Note

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Date: 19 February	
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Subject: New Logo Implementation: describing Energy Community Secretariat's Documents and the need of new templates

I. Describing the types of Documents:

1. The display online correlates with the nature of the documents:

> 1.1. LEGAL: the Official Journal of the organization, acts displayed on corresponding Decision / Procedural Acts / Acquis pages. All legal acts are first displayed in LEGAL. Additionally displayed on the related MC / PHLG / ECRB event-pages, in Outcome accordion.

> 1.2. EVENTS: meeting documents displayed on related event-pages in Agenda / Presentations / Documents accordions. If a larger report, the file is first uploaded in DOCUMENTS (or in LEGAL), and then displayed manually.

> 1.3. DOCUMENTS: displays larger reports and studies, grouped together by author.

>> 1.3.1. *Secretariat's reports*: The Secretariat is the author, not the expert in charge. The docs can be filtered by key doc categories.

>> 1.3.2. *Studies*: final reports written by an external consultant. When publishing, we add a cover page to the study. These word templates cover the key area of work and were created in 2013. As regards the consultant's work requirements, there is no quality (proof reading, layoutting, font, colours etc.) criteria in place.

>> 1.3.3. *Contracting Parties reports*: The CPs have numerous reporting obligations – plans, statements, progress reports. The docs are often prepared based on a common template, prepared in the task force / coordination groups.

>> 1.3.4. *ECRB reports*: written by the ECRB working groups, published after approval of the Board. No clear overview of what comes when. When uploading the docs are categorized and can be filtered. ECRB uses quite an elementary word cover page, where the image is changed depending on the topic. The template is probably the same since 2006. The page consists of <80 docs.

>> 1.3.4. *Work Programmes*: separate pages for institutional body work programmes, varying from a few pages doc / table of a task force to more comprehensive ECRB WP. The Energy Community Work Programme is an annex to the Procedural Act on budget. In the past the WP was re-produced / displayed extra, but has never been professionally layoutted. Lately there is only the Procedural Act.

2. On ABOUT US/Who we are, we list the flagship publications. These docs are the only ones that are professionally layoutted with the support of an external service provider.

2.1. *Implementation Reports*: using the same template >5 years, looks reviewed each year, since 2023 structured in clusters.

2.2. *Legal Framework volumes*: new covers and a split in 7 thematic volumes since 2023.

2.3. *Energy Transition Tracker*: WB6 monitoring reports launched in 2016, using the same template with some modifications. Transformed to CBAM Tracker in 2023: covers all 9 CPs instead of WB6. Not clear if to continue as CBAM Tracker in 2024 as well.

2.4. *WB6 Summit Report*: new report with new design and looks, launched in 2023. Unclear if to become an annual, continuing report.

2.5. *SEEGAS Reports*: third report presented at an event in 12/2023, publishing pending, using the same template, consists of complex, modified ENTSO-g maps.

3. With Secretariat's reports section, reports/papers sometimes just pop-up. There is no annually established reporting plan. We lack definitions on the types of reports/papers we produce. As a result, not all docs are equipped with a predetermined template, structure and looks. The page displays app. 150 docs. Due to the high volume, we have tried to establish categories that allow filtering. Sometimes ready docs were re-done to allow categorisation.

Doc category	Product	Production
Ukraine Support (25)	Market Observatory Notes, Quarterly Reports	2-page template (cover with changing images + ToC), created in 2023
Annual Reports (8)	Produced annually, tabled at the MC: an Annex of IR,	Two possibilities: extract the layoutted IR pages, or, use the MC (in-house produced) annex
Compliance Notes (6)	Pressing policy issues, that can not be covered in IR, produced 2018-2021	1-page fixed cover template, similar looks CN/DP/PP, created in 2021
Discussion Papers (4)	Broader topic, to evoke discussion within the institutional bodies	1-page fixed cover template, similar looks CN/DP/PP, created in 2021
Implementation Reports (11)	Produced annually, tabled at the MC	Professionally layoutted, present template in use since 2018, Executive Summary extracted
Monitoring Reports (9)	Most have a linkage to ECS's reporting obligations, produced 2017-2023	Some have covers, some MC annex docs
Policy Guidelines (22)	Give guidance on implementation, also shown in LEGAL/PG	1-page fixed cover template, created in 2015
Policy Papers (1)	Covering topics without legal obligations?	1-page fixed cover template, similar looks CN/DP/PP, created in 2021

Progress Reports (trackers) (23)	First progress reporting under CONNECTA TA, since 2019 annual transition progress reports	Professionally layoutted, template created in 2016
Recommendations (6)	ECS recommondations on draft NECPs	1-page fixed cover template, created in 2020
Regulator Reviews (8)	Reviews on national regulators, 2016-2021	using the Studies template: 1-page fixed template: cover with changing images, created in 2013
Unclassified (16)	Explanatory Notes,c CESEC reports, Energy Governance, 2022-2016	Mixture: most professionally layoutted, others in-house production.

II. Overview of needed Document templates

1. Three types of Agendas / Conclusions (word templates)

    1.1. MC / PHLG: X:\Secretariat\Templates\agenda, conclusions

    1.2. ECRB: X:\Secretariat\Templates\ECRB (NB: different logo!)

    1.3. General: X:\Secretariat\Templates\agenda, conclusions

2. General communication templates

    2.1. Letter paper: X:\Secretariat\Templates\letter paper

    2.2. Note: X:\Secretariat\Templates\note

    2.3. Power point: X:\Secretariat\Templates\powerpoint

3. Studies, and Secretariat's reports: it is to be discussed if all covers will be redone, or, if solely the logo is to be replaced. A staged approach where we first just replace the logo is also an option.

    3.1. Templates for in-house produced reports

    Studies: X:\Secretariat\Publications\STUDIES and report covers\templates

    Policy Guidelines: X:\Secretariat\Publications\Policy Guidelines

    Ukraine: X:\Secretariat\Publications\Ukraine Assessment Note\TEMPLATES

    Recommondation: X:\Secretariat\Publications\Recommondation

    Compliance notes (tbc): X:\Secretariat\Publications\Compliance notes

    Discussion/Policy Paper (tbc): X:\Secretariat\Publications\Discussion_Policy Paper

    In case of Studies templates, we need additionally fixed, minimum style requirements (font, colour, etc) for the external consultant

    3.2. Professionally layoutted report template produced by the service provider with In-design (or, similar). After finalization of the report, we store the package in x-drive.

    Implementation Report

Legal Framework 5.0. volumes

Trackers

SEEGAS

WB6 Summit Report

EMAS Statement

4. Other stationary/office products; business cards, envelopes, notebooks, roll-ups etc.

5. Nice haves: new, distinct word templates for Energy Community Decisions, Procedural Acts, MC/PHLG Annexes, Work Programme, Annual Report