organization responsible for the deliverable, author, etc. can be found on the first page for overview.

Also, on the first page responsible persons for approval of the document in terms of technical, language correctness and security clearance are shown. The aim is to help the reader to have the basic information of the document right at the first page.

In the second page, we have included a table with the “Document History” for change tracking of the deliverable. This versioning is additional to the versioning in the DMS-Server system. The version should be described by two digits: Vx.y, where x indicates a version of the document with significant changes in respect to the previous one; and y indicates slight modification over the previous version. For example, a first version of a document could be V1.0; small changes over this version, such as comments, could be V1.1; and a new version of the document including many contributions, should be V2.0.

On the third page, we have included a table with the “Document Reviews” for tracking of comments and remarks by internal as well as external reviewer.

## Website, Project Brochure, Newsletter, Project CI and Guidelines

Version 1.0, 27.12.2014



Deliverable 8.1  
Website, Project Brochure, Newsletter,  
Project CI and Guidelines  
Version 1.0, 19.12.2014

**Project**  
Project Reference: MobilePass  
Project Short Name: MobilePass  
Call: FP7-SEC-2013-3-2-3  
Funding Scheme: Capacity Project  
Project web-site: www.mobilepass-project.eu

**MobilePass**  
Grant agreement no. 608016  
MobilePass  
FP7-SEC-2013-3-2-3  
Capacity Project  
www.mobilepass-project.eu

**Deliverable D 8.1**  
**Web Site, Project Brochure, Newsletter, Project CI and Guidelines**

Document				
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Figure 14: Front page layout and template (example from this document D8.1).

### 8.1.2 Format

The format of the deliverable is set as follows:

- The deliverables have the font used Calibri or Arial of size 11.
- It contains the header with the logo (top, right) and the deliverable short information (top, left) and the footer. The footer includes reference to Grant Agreement No. and page numbering as n°X/page of n°X.
- The margins are set at the top and bottom 1,25cm and on left and right 2,5cm. The punctuation in an English text must follow the rules and conventions for English, which often differ from those applying to other languages. Specially:
  - Punctuation marks in English are always and ellipsis points closed up to the preceding word;
  - Stops (. ? ! : ; ) are always followed by only a single (not a double) space;
  - quotation marks may be either straight ('...') or preferably smart ('...'), but not both in the same text, and never chevrons (<...>) or as in German („...“).

### 8.1.3 Table of Contents, headers

The table of Contents has been adapted with the Automatic Table n°1 of the word office.



The alignment of the text is justified and in between the first level title (Header 1) in Cambria or Arial size 14 and bold; and the paragraph text there is just one space. The indent in the paragraphs is simple. Then the second level of title (Header 2), Cambria or Arial nº12 and bold stands as a subsection of the header 1. The last level is the Header 3, in Cambria or Arial nº12 and bold. We advise not to use any further headers to avoid long subsections. Only use header 4 when is need it, but preferably do not apply it.

#### **8.1.4 Figure and tables**

The figure's name shall be inserted in the caption option and, must be named below the image presented.

For naming Figures, go to References, Insert caption and choose figure or table and give a name to the figure, you can choose that automatically numbers the figures; and then cross-reference for other hyperlinks or reference in the document.

The table is a simple table from the Table Style options and should be used without colors.

#### **8.1.5 References**

The reference is in the last section of the deliverable, it is advisable to include the name, author, and year as the standards for bibliography. For example: Title of Deliverable, Deliverable Dx.x.x of MobilePass project.

#### **8.1.6 Footnote and endnote references**

Footnote/endnote references in text are usually given as superscript numerals without brackets following punctuation.

#### **8.1.7 Citations**

While getting a document, it becomes important to caption images and to insert cross-references for faster accessibility to the desired portion of document.

Microsoft Word and Open Office include an easy way to insert image captions and to mark out headings bookmarks, footnotes for referencing.

We include the citation and it will automatically insert the reference at the end of the document for citations. In the reference option we have chosen the APA style for citations and sources.

We should include the titles of periodicals, books and newspapers in italics but cite titles of articles within such publications in single quotation marks. We use the English titles of publications where an official English version exists but do not translate titles of works that have appeared only in a foreign language

Acronyms are words formed from the first (or first few) letters of a series of words, and are pronounced as words, e.g. DoW, Description of Work. They never take points and they are listed in the acronyms table right at the beginning of the document.

### **8.1.8 Length of documents**

In general terms it is advisable to have documents of 50 to 80 pages maximum plus annexes. The idea behind this is to follow the EU style and rules of KISS: Keep It Short and Simple [4]. The value of a document does not increase the longer it gets. Our readers will not respect us more because we have written 20 pages instead of 10, especially when they realize that we could have written what we wanted to say in 10.

In case of large information must be included in the document, we suggest the use of Annexes. The Annexes sections will include the additional information to the main body of the document that is not essential for the understanding of the document, but it is complementary.

Some ways to cut out unnecessary words include:

- Not stating the obvious.
- Not cluttering the document with redundant expressions like 'as is well known', 'it is generally accepted that', 'in my personal opinion', 'and so on and so forth', 'both from the point of view of A and from the point of view of B'.
- Not repeating ourselves. When referring a long name write out the full name once only. Shorter documents and shorter sentences tend to have more impact.

## **9 Conclusions**

We designed an informative and attractive homepage and a DMS-Server for data exchange among partners. The presented layouts of the webpage and the DMS Server will continually evolve within the project in order to fit optimally to the partners' needs and the dissemination plan.

We also presented the preliminary of the MobilePass brochure. This brochure is intended to give the reader a rough overview of the project and direct him to the more actual homepage.

During the project it may be useful to update the brochure. First results as well as use cases and upcoming events may be demonstrated already in the brochure. Therefore the brochure is permanent under review, if it is adequate for the current and forthcoming state of the MobilePass project.



## 10 References

- [1] MobilePass Website URL: <http://mobilepass-project.eu/>
- [2] MobilePass Flyer URL: <http://www.mobilepass-project.eu/sites/default/files/MobilePass%20Flyer.pdf>
- [3] MobilePass Promotional Video on YouTube URL:  
<https://www.youtube.com/watch?v=LXSuoJHBwo8#t=14>
- [4] European Commission, "How to write clearly", URL:  
[http://ec.europa.eu/translation/writing/clear\\_writing/how\\_to\\_write\\_clearly\\_en.pdf](http://ec.europa.eu/translation/writing/clear_writing/how_to_write_clearly_en.pdf)